

Introduced by: \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

**AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE TITLE 2, ARTICLE 2, CHAPTERS 2.40, 2.265, AND 2.275 TO CENTRALIZE THE CITY'S RISK MANAGEMENT FUNCTIONS WITHIN THE CITY MANAGER'S OFFICE**

The People of the City of Pasadena ordain as follows:

**SECTION 1.** Pasadena Municipal Code, Title 2, Article 2, Chapter 2.40, Sections 2.40.020 and 2.40.030, are renumbered to read as follows:

"2.40.020 – City manager – Charter functions, powers and duties.

Pursuant to the Charter, the city manager shall be the chief administrative officer and head of the administrative branch of city government with the following administrative and executive functions, powers and duties:

- A. To supervise, coordinate and administer the various functions of the city;
- B. To see that the provisions of this Charter and all laws and ordinances of the city are enforced;
- C. To appoint, promote, discipline and terminate the employment of all officers and employees of the city in accordance with the personnel system created pursuant to this Charter except those officers appointed by the city council which officers shall have the power to appoint their respective staffs;
- D. To exercise supervision and control over all departments, divisions and offices of the city except the city attorney, city prosecutor and city clerk, and their respective staffs;
- E. To establish a manual of rules, practices and procedures necessary to the administration of the city's personnel system;
- F. Except when his removal is under discussion, to attend all meetings of the city council; but he/she shall have no power to vote as a member thereof;
- G. To recommend to the council for adoption such measures and ordinances as he/she shall deem necessary or expedient;

- H. To see that all terms and conditions imposed in favor of the city or its inhabitants in any contract or in any franchise are faithfully kept and performed; and upon knowledge of any violation thereof to call the same to the attention of the city attorney, whose duty it shall be to take such steps as are necessary to protect and enforce such terms and conditions;
- I. To prepare and submit to the city council the annual budget;
- J. To keep the city council at all times, fully advised as to the financial condition and needs of the city;
- K. Reserved.
- L. The city manager, or his designee, shall have the authority to adopt and/or certify environmental reviews performed in compliance with the California Environmental Quality Act.

“2.40.030 – Department functions.

The department shall be responsible for providing the functions set forth in Section 2.40.020 and the following functions:

- A. Administer the city's public information program;
- B. Administer the city's KPAS program;
- C. Administer the city's economic development program;
- D. Administer the city's intergovernmental affairs program;
- E. Administer the city's accessibility program and provide staff services and support to the accessibility and disability commission;
- F. Administer the city's risk management program, which includes enterprise risk management, workers' compensation, safety, loss control, property and liability insurance, and liability claims management functions;
- G. Provide support and general direction as requested for the City's Internal Audit program;
- H. Perform such other duties relating to the office as shall be required of him/her by law, ordinance or the city council.

**SECTION 2.** Pasadena Municipal Code, Title 2, Article 2, Chapter 2.265, Section 2.265.020, is amended to read as follows:

“2.265.020 – Department functions.

The department shall:

- A. Facilitate collaborative efforts and a coordinated approach to improve and expand the delivery of quality community services in the city;
- B. Administer various programs in the city designed to protect, improve and restore the personal welfare and well-being of city residents of all ages;
- C. Develop strategies to respond to unmet community service needs and gaps within the city;
- D. Provide staff services and support to the human relations commission, the human services commission, the northwest commission, the recreation and parks commission, the commission on the status of women, and the senior commission;
- E. Coordinate with public and private sectors to address the social and economic needs of the residents of the city;
- F. Operate and maintain all parks (including park areas, park improvements, and facilities), the grounds in the civic center, the grounds of the public library and all branch libraries, and such city-owned property as shall be provided by ordinance or as directed by the city manager;
- G. Operate and maintain the Arroyo Seco, including Hahamongna Watershed Park, Brookside Park, and the Lower Arroyo, and provide administrative coordination of programs and other major activities in the Arroyo;
- H. Plant, maintain and remove trees and shrubs within all parks, as described in subdivision (F) and the Arroyo Seco, as described in subdivision (G);
- I. Operate community and recreation services programs for the city consistent with the city charter, ordinances and administrative policy;
- J. Develop and conduct a comprehensive recreation program to meet the needs and interests of the residents of the city;
- K. Perform such other related duties as shall be required by law, ordinance or the city manager.

**SECTION 3.** Pasadena Municipal Code, Title 2, Article 2, Chapter 2.275, Section 2.275.020, is amended to read as follows:

“2.275.020 – Department functions.

The department shall be responsible for providing the following functions:

- A. Establish and administer a centralized system of financial administration for the city, including activities relating to accounting, budgeting and auditing as required by the city manager and subject to the limitation of the Charter;
- B. Issue business licenses and permits and administer related matters;
- C. Administer the treasury of the city;
- D. Issue and collect bills for the electric, water and refuse utilities and for various other city services as required;
- E. Administer and supervise the issuance of bonds, certificates of participation, and other financial instruments of the city, community development commission, and various authorities established by the city;
- F. Perform such other related duties as shall be required by law, ordinance or the city manager.

**SECTION 4.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published in full text.

**SECTION 5.** This ordinance shall take effect upon publication.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Victor Gordo  
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 this \_\_\_\_\_ day of \_\_\_\_\_ 2024, by the following vote:

AYES:

NOES:

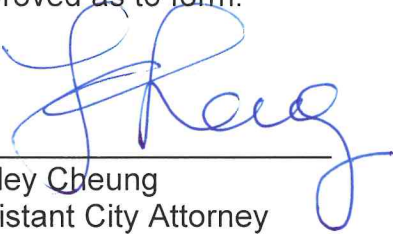
ABSENT:

ABSTAIN:

Date Published:

\_\_\_\_\_  
Mark Jomsky  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Lesley Cheung  
Assistant City Attorney