

CITY OF OBETZ
RECORD OF ORDINANCES



ORDINANCE: 31 – 25

PASSED: May 27, 2025

AN ORDINANCE ESTABLISHING THE ORGANIZATIONAL STRUCTURE OF DEPARTMENTS AND DIVISIONS FOR THE CITY OF OBETZ AND DECLARING AN EMERGENCY

WHEREAS, the City of Obetz is committed to efficient and effective governance to meet the current and future needs of its residents and businesses; and,

WHEREAS, the orderly structure and clear delineation of departments and divisions are essential to the delivery of high-quality municipal services; and,

WHEREAS, Article VI of the Obetz Charter authorizes the City to establish and modify the organizational structure of its administrative departments; and,

WHEREAS, the City Council of Obetz seeks to codify the organizational hierarchy to ensure accountability, clarity, and administrative continuity;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OBETZ, OHIO, THAT:

Section 1. Organizational Structure Established. There is hereby established the organizational structure of the City of Obetz to consist of the following departments and divisions:

Department of City Administration. Led by the City Administrator and Deputy City Administrator.

- Division of Public Relations: Led by a Public Relations Manager, who serves as the division head until the position of Director of Public Relations is filled. The Director of Public Relations position is currently vacant.

Department of Safety. Led by the Safety Director and Assistant Safety Director.

- Division of Police: Led by the Police Chief (Director of the Division) and the Deputy Police Chief (Assistant Director). The Deputy Police Chief position is currently vacant.
- Division of Building Inspection: Led by the Director of Building Inspection, also known as the Chief Building Official. The position of Chief Building Official is currently vacant and the duties are being performed by contract with Toole and Associates.
- Division of Fire: led by the Fire Chief (Director of the Division) and a Deputy Fire Chief (Assistant Director of the Division). This division is currently vacant and inactive but remains established pursuant to the Charter of the City of Obetz for future activation. Current fire services are provided by contract with Hamilton Township and Madison Township respectively.

Department of Development. Led by the Director of Development.

- Division of Economic Development: Led by the Director of Economic Development.
- Division of Planning and Zoning: Led by the Director of Planning and Zoning.

Department of Law. Led by the Law Director and Assistant Law Director. In addition to the duties specified in their job descriptions, both positions will support the City's economic and utility incentive programs, including activities related to the establishment, implementation, and ongoing management of public funding tools.

Department of Human Resources. Led by the Human Resources Director and Assistant Human Resources Director. The Assistant Human Resources Director position is currently vacant.

Department of Finance. Led by the Finance Director and Assistant Finance Director.

Department of Parks and Recreation. Led by the Director of Parks and Recreation and the Assistant Director of Parks and Recreation. The Assistant Director of Parks and Recreation position is currently vacant.

- Division of Parks Services: Led by the Superintendent of Parks.
- Division of Recreation Services: Led by the Superintendent of Recreation. The Superintendent of Recreation position is currently vacant.

Department of Utilities. Led by the Director of Utilities.

- Division of Utility Maintenance: Led by the Superintendent of Utilities and Assistant Superintendent of Utilities.
- Division of Utility Billing: Led by the Utility Billing Manager.

Department of Engineering. Led by the Director of Engineering, also known as the City Engineer.

Department of Community Services. Led by the Director of Community Services.

Department of Public Works. Led by the Director of Public Works.

- Coordinated by the Superintendent of Public Works, who serves as division head over:
 - Division of Service: Led by the Superintendent of Service and Assistant Superintendent of Service.
 - Division of Facilities: Led by the Superintendent of Facilities and Assistant Superintendent of Facilities. The Assistant Superintendent of Facilities position is currently vacant.
 - Division of Research and Development: Led by the Superintendent of Research and Development and Assistant Superintendent of Research and Development. The Assistant Superintendent of Research and Development position is currently vacant.
 - Division of Grounds: Led by the Superintendent of Grounds and Assistant Superintendent of Grounds. The Assistant Superintendent of Grounds position is currently vacant. Until superseded by future ordinance, the division of Grounds shall fall into the Division of Service and report to the Superintendent of Service.

Section 2. Definitions and Titles. Any City Administrator, Deputy City Administrator, Director, or Assistant Director of a department shall be known as a Department Head. Any Director, Assistant Director, Superintendent, Assistant Superintendent, Manager, or Assistant Manager of a division within a department shall be known as a Division Head.

Section 3. Chain of Command. The chain of command for each Director, Assistant Director, Superintendent, Assistant Superintendent, Manager, Assistant Manager, and all other employees shall be specified in the employee's job description and letter of appointment. In the absence of such specification, the following applies:

- All union, non-union, classified, and unclassified positions below the level of Assistant Manager shall report to the Director of their respective department. The Director may delegate supervisory responsibilities to any subordinate supervisor within their department or its divisions, as appropriate.
- Assistant Managers shall report to their respective Managers.
- Managers shall report to the Director of the department in which their division resides.
- Assistant Superintendents shall report to their respective Superintendents.
- Superintendents shall report either to a supervising Superintendent or to the Director of the department or division in which they are assigned.
- All Directors, Assistant Directors, Superintendents, Assistant Superintendents, Managers, and Assistant Managers of all departments and divisions shall report to the Deputy City Administrator and City Administrator.
- The Deputy City Administrator reports to the City Administrator. Both positions ultimately report to the Mayor.

Section 4. Authority of the Mayor. The Mayor shall direct the City Administrator, Deputy City Administrator, Department Heads, Division Heads, and all other positions pursuant to the Charter of the City of Obetz, and in consideration of any applicable collective bargaining agreements, non-union employment agreements, or employee classifications in the classified civil service, where such agreements or classifications exist.

Section 5. Establishment of Departments, Divisions, and Positions. Any department, division, or position mentioned in this ordinance, not already established by the Charter or previous ordinances, shall hereby be established with the passing of this ordinance pursuant to Article VI of the Obetz Charter.

Section 6. This Ordinance is hereby declared to be an emergency measure, necessary for the preservation of the public health, safety and welfare, such emergency arising from the need to formalize the City's organizational structure to ensure effective administration; WHEREFORE, this Ordinance shall take effect and be in force from and after its passage.

Passed this 27 day of May, 2025.

ORDINANCE: 31 - 25

PASSED: May 27, 2025

ATTESTS:

Stacey Boumis
Stacey Boumis, Clerk of Council

Angela M. Kirk
Angela M. Kirk, Mayor

Michael Flaherty
Michael Flaherty, Council President Pro-Tem

APPROVED AS TO FORM

Eugene Hollins
Eugene Hollins, Esq., Law Director

CERTIFICATION OF PUBLICATION

Pursuant to the City Charter, I, Stacey E. Boumis, Clerk of Council of the City of Obetz, Ohio, do hereby certify that Ordinance 31-25 was duly posted at 4:00 PM (time) on the 28 day of May, 2025, at the Obetz Government Center, Obetz Athletic Club, and Obetz Community Center as well as on the Obetz website.



Stacey Boumis
Stacey Boumis, Clerk

5/28/25
Date