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

DEPARTMENT: City Manager

AGENDA DATE: August 12, 2008 for Introduction.
Public Hearing on August 19, 2008

CONTACT PERSON/PHONE: William F. Studer, Jr., Deputy City Manager, 541-4152.

DISTRICT(S) AFFECTED: All

SUBJECT: An Ordinance amending Title 2 (Administration and Personnel), to amend Chapter 2.110 (City Organizational Structure), of the El Paso City Code, to revise the structure of the Departments known as the City Manager's Office and Development Services; authorize the City Manager to designate departments and staff to perform duties pursuant to City ordinances; and to delete duplicate provisions relating to departmental authorization.

BACKGROUND / DISCUSSION: This Chapter in the Code was created in 2005 when the City changed to the Council-Manager form of government, and established separate departments for the City Manager and Deputy City Managers. Additionally, Development Services was created as an oversight department for the Planning and Building Permits and Inspections Departments. The Charter amendments approved in 2007 gave the City Manager greater delegation authority, and as a result, it is no longer necessary to maintain this number of independent departments. Accordingly, this ordinance would abolish the separate departments for each of the Deputy City Managers, and the employees will become staff in the City Manager's Office.

Additionally, this is first of a large number of ordinances needed to abolish Planning and Building Permits and Inspections as separate departments, and to designate them as divisions in the Development Services Department. Lastly, a provision has been included in this ordinance to authorize the City Manager, as a stop-gap measure, to designate a department or staff to perform a duty that has been assigned by ordinance or resolution to a department or staff position that no longer exists because of departmental reorganization.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

Chapter 2.110 of the Code was created by Ordinance no. 16128 on August 30, 2005.

AMOUNT AND SOURCE OF FUNDING: This organizational change was contemplated and addressed in the FY 2009 City Budget.

BOARD / COMMISSION ACTION:

#41353/EHEN

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

LEGAL: (if required) Elaine S Hensen **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:** _____

#41353/EHEN

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 2 (ADMINISTRATION AND PERSONNEL), TO AMEND CHAPTER 2.110 (CITY ORGANIZATIONAL STRUCTURE); TO REVISE THE STRUCTURE OF THE DEPARTMENTS KNOWN AS THE CITY MANAGER'S OFFICE AND DEVELOPMENT SERVICES; AUTHORIZE THE CITY MANAGER TO DESIGNATE DEPARTMENTS AND STAFF TO PERFORM DUTIES PURSUANT TO CITY ORDINANCES; AND TO DELETE DUPLICATE PROVISIONS RELATING TO DEPARTMENTAL AUTHORIZATION.

WHEREAS, revisions made to the City Charter in 2007 allow for additional streamlining in the structure of the departments known as the City Manager's Office and Development Services, and it is no longer necessary to maintain separate sub-departments previously established as bureaus within the City Manager's Office and Development Services; and

WHEREAS, these changes will result in more economy and efficiency in the operation of these two Departments; and

WHEREAS, it is appropriate to eliminate the provisions relating to the creation and function of the Department of Museums and Cultural Affairs, 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 Section 2.110.010 (City Manager's Office) be amended 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. 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.

e. 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 in accordance with civil service rules, unless such delegation is prohibited by state or federal law or the City Charter.

f. 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.

g. 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 3. That Section 2.110.020 (Bureau of Development and Infrastructure Services) be repealed.

Section 4. That Section 2.110.030 (Bureau of Financial and Administrative Services Services) be repealed.

Section 5. That Section 2.110.040 (Bureau of Quality of Life Services) be repealed.

Section 6. That Section 2.110.050 (Bureau Operations) be repealed.

Section 7. That Section 2.110.070 (Development Services Department) be amended as follows, and be renumbered as section 2.110.020:

a. The Development Services Department is hereby established. The Development Services Department shall have the functions relating to planning, zoning, subdivision

and building code compliance, permitting, plan review and inspection, and business licensing duties and responsibilities within the City and related functions regarding the development and use of property as assigned by the City Manager and Deputy City Manager, and as set forth in the El Paso City Code.

b. Planning Services, Building Permits and Inspections Services and the Customer Service and Business Center are established as divisions within the Development Services Department.

Section 8. That Section 2.110.090 (Department of Museums and Cultural Affairs) be repealed.

Section 9. This ordinance shall take effect on September 1, 2008.

ADOPTED this 19th day of August 2008.

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