



# Charter Officers

## Roles and Responsibilities

August 20, 2013



## Charter Article III. Administration

3.01 - Charter Officers serve at the will of the City Commission and are vested with authority to:

- Administer the assigned duties of their offices including the appointment and removal of subordinate employees
- Purchase and contract for supplies, materials, equipment, and services required to perform their assigned duties under procedures and limitations prescribed by the commission



# HISTORICAL TIMELINE

**City Manager**

**Clerk of the  
Commission**

**City Attorney**

**City Auditor**  
(1979 Special Act)

**General  
Manager for  
Utilities**  
(1990 Special Act)

**Equal  
Opportunity  
Director**  
(2002 Voter Referendum)



## 3.02 - City Manager

- (1) Administrative head of the municipal government, responsible for the efficient administration of all departments except for those under the control of other charter officers.
- (2) Powers and duties generally. The city manager shall:
  - Enforce City laws and ordinances
  - Propose ordinances to designate job titles of department directors
  - Attend all meetings of the commission, with right to take part in the discussion, but having no vote
  - Recommend all measures necessary and expedient for the proper governance and management of the city
  - Fully advise the commission as to the management, governance, and needs of the city
  - Be the purchasing agent for the city subject to rules adopted by the commission
  - Recommend an annual budget to the commission
  - Perform all other duties prescribed by law, this act, ordinance, or direction of the commission



## 3.03 - City Attorney

- Must be admitted to the practice of law in the state
- Legal advisor to and attorney for the city
- Prosecutes and defends all suits, complaints, and controversies for and on behalf of the city, unless otherwise directed by the commission
- Reviews all contracts, bonds and other instruments in writing in which the city is to be a party, and shall endorse on each approval as to form and legality



## 3.04 - Clerk of the Commission

- Shall keep records
- Perform such other duties as are prescribed by this act or the commission



## 3.05 - City Internal Auditor

- Performs financial and compliance audits
- Assists the commission in all its accountability functions
- Performs compliance audits on the implementation of the city's human relations and equal opportunity ordinances, policies, and programs pertaining to the activities of the city within all departments of the city in accordance with schedules prescribed by the commission (2002 amendment)
- Performs all other duties assigned by the commission
- Files all financial and compliance audits and other reports in the office of the clerk of the commission



## 3.06 - General Manager for Utilities

- (1) Administrative head of municipal utilities, responsible for the efficient administration of the Utility System
- (2) Powers and duties generally. The general manager shall:
  - Have exclusive management jurisdiction and control over the operating and financial affairs of the Utility System including, but not limited to, the planning, development, production, purchase, sale, exchange, interchange, transmission and distribution of all electricity, natural gas, potable water and wastewater
  - Submit a yearly budget to the commission for the operation of the Utility System
  - Be the purchasing agent for all equipment, materials, supplies and services necessary for operating and maintaining the Utility System subject to policies of the commission
  - Propose ordinances to designate job titles of department directors
  - Recommend all measures necessary and expedient for the proper governance and management of the Utility System
  - Fully advise the commission as to the management, governance and needs of the Utility System
  - Perform all other duties prescribed by law, this charter, ordinance, or direction of the commission





## 3.08 - Equal Opportunity Director

- Investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action
- Report on activities of the year and recommend any needed revisions to the city's human relations and equal opportunity ordinances, policies, and programs
- Propose policies for implementing equal opportunity and diversity programs and adherence to equal opportunity laws, policies, procedures, and related matters
- Develop, prepare, and monitor the city's affirmative action plan
- Develop training, conduct workshops, and propose strategies and initiatives for diversity and equal opportunity and related matters in employment, purchasing, services, programs, and activities
- Review all proposed changes to current or proposed new city employment policies, procedures, and guidelines, job descriptions, and purchasing policies, procedures, and guidelines for compliance with equal opportunity laws, policies, procedures, and guidelines, and related matters



## Equal Opportunity Director (continued)

- Monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters
- Monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing
- Participate in the assessment and review of city employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of city employment
- Compile various equal opportunity reports and related reports required of the city by state and federal agencies or that are necessary for compliance purposes.
- Perform all other functions as prescribed by ordinances or as otherwise directed by the commission



## 5.07 – Equal Opportunity - Duties of Charter Officers

- The charter officers shall apply the city's human relations and equal opportunity ordinances and implement its human relations and equal opportunity programs within their respective departments and shall coordinate the efforts of the various departments to optimize the effectiveness of their efforts. The charter officers shall, from time to time, make individual and collective recommendations to the commission pertaining to the effectiveness of the city's human relations and equal opportunity ordinances and programs pertaining to the activities of the city



# City Manager Departments

- **Administrative Services (Strategic Planning)**
- **Budget & Finance (Payroll, Purchasing, Pension & Investments)**
- **Communications (Broadcast Engineering)**
- **Community Redevelopment Agency**
- **Fire Rescue**
- **General Services (Fleet Maintenance, Facilities Management)**
- **Human Resources**
- **Innovation & Economic Development**
- **Neighborhood Improvement (Housing, CDGB, Code Enforcement)**
- **Parks, Recreation & Cultural Affairs**
- **Planning & Development Services (Planning, Building Inspections)**
- **Police**
- **Public Works (Solid Waste, Traffic Operations, Stormwater)**
- **Regional Transit System**
- **Risk Management (Employee Health Services, Worker's Comp)**



# General Manager Departments

- **Administration** (Community Relations, Electric Reliability Compliance, Electric Environmental Permitting and Compliance, Utilities Attorney)
- **Customer Support Services** – (Administrative Services, Customer Operations, Marketing)
- **Energy Delivery**
- **Energy Supply**
- **Finance** (Rates, Forecasting, Financial Analysis)
- **GRUCom**
- **Human Resources**
- **Information Technology**
- **Water**
- **Wastewater**



## Combined and Shared Services

### Combined Services:

Human Resources - Human Resources Director reports to both City Manager and General Manager for Utilities

### Shared Services:

- Payroll (City Manager)
- Pension Administration (City Manager)
- Employee Health Services (City Manager)
- Risk Management (City Manager)
- Fleet Maintenance (City Manager)
- Information Technology (General Manager) GG contracts with GRU for IT services



# Discussion and Questions