



THE CITY OF SAN DIEGO

Report to the City Council

DATE ISSUED: July 18, 2017 REPORT NO: 17-042

ATTENTION: Rules Committee
Agenda of July 27, 2017

SUBJECT: Amendments to the Administrative Code of the San Diego Municipal Code to update the list and descriptions of current City departments

REQUESTED ACTION:

This action is to amend the Administrative Code of the San Diego Municipal Code (SDMC) to reflect the addition of the new Fleet Operations Department that was restructured from a Division to a Department in Fiscal Year 2017, as well as technical updates to accurately reflect the list and powers and duties of current City departments.

STAFF RECOMMENDATION:

Approve the Ordinance(s).

EXECUTIVE SUMMARY OF ITEM BACKGROUND:

Per Section 26 of the San Diego City Charter, the City's Administrative Code, a subset of the SDMC, shall detail the powers and duties of the administrative offices and departments of the City of San Diego.

In Fiscal Year 2017, Fleet Operations was restructured from a Division to a Department within the Internal Operations Branch. This restructure was implemented to elevate the level of importance and value that Fleet Operations provides to every City department and implement a consultant recommendation by creating a Maintenance Manager (Deputy Director) to serve as a single point of responsibility and oversight of maintenance operations and a Department Director to oversee the financial, information technology and administrative functions. This organizational change requires amendments to the Administrative Code, including the adoption of a new section that describes the powers and duties of the new Fleet Operations Department and its addition to the formal list of City departments.

On December 9, 2014, the City Council approved amendments to the Administrative Code to add the Performance & Analytics and Communications Department. As part of that action, staff identified a list of City departments and powers and duties in the Administrative Code needing update, and indicated that a future action would be brought forth to make these technical corrections to the SDMC. As a result, this action is proposing several technical updates to the Administrative Code to accurately list and describe the powers and duties of current City departments.

This report includes proposed amendments to the list of City departments and is consistent with the City's current organizational structure. Financial Management (FM), in conjunction

with the Office of the City Attorney, collected information from City departments to draft language that describe the powers and duties of each missing or obsolete department in the Administrative Code. All proposed amendments to the Administrative Code have been reviewed and approved by the respective Department Director.

As part of the budget process going forward, any department that undergoes an organizational change that impacts the department's powers or duties will be required to bring forth an action to amend the Administrative Code of the SDMC.

In addition, please note that the Office of the City Attorney may modify final language during its internal legal review process.

SUMMARY OF AMENDMENTS TO THE ADMINISTRATIVE CODE

The following section summarizes the proposed amendments to the City's Administrative Code.

Amendments to the List of Departments:

- Added Departments
 - City Auditor
 - City Comptroller
 - Debt Management
 - Environmental Services
 - Fleet Operations
 - Human Resources
 - Information Technology
 - Public Utilities
 - Public Works
 - Transportation and Storm Water
- Renamed Departments
 - Development Services (Development Services Department)
 - Economic Development (Economic Development Department)
 - Fire-Rescue (Fire)
 - Chief Financial Officer (Auditor and Comptroller)
 - Parks and Recreation (Park and Recreation)
 - Purchasing and Contracting (Purchasing)
 - San Diego City Employees' Retirement System (City Retirement)
- Removed Departments
 - Engineering Department
 - Executive Services Department
 - General Services
 - Waste Management
 - Water Utilities
- New Provision Regarding Administrative Offices Budgeted as Departments
 - This new provision accounts for the administrative offices and business units established pursuant to the administrative authority of the City Manager to oversee City departments, subject to Council approval through the budget process.

