

### **City Commission/Office of the Mayor**

The Mayor and City Commission serve as the governing body of the City; they set policies and rules by which the City is operated, including establishing City goals and target issues, as well as setting City tax rates. The Mayor is considered to be a "Leadership Mayor", whose role includes presiding at City Commission meetings, serving as the ceremonial head of the government, serving as the official head of the City for civil processes, and executing legal documents. The Mayor is also considered the political leader of the government and is involved in dialogues and negotiations with county, state, and federal officials.

### **City Attorney**

The City Attorney's Office provides legal counsel and representation to the Tallahassee City Commission, City Manager, city departments, and city-appointed boards and commissions in any suit, action or proceeding filed by or against them. The office provides legal advice at Commission meetings, performs legal research and offers advisory opinions, and responds to requests from Commission and city staff to draft or review contracts, ordinances, and other legal documents.

### **Treasurer-Clerk**

The mission of the Treasurer-Clerk's Office is threefold: through the development and application of sound financial management practices and policies, to place the City in the most advantageous and secure financial position possible, through well formulated and administered benefit design to provide City employees with the availability of sufficient and secure retirement; and, to provide city government and the residents of Tallahassee with quick and accurate access to all City records and actions.

Treasurer-Clerk oversees the following divisions:

- Asset/Liability Management is responsible for banking relations; management of over \$900 million in defined benefit pension assets and over \$225 million in MAP and RSVP assets, both of which are invested primarily through external managers; in-house management of a \$378 million pooled investment fund for all governmental operations; issuance and ongoing administration of all City debt, including the electric, gas, water, sewer, stormwater, and airport systems, as well as general government debt and various other conduit debt issues; and preparation, work-in-process auditing and disbursement of all City accounts payable and payroll checks/earnings statements.
- Records Management is responsible for preparation and maintenance of City Commission minutes, educating City employees on State records retention requirements and use of the City's imaging system, managing the City's archives program, responding to citizen public records requests, and maintaining active contract files and other official City records.
- Retirement Administration is responsible for administration of the retirement system for all active (2,774) and retired (1,195) City employees. This includes administration of the defined benefit plan (3,969 plan members); defined contribution pension plan (3,553 plan member accounts); the deferred compensation plan (1,102 plan member accounts); a pre-retirement education program; a financial (mid-career) planning program; and the Social Security Alternative Plan (for 800-1,200 temporary employees).

- Revenue Management is responsible for administration of the communications services tax, business tax (formerly the occupational license), and public service tax programs; direct collection of all utility systems revenues, parking ticket revenue, accounts receivable revenue, parking meter revenue; oversight of the collection of all other City revenues, and providing mail room services.
- Risk Management is responsible for the administration of the City's self-insured programs for general liability, automobile liability, workers' compensation, and employment practice liability, as well as the procurement and administration of commercially purchased insurance for all other applicable exposures. This includes administration and oversight of the claims administration process for the self-funded and of the commercially insured exposures. In addition, Risk Management establishes, consults and reviews insurance requirements for all City contracts, agreements, requests for proposals and special events to ensure that the City is adequately protected in these various activities and relationships.

### **Auditing**

As provided by the Tallahassee City Charter, the City Auditor is appointed by and serves at the pleasure of the City Commission. In this capacity the City Auditor is the head and director of all activities within the Office of the City Auditor. The mission of the Office is to provide the City Commission an independent, objective, and comprehensive auditing program of City operations; advance accountability through the provision of assurance and advisory services; and actively work with Appointed Officials in identifying risks, evaluating controls, and making recommendations that promote economical, efficient, and effective delivery of City services. The City Commission, as required by the Tallahassee City Charter, appoints an Audit Committee to oversee the activities of the Office of the City Auditor. An audit work plan is developed annually with input from the committee, City Commission, management, and the public. The audit work plan is reviewed by the committee and forwarded to the City Commission with a recommendation for formal approval.

