

Agenda Report

July 17, 1999

TO: CITY COUNCIL

FROM: CITY MANAGER

**SUBJECT: ADMINISTRATIVE AMENDMENTS TO TITLE 2 REGARDING
FUNCTIONS WITHIN THE CITY MANAGER'S DEPARTMENT
AND DEPARTMENTS REPORTING TO THE CITY MANAGER**

RECOMMENDATION:

It is recommended that City Council:

1. approve the administrative amendments to Title 2 of the Pasadena Municipal Code as outlined in this report, and
2. hold first reading of an ordinance to amend Title 2 as such.

BACKGROUND:

City programs and services are modified and improved on a regular basis to provide more efficient service to residents and businesses. Occasionally, these modifications require changes to reporting structure and/or titles within the organization. Because these changes are infrequent and are relatively minor in nature, the Municipal Code is not amended for each individual update. The changes recommended in this report will update the code to accurately describe current city structure and operations.

Specific changes to be made include the following:

Article II – Departments Headed by Board Appointees

Chapter 2.40 City Manager's Department

2.40.020 Department Functions

Delete administration of the following programs:

- affirmative action and equal employment opportunity programs
- northwest plan
- staff to the commission on the status of women

Change "telecommunications program" to KPAS

Add responsibility for Information Technology Services Division

2.40.060 Reporting – Deputy city manager
Delete section

2.40.070 Reporting – Assistant city manager
Delete section

Article VII – Agencies and Departments Headed by City Manager Appointees

2.260 Administrative Services Agency
Delete entire section

2.266 Public Health Department
Under the direction and control of director of public health

2.270 Housing and Development Department
Delete reference to resource allocation commission
Add responsibility for northwest programs

2.265 Human Services, Recreation and Neighborhoods
Add “staff to the Commission on the Status of Women”
Add “staff to Senior Commission”
Delete “staff to the Parks and Recreation Commission”

2.275 Finance Department
Add responsibility for workers compensation program
Add responsibility for safety and loss control services
Add responsibility for property and liability insurance
Add responsibility for manage and adjust liability claims

2.285 Personnel and Employee Relations Department
Change name to Human Resources Department
Change director to Human Resources
Delete responsibility for workers compensation program
Delete responsibility for safety and loss control services
Delete responsibility for property and liability insurance
Delete responsibility for manage and adjust liability claims
Add responsibility for affirmative action and equal employment programs

2.290 Planning, Housing and Development Services Department
Change name to Planning and Permitting Department
Delete “acting through the assistant city manager”
Change director to Planning and Permitting
Delete “staff support to housing authority”

2.300 Public Works and Transportation Department

Add "staff to the Parks and Recreation Commission"

2.305

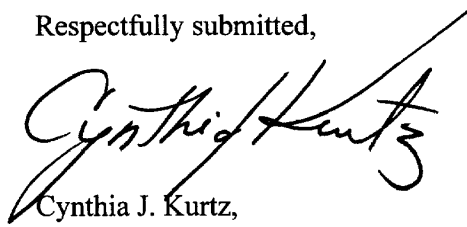
Water and Power Department

Delete "acting through the deputy city manager"

FISCAL IMPACT

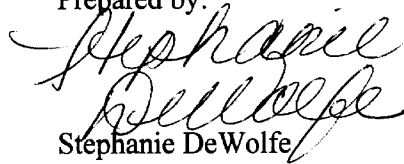
There is no fiscal impact resulting from these amendments to Title 2.

Respectfully submitted,



Cynthia J. Kurtz,
City Manager

Prepared by:



Stephanie DeWolfe
Assistant to the City Manager

City Manager's Department to the Housing and Development Department responsibility for Northwest Programs; transferring from the City Manager's Department to the Human Services Department responsibility for staff support to the Commission on the Status of Women; transferring from the Human Services, Recreation and Neighborhoods Department to the Public Works and Transportation Department responsibility for staff support to the Recreation and Parks Commission; substituting "KPAS" for "telecommunications programs" under the functions of the City Manager's Department; and repealing the Administrative Services Agency ordinance.

REASON WHY THIS LEGISLATION IS NEEDED:

The City Manager requested that this ordinance be drafted to reflect past administrative changes approved by the City Council, as well as the current operation of city government. Additionally, this ordinance represents one of the periodic amendments required to update Title 2, the City's Organization and Administration Code.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

This ordinance represents changes in city government that have already occurred. The departments impacted at the time of those changes were the Public Health Department, the Housing and Development Department, the Human Resources Department, the Human Services, Recreation and Neighborhoods Department, the Planning and Permitting Department, the Public Works and Transportation Department, the Water and Power Department, and the City Manager's Department.

