

# **Ordinance Fact Sheet**

TO:

CITY COUNCIL

DATE:

JULY 24, 2000

FROM:

**CITY MANAGER** 

SUBJECT:

AMENDMENT OF VARIOUS PROVISIONS IN TITLE 2 RELATED

TO CITY MANAGER DEPARTMENT FUNCTIONS, AND DEPARTMENTS

HEADED BY CITY MANAGER APPOINTEES

## TITLE OF PROPOSED ORDINANCE:

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

### PURPOSE OF THE ORDINANCE:

This ordinance is back a second time for first reading to include modifications of three chapter headings in Title 2, inadvertently omitted in the amendment submitted last week. The purpose of this ordinance is to make administrative and clerical changes to various sections in Title 2 to reflect current operations in city government. These include removing prior designations for the Human Resources Department and the Planning and Permitting Department; deleting reporting authority through the deputy city manager or the assistant city manager; deleting references to "deputy city manager;" transferring from the Human Resources Department to the Finance Department responsibility for the workers' compensation program, safety and loss services, property and liability insurance, and management and adjustment of liability claims; transferring from the City Manager's Department to the Human Resources Department responsibility for affirmative action and equal employment opportunity programs, and adding to the City Manager's Department functions administrative responsibility for the Information

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Technology Services Division; deleting Housing and Development Department staffing responsibility for the resource allocation commission; placing the Public Health Department under the direction and control of the director of public health; transferring from the 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; assigning 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. Ku City Manager

Prepared by:

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