### **Executive Services**

The Executive Services Department includes the City Manager's Office consisting of the City Manager, four Assistant City Managers and the Assistant to the City Manager. Each Assistant City Manager is responsible for several departments including those related to citizen services, community engagement and public safety, development services and economic vitality, and administration and professional services. This department is also responsible for maintenance and repairs of City Hall.

### **Technology and Innovations**

Technology & Innovations (T&I), formerly Information Systems Services, is responsible for innovating and providing computer, telecommunications and radio services for all city departments. The 800 MHz Radio Communications Fund is a subsection of T&I. Revenues are derived through the distribution of costs to user departments.

## **Human Resources and Workforce Development**

The Human Resources & Workforce Development Department is responsible for the development, implementation and administration of all systems, programs, policies and procedures, as well as managing and coordinating organizational initiatives that impact City employees. The Department provides overall policy direction on human resource management and employee diversity issues in the areas of Talent Acquisition, Workplace Safety, Employee & Labor Relations, Policy Administration, Compensation and Benefits, Talent Learning and Development, Employee Wellness and HR Analytics. The mission of the department is that through strategic partnerships and collaboration, the HRWD Department recruits, develops, and retains a high performing and diverse workforce while fostering a healthy, safe and productive work environment for employees, their families, departments and the public in order to maximize individual and organizational potential and position the City of Tallahassee as an employer of choice.

## **Fire**

The Tallahassee Fire Department (TFD) is charged with the responsibility of protecting lives, property, and the environment from hazardous conditions that threaten our community. This mission is accomplished through the provision of prevention and protective services specific to the incident need. TFD provides the City of Tallahassee and Leon County with quality fire suppression, specialized hazardous material response, focused urban search and rescue, dedicated technical rescue, superior vehicle extrication, high quality emergency medical care, fire safety code compliance review and enforcement and varied public education services. The department provides such services through five functional divisions: Administration, Emergency Response, Prevention, Logistics, and Training.

- The Administration Division includes the Office of the Chief, Public Information, Employee Resources and Financial Management.
- The Prevention Division provides proactive code enforcement, pre-development and pre-construction plans review, public education, target hazard occupancy inspections and fire cause determination investigations.
- The Logistics Division conducts short and long range planning for infrastructure growth, capital equipment replacement, technological support and service level improvements. In addition, the Logistics office is responsible for direct support and maintenance of all facilities and TFD personnel.
- The Training Division provides continuing education, specialized certification, promotional examination, community demonstration and volunteer firefighter training for TFD personnel, community volunteer firefighters and regional partners.
- Emergency Response encompasses Fire Suppression, Emergency Medical Services and Special Operations Response. Each is responsible for the provision of specialized emergency mitigation services to include fire mitigation, pre-hospital medical care, vehicle extrication, hazardous materials response and urban search and rescue.

## **Police**

The Tallahassee Police Department was established in 1841 and is the third oldest municipal police department in the country. The Department is also the second longest nationally accredited law enforcement agency in the country, originally accredited in 1986 by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Having maintained its accredited status for three decades, the Department strives every day to fulfill its mission statement: To continue the time-honored tradition of excellence in public service by protecting and enhancing the quality of life for our citizens.

## **Parks, Recreation and Neighborhood Affairs**

The Parks, Recreation and Neighborhood Affairs Department provides recreational opportunities for the citizens of Tallahassee and Leon County, liaison assistance for neighborhood associations and operates the Animal Service Center. Named “Best in America” by the National Recreation and Park Association in 2004, the nationally recognized agency operates and maintains close to 4,000 acres of well-managed parkland, ranging from neighborhood playgrounds to regional parks. The City’s park system runs the gamut from “active” recreational complexes, complete with a wide variety of athletic facilities, to so-called “passive” parks, where visitors may simply enjoy the quiet natural surroundings. A team of landscape designers, horticultural experts, and maintenance crews work year-round to keep parkland clean, attractive, and functionally useful for the thousands of people enjoying the parks.

