

**ORDINANCE NO. 2018-02**

**AN ORDINANCE TO AMEND DIVISION 1. ADMINISTRATIVE CODE OF ARTICLE III. OFFICERS AND EMPLOYEES OF CHAPTER 2: ADMINISTRATION BY AMENDING SECTION 2-51, 2-52, AND 2-55, BY DELETING SECTION 2-56 AND RENUMBERING AND AMENDING SECTIONS 2-57 THROUGH 2-60 WITHIN THE CODE OF ORDINANCES OF THE CITY OF CHARLOTTE**

**THE CITY OF CHARLOTTE ORAINS:**

**Section 1.** Division 1. Administrative Code of Article III. Officers and Employees of Chapter 2: Administration of the Code of Ordinances shall be amended to read as follows:

**§ 2.51 DIVISION OF THE ADMINISTRATIVE SERVICE.**

The administrative service of the City shall be under the supervision and direction of the City Manager, except as provided by the City Charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of and under the control of an administrative officer or department director, as listed below opposite such office or department:

<b>Office or Department</b>	<b>Officer or Director</b>
Assessor's Office	City Assessor
Attorney's Office	City Attorney
<del>Clerk's Office</del> Clerk-Treasurer's Office	<del>City Clerk</del> City Clerk-Treasurer
Community Development Office	Director of Community Development
<del>Finance and Treasury Department</del>	<del>Finance Director/Treasurer</del>
Fire Department	Fire Chief
Manager's Office	City Manager
Police Department	Police Chief
Public Works Department	Director of Public Works

**§ 2.52 ADMINISTRATIVE OFFICERS.**

The administrative officers of the City shall be the City Assessor, City Attorney, ~~City Clerk, Finance Director/Treasurer,~~ City Clerk-Treasurer, Fire Chief, City Manager, Police Chief and the Director of Public Works.

**§ 2-53 ASSESSOR'S OFFICE.**

The assessor's office shall be under the direction of the City Assessor, who may be an employee of the City or whose services may be provided pursuant to contract, and who

shall have the duties and responsibilities detailed for such office in the City Charter, this code and state statutes.

**§ 2-54 ATTORNEY'S OFFICE.**

The attorney's office shall be under the direction of the City Assessor, who may be an employee of the City or whose services may be provided pursuant to contract, and who shall have the duties and responsibilities detailed for such office in the City Charter, this code and state statutes.

**§ 2-55 ~~CLERK'S OFFICE~~ CLERK-TREASURER'S OFFICE.**

(A) The ~~clerk's~~ clerk-treasurer's office shall be under the direction of the City Clerk Clerk-Treasurer, who shall have the duties and responsibilities detailed for ~~such office~~ the offices of City Clerk and City Treasurer in the City Charter, this code and state statutes. In addition he or she shall act as clerk for the Planning Commission and the Zoning Board of Appeals and shall be responsible for reconciliation of the City's bank accounts, for preparation of bills and the receipt of payments of utility and other services rendered by city departments and for payroll and related functions for city employees.

(B) There is hereby established within the ~~clerk's~~ clerk-treasurer's office, the human resources office. This office shall be charged with development of personnel policies, assisting officers and departments head in the development of work rules applicable to their departments, negotiation of collective bargaining agreements, overseeing the process of recruiting, hiring, disciplining and terminating employees, the development and implementation of employee training programs, the preparation and administration of pay plans, and the administration of employee benefit programs.

(C) Pursuant to § 6.5 (F) of the City Charter, the City Clerk-Treasurer shall perform the duties of City Auditor. Such duties shall be performed under the supervision and with the assistance of the City Manager and may be carried out by the City Clerk-Treasurer himself or herself, through the use of contractual services or through a combination of the two.

**§ 2-56 ~~FINANCE AND TREASURY DEPARTMENT.~~**

~~The Finance and Treasury Department shall be under the direction of the Finance Director/Treasurer, who shall have the duties and responsibilities detailed for the offices of City Auditor and City Treasurer in the City Charter, this code and state statutes. In addition, he or she shall assist the City Manager in the preparation of the annual budget, shall be responsible for the preparation of bills and the receipt of payments of utility~~

~~and other services rendered by city departments and shall be responsible for payroll and related functions for city employees.~~

**§ 2-57 2-56 FIRE DEPARTMENT.**

(A) The Fire Department shall be under the direction of the Fire Chief, who shall have the duties and responsibilities detailed for such office in the City Charter, this code and state statutes. In addition, the Fire Chief shall have the responsibility for supervising the work of such other employees or contractors employed by the city for the purpose of providing building, plumbing, mechanical, electrical and property maintenance inspection services.

(B) There is hereby established within the Fire Department a building division, which shall have the responsibility of providing, with Fire Department employees and/or through the use of contractors, building and property maintenance inspection services.

**§ 2-58 2-57 MANAGER'S OFFICE.**

(A) The manager's office shall be under the direction of the City Manager, who may be an employee of the City or whose duties may be provided by contract, and who shall have the duties and responsibilities for such office in the City Charter, this code and state statutes, and such additional duties and responsibilities assigned to him or her from time to time by the City Council. The City Manager shall see that all laws, ordinances, rules and regulations adopted by the City Council and the provisions of this code are properly enforced.

(B) There is hereby established within the manager's office, the community development office. The community development office shall be under the direction of the Director of Community Development. He or she shall have responsibility for activities related to a general program of community and economic development, including, but not limited to, providing assistance to city boards and commission engaged in community and economic development activities, representing the City with other organizations in the community engaged in community and economic development, representing the City with business enterprises, overseeing the City's cable television governmental programming, and such other duties as are assigned to him or her from time to time by the City Manager. In addition, the Director of Community Development shall have the responsibility for administering the zoning ordinance, shall function as the primary staff person assigned to assist the Planning Commission and the Zoning Board of Appeals in carrying out their duties under said ordinance, and shall perform such other duties as are assigned under said ordinance to the building office.

(C) The City Manager is authorized to adopt such administrative regulations in addition to, but not inconsistent with, the City Charter and this code, as he or she shall deem necessary and proper to provide for the adequate functioning of all departments. Such regulations shall comprise the administrative manual.

**§ ~~2-59~~ 2-58 POLICE DEPARTMENT.**

The Police Department shall be under the direction of the Police Chief, who shall have the duties and responsibilities detailed for such office in the City Charter, this code and state statutes.

**§ ~~2-60~~ 2-59 PUBLIC WORKS DEPARTMENT.**

The Public Works Department shall be under the direction of the Director of Public Works, who shall have the duties and responsibilities detailed for such office in the City Charter, this code and state statutes, including duties and responsibilities associated with the City's parks and recreation properties and facilities. In addition, he or she shall have the responsibility for overseeing the operations of the ~~Charlotte Area Recycling Authority~~ recycling center.

**§§ ~~2-61~~ 2-60 – 2-65 RESERVED.**

**Section 2.** This ordinance shall become effective 20 days after adoption.