

# Agenda Report

September 12, 2011

**TO:** Honorable Mayor and City Council

**FROM:** Department of Transportation

**SUBJECT: RECOMMENDED AMENDMENT TO PASADENA MUNICIPAL CODE SECTION 10.45.027 TO ALLOCATE NO FEE (OFFICIAL CITY BUSINESS) PLACARDS ON THE BASIS OF NEED BY CITY DEPARTMENT AND COUNCIL OFFICE RATHER THAN BY STAFF CLASSIFICATION**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Acknowledge that the recommended changes to Title 10 of the Municipal Code are exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b) (3), the General Rule that CEQA only applies to projects which have the potential for causing a significant effect on the environment, and
2. Direct the City Attorney to prepare an ordinance within 60 days that will amend Pasadena Municipal Code Section 10.45.027 to authorize the Director of Transportation to allocate no fee placards on the basis of need to City Departments and Elected Offices rather than by staff classification.

## **BACKGROUND:**

On September 26, 1994, the City Council adopted Resolution 7175 establishing the staff classification titles eligible to apply for no-fee parking placards pursuant to Pasadena Municipal Code Section 10.45.027. In adopting this Resolution, the Council found that the no-fee placards for City vehicles and other private vehicles used for Official City Business (OCB) are necessary for administrative convenience and for cost savings of not having to process reimbursement requests for parking meter costs incurred by those employees. On March 21, 2005, the City Council voted to amend Resolution 7175 to make two positions in the Mayor's office eligible for OCB placards.

Resolution 7175 no longer aligns with all of the individual staff positions that conduct city business outside of city offices. The Department of Transportation has evaluated the trends within departments that have staff classifications currently eligible for OCB Placards. That evaluation showed that while some staff classification titles continue to be sufficiently specific (e.g., Meter Reader) to effectively define the need for an OCB

Placard, there has been an increase in the number of individuals that are part of a broad set of titles (e.g., Staff Assistant) that now conduct city business outside city offices on an intermittent basis. This trend in the intermittent use of staff to conduct business outside of city offices is expected to continue.

Amending Resolution 7175 to include the broad range of staff classifications that are now intermittently involved would defeat the original purpose of the staff classification requirement. Rather than continue to use the staff classification requirement, it is recommended that the City Council amend PMC 10.45.027 to authorize the Director of Transportation to allocate no fee placards for use by city employees on the basis of need to the following:

- Each City Department with the Department Director to be responsible for distribution within each department
- Mayor's and City Council Offices with the Mayor to be responsible for distribution

The portions of PMC 10.45.027 that apply to individuals not employed by the City of Pasadena are recommended to be retained as currently adopted.

As with the current process, the Department of Transportation would maintain an administrative record of the disposition of the OCB Placards annually and would place the approved list of placard holders on file with the City Clerk providing department and employee name (where individually assigned), but not vehicle information. This would make the process more efficient and increase accountability within each department.

**COUNCIL POLICY CONSIDERATION:**

The proposed amendment to Pasadena Municipal Code Section 10.45.027 is consistent with the City Council adopted Core Value of accountability.

**ENVIRONMENTAL ANALYSIS:**

The proposed amendment to Pasadena Municipal Code Section 10.45.027 is categorically exempt from the California Environmental Quality Act (CEQA) under section 15061 (b) (3), the General Rule that CEQA only applies to projects which have the potential for causing a significant effect on the environment.

**FISCAL IMPACT:**

There will be no net cost to the City for issuing no-fee placards under the recommended approach. The City is responsible for reimbursing this cost directly and the use of no fee placards by City employees saves the administrative burden of processing reimbursement requests.

Respectfully submitted,



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FREDERICK C. DOCK

Director

Department of Transportation

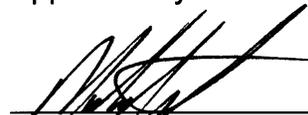
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