FISCAL IMPLICATIONS:

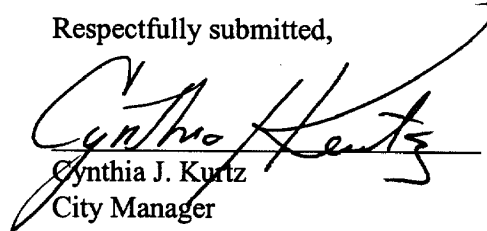
There are no fiscal impacts on the general fund from this ordinance.

POLICY CHANGE:

Many of the changes embodied in this ordinance reflect the management style of the current city manager and her decision to follow a course of direct interaction with department directors. The two prior city managers had assigned some departmental responsibility to the assistant city

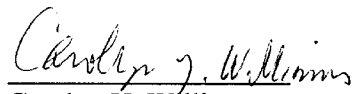
manager(s). Any policy changes these amendments entail are management decisions within the discretion of the city manager as chief administrative officer charged with supervision, coordination, and administration of the various municipal functions.

Respectfully submitted,



Cynthia J. Kurtz
City Manager

Prepared by:



Carolyn Y. Williams
Asst. City Attorney

Introduced by Councilmember _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PASADENA AMENDING
VARIOUS SECTIONS OF TITLE 2 OF THE PASADENA MUNICIPAL
CODE RELATED TO CITY MANAGER DEPARTMENT FUNCTIONS AND
DEPARTMENTS HEADED BY CITY MANAGER APPOINTEES

The People of the City of Pasadena ordain as follows:

SECTION 1. Section 2.40.020 is hereby amended to read:

“2.40.020 Department functions.

The department shall be responsible for providing the functions set forth in
Section 2.40.030 and the following functions:

- A. Administer the city’s public information program;
- B. Administer the city’s telecommunications ~~KPAS~~ program;
- ~~C. Administer the city’s Affirmative action and equal employment opportunity program;~~
- ~~C. Administer the city’s intergovernmental affairs program;~~
- ~~D. Administer the city’s northwest plan;~~
- ~~D. Administer the city’s Information Technology Services Division;~~

- ~~E. Administer the city's intergovernmental affairs program;~~
- ~~E. Perform such other duties relating to the office as shall be required of him/her by law, ordinance or the city council."~~
- ~~F. Provide staff support to the commission on the status of women;~~
- ~~G. Perform such other duties relating to the office as shall be required of him/her by law, ordinance or the city council.~~

SECTION 2. Sections 2.40.060 and 2.40.070 of said Code are hereby repealed.

~~2.40.060 Reporting - Deputy city manager.~~

~~The following agencies, departments, divisions and activities shall report to the city manager through the deputy city manager;~~

- ~~A. Community services agency;~~
- ~~B. Public works and transportation department;~~
- ~~C. Water and power department.~~

~~2.40.070 Reporting - Assistant city manager.~~

~~The following agencies, departments, divisions and activities shall report to the city manager through the assistant city manager:~~

- ~~A. Administrative services agency;~~
- ~~B. Planning, housing and development services department;~~
- ~~C. Intergovernmental affairs;~~
- ~~D. Public information;~~
- ~~E. Telecommunications.~~

SECTION 3. Chapter 2.260 of said Code is hereby repealed.

~~Chapter 2.260~~

~~ADMINISTRATIVE SERVICES AGENCY~~

~~Sections:~~

~~2.260.010 — Created - Direction:~~

~~2.260.020 — Agency functions:~~

~~2.260.010 — Created - Direction:~~

~~There is created functional unit of city government known as the administrative services agency, under the general administration of the city manager acting through the assistant city manager, which shall be under the direction and control of the director of administrative services agency.~~

~~2.260.020 — Agency functions:~~

~~The administrative services agency shall:~~

- ~~A. Operate, maintain and repair all communications systems owned by city and as otherwise authorized by the city manager;~~
- ~~B. Operate and maintain a print shop, centralized mail facilities, duplicating and other service facilities necessary or convenient to the operation and administration of the city government;~~
- ~~C. Provide data processing, personal computer system analysis, and programming services;~~
- ~~D. Build, maintain and repair all city buildings as directed by the city manager;~~

~~E. Provide custodial services;~~

~~F. Procure goods and services for all city departments;~~

~~G. Maintain and repair all city vehicles and mobile equipment.~~

SECTION 4. Subsection D of Section 2.265.020 is hereby amended to read:

“D. Provide staff services and support to the human services commission, ~~and the parks and recreation commission~~ **the commission on the status of women, and the senior commission;**”

SECTION 5. Section 2.266.010 is hereby amended to read:

“2.266.010 Created - Direction.

