



# Agenda Report

February 10, 2020

**TO:** Honorable Mayor and City Council  
**FROM:** City Manager  
**SUBJECT: REORGANIZATION OF HUMAN SERVICES AND RECREATION AND PUBLIC WORKS DEPARTMENTS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3) (Common Sense Exemption); and
2. Direct the City Attorney to prepare and return within 60 days with an ordinance (a) amending to Chapter 2.265 of the Pasadena Municipal Code to change the name of the Human Services and Recreation Department to the Parks, Recreation and Community Services Department; and (b) making conforming amendments to the respective roles and duties of this and the Public Works Department throughout the Municipal Code, as set forth in this report.

## **RECREATION AND PARKS COMMISSION:**

On February 4, 2020 staff presented the proposed reorganization to the Recreation and Parks Commission. The Commission unanimously supported the staff recommendation.

## **BACKGROUND:**

Currently, maintenance of City parks is provided by the Parks and Natural Resources Division of the Public Works Department and recreation programming by the Recreation Division of the Human Services and Recreation Department. While this separation between services and maintenance has existed for quite some time, it causes confusion for customers and residents, often requiring contact with two separate departments to secure needed services and/or information.

In order to improve service delivery and efficiency, it is recommended that the park maintenance function be transferred from the Public Works Department to the Human Services and Recreation Department and the department name changed to Parks, Recreation and Community Services. The proposed changes are also expected to

benefit the Public Works Department by allowing the department to focus more closely on the many capital projects currently underway and relieving the Director from dealing with park maintenance issues.

This realigning of department duties would include staffing the Recreation and Parks Commission as well as responsibility for the planning, operation and maintenance of all public grounds used for park and recreation purposes, including public parks, library grounds, and the Arroyo Seco area. This would require City Council approval of changes to Pasadena Municipal Code (PMC) which specifies the duties of each City department.

Finally, changing the department name from Human Services and Recreation to Parks, Recreation and Community Services (PRCS), more accurately reflects and describes the department duties. This change also requires amendment of the applicable portion of the PMC.

In addition to approving amendments to the PMC to affect the proposed change, staff will be recommending the realigning of funds and FTEs during the Fiscal Year 2021 budget process. These changes will not result in the elimination of any existing staff positions.

On January 23, 2020 employees in both departments were informed of this pending reorganization. This is not a meet and confer item, however the unions representing impacted employees – AFSCME, PMA and LIUNA have been notified. Staff may also propose some position title changes (for example, the Public Works Maintenance Worker series will likely remove Public Works and possibly change to Parks).

**COUNCIL POLICY CONSIDERATION:**

This action is consistent with the City Council's goals to improve, maintain and enhance public facilities and infrastructure and supports and promotes the quality of life and the local economy.

**ENVIRONMENTAL ANALYSIS:**

The project has been reviewed for compliance with CEQA and is exempt per Section 15061(b)(3). The project is covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment.

**FISCAL IMPACT:**

There will be limited fiscal impact due to this reorganization. The details and specifics of funding and FTE division will be presented to the City Council for approval as part of the Recommended FY 2021 Operating Budget. In future years, department uniforms and logos will be updated to reflect the new department name and structure. No additional FTEs, equipment or supplies are requested.

Respectfully submitted,



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STEVE MERMELL  
City Manager