



# Ordinance Fact Sheet

**TO:** CITY COUNCIL

**DATE:** June 10, 2024

**FROM:** CITY ATTORNEY

**SUBJECT: 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**

## TITLE OF PROPOSED ORDINANCE

**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**

## PURPOSE OF ORDINANCE

On May 13, 2024, the City Council directed the City Attorney to prepare an ordinance that centralizes the City's Risk Management functions within the City Manager's Office.

The Municipal Code presently assigns responsibility for Workers Compensation, Occupational Safety and Loss Control, Liability Claims and Insurance to the Finance Department and responsibility for providing staff support to the Accessibility and Disability Commission to the Parks Recreation and Community Services Department. Enterprise Risk Management is not presently referenced in the Municipal Code, nor is responsibility for providing support and general direction to the City's Internal Audit function.

The proposed ordinance will implement the changes in the Municipal Code that are necessary to centralize these functions in the City Manager's Office and add a new, ongoing responsibility to the City Manager's Office for Enterprise Risk Management. Additionally, the proposed ordinance codifies the City Manager's Office's role of providing support and general direction, as requested, to the City's Internal Audit function.

MEETING OF 06/10/2024

AGENDA ITEM NO. 24

**REASON WHY LEGISLATION IS NEEDED**

The functions of the City Manager, Parks, Recreation and Community Services, and Finance Departments are codified within Chapters 2.40, 2.265, and 2.275 of the Pasadena Municipal Code, respectively, and an ordinance is required to amend these chapters. Responsibility for Enterprise Risk Management and Internal Audit are currently unassigned in the Pasadena Municipal Code.

**PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED**

The centralizing of the Risk Management functions will move functions from the Parks, Recreation and Community Services and Finance Departments to the City Manager's Department.

**FISCAL IMPACT**

The proposed ordinance shall have no fiscal impact to the City.

**ENVIRONMENTAL DETERMINATION**

On this same date, Council will be asked to find that the proposed amendments are exempt from environment review under the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3), the Common Sense Exemption, that CEQA only applies to projects that may have an effect on the environment.

Respectfully submitted,

  
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for   
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