The department maintains eight multi-purpose community centers, a teen center, a senior services center, three specialty complexes including an arts and crafts center, a comprehensive gymnastics facility and a historic Tallahassee home now preserved as a meeting/reception facility, 28 playgrounds, 86 athletic fields, and 55 tennis courts. The department also operates seven municipal aquatic facilities. The park system features over 70 miles of trails, 3 dog parks, a skate park, 2 disc golf courses and a Miracle League Baseball field for those with disabilities. Program offerings include arts and crafts classes, fitness classes, organized playground programs, and specialty programs for citizens with disabilities. The department also plays a leading role in the staging of Tallahassee’s special events, ranging from Springtime Tallahassee to the Red Hills Horse Trials. The Special Events unit also serves as the lead coordinating agency for the area’s largest nighttime event, the hugely popular Winter Festival and Celebration of Lights, as well as the Celebrate America event on July 4 at Tom Brown Park.

The Animal Services division consists of the Animal Service Center and Animal Control. Responsibilities and programs include enforcement of animal control ordinances for the City, sheltering of stray/homeless pets, adoption, foster care, incentives for the public to spay or neuter their personal pets, and humane education outreach. The Neighborhood Affairs division provides liaison assistance to the community’s 190 neighborhood associations. The division administers such programs as Neighborhood Cleanups, the Neighborhood Leadership Academy, and other special projects and events.

## **PLACE (Planning, Land Management and Community Development)**

The PLACE/Planning Department provides leadership to facilitate high quality growth and development in both the City of Tallahassee and Leon County. The department is comprised of five divisions:

- The Management Division provides accurate information, creative and effective planning recommendations and expertise in the areas of long-range land use, environmental and transportation planning.
- The Support Division provides geographic information system (GIS) research, mapping, graphics, computer and publication assistance to the overall Planning Department as well as the City and County governments.
- The Administrative Services Division provides administrative support services (Human Resources, Budget, Procurement and Accounting) for the department including the provision of additional resources in understaffed areas and coordinates work responsibilities within the Planning Division.
- The Land Use Planning Division reviews rezoning applications, Planned Unit Developments (PUDs), Development of Regional Impact (DRIs) and other large-scale development applications.
- The Comprehensive Planning Division promotes implementation of the Tallahassee-Leon County Comprehensive Plan including oversight of the process of evaluating and amending the plan and coordinates long-range transportation, environmental and special planning projects and issues.

### **Community Housing and Human Services**

The City's Community Housing and Human Services Department provides services to the Tallahassee community through community housing, human services, and historic property preservation programs designed to:

- Eliminate neighborhood blight and unsafe housing conditions through affordable housing owner-occupied rehabilitation programs, emergency repairs, permanent and temporary relocations, code enforcement rehabilitations and accessibility rehabilitation programs;
- Increase home ownership with homebuyer counseling and first-time home buyers' down payment assistance;
- Contract with local human and social service agencies to provide direct services for children and families, at-risk youth, after-school programs, homelessness prevention, food programs, medical care for low-income and homeless populations, basic living services, and senior services programs and
- Assist in maintaining historical properties through a grant and loan program specifically aimed at restoring and rehabilitating eligible historic structures listed in the national or local register of historic places.

### **Aviation**

Headed by the Director of Aviation, the Aviation Department operates the Tallahassee International Airport. The Aviation Department consists of six divisions: the Executive Division; Commercial Development Division; Finance and Administration Division; Facilities Management Division; Operations Division and Capital Programs Administration Division. Areas of responsibility include:

- Monitoring and responding to federal, state, and local regulatory requirements;
- Meeting passenger service demands and expectations through air service development.
- Managing media and community relations, and strategic planning.