New Sections that Describe the Powers and Duties of Departments:

- Office of the City Comptroller
- Debt Management Department
- Environmental Services Department
- Financial Management Department
- Fleet Operations Department
- Human Resources Department
- Library Department
- Public Utilities Department
- Public Works Department
- Transportation and Storm Water Department

Amendments to Sections that Describe the Powers and Duties of Departments:

- Amend Department of Data Processing to describe the powers and duties of the Department of Information Technology
- Amend Department of Executive Services to acknowledge the administrative offices and management structure

PROPOSED AMENDMENTS TO THE ADMINISTRATIVE CODE

The following section presents the current (where applicable) and proposed language to the City's Administrative Code. The proposed language is subject to final legal review and changes during the Office of the City Attorney's ordinance drafting process.

Amendments to the List of City Departments

Current Language

City Departments § 22.1801

- (a) Purpose and Intent.

It is the purpose and intent of the City Council to enumerate the existing departments of the City because of repeated reference in City legislation and operation to such departments

- (b) The following are the departments of the City of San Diego within the meaning of the Charter and ordinances of said City:

Auditor and Comptroller
City Attorney
City Clerk
City Council — District 1
City Council — District 2
City Council — District 3
City Council — District 4
City Council — District 5
City Council — District 6
City Council — District 7
City Council — District 8
City Council — District 9
City Manager
City Retirement
City Treasurer

Communications
Development Services Department
Economic Development Department
Engineering Department
Executive Services Department
Family Justice Center Department
Financial Management
Fire
General Services
Independent Budget Analyst
Intergovernmental Relations
Library
Mayor
Park and Recreation
Performance and Analytics
Personnel
Planning
Police
Purchasing
Real Estate Assets
Risk Management
Waste Management
Water Utilities

- (c) The department head for each department of City Council – Districts 1 through 9 shall be the duly elected or appointed Councilmember from the district.

Proposed Language

City Departments § 22.1801

- (a) [no change]
- (b) The following are the departments of the City of San Diego within the meaning of the Charter and ordinances of said City:

~~Auditor and Comptroller~~ Chief Financial Officer
City Attorney
City Auditor
City Clerk
City Comptroller
City Council — District 1
City Council — District 2
City Council — District 3
City Council — District 4
City Council — District 5
City Council — District 6
City Council — District 7
City Council — District 8
City Council — District 9
City Manager
~~City Retirement~~ San Diego City Employees' Retirement System
City Treasurer

Communications
Debt Management
~~Development Services-Department~~
~~Economic Development-Department~~
~~Engineering Department~~
Environmental Services
~~Executive Services-Department~~
Family Justice Center Department
Financial Management
~~Fire-Rescue~~
Fleet Operations
~~General Services~~
Human Resources
Independent Budget Analyst
Information Technology
Intergovernmental Relations
Library
Mayor
Parks and Recreation
Performance and Analytics
Personnel
Planning
Police
Public Utilities
Public Works
Purchasing and Contracting
Real Estate Assets
Risk Management
Transportation and Storm Water
~~Waste Management~~
~~Water Utilities~~

- (c) [no change]
- (d) Administrative offices and business units established pursuant to the administrative authority of the City Manager to oversee City departments may be budgeted as departments, subject to Council approval through the budgeting process.

New Administrative Code Sections that Describe the Powers and Duties of Departments

Proposed Language

Office of the City Comptroller

- (a) The Office of the City Comptroller is a City department. The department is responsible for general accounting functions, financial reporting, and payment services for the City.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department
- (c) The Office of the City Comptroller, under the direction of the City Manager, with

policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, preparing financial reports; overseeing the accounting function; processing vendor payments, processing payroll for all City employees and developing and monitoring citywide policies and procedures related to those functions.

Debt Management Department

- (a) The Debt Management Department is a City department. The department manages all City financing and loan activities.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Debt Management Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including, but not limited to, planning and managing all aspects of bond issuances, loans, and other financing activities to meet the City's short-, medium-, and long-term financing needs; providing information to current and prospective investors and credit rating agencies; coordinating special district formation and related financing activities; coordinating enrollment and payment of assessments and special taxes; and bond post-issuance compliance.

