

Agenda Report

May 3, 2021

TO: Honorable Mayor and City Council

FROM: Parks, Recreation and Community Services Department

THROUGH: Legislative Policy Committee (April 27, 2021)

SUBJECT: CONFORMING REVISIONS TO THE RULES AND REGULATIONS AND PASADENA MUNICIPAL CODE PROVISIONS FOR THE SEVEN COMMISSIONS STAFFED BY THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Section 21065 and State CEQA Guidelines Sections 15060(c)(2) and (c)(3), and 15378 of the State CEQA Guidelines;
2. Approve and file the proposed amendments to the Rules and Regulations for the seven commissions staffed by the Parks, Recreation and Community Services (PRCS) Department, as set forth in Attachment A; and
3. Direct the City Attorney's Office to prepare and return within 60 days with an ordinance making conforming amendments to Chapter 2 of the Pasadena Municipal Code, related to PRCS commissions, as further described in this report.

BACKGROUND:

The PRCS Department provides staff support to the following seven commissions and one committee:

Accessibility and Disability Commission
Commission on the Status of Women
Human Relations Commission
Human Services Commission
Northwest Commission
Recreation and Parks Commission

Senior Commission
Hahamongna Watershed Park Advisory Committee

Each commission meets monthly to carry out their charge to advise the City Council in particular subject areas. Between December 2020 and March 2021 at their meetings, the seven commissions reviewed recommended amendments to their Rules and Regulations (please see Attachment A). The existing Rules and Regulations were created when each Commission was established and have periodically been amended. There are various inconsistencies in each Commission's Rules and Regulations which creates differences in how each Commission conducts its meetings.

In 2020, the City Council approved changes to the membership of the Hahamongna Watershed Park Advisory Committee and oversight was transferred to PRCS. Staff will work with this body to establish rules and regulations and they will be presented to the City Council at a later date.

The PRCS Department seeks to establish a uniform structure on how commission meetings are conducted, consistent with the Pasadena Municipal Code (PMC), and to include minor modifications within the purview of the Commissions to request. The PMC directs each commission to develop Rules and Regulations consistent with their ordinances and submit them to the City Council for approval. The Rules and Regulations submitted for Council approval seek to update the Rules and Regulations in a routine manner, as envisioned by the PMC. No resolution or ordinance is required for the Council to approve of the Rules and Regulations.

The Commissions' recommended amendments are as listed:

1. Update the Rules and Regulations to be consistent with the provisions of Title 2 of the Pasadena Municipal Code.
2. Update or eliminate outdated language.
3. For the Human Services and Northwest Commissions, update the language in the Rules and Regulations to be consistent with HUD regulations on grant funding, and to allow for flexibility by these commissions when HUD modifies its rules.
4. For the Human Services and Senior Commissions, clarify the process of recommending an organizational representative to the City Council.
5. Clarify and provide consistency between the seven Commissions on how business is conducted, including requiring each commission except Recreation and Parks, to elect a Parliamentarian.

The Recreation and Parks Commission did not support including the position of the Parliamentarian as an Officer and instead expressed support for staff to continue in the role of resolving questions regarding parliamentary procedures.

In addition to the changes to the Rules and Regulations, staff requests the Council direct the City Attorney to prepare an ordinance amending Title 2 of the Municipal Code related to PRCS Commissions (Accessibility and Disability, Commission on the Status of Women, Human Relations, Human Services, Northwest, Recreation and Parks, and Senior Commission) to make the following minor amendments:

1. Revise references to City Council members (to replace the former title of Director);
2. Revise the date of annual officer elections to be at commissions' annual meetings (not its first meeting of the year);
3. Revise the number of commission members required to approve and forward to the City Council rules and regulations, such that a majority of members must approve, in lieu of a specific number of commission members.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City Council's goal to support and promote the quality of life and the local economy.

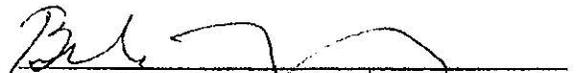
ENVIRONMENTAL ANALYSIS:

Find that the action proposed herein is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Section 21065 and State CEQA Guidelines Sections 15060(c)(2) and (c)(3), and 15378 of the State CEQA Guidelines.

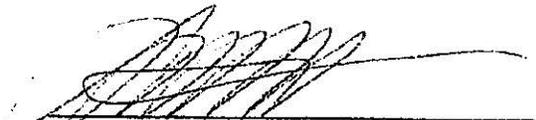
FISCAL IMPACT:

Amending the Rules and Regulations of various Commissions would not entail any fiscal impact.

Respectfully submitted,


BREND A E. HARVEY-WILLIAMS, Director
Parks, Recreation and Community Services

Prepared by:


Lola Osborne, Deputy Director
Parks, Recreation and Community Services

Approved by:


STEVE MERMELL
City Manager

Attachment A – Recommended Commission Rules and Regulations

Accessibility and Disability
Commission on the Status of Women
Human Relations Commission
Human Services Commission
Northwest Commission
Recreation and Parks Commission
Senior Commission