- Ensuring safe and efficient airport operations.
- Managing the Airport's commercial tenants including concessions, rental car agencies, airlines, general aviation, freight and others.
- Pursuing business development, contract solicitation and development, contract management and tenant monitoring and compliance.
- Providing financial and administrative services at all levels of the Aviation Department, with responsibilities including accounting, human resources, and organizational development and training.
- Performing facilities maintenance, electrical and janitorial services for all real properties at the Airport. Providing landscape and roadway maintenance, building code compliance, and structural maintenance, repair and inspection.
- Implementing projects relating to the Airport's sustainability initiatives.
- Overseeing and maintaining regulatory relationships, as well as operations, security, and information technology for the Airport. Providing landside and airside operations, training and safety compliance, and police and fire rescue operations.
- Providing daily oversight of construction contracts and providing engineering management support to the Airport.

### **StarMetro**

StarMetro, the transit system, for the City of Tallahassee, operates 12 weekday cross-town routes, as well as university routes for Florida State University (FSU) and Florida Agricultural & Mechanical University (FAMU). StarMetro also provides demand response (para-transit) transportation to senior, disabled and low-income customers in Tallahassee and Leon County. StarMetro is comprised of five divisions: Administration, General Transit Operations, Para-transit Operations, Planning and Maintenance.

### **Electric Utility**

The Electric Utility serves over 116,000 customers in a 221 square mile service territory. It is the fourth largest municipality in Florida, and is the 25<sup>th</sup> largest of over 2,000 municipal systems in the United States. The utility is comprised of seven major divisions: Administration, Power Engineering, Power Production, System Compliance, System Integrated Planning, System Reliability and Transmission Services, and Transmission and Distribution.

### **Growth Management**

The Growth Management Department facilitates well-designed, efficient, healthy, and safely built developments, while ensuring preservation of the natural and cultural environment. The Department promotes economic vitality and environmental sensitivity through coordinated plan review, permitting and inspection services. Responsibilities include development review services such as site planning, environmental permitting, building permitting, inspections and code enforcement to ensure that

developments meet the requirements of the State of Florida Building Code as well as our local community standards.

The Growth Management Department includes the following four divisions:

- The Administration Division is responsible for personnel, budgeting, technology, purchasing, and public information within the Department. The Division oversees the e-Government Services initiatives for the Department and provides records management and e-Recording services for the public.
- The Land Use and Environmental Services Division is responsible for ensuring that developments comply with standards related to zoning, site plan, subdivision, environmental management, transportation concurrency, environmental permitting, stormwater and addressing.
- The Building Inspection Division is responsible for the enforcement of the State of Florida Building Code. Specifically, the Division is responsible for building plan review and inspection services, sign code permitting and review of contractor licensing to ensure compliance with the Florida contractor licensing laws.
- The Code Enforcement Division ensures the general health, safety and welfare of residents and visitors through education, cooperation and compliance. Specific responsibilities include enforcement of zoning, environmental and building regulations, rooming house regulations, sign code compliance, and property maintenance codes.

### **Community Beautification and Waste Management**

Community Beautification and Waste Management Services provides garbage, trash, and recycling services to 67,500 customers, 60,800 residential and 6,700 commercial. In addition, the department is responsible for maintaining 13,500 acres of medians and rights-of-ways along major roadways within the City. The acreage includes areas along City streets, County and Florida Department Transportation roadways within the city limits. For those areas that are owned by the State and County, the City acts as the maintenance agent and receives payment based on a contracted value. The department manages the garbage and recycling contract with Waste Pro, USA, Inc. for all residential customers and commercial garbage barrels used by businesses with small amounts of waste and/or limited space.

The following services are provided:

- Standard Residential Services – Biweekly curbside collection of bulky items, yard waste, electronics and white goods.
- Dumpster Services (Front-end loader) – Commercial customers that generate moderate volume of waste or recyclable materials are serviced by front-end loading trucks. Collection services are provided at night up to 6 times per week.
- Roll-Off Service – Commercial customers that generate a volume of waste or recyclable materials that cannot be accommodated with dumpsters are collected by roll-off or hook trucks. Services are provided up to 6 days per week.