Environmental Services Department

- (a) The Environmental Services Department is a City department. The department provides residential refuse and recycling collection, pursues waste reduction, manages City landfills, and oversees the City's energy use and sustainability programs.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Environmental Services Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, refuse and recycling collection services in accordance with San Diego Municipal Code section 66.0127; managing the City's solid waste franchise system; operating and maintaining active and inactive City landfills; maintaining and monitoring City-owned underground storage tanks; overseeing hazardous materials management at City facilities; collection and proper disposal of household hazardous waste; asbestos, lead and mold inspection and abatement services for City facilities; code enforcement services for waste-related activities and lead paint hazards; energy conservation and sustainability initiatives; implement zero waste plan.

Financial Management Department

- (a) The Financial Management Department is a City Department. The department manages the City's budget.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Financial Management Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City manager, including but not limited to, developing and monitoring City budgets; forecasting revenues and identifying new revenue resources; and overseeing budget transfers and adjustments.

Fleet Operations Department

- (a) The Fleet Operations Department is a City department. The department is responsible for managing the City's fleet of vehicles and equipment.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Fleet Operations Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, managing the acquisition and disposition of vehicles and equipment; maintaining and repairing vehicles and equipment; managing fuel systems and facilities; managing a rental fleet; and providing operator training.

Human Resources Department

- (a) The Human Resources Department is a City department. The department is responsible for managing policies and programs related to current City employees, and programs that assist citizens and visitors interacting with City government.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Human Resources Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including, but not limited to, managing employee labor relations; employee disability services; employee learning and development; the City's volunteer and intern programs; and programs helping citizens access City elected officials, resources, programs, and public records.

Library Department

- (a) The Library Department is a City department. The department is responsible for

managing the City's library system to serve the informational, educational and recreational interests of San Diego's diverse communities.

- (b) The Chief Librarian is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Chief Librarian shall be the appointing authority of all personnel authorized in the department.
- (c) The Library Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, providing open access to a diverse collection of materials, programming, facilities, events, and other resources.

Public Utilities Department

- (a) The Public Utilities Department is a City department. The department is responsible for providing water treatment and distribution services in the City of San Diego and wastewater disposal and treatment services for the City and participating agencies in San Diego County.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Public Utilities Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, managing water treatment and distribution services; managing wastewater collection, treatment, and disposal services; managing and maintaining water infrastructure and facilities; long range planning for the City's water resources; and environmental monitoring and other compliance activities related to the City's water-related permits and regulatory requirements.

Public Works Department

- (a) The Public Works Department is a City department. The department is responsible for managing the City's Capital Improvements Program (CIP) and providing direct services to City departments.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Public Works Department, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, managing the construction, rehabilitation, restoration, improvement, and maintenance of the City of San Diego's capital facilities; managing all phases of public improvement projects, including planning, contracting, design, project management, and construction management; providing engineering and construction services; providing general services to City departments, including

publishing services and facilities maintenance.

Transportation and Storm Water Department

- (a) The Transportation and Storm Water Department is a City department. The department is responsible for managing the City's transportation network, reducing flood risk, and improving storm water quality.
- (b) The Director is the administrative head of the department and shall be appointed by and may be removed by the City Manager. The Director shall be the appointing authority of all personnel authorized in the department.
- (c) The Transportation and Storm Water Department under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including but not limited to, operating and maintaining City streets, sidewalks, streetlights, traffic signals, and storm drains; protecting and improving the water quality of rivers, creeks, bays, and the ocean; managing the Utilities Undergrounding program; and planning and coordinating work in the right-of-way

Amendments to Sections that Describe the Powers and Duties of Departments

Current Language

Department of Data Processing §22.1601

The Data Processing Department is a City department. The Director is the administrative head of the Department. He is appointed by and may be removed by the City Manager.

Power and Duties of the Director of the Data Processing Department §22.1602

The Director of the Data Processing Department shall be responsible for electronic data processing systems design, computer programming, and for scheduling and operating a computer and related unit record data processing equipment. The department shall provide information systems development and processing services to all City departments. In addition, the department shall coordinate and provide functional supervision to systems design work undertaken in other departments.

