

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: City Manager

AGENDA DATE: August 16, 2005

CONTACT PERSON/PHONE: Joyce Wilson/541-4109

DISTRICT(S) AFFECTED: N/A

SUBJECT:

Approve an ordinance repealing ordinance 15863 and creating a new ordinance to re-establish the City Manager's Office.

BACKGROUND / DISCUSSION:

Ordinance No. 15863 created and established the functions of the City Manager's Office. That department along with three departments headed by Deputy City Managers are being reestablished under this ordinance as bureaus (Development and Infrastructure Services; Financial and Administrative Services; and Quality of Life Services). For purposes of administration, budget and all City organizational functions, these bureaus shall be within the City Manager's Office. Additionally, the ordinance creates the reporting requirements for the five new departments of the City: Environmental Services; Development Services, General Services; Financial Services/CFO; and Museums and Cultural Affairs.

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), TO CREATE CHAPTER 2.110 (CITY ORGANIZATIONAL STRUCTURE) AND SECTIONS THEREUNDER IN THE EL PASO CITY CODE TO CREATE AND ESTABLISH THE FUNCTIONS OF THE DEPARTMENT KNOWN AS THE CITY MANAGER’S OFFICE; THE BUREAUS WITHIN THE DEPARTMENT: DEVELOPMENT AND INFRASTRUCTURE SERVICES, FINANCIAL AND ADMINISTRATIVE SERVICES AND QUALITY OF LIFE SERVICES; AND TO CREATE AND ESTABLISH THE DEPARTMENTS THAT REPORT TO THE DEPUTY CITY MANAGERS: ENVIRONMENTAL SERVICES, DEVELOPMENT SERVICES, AND GENERAL SERVICES AND FINANCIAL SERVICES/CFO; TO ESTABLISH OTHER DEPARTMENTAL REPORTING AND SUBORDINATE BUREAUS; AND TO REPEAL ORDINANCE NO. 15863.

WHEREAS, for purposes of economy and efficiency, the City Manager’s Office is being re-created in a more streamlined and workable format; and

WHEREAS, three departments headed by Deputy City Managers are being re-established under this ordinance as bureaus and for purposes of administration, budget and all City organizational functions, these bureaus shall be within the City Manager’s Office.

WHEREAS, the Charter definition of department includes a bureau, thus making the head of a bureau a department head for all purposes under the Charter; and

WHEREAS, it is necessary to establish the departments that, under the City’s organizational scheme, will report directly to the Deputy City Managers and to establish their operations and designate any bureaus under those departments; and

WHEREAS, this change necessitates the repeal of Ordinance No. 15863, which had originally created and established the functions of the City Manager’s Office.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO, TEXAS:

Section 1. That Chapter 2.110 (City Organizational Structure) of the El Paso City Code be created as follows.

Section 2. That Section 2.110.010 (City Manager's Office) be created as follows:

Section 2.110.010. City Manager's Office.

a. There is hereby established a City Manager's Office as a department of the City of El Paso. The department shall be staffed by a City Manager and such other appropriate positions as are authorized by City Council. The primary function of the department shall be the executive administration of the programs and policies established by the Mayor and City Council. The purpose of the department shall be to provide administrative management, through the departmental organization, of the services and staff operations of El Paso city government.

b. The principal responsibilities and functions of the City Manager shall be those stated in the City of El Paso Charter as well as administrative functions properly belonging with the City Manager, including those specifically delegated to the City Manager by the City Council.

c. The City Manager may develop and promulgate appropriate City Organizational charts to set forth the structures established herein as well as those set forth within any other City Ordinance or Budget Resolution adopted by the City Council.

Section 3. That Section 2.110.020 (Bureau of Development and Infrastructure Services) be created as follows:

Section 2.110.020. Bureau of Development and Infrastructure Services. There is hereby established a department of Development and Infrastructure Services as a bureau in the City Manager's Office. The purpose of the bureau shall be to oversee and coordinate functions affecting the services of the City that pertain to development and infrastructure services performed by the City or other appropriate functions, independently or through the City Manager's Office, as to be determined by the City Manager; and to report to the City Manager.

