



OFFICE OF THE CITY MANAGER

February 6, 2006

TO: Mayor and Councilmembers
FROM: City Manager
RE: Commission Assignments

Staff was asked to prepare information for a City Council discussion regarding how items are directed to commission agendas outside of standard procedures.

The following documents define the scope of each commission's agenda:

1. The Pasadena Municipal Code identifies the roles and responsibilities for each Advisory Body (Attachment A)
2. With the exception of the Old Pasadena Parking Meter Advisory Commission, each commission has adopted by-laws which have also been approved by City Council (Attachment A)
3. City Council approves annual work plans for each commission which will provide items for the agenda
4. Some commissions have adopted other rules and procedures to assist them with their work, in particular Code Enforcement and Transportation Advisory Commission (Attachment B)
5. On occasion, City Council refers an item to a commission or adds a specific review to the entitlement process during a City Council meeting.

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2/6/2006
7.B.6.

Staff reviewed cases where items, outside the scope as defined previously were added to commission agendas. The following represent the methods that were used:

1. A commission requested another commission review an item
2. An individual Councilmember or a Council Committee have asked a commission to take on an additional assignment
3. An individual commissioner or the Chair requested an item be placed on the agenda
4. A commission, by majority vote, decided to place an item on a current or future agenda

City Council has previously addressed questions 1, 3 and 4 in Pasadena Municipal Code (PMC) Chapter 2.45.060 (Attachment C) which states "If a commission has a question as to whether it has jurisdiction over a particular matter, or should one commission wish to review a matter within the jurisdiction of another commission or public body which cannot be resolved cooperatively, the commission shall direct a request shall set forth the objectives of the review and propose both a process and a timetable for completion."



For CYNTHIA J. KURTZ
City Manager

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Attachments