



Agenda Report

January 13, 2002

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: REVISION TO SCHEDULE FOR SUBMITTAL OF ANNUAL REPORTS FROM ADVISORY COMMISSIONS AND ADOPTION OF STANDARD ANNUAL REPORT FORMAT

RECOMMENDATION:

It is recommended that the City Council:

- 1) Direct the City Attorney to prepare an ordinance to revise the Pasadena Municipal Code to require that annual reports from advisory commissions be submitted to the Council within two months from the end of the fiscal year rather than the current schedule of October 31, or four months, and;
- 2) Adopt the attached annual report format as the standard.

BACKGROUND:

In December the City Council received annual reports from commissions for the fiscal year ending in June. Council expressed concern over this schedule, as it does not allow the Council to provide input into the current year's workplan until it has been substantially completed.

Annual reports include a summary of work completed during the year and attendance records for all members. Although not specified in the PMC, the annual reports generally also include a workplan for the current fiscal year.

The Code currently specifies that each advisory commission submit an annual report to City Council by October 31st, allowing four months after the close of the fiscal year to complete the report. Review procedures and meeting schedules often delay the final submittal of the reports to Council until December or later, at least six months into the next fiscal year.

In recent months staff recommended to the Mayor that a streamlined annual report format would be less time consuming to produce and review. A streamlined format was developed and distributed to commissions with the suggestion that all commissions use this format as a standardized form. If all commissions used the streamlined format, staff believes it is reasonable to change the submittal schedule for annual reports from October 31 to August 31, reducing the turnaround time from four months to two months.

FISCAL IMPACT:

There is no fiscal impact associated with the revisions to the schedule for annual report submittal.

Respectfully submitted,



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City Manager

Prepared by:



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