

ORDINANCE 2004-080

Amending the 1998 Code of Ordinances of the City of Columbia, South Carolina, Chapter 2, Administration, Article III, Officers and Employees, Sec. 2-116 City Clerk through Sec. 2-134 Employee grievance procedure for city-funded agencies and Article IV, Departments, Sec. 2-151 Departments created; department heads; administrative regulations and procedures

BE IT ORDAINED by the Mayor and Council this 11th day of August, 2004, that the 1998 Code of Ordinances of The City of Columbia, South Carolina, Chapter 2, Administration, Article III, Officers and Employees, Sec. 2-116, City Clerk through Sec. 2-134 Employee grievance procedure for city-funded agencies and Article IV, Departments, Sec. 2-151, Departments created; department heads; administrative regulations and procedures, is amended to read as follows:

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Sec. 2-116. City Clerk.

- (a) Appointment. The city manager shall appoint the city clerk, who shall serve at his pleasure.
- (b) Duties. The city clerk shall maintain a record of and be responsible for the preservation of minutes of all council meetings and all official maps and plats that are adopted; keep the corporate seal; attest signatures; file and record council actions; maintain election records; and perform such other duties as required by law or assigned by the city manager.

Sec. 2-117. Director of Finance

- (a) Duties generally. The director of the finance department, subject to the city manager, shall have administrative supervision over business license, risk management, safety, and the health clinic, and be responsible to the city manager or his designee for the financial planning, and for reviewing ordinances and resolutions relating to expenditures, revenues, tax levies and other fiscal problems. The director shall perform such additional duties as may be assigned to him by the city manager.
- (b) Collection of taxes, assessments, penalties and fees. The director of finance shall serve as tax collector and shall enforce the collection of all executions for the payment of delinquent taxes, assessments, penalties and execution fees, and costs for advertising which shall be issued and directed to him under the seal of the city and signed by the director. In every case where it shall be necessary to offer for sale any real or personal property levied upon by virtue of an execution, the finance director shall proceed thereon in the same manner as is provided by law for the sale of property under execution for the enforcement of state and county taxes. All sales shall be held in conjunction with the County or in front of the city hall, and property sold for such delinquency shall be subject to lien, if any, of the state and county for taxes.

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Sec. 2-118. Director of Information Technology

The director of information technology, subject to the city manager, shall have administrative supervision over the department of information technology. He shall be responsible for all activities relating to the purchase, leasing, maintenance and operation of the city computer systems and such additional duties as may be assigned to the director by the city manager.

Sec. 2-119 Director of Public works.

The director of public works, subject to the city manager, shall have administrative supervision over the department of public works, forestry and beautification and fleet maintenance. He shall be responsible for those activities relating to maintenance and operation of public ways and storm drainage, garbage collection and disposal, electrical and street lighting, traffic control, animal control, supervision over the activities relating landscaping, maintenance and beautification of public space, and departmental training and safety. He shall be responsible for developing the paving and resurfacing capital improvements program. He shall perform such additional duties as may be assigned to the director by the city manager.

Sec. 2-120. Director of utilities and engineering.

The director of utilities, subject to the city manager, shall have administrative supervision over the department of utilities and engineering. He shall be responsible for management, maintenance and operation of water plant and distribution facilities, sewage treatment and collection facilities, construction, management and maintenance of water mains and sanitary sewers, force account water mains, engineering functions and for the development of the water, sanitary sewer, and storm sewer capital improvement program as well as department training and safety. He shall perform such additional duties as may be assigned to him by the city manager. The director of engineering shall be the city engineer. He shall perform such additional duties as may be assigned to the director by the city manager.

Sec. 2-121. Director of 911/311 Communications.

The director 911/311 communications, subject to the city manager, shall have administrative supervision over the 911 emergency and 311 information communications systems. He shall perform such additional duties as may be assigned to him by the city manager.

Sec. 2-122. Director of Construction Management

The director of construction management, subject to the city manager, shall have administrative supervision over construction. He shall perform such additional duties as may be assigned to him by the city manager.

Sec. 2-123. Director of general services.