Proposed Language

Information Technology Department of Data Processing § 22.1601

- (a) The Data Processing Information Technology Department is a City department. The department is responsible for providing information technology services to all City departments.
- (b) The Director Chief Information Officer is the administrative head of the department. He is and shall be appointed by and may be removed by the City Manager. The Chief Information Officer shall be the appointing authority of all personnel authorized in the department.
- (c) The Department of Information Technology, under the direction of the City Manager, with policy direction of the City Council, shall be responsible for performing those duties and functions assigned and directed by the City Manager, including, but not limited to developing and maintaining the City's information technology infrastructure to support City operations; managing

procurement and contracts for information technology equipment, services, wireless technology and communications systems; developing and managing enterprise applications and other information technology-related projects to address specific department needs and operations; and implementing information technology standards and cyber security requirements.

Powers and Duties of the Director of Data Processing Department § 22.1602 [repeal entire]

Current Language

Department of Executive Services § 22.2001

The Department of Executive Services is a City Department. The Executive Assistant to the Mayor shall be the Director and administrative head of the department. He is appointed by and may be removed by the Mayor.

Powers and Duties of the Director of Executive Services § 22.2001

The Director of Executive Services (Executive Assistant to the Mayor) is the Mayor's executive assistant. He shall, under administrative and policy direction of the Mayor, be responsible for overseeing and directing the four assistants to the Mayor and the remaining staff of the office of Mayor in providing liaison with and communication to community organizations and in the development of programs and policies.

He shall prepare for the approval of the Mayor the budget of the office of the Mayor as well as the budget of the Department of Executive Services. He has administrative responsibility for operation of the office of the Mayor and for operation of the Department of Executive Services.

He is the Mayor's principal liaison with citizens of San Diego, the City Manager and the members of the City Council as well as with the Principal Assistant to the City Council.

Other specific duties of the Executive Assistant include but are not limited to: ordering the docketing of the Mayor's proposals; scheduling the Mayor's activities; assisting the Mayor in the making of appointments to City boards and commissions; representing the Mayor; and advising the Mayor on political matters involving city, state and federal affairs and other municipal affairs.

There shall be in the office of Executive Services an Assistant Director of Executive Services (Assistant to the Mayor for Communications) whose responsibility shall be to assist the Mayor with respect to communications and public information.

Proposed Language

Department of Executive Services Administration and Management § 22.2001

~~The Department of Executive Services is a City Department. The Executive Assistant to the Mayor shall be the Director and administrative head of the department. He is appointed by and may be removed by the Mayor.~~

The Mayor may appoint a Chief Operating Officer to perform any duties assigned to the City Manager by the City Charter or the San Diego Municipal Code in managing the affairs of the City under the purview of the Mayor, subject to Council confirmation. The Mayor has the sole authority to direct and exercise control over the Chief Operating Officer.

Additional administrative offices and business units may established pursuant to the administrative and executive authority of the City Manager to oversee City departments, subject to Council approval through the budget process.

Powers and Duties of the Director of Executive Services § 22.2002 [repeal entire]

CITY STRATEGIC PLAN GOAL(S)/OBJECTIVE(S):

Goal #1: Provide high quality customer service

Objective #2: Improve external and internal coordination and communication

FISCAL CONSIDERATIONS:

N/A

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE):

N/A

PREVIOUS COUNCIL and/or COMMITTEE ACTION (describe any changes made to the item from what was presented at committee):

On December 9, 2014, the City Council approved Ordinance No. 20445, amending the Administrative Code to add the Performance & Analytics and Communications Department.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

N/A

KEY STAKEHOLDERS AND PROJECTED IMPACTS:

N/A

signature on file

Originating Department

signature on file

Deputy Chief/Chief Operating Officer