- Commercial Recycling – A complimentary collection of recyclable materials is provided up to 5 days per week.
- Open Gate Service – Front-end loader drivers will open gates for a reasonable fee when requested by commercial establishments.
- Sanitizing – Container sanitization is provided to minimize pests and odor at the request of customers for a fee.
- Dead Animal Collection – At the request of City customers, dead animals on the rights of way and within the City limits will be picked up.
- Graffiti Removal – Graffiti located or reported on items within the City right of ways or on City owned property.
- Landscape - Installs and maintains the landscape areas in the medians and rights of way of City maintained streets. Maintenance includes weed and pest control, trimming and mulching.
- Litter – Monthly and reported excessive litter observed on the side of the roads, in medians and on City property other than in the parks.
- Mowing – Regularly scheduled mowing of medians and rights of way along City maintained streets.
- Street Sweeping – Regularly scheduled street sweeping along City curb and gutter roadways throughout the year.
- Tree Maintenance and Pruning – Trimming and removal of trees in the City rights of way that has fallen in the roadway, limbs hanging low over the roadway, limbs blocking lines of sight at intersections, corners and removal of dead, diseased or dying trees.

### **Real Estate Management**

Real Estate Management provides comprehensive real-estate services for all city departments and is responsible for the acquisition of all real estate for capital improvement projects such as roads, stormwater facilities, utilities such as electric, gas, water and sewer, management of City-owned parking facilities, Renaissance and Gemini office buildings as well as the management and disposition of surplus property, leases and maintenance of the City's real estate inventory. Real Estate Management also oversees the Cemetery Division, which is responsible for the operations and maintenance of the City's five cemeteries.

### **Customer Services**

The Customer Services division provides the following services:

- Utility Services Administration-The Administrative unit provides general management, budget and financial management, performance management, human resources services, contract administration, internal controls oversight, purchasing and procurement services, policy/process review, and audit responses for several departments under the Citizen Services umbrella, closely interacting with Financial Management, Human Resources, Accounting, et al and working on behalf these department's behalf.

- Utility Customer Field Operations-The Utility Customer Field Operation's (UCFO) major function is to provide outstanding customer service while completing over 450,000 field orders annually including field meter reads, service disconnects/reconnects, and service investigations. The City, unlike most state-wide utility providers, offers same day service connection six days a week, and service technicians are available until 11pm each weekday for unexpected issues or last minute needs. This service is also extended during the busiest time in August when students from Florida State University, Florida A&M University, and Tallahassee Community College are returning to Tallahassee. During this time more than 30,000 orders are completing in a couple of weeks. While UCFO has traditionally been a labor oriented delivery arm of the utilities, its responsibilities have grown to include the management and maintenance of the City's Smart Grid. The reliability of the grid is very important as it is relied upon to supply a wealth of actionable information to our customers each day. Finally, this area is responsible for revenue protection from theft and under-billed and non-billed services.
- Wholesale Energy Services-All activities in Wholesale Energy Services are carried out in support of the Electric and Gas Utilities' goals of providing reliable electric and gas service at a reasonable price. The following services are provided: Natural gas supply acquisition for Electric generating stations and Gas Utility distribution; Energy Risk Management program execution; Dodd-Frank Act rule implementation; Interstate natural gas pipeline services management; Fuel Oil supply purchase and transportation for Electric generation stations; Hedging gasoline and diesel fuel for Fleet and StarMetro; Generating unit commitment and economic dispatch; Prepaid natural gas contract development; Electric power and gas marketing; Active participation in interstate pipeline tariff filings; Contract development and management for energy marketing activities
- Golf Program-The City of Tallahassee operates two public golf courses which provide an opportunity for golfers of all ages and skill levels to enjoy the game of golf at affordable prices. Each year, more than 50,000 rounds of golf are played on these two courses combined. Value and convenience are two key messages that describe the golfing experience at Hilaman and Jake Gaither. Hilaman is an 18-hole, par 72 golf course located in the heart of Tallahassee. Hilaman offers amenities such as tennis courts, a driving range, snack bar and a golf pro shop. Jake Gaither is a 19-hole, par 36 golf course that hosts the Jake Gaither Golf Association and junior summer golf camps. The golf association hosts tournaments and instructional programs for their members.