The director of general services, subject to the city manager, shall have administrative supervision over the department of general services and shall be responsible for these activities relating to parking, support services, central stores and such duties as maybe assigned by the city manager.

Sec. 2-124. Director of community development.

The department of community development, subject to the city manager, shall have administrative supervision over the department of community development and shall be responsible for those activities relating to community development, and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-125. Director of human resources

The department of human resources subject to the city manager, shall have administrative supervision over the department of human resources and shall be responsible for those activities relating to employment, employee relations, and training; and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-126. Director of parks and recreation.

The director of parks and recreation, subject to the city manager, shall have administrative supervision over the department of parks and recreation and shall be responsible for those activities recreation programs, parks, tennis centers, swimming pools, special events park landscaping and maintenance, and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-127. Director of economic development.

The director of economic development, subject to the city manager, shall have administrative supervision over the department of economic development, and shall perform such additional duties as may be assigned by the city manager.

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Sec. 2-128. Director of zoning, inspections and planning

The director of zoning, inspections, and planning, subject to the city manager, shall have administrative supervision over the activities relating to zoning, building codes, building inspections and property maintenance codes, and planning, and shall perform such additional duties as may be assigned to him by the city manager.

Sec. 2-129. Director of Public Relations.

The department of public relations, subject to the city manager, shall have administrative supervision over the department of public relations, and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-130. Director of Business Enterprise and Grants

The department of business enterprise and grants, subject to the city manager, shall have administrative supervision over the activities relating to purchasing, business reporting, business incentives, grants and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-131. Director of Municipal Court

The department of municipal court, subject to the city manager, shall have administrative supervision over the activities relating to municipal court administration, and city records management and shall perform such additional duties as may be assigned by the city manager.

Sec. 2-132. Employee grievance procedures for city-funded agencies.

Any agency receiving from the city more than 20 percent of its operating budget shall as a condition of receipt thereof provide to employees of more than three years a grievance procedure upon dismissal substantially in accordance with the grievance procedures of the city. If the decision to terminate is by the highest staff officer of the agency, the governing board or a committee thereof shall constitute the equivalent of the employee grievance committee. Any appeal must be made in writing to the highest staff officer within 14 days of the last day of employment or compensation therefor.

Sec. 2-133 - Sec. 2-150 Reserved.

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ARTICLE IV. DEPARTMENTS*

Sec. 2-151. Departments created; department heads; administrative regulations and procedures.

- (a) The following departments of the city are created:
- (1) City Clerk;
 - (2) Information Technology;
 - (3) Finance;
 - (4) Legal;
 - (5) Human Resources
 - (6) Municipal Court;
 - (7) Police;
 - (8) Fire;
 - (9) Public works;
 - (10) Utilities and engineering;
 - (11) Community Development
 - (12) Parks and Recreation;
 - (13) General Services;
 - (14) Economic Development;
 - (15) Business Enterprise and Grants;
 - (16) Zoning, Inspections and Planning;
 - (17) Construction Management
 - (18) Public Relations;
 - (19) Communications (911/311);
 - (20) Emergency Operations;

(b) The head of each department shall be a director, who shall be an officer of the city and shall have supervision and control of his department, subject to the city manager. The city manager may serve as director of one or more departments or divisions within any department.

(c) Each department head shall be responsible for preparation of each department and administrative regulations and procedures subject to the review and approval of the city

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manager.

This ordinance is effective as of final reading.

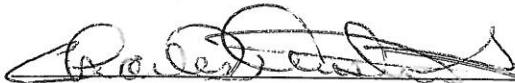
Requested by:

Charles P. Austin, Sr., City Manager



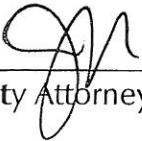
MAYOR

Approved by:



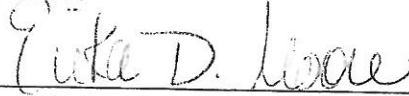
City Manager

Approved as to form:



City Attorney

ATTEST:



City Clerk

Introduced: 8/4/2004

Final Reading: 8/11/2004

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