

**121.02 HEADS OF DEPARTMENTS, OFFICES AND AGENCIES;  
QUALIFICATIONS; PROHIBITIONS; DUTIES**

**A. Appointment:** *Except as otherwise provided by this Charter or other applicable statute, the Mayor shall appoint and remove the head of any department, office and agency. An appointment shall not be effective unless City Council, by resolution, confirms it or fails to reject it within sixty (60) days after the appointment. The appointee shall serve unless rejected by City Council or until removal from office, whichever is sooner. (Art. V, §503)*

**B. Removal:** *The Mayor shall have the power at any time to remove the head of any department, office or agency immediately under the Mayor's direction and supervision, but the Mayor shall, within fourteen (14) days, notify, in writing City Council of the removal and the reason for it. (Art. V, §503)*

**C. Interim Status:** Head of Department - When a head of department position is vacant, the Mayor may name an interim head of department without Council approval provided the person named is a current city employee. No individual may serve as an interim head of department for more than ninety (90) calendar days; such status shall cease automatically at the conclusion of the 90th day and the employee will automatically return to the position the employee had prior to being named interim head of department. An individual may continue as a head of department past this interim period only if, prior to the conclusion of the interim status, the Mayor appoints the individual for the head of department position or council extends the interim status by resolution specifying the date the interim status shall cease. The appointment of a head of the department will be subject to the appointment procedures described in subparagraph A of this Section. (14432 §1 11/7/06)

**D. Temporary Absence:** Head of Department. When a Department Head position is not vacant but the Department Head is temporarily unable to fulfill his or her daily responsibilities due to military service or to absence authorized by applicable law, regulations, or policy, the Mayor may name an existing City employee as "Temporary Department Head" to fulfill the Department Head's responsibilities until the Department Head is able to resume his or her duties.

When invoking this provision, the Mayor shall notify Council as soon as practicable, in writing, in general terms: the circumstances requiring the need for the Temporary Department Head; the name of the person who will serve as the Temporary Department Head; and of the expected time frame that the Temporary Department Head will serve.

When the Department Head is again available to resume fulfilling his or her duties as Department Head, the Mayor shall provide Council notice in writing of the date the Department Head will be resuming his or her responsibilities. If circumstances require it, the Mayor may extend the time the Temporary Department Head serves in this position by notifying Council in writing, as soon as practicable, of the: circumstances requiring the extension of time; and of the expected duration of the extension.

The Temporary Department Head shall cease in that position immediately when the Department Head resumes the Department Head duties and responsibilities. At that time, the Temporary Department Head will immediately return to the position he or she was serving in prior to being named the Temporary Department Head.

If a Temporary Department Head leaves the Temporary Department Head position for any reason prior to the Department Head resuming his or her duties, the Mayor shall be required to appoint an Interim Head of Department by following the applicable procedures for Interim appointments.

If a Department Head position has been filled on a Temporary Department Head basis for nine months, Council may, by resolution, require the Mayor to name an Interim Head of Department using the applicable procedures for Interim appointments. Extensions made by the Mayor as to the length of time the Temporary Department Head will serve in the position do not limit Council's ability to invoke this paragraph. (15555 §1 8/21/2019)

**E. Qualifications**

*The heads of departments, offices and agencies shall be selected solely on the basis of education, training, experience; and professional, executive and administrative abilities; and such other qualifications as may be set forth in this Charter. (Art. V, §504)*

**F. Prohibitions**

*1. The Department Head shall devote full time to the office; shall hold no compensated elective public office; and shall hold no other City office or City employment for which any compensation is paid or received. (Art. V, §505)*

2. A Department Head who has a financial interest, direct or indirect, or by reason of ownership of stock in any corporation in any sale of land with the City or, in any contract with the City, shall immediately make known that interest to Council. A Department Head who wilfully conceals such an interest shall be guilty of malfeasance in office. Violation of this section with the knowledge expressed or implied of the person or corporation contracting with or making a sale to the City shall render the contract or sale voidable by the City. (Art. V, §505)

3. The Department Head shall refrain from participating in the debate and discussion of policy by City Council unless authorized by the Mayor, but may respond to inquiries on any matter under consideration. (Art. V, §505)

#### **G. Duties of Department Directors**

In addition to the duties prescribed in general law, each director of a department shall, under the general direction of the Mayor:

1. Direct the performance of all duties and responsibilities required of his department or its subordinate agencies provided by State law, this Administrative Code, or other Ordinances of the City, and such other duties as may be required by the Mayor which are not in conflict with law or Ordinances;

2. Prescribe the internal organization of the department and the duties of subordinate officers and employees within the department;

3. Assign functions, powers and duties to subordinate officers and employees within the department, and modify such assignments as need appears;

