



City of Pittsburgh

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Text File

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Committee: Committee on Finance and Law

Status: Passed Finally

Ordinance supplementing the Pittsburgh Code, Title One: Administrative, Article III: Organization by adding a new Chapter 141: Offices Generally to establish the Office of Immigrant and Refugee Affairs.

WHEREAS, launched in 2014, the Welcoming Pittsburgh Initiative is guided by the Welcoming Pittsburgh Roadmap, a comprehensive citywide plan for immigrant, refugee and New American advocacy compiled by 40 leaders from diverse sectors and over 3,000 community members; and,

WHEREAS, the city of Pittsburgh, and Allegheny County experienced a 67% increase in the Hispanic, Latino and multi-racial population over the last decade; and,

WHEREAS, in September 2021, Welcoming Pittsburgh completed an intensive evaluation to designate the City of Pittsburgh as a Certified Welcoming city, becoming the 12th in the United States to achieve this designation; and,

WHEREAS, Welcoming Pittsburgh has equipped the City of Pittsburgh with interpretation and translation services and educated city staff about the importance of providing language access to Limited English Proficient (LEP) individuals, resulting in free access to City departmental services for residents in their preferred language; and,

WHEREAS, Welcoming Pittsburgh has helped to develop a cross-cultural training module to ensure that Officers with the Department of Public Safety can effectively serve immigrant residents; and,

WHEREAS, Welcoming Pittsburgh, in collaboration with the Office of Community Affairs and other City Departments and Authorities, has worked to increase civic participation by member of Pittsburgh's immigrant and refugee communities; and,

WHEREAS, for these reasons, the City of Pittsburgh wishes to continue and expand the work of serving and growing immigrants and refugees in our community and create the Office of Immigrant and Refugee Affairs.

The Council of the City of Pittsburgh hereby enacts as follows:

Section 1. The City Code, Title One: Administrative, Article III: Organization is hereby supplemented as follows by adding a new Chapter 141: Offices Generally:

Chapter 141: Offices Generally

§ 141.01: Establishment, Rules and Regulations, and Organization and Control.

- a) *Establishment.* The following offices as hereby established:
- 1) Office of Immigrant and Refugee Affairs
- b) *Rules and regulations.*
- 1) Each office shall have power to prescribe policies, rules and regulations, not inconsistent with any law or ordinance:
 - A. For its own government;
 - B. Regulating the conduct of its officers, clerks and employees;
 - C. Concerning the distribution and performance of its business;
 - D. Concerning the custody, use and preservation of the books, records, papers and property under its control; and
 - E. To implement any code provision applicable to such department.
 - 2) All office policies, rules, and regulations that impact the delivery of services to the public must be filed with the City Clerk and Office of the Mayor. Except as otherwise provided by any law or ordinance or in the Code, uniform rules and regulations established become effective the day they are filed with the City Clerk.
 - 3) All offices policies, rules, and regulations, unless otherwise prohibited by law or public safety concerns, must be posted to the City's website.
- c) *Records, estimates and payments.*
- 1) Suitable and proper records shall be kept by all offices.
 - 2) All estimates and all bills and claims for work and labor done or materials furnished for the use of any City office and all salaries of heads of offices and bureaus, and clerks, officers and employees, shall:
 - A. Be paid only upon proper certification and approval by the head of the department of which the same shall be furnished or performed, or his/her designee.
 - B. Such certifications and approvals shall be made in the manner as prescribed from time to time by the Controller.
- d) *Internal organization.* Any executive offices of the City which have been or may in future be created shall be major administrative units as defined in the Pittsburgh Home Rule Charter and shall consist of such persons at such compensation as may be fixed by the annual resolution of the City fixing the number of officers and employees of all departments of the City and the rate of compensation thereof, or as may be provided for in appropriate federal, state, or privately funded grant programs; and the expense of the departments shall be provided for in the annual resolution making appropriations to pay the expenses of conducting the public business of the City or as may be provided for in appropriate federal, state, or privately funded grant programs.
- 1) Any and all changes to the rate of compensation of employees as defined numerically in

the official budget document, known as the annual resolution, during its effective period shall be prohibited, except as provided for in Article V of the Pittsburgh Charter.

A. Step and grade classifications listed in the annual resolution shall match the corresponding numeric representation as published in the annual resolution.

2) City Council shall approve of any and all changes to the annual resolution fixing the number of officers and employees and their wages and salaries that may occur during the year.

e) *Supervision.* The Mayor, Controller and each manager of an office shall have charge of the supervision of all subordinate officers and employees deemed proper for the carrying out of the duties and powers of each department.

§ 141.02: Office of Immigrant and Refugee Affairs

The Office of Immigrant and Refugee Affairs shall strive to continue the community-driven efforts of the Welcoming Pittsburgh initiative, improve the quality of life, and enhance the delivery of City services for immigrants and refugees by:

- a) Advising City of Pittsburgh Departments, Authorities, Offices, and other agencies on engagement strategies and improvement of services for immigrants and refugees
- b) Welcoming the newest residents of Pittsburgh in collaboration with partner agencies and organizations
- c) Engaging with partner agencies and frontline organizations to solicit input from immigrants and refugees living in Pittsburgh
- d) Connecting immigrants and refugees to resources, benefits, and opportunities offered by the City of Pittsburgh, Allegheny County, Commonwealth of Pennsylvania, the United States of America, and other organizations and agencies
- e) Advocating for policy reform at the local, state, and federal levels
- f) Promoting the economic benefits of attracting new immigrants to Pittsburgh
- g) Facilitating the successful integration of immigrants and refugees into Pittsburgh's civic, cultural, and economic life
- h) Celebrating diverse cultures of immigrants and refugees and their contributions to Pittsburgh

The Office of Immigrant and Refugee Affairs shall be headed by a manager in accordance with Chapter 141: Offices Generally, § 141.01: Establishment, Rules and Regulations, and Organization and Control.