### **Communications**

The Communications Department serves to keep the public informed of City policies and actions. This department directs media relations, public information and engagement programs, digital communications including the city's website and social media and marketing programs, emergency response and community preparation communications efforts, and promotion of City initiatives and services.

## **Community Relations**

The Office of Community Relations (OCR) was created in January 2016, with the purpose of providing community engagement and outreach to the citizens of Tallahassee. This is accomplished through public awareness about a variety of topics ranging from energy conservation to innovative programs and sustainability. OCR partners with neighborhood leaders, churches, civic groups, and other organizations to improve the quality of life for all Tallahasseeans.

## **Administration and Professional Services**

Administration and Professional Services is a Service Area within the City Manager's Office formed during the reorganization in FY16. This area is responsible for accounting, procurement, financial management, grant writing, community housing and human services, and environmental services and facilities management. This department's responsibilities include development and preparation of the annual operating and capital budgets and related financial policies, enacting operational functions, financial reporting, grant writing, organizing centralized procurement activities, promoting community outreach, regulating green city initiatives, and ensuring City facilities and operations achieve and maintain compliance with all new, proposed and existing federal, state and local environmental laws, rules, and regulations.

## **Fleet Management**

Fleet Management facilitates the acquisition, disposal, maintenance, repair, fuel consumption needs, and historical data collection for all the city's vehicles and construction equipment with the exception of StarMetro buses. The Fleet program is comprised of five divisions: administration, service, parts, motor pool, and garage unit.

## **Underground Utilities and Public Infrastructure**

The Underground Utilities and Public Infrastructure provide the following services:

- Public Infrastructure-The City's Public Infrastructure Division of Underground Utilities is responsible for the preservation and maintenance of more than 650 miles of streets and more than 500 miles of sidewalks. The department provides construction services that either directly provide or manage the construction of sidewalks, intersection improvements, construction of drainage structures, street improvements, bridge repairs, guardrail and handrail construction, and miscellaneous new and maintenance-related infrastructure improvements. Additionally, Public Infrastructure is responsible for all street maintenance which includes pothole patching, curb & gutter repair, sidewalk repair, base repair, guardrail repair, bridge repair, utility cut repair and unpaved roadway maintenance with certain services being provided on an as needed basis. The department either directly or by contract resurfaces approximately 70 lane miles of roadways annually. Finally, Public Infrastructure is responsible for the repair and maintenance of all drainage structures within the City. The services provided by this department range from

addressing public safety needs and concerns to contributing significantly to our overall quality of life.

- Gas -The City of Tallahassee Natural Gas Utility was recognized by its peers by being awarded APGA's prestigious APGA System Operation Achievement Recognition (SOAR). The Gas Utility provides clean, safe, economical, and reliable gas service to over 30,000 residential and business customers in Leon, Wakulla, and Gadsden counties and has been doing so for more than 60 years. The Gas Utility's business unit is responsible for administration, maintenance, engineering, regulatory compliance, sales and business development for the City of Tallahassee's Natural Gas System. The Gas Utility's field operations include maintaining the integrity of our natural gas facilities and over 920 miles of underground distribution system. This unit investigates and responds to customer service calls, conducts gas system surveys, and maintains customer meters and infrastructure. The Utility's engineering staff plans and designs gas main and service line extensions, inspects contractor installations, obtains construction permits, and monitors the overall gas system to ensure gas flow and pressures are at optimum operational levels.
- Water-The City of Tallahassee's Water Utility is responsible for water, wastewater and stormwater operations. From flood prevention and resource preservation, to ensuring the safe and dependable delivery of the highest quality drinking water, the City is committed to meeting the ever-changing needs of our community. Key projects and accomplishments reflect the City's ongoing commitment to protect the environment and delivering vital services in a cost-effective, efficient and environmentally sound manner.
- Sewer-The City of Tallahassee's Sewer Utility is responsible for collecting wastewater throughout the service area, and treating it in our Advanced Wastewater Treatment Facility. Our treatment process ensures safe treatment and disposal of wastewater and waste solids using the most advanced technology, and highest standards in the industry. The Sewer Utility operates as part of the City's ongoing commitment to protect the environment by delivering vital services in a cost-effective, efficient and environmentally sound manner.
- Stormwater-Stormwater Management's Mission is to assist the community with defining its priority stormwater management objectives, in the context of physical, environmental, and socio-economic concerns, and to develop and implement strategies to address the same, as expeditiously and to the fullest extent possible, within the resources the community chooses to allocate to these efforts.