4. Supervise the work of the department through the provisions provided by this Administrative Code and such other organization units as the director of the department may find necessary or desirable and supervise and direct the work of the employees of the department;

5. Delegate to division heads such of their powers as they may deem necessary for efficient administration; (11787 §3ll 1/20/70)

6. Report at least semi-annually, on or near January 31 and July 31, to the Mayor and Council in such form as shall be approved by the Director of Administration on the work of the department during the preceding year and upon request of the Mayor and/or Council, file interim monthly reports for periods requested. (12620 §2 9/5/84; 13013 §1 11/7/90)

(Ed. Note: The section requiring each director to submit a bi-annual inventory - established by Ordinance 13013 §1 11/7/90 - was deleted by Ordinance 13164 §1 12/10/92. See Section 121.10, Fixed Assets and Inventory Control.)

#### **121.03 RULES AND REGULATIONS; APPROVAL, PUBLICATION AND RECORD**

A. No rule or regulation made by any department, office, agency or authority of the City, except such as relates to the organization or internal management of the City government or part thereof, shall take effect until it has been approved as to form and legality by the City Solicitor and approved by the Mayor. Council shall receive all such rules and regulations which shall be filed with the City Clerk.

B. All such rules and regulations shall be published by posting in the Office of the City Clerk for twenty (20) days and in whatever other manner Council deems desirable.

C. The City Clerk shall keep a current record of all rules and regulations filed with the office. (11787 §504 1/20/70)

#### **121.04 BOND AND INSURANCE COVERAGE AND AMOUNTS**

A. Blanket Bonds

1. All employees of the City shall be covered by a public employees' blanket bond with a surety company authorized by law or the Commonwealth of Pennsylvania to act as surety in an amount specified by Ordinance.

2. Such public employees' blanket bond shall be purchased by the Director of Administration and Finance or his designee based on competitive quotes. (12675 §l 11/6/85)

## B. Coverage and Amounts

1. The amount of the City Treasurer's fidelity bond shall be at least One Hundred Thousand (\$100,000.00) Dollars.

2. The amount of the City Controller's fidelity bond shall be at least One Hundred Thousand (\$100,000.00) Dollars.

3. The officers' and other employees' blanket bonds shall be at least One Hundred Thousand (\$100,000.00) Dollars.

4. The amount of the Manager, Treasury and Accounting Operations fidelity bond shall be at least One Million (\$1,000,000.00) Dollars.

5. The limits for additional insurance coverage shall be as follows:

<u>Type</u>	<u>Amount</u>
Broad Form Money and Securities (Inside)	\$ 50,000
Broad Form Money and Securities (Outside)	50,000
Money Orders and Counterfeit,	5,000
Paper Currency, Depositors Forgery, Excluding Employees (12675 §1 11/6/85)	100,000

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## ARTICLE 134

### DEPARTMENT OF FINANCE

134.00 Department of Finance

134.01 Organization and Functions

*There shall be a Department of Finance which is established for the purpose of creating a unified City accounting system. A Director of Finance shall be appointed by the Mayor with confirmation of Council. The Director of Finance shall be responsible for the administration of activities that include:*

*A. The receipt, expenditure, accounting, investment, custody and control of municipal funds and assets, including the budget (both operating and capital);*

*B. Financial accounting, which shall be conducted according to generally accepted accounting principles;*

*C. Investments and insurance;*

*D. Payroll;*

*E. Pension administration;*

*F. Materials management;*

*G. All other financial matters that may arise. (Art. VII, §507)*

H. Shall supervise the establishment and implementation of all City administrative policies and procedures and shall provide staff and support services including: Personnel/Labor relations, human relations/equal opportunity, risk management, real property management, information systems, and all administrative and office-support systems for all City agencies.

#### **134.01 ORGANIZATION AND FUNCTIONS**

The Department of Administration and Finance shall be headed by a director who shall be known as Director of Administration and Finance and who shall be responsible for the administrative, general service and financial functions of the City. The Department shall supervise the establishment and implementation of all City administrative policies and procedures and shall provide staff and support services including: personnel/labor relations, human relations/equal opportunity, risk management, real property management, information systems, and all administrative and office-support systems for all City agencies. This department shall also be responsible for the Queen City Municipal Airport and any other responsibilities assigned by the Mayor. The Department shall also be responsible for directing the financial affairs of the City. Such responsibilities shall include: accounting and financial reporting for all City funds and accounting groups; the preparation and administration of the annual operating and capital budgets; administration of the centralized purchasing and accounts payable functions; debt and cash management; and administration, collection and enforcement of all tax levies, user charges and utility service charges. (12620 §8 9/5/84; 13128 §2 5/21/92)