Section 4. That Section 2.110.030 (Bureau of Financial and Administrative Services Services) be created as follows:

Section 2.110.030. Bureau of Financial and Administrative Services.

a. There is hereby established a department of Financial and Administrative Services as a bureau in the City Manager's Office. The purpose of the bureau shall be to oversee and coordinate functions affecting the services of the City that pertain to financial and administrative services provided for the City or other appropriate functions, independently or through the City Manager's Office, as to be determined by the City Manager; and to report to the City Manager.

b. The Deputy City Manager for Financial and Administrative Services is authorized to make all designations required by state law of the employees authorized to perform purchasing and property disposition functions for the City.

Section 5. That Section 2.110.040 (Bureau of Quality of Life Services) be created as follows:

Section 2.110.040. Bureau of Quality of Life Services. There is hereby established a department of Quality of Life Services as a bureau in the City Manager's Office. The purpose of the bureau shall be to oversee and coordinate functions affecting the services of the City that pertain to the quality of life services provided by the City or other appropriate functions, independently or through the City Manager's Office, as to be determined by the City Manager; and to report to the City Manager.

Section 6. That Section 2.110.050 (Bureau Operations) be created as follows:

Section 2.110.050. Bureau Operations.

a. Each bureau established herein shall be staffed or otherwise operated by a Deputy City Manager who will also be the department head for the purposes established in the City Charter.

b. The heads of all departments which are placed under the authority of a Deputy City Manager who heads a bureau in the City Manager's Office shall retain the title and status of department heads, and shall continue to have the authority placed in department heads as provided for in the City Charter.

Section 7. That Section 2.110.060 (Environmental Services Department) be created as follows:

The Department of Environmental Services is hereby established and under the City's organizational structure, shall report directly to the Deputy City Manager for Development and Infrastructure Services. The Department of Environmental Services shall have the environmentally-related functions, duties and responsibilities within the City as initially designated by the City Budget Resolution adopted for Fiscal Year 2006 and thereafter as assigned by the City Manager and the Deputy City Manager for Development and Infrastructure Services, and as set forth in the El Paso City Code.

Section 8. That Section 2.110.070 (Development Services Department) be created as follows:

a. The Department of Development Services is hereby established and under the City's organizational structure, shall report directly to the Deputy City Manager for Development and Infrastructure Services. The Department of Development Services

shall have the functions relating to planning, code compliance and development services, duties and responsibilities within the City as initially designated by the City Budget Resolution adopted for Fiscal Year 2006 and thereafter as assigned by the City Manager and the Deputy City Manager for Development and Infrastructure Services, and as set forth in the El Paso City Code.

b. The Departments of Planning and Building Permits and Inspections are established as bureaus within the Department of Development Services.

Section 9. That Section 2.110.070 (General Services Department) be created as follows:

The General Services Department is hereby established and under the City's organizational structure, shall report directly to the Deputy City Manager for Financial and Administrative Services. The Department of General Services shall have such fleet, building maintenance and city support services and responsibilities within the City as initially designated by the City Budget Resolution adopted for Fiscal Year 2006 and thereafter as assigned by the City Manager and the Deputy City Manager for Financial and Administrative Services, and as set forth in the El Paso City Code.

Section 10. That Section 2.110.080 (Financial Services/CFO Department) be created as follows:

The Financial Services/CFO Department is hereby established and under the City's organizational structure, shall report directly to the Deputy City Manager for Financial and Administrative Services. The Department of Financial Service/CFO shall have the financial and purchasing related services and responsibilities within the City as initially designated by the City Budget Resolution adopted for Fiscal Year 2006 and thereafter as assigned by the City Manager and the Deputy City Manager for Financial and Administrative Services, and as set forth in the El Paso City Charter and City Code to include those functions, powers and duties designated within state law, the City Charter and any existing ordinance as belonging to the Comptroller.

Section 11. That Section 2.110.090 (Department of Museums and Cultural Affairs) be created as follows:

The Department of Museums and Cultural Affairs, as created under Section 2.40.010 of this Code, shall under the City's organizational structure report directly to the Deputy City Manager for Quality of Life Services.

Section 12. That Ordinance No. 15863 is repealed.

Section 13. This ordinance shall take effect on September 1, 2005.

ADOPTED this 30th day of August 2005.

THE CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Elaine S. Hengen
Assistant City Attorney

Joyce Wilson
City Manager