### **Emergency Preparedness and Facilities Security**

The Emergency Preparedness and Facilities Security Department plans and prepares for disasters affecting Tallahassee and surrounding communities. This department originated in 1992 as the Emergency Management division in the Fire Department, when the City of Tallahassee developed its first emergency management plan. Emergency Management gained department status as part of a 2008 reorganization and was further restructured in 2016.

This department is responsible for City planning and preparation for operations before, during and after a disaster for all city departments. Emergency Preparedness and Facilities Security continues to ensure

departments are able to meet the basic needs of citizens in a coordinated manor. Throughout the year, the department conducts and participates in exercises and training, supports the development of plans, maintains the area command center, monitors for potential disaster conditions, facilitates meetings, and communicates with key agencies to ensure coordinated preparedness activities, response and recovery to all events while working with departments to ensure their state of readiness for all hazards.

### **Environmental Services and Facilities Management**

The Environmental Services and Facilities Department is comprised of the Environmental Regulatory Compliance (ERC) Division and the Facilities Management (FM) Division. The core mission of the ERC Division is to ensure that City facilities and operations achieve and maintain legal compliance with all federal, state and local environmental laws, rules, regulations and ordinances. This is accomplished through various mechanisms such as collecting and analyzing operational data, preparing regulatory reports for submittal to agencies, applying for environmental permits, managing the assessment and remediation of contaminated soil and groundwater, readying City properties with recognized environmental conditions for sale or redevelopment, responding to spills and releases of pollution or chemicals, conducting environmental compliance testing, and monitoring proposed laws and rules which have the potential to impact City facilities and operations. The core mission of the FM Division is to assist all City departments with new construction, repair, renovation and maintenance of their buildings while complying with all local, state and federal building codes. All building systems including architectural, mechanical, electrical, structural, plumbing and fire protection are addressed. This is accomplished through project management, programming, design, permitting, contract administration, construction and warranty management. The overall goal is the health, safety and welfare of the building inhabitants while creating a functional and positive work environment to support the efficient operation of that specific City department.

### **Ethics Office**

With the passage of a referendum in November 2014, the City of Tallahassee's Charter was amended to include a seven (7) member Independent Ethics Board and associated staff. The Ethics Board and independent Ethics Office provide the following services:

- Assist the City Commission in the development of the ethics code
- Adopt bylaws and due process procedures for the administration of the Ethics Board
- Manage a citywide ethics hotline for receipt of allegations of local corruption, fraud, waste, mismanagement, campaign finance, and ethics violations
- Manage and coordinate the mandatory training of local officials, officers, employees, and board members in state and local ethics
- Refer ethics and corruption matters to appropriate enforcement agencies
- Recommend proposed ordinances, resolutions, or charter amendments to the City Commission in all areas of ethics and corruption, including but not limited to: conflicts of interests, financial disclosure, voting conflicts, hotline policies, ethics education, ethics in procurement, campaign ethics and financing, and lobbying
- Investigate complaints and to levy civil penalties as may be authorized by the City Commission for violations of the City's ethics code.