510 City-County Building
414 Grant Street
Pittsburgh, PA 15219

# City of Pittsburgh

## Legislation Details (With Text)

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|---|---|---|---|
| **File #:** | 2016-0664 **Version:** 2 | | |
| **Type:** | Ordinance | **Status:** | Passed Finally |
| **File created:** | 7/18/2016 | **In control:** | Committee on Finance and Law |
| **On agenda:** | 12/7/2016 | **Final action:** | 12/13/2016 |
| **Enactment date:** | 12/13/2016 | **Enactment #:** | 35 |
| **Effective date:** | 12/20/2016 | | |
| **Title:** | Ordinance amending the City Code at Title One: Administrative, Article III: Organization, Chapter 111: Departments Generally, so as to update the code to reflect current practices and processes. | | |
| **Sponsors:** | Theresa Kail-Smith | | |
| **Indexes:** | PGH. CODE ORDINANCES TITLE 01 - ADMINISTRATIVE | | |
| **Code sections:** | | | |
| **Attachments:** | | | |

| Date | Ver. | Action By | Action | Result |
|---|---|---|---|---|
| 12/20/2016 | 2 | Mayor | Signed by the Mayor | |
| 12/13/2016 | 2 | City Council | Passed Finally | Pass |
| 12/7/2016 | 2 | Standing Committees | AFFIRMATIVELY RECOMMENDED | Pass |
| 12/7/2016 | 2 | Standing Committees | AMENDED | Pass |
| 12/7/2016 | 2 | Standing Committee | AMENDED | |
| 11/30/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 11/21/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 11/14/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 11/7/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 10/26/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 10/19/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 10/11/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 10/5/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 9/28/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 9/14/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 9/13/2016 | 1 | City Council | RECOMMITTED | Pass |
| 9/7/2016 | 1 | Standing Committees | AFFIRMATIVELY RECOMMENDED | Pass |
| 8/31/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 7/26/2016 | 1 | Standing Committees | Held in Committee | Pass |
| 7/19/2016 | 1 | City Council | Read and referred | |

Ordinance amending the City Code at Title One: Administrative, Article III: Organization, Chapter 111: Departments Generally, so as to update the code to reflect current practices and processes.


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

**Section 1.** The City Code is hereby amended at Title One: Administrative, Article III: Organization, Chapter 111: Departments Generally, as follows:

CHAPTER 111: - DEPARTMENTS GENERALLY

§ 111.01 - ESTABLISHMENT; RULES AND REGULATIONS; ORGANIZATION AND CONTROL.

(a) *Establishment.* The following executive departments are hereby established:

**[(1) Department of Public Safety.**
**(2) Department of Public Works.**
**(3) Department of Finance.**
**(4) Office of City Controller.**
**(5) Department of Law.**
**(6) Department of City Planning.**
**(7) Department of Parks and Recreation.**
**(8) Department of Personnel and Civil Service.**
**(9) Police Bureau.**
**(10) Fire Bureau.**
**(11) Emergency Medical Services Bureau.**
**(12) Administration Bureau (Department of Public Safety).**
**(13) Department of Permits, Licenses, and Inspections.]**

**(1) Office of the Mayor**
**(2) Bureau of Neighborhood Empowerment**
**(3) Office of Management and Budget**
**(4) Department of Innovation and Performance**
**(5) Office of City Controller**
**(6) Department of Finance**
**(7) Department of Law**
**(8) Department of Personnel and Civil Service**
**(9) Department of City Planning**
**(10) Department of Permits, Licenses, and Inspections**
**(11) Department of Public Safety**
**(12) Bureau of Emergency Medical Services**
**(13) Bureau of Police**
**(14) Bureau of Fire**
**(15) Bureau of Animal Care and Control**
**(16) Department of Public Works**
**(17) Department of Parks and Recreation**

(b) *Rules and regulations.*

(1) Each department 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 departmental 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 departmental 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 departments.

(2) All estimates and all bills and claims for work and labor done or materials furnished for the use of any City department and all salaries of heads of departments 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.
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 departments 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) [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 **[promotions, job changes, job reclassifications, title changes, transfers, demotions, reinstatements or other type of salary/position changes]** **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 director of a department 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.

(f) No person shall be designated to serve as an acting director of a department or acting chief of a bureau of public safety for more than ninety (90) days without being subject to confirmation by Council as provided for in § 209 of the Home Rule Charter.

§ 111.02 - DEPUTY DIRECTORS; DESIGNATION; POWERS AND DUTIES; REVOCATION.

In case of death, resignation, sickness, absence or inability of the head of any City executive departments, other than the Department of City Controller**,** the Mayor or the head of the affected department shall designate in writing, filed with the City Clerk and Controller, a deputy to act for the department head, and to exercise the powers and discharge all duties of the department head during the absence or disability or until a new director is appointed, except the powers of appointment and dismissal of employees. The Mayor or the head of the affected department may revoke any designation at any time without cause by a revocation in writing, file with the City Clerk and Controller. The deputies shall serve without additional compensation and may be required by ordinance to give bond in the amount as the Treasurer may fix.



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