There is created a functional unit of city government known as the public health department, under the general administration of the city manager, which shall be under the direction and control of the city’s ~~public health officer~~ **director of public health.**”

SECTION 6. Subsection A of Section 2.270.020 is amended to read:

“A. Provide staff services to the city manager, city council, community development commission, community development committee, relocation appeals board, and ~~resource allocation commission~~ **northwest programs** relating to the development and implementation of programs and plans for economic development and redevelopment activities which stress job creation and housing production with emphasis on low and moderate income housing and improving the city’s tax base.”

SECTION 7. Section 2.275.020 is hereby amended to add new subsections F, G, H, I and J to read:

~~F. Perform such other related duties as shall be required by law, ordinance or the city manager.~~

F. Administer the city's workers compensation program;

G. Provide safety and loss control services;

H. Manage the city's property and liability insurance;

I. Manage and adjust liability claims;

J. Perform such other related duties as shall be required by law, ordinance, or the city manager."

SECTION 8. Section 2.285.010 is hereby amended to read:

"2.285.010 Created - Direction.

There is created a functional unit of city government known as the ~~personnel and employee relations department~~ **human resources department**, under the general administration of the city manager, which shall be under the direction and control of the ~~director of personnel and employee relations~~ **director of human resources."**

SECTION 9. Section 2.285.020 is hereby amended to read:

"Section 2.285.020 Department functions.

The department shall:

A. Operate a personnel merit system for the city consistent with the city Charter, city ordinances and administrative policy;

- B. Advise and assist the city manager and all departments in matters relating to employee relations, including administration of the compensation plan, classification plan, discipline and grievances, and negotiations and contract implementation with recognized employee organizations;
- C. Administer the recruitment and testing process;
- D. Maintain the official city employee records;
- E. Administer the employee benefits program;
- ~~F. Administer the city's workers compensation program;~~
- ~~F. Administer the city's organizational effectiveness training and development programs for the city;~~
- ~~G. Provide safety and loss control services~~
- ~~G. Administer the city's affirmative action and equal employment opportunity program;~~
- ~~H. Manage the city's property and liability insurance;~~
- ~~H. Perform such other related duties as shall be required by law, ordinance or the city manager."~~

SECTION 10. Section 2.290.010 is hereby amended to read:

"2.290.010 Created - Direction.

There is created a functional unit of city government known as the ~~planning, housing and development services department~~ ~~planning and permitting department~~, under the general administration of the city manager,

~~acting through the assistant city manager, which shall be under the direction and control of the director of planning, housing and development services~~ ~~director of planning and permitting.”~~

SECTION 11. Subsection H of Section 2.290.020 is hereby amended to read:

“H. Provide staff services and support to the planning commission, cultural heritage commission, design commission, board of zoning appeals, ~~housing authority~~, city manager and other officers, boards, commissions and committees with respect to planning, building and housing;”

SECTION 12. Section 2.300.010 is hereby amended to read:

“2.300.010 Created - Direction

There is created a functional unit of city government known as the public works and transportation department, under the general administration of the city manager, ~~acting through the deputy city manager~~, which shall be under the direction and control of the director of public works and transportation.”

SECTION 13. Subsection E of Section 2.300.020 is hereby amended to read:

“E. Administer projects or staff committees/commissions relative to transit/transportation activities throughout the city, ~~and staff the recreation and parks commission;~~”

SECTION 14. Section 2.305.010 is hereby amended to read:

“Section 2.305.010 Created - Direction.

There is created, pursuant to the ~~Charter~~ city charter, a functional unit of city government known as the water and power department,

under the general administration of the city manager, ~~acting through the~~
~~deputy city manager~~, which shall be under the direction and control of the general
manager, water and power.”

SECTION 15. This ordinance shall take effect upon the date of publication.

Signed and approved this _____ day of _____ 2000.

Bill Bogaard
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of
the City of Pasadena at its meeting held _____, 2000, by the following vote:

AYES:

NOES:

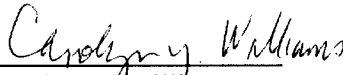
ABSTAIN:

ABSENT:

Published:

Jane Rodriguez, CMC
City Clerk

APPROVED AS TO FORM:



Carolyn Y. Williams
Asst. City Attorney