

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

DEPARTMENT: City Manager – Financial Affairs

AGENDA DATE: Introduction on August 17, 2010; public hearing on August 24

CONTACT PERSON NAME AND PHONE NUMBER: William F. Studer, Jr., Deputy City Manager
(915) 541-4252

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? OR AUTHORIZE the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

An Ordinance amending Title 2 (Administration and Personnel), to amend Chapter 2.110 (City Organizational structure), in its entirety to revise the structure of the department known as the City Manager's Office; to assign the risk management function to the Human Resources Department; to revise the duties of the General Services Department; and to delete duplicate provisions relating to departmental authorization.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The City Manager proposed through the Budget for FY 2011 and the City Council has decided to re-organize the City Manager's Office, the Economic Development Department, the Engineering Department, the Street Department, the Environmental Services Department and to delete the Development Services Department. This action necessitates this ordinance and others to make changes to the City Code to reflect the organizational change to move the Office of Management and Budget under the City Manager's office, and to reflect that the Internal Auditor function is also under her office.

Additionally, as the General Services Department is included in this Chapter, the department is updating the statement of its duties. The Development Services Department is being deleted from the chapter as are other duplicate provisions that are covered elsewhere in the City Code.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

DEPARTMENT HEAD:

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), TO AMEND CHAPTER 2.110 (CITY ORGANIZATIONAL STRUCTURE) IN ITS ENTIRETY; TO REVISE THE STRUCTURE OF THE DEPARTMENT KNOWN AS THE CITY MANAGER'S OFFICE; TO ASSIGN THE RISK MANAGEMENT FUNCTION TO THE HUMAN RESOURCES DEPARTMENT; TO REVISE THE DUTIES OF THE GENERAL SERVICES DEPARTMENT; AND TO DELETE DUPLICATE PROVISIONS RELATING TO DEPARTMENTAL AUTHORIZATION.

WHEREAS, a number of functions and departments are being restructured and reorganized to achieve efficiencies; and

WHEREAS, these changes include moving the Office of Management and Budget into the City Manager's office and will result in more economy and efficiency in operations; and

WHEREAS, it is appropriate to eliminate the provisions relating to the creation and function of other departments, as those provisions exist elsewhere in the City Code.

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) be rewritten in its entirety, to read as follows:

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

2.110.010 City Manager's Office.

A. There is 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. 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 shall establish appropriate deputy city manager positions within the department to oversee and coordinate the various functions and services of the city, independently or through the city manager, and to report to the city manager.

D. The city manager shall designate a deputy city manager to be the deputy city manager for development and infrastructure services and any other deputy city manager position designated as having specific or required duties in this code for the purpose of exercising those duties and responsibilities under this code.

Section 3. That Section 2.110.020 (City Manager) be created to read as follows:

2.110.020 City Manager

A. The city manager is authorized to reassign any duty or obligation assigned by ordinance or council resolution to a specific department or particularly named staff person when necessary due to the reassignment of functions between departments resulting from departmental reorganization or the renaming of a department, or when the particular staff position is unfilled or has been renamed or eliminated. The city manager may authorize the delegation of authority to carrying out duties and responsibilities assigned by ordinance or council resolution, and in accordance with civil service rules, unless such delegation is prohibited by state or federal law or the city Charter.

B. The city manager shall designate a deputy city manager who shall be authorized to make all designations required by state law or ordinance of the employees authorized to perform purchasing and property disposition functions for the city, including the designation of the purchasing agent.

C. The city manager may develop and promulgate appropriate city organizational charts to set forth the structures established herein, as well as requirements set forth within any other city ordinance or budget resolution adopted by the city council, to include direct reporting requirements, if any, for each department to a deputy city manager.

Section 4. That Section 2.110.030 (Internal Auditor Function) be created to read as follows:

2.110.030 Internal Auditor Function

A. The function of the internal auditor is established as a function of the City Manager's Office.

B. The function shall be staffed by the City's Chief Internal Auditor and such other appropriate positions as are authorized by the Council, provided however, that the City Manager may reassign duties to other departments and staff, as he deems appropriate.

C. The Chief Internal Auditor and his designees shall perform such internal auditing functions relating to city operations as are needed and required by the City Manager and the City Council.

Section 5. That Section 2.110.040 (Office of Management and Budget Function) be created to read as follows:

2.110.040 Office of Management and Budget Function

- A. The function of the Office of Management and Budget is established as a function of the City Manager's Office.
- B. The function shall be staffed by a chief budget officer and such other appropriate positions as are authorized by the Council, provided however, that the City Manager may reassign duties to other departments and staff, as he deems appropriate.
- C. The chief budget officer and his designees shall perform the budgetary and management functions relating to city operations as are needed and required by the City Manager and the City Council.
- D. The Risk Management function previously assigned to the Office of Management and Budget Function is moved to the Human Resources Department.

Section 6. That Section 2.110.050 (General Services Department) be created to read as follows:

2.110.050 General Services Department.

- A. There is established in the City of El Paso, the General Services Department, which shall generally provide for the general services as are needed by the City and its various departments, as determined by the City Manager.
- B. The primary function of the department shall be the fleet, facility and grounds maintenance, and city support services, and such duties as assigned by the city manager and his designees.
- C. The department shall be staffed by a department director and such other appropriate positions as are authorized by the Council.
- D. The department director shall be responsible for the performance of duties as determined and directed by the City Manager, provided however, that the City Manager may reassign duties to other departments and staff, as he deems appropriate.

Section 7. That the provisions numbered beginning with 2.110.060 and higher, as previously contained in Chapter 2.110 are deleted, with the entire Chapter to read only as set forth herein.

Section 8. This ordinance shall take effect on September 1, 2010.

ADOPTED this 24th day of August 2010.

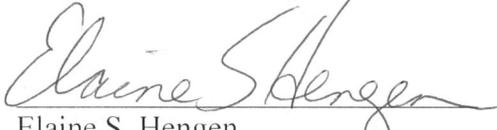
THE CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:


Elaine S. Hengen
Senior Assistant City Attorney

APPROVED AS TO CONTENT:

William F. Studer, Jr.
Deputy City Manager