



OFFICE OF THE MAYOR

February 10, 2000

TO: Business Enterprise Committee  
FROM: Mayor Bill Bogaard *Bill*  
SUBJECT: Review of Commissions

At a special meeting held January 31, 2000, City Council directed the Council committees to review the necessity, mission, parameters and processes of the city's advisory commissions.

The Legislative Policy Committee was directed to review all advisory bodies except those currently reporting through another Council Committee. To reduce the scope of this review, Council members provided information to staff on those commissions that they believe do not warrant review. A summary of Council selections is currently being distributed for review and will be forwarded upon approval. The final list will also include suggestions by Council members to merge or eliminate specific commissions.

The Business Enterprise Committee was specifically charged with reviewing those advisory bodies that currently report through the committee (RBOC, PCAC, PCOC, and CDC) and the commissions and committees associated with the development review process in northwest Pasadena. These include the Fair Oaks and Lincoln Project Area Committees, the Northwest Commission, and the Community Development Committee in relation to the responsibilities of the Business Enterprise Committee and the City Council and/or City Council acting as the Community Development Commission.

In addition, City Council requested that the Mayor forward a list of questions to the Council committees further defining the issues to be addressed. Those issues are listed below:

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### Direction and Results

A review of advisory bodies must begin with the most basic premise of each advisory body – the purpose and functions. Title II of the Pasadena Municipal Code outlines the purpose and functions of each commission. Does the code provide clear and specific direction to each commission and do the staff and commission members understand their charge? Following this, if the staff and commission members are clear on their purpose and functions, are the commissions providing adequate response to this direction? In other words, is the Council finding their analysis and recommendations to be timely and useful in making decisions?

### Parameters and Process

Are there too many commissions reviewing similar issues? Although the purpose and functions of each commission may be clear, the parameters may not be defined, resulting in overlapping “jurisdiction” by commissions with a similar charge. Overlap may be the result of multiple commissions focusing on related issues or focus on the same geographical area. In either case, the result is a cumbersome bureaucratic process that slows the business of the city. In these cases, it may be appropriate either to further define the purpose and functions to eliminate overlap or to merge commissions with related purposes.

### Commissions with Development Review Authority in Northwest Pasadena

The City is encouraging reinvestment in the northwest portion of Pasadena. However, the process to approve a project with public support is more complex and requires more time than projects elsewhere in the City or within other redevelopment project areas.

The citizen review process for projects located in Northwest Pasadena may involve review by a Project Area Committee, the Northwest Commission, the Community Development Committee, the Business Enterprise Committee and the City Council and/or the City Council acting as the Community Development Commission. These reviews are in addition to any land use/design approval required by the Municipal Code. In addition, the current approach is inconsistent in that there are five project areas in Northwest Pasadena, only two have project area committees.

### Appropriateness of Issues

Although a commission may be functioning appropriately, Council may not find their support helpful simply because the issues they review are no longer priority issues of concern or do not require additional analysis. Are the current commissions addressing the most important public policy issues facing the City today? Are there other important policy issues that are not currently being addressed by an advisory commission? If yes, could these issues logically be addressed by an existing commission or would they require a new commission? Before creating new advisory bodies, Council may want to consider if any existing commissions could be restructured, combined, or sunset in favor of addressing more current issues.

### Membership, Attendance, and Quorums

Community participation, or lack of participation, may be a good indicator of the relevancy of a commission. If willing participants cannot be located within the community or if commissions are frequently unable to meet quorum requirements because of low attendance, Council may want to examine the role of the commission to determine why there is no interest. It may be that the purpose and functions of the commission are not clear, leaving commission members with few assignments, or that the issues are no longer relevant and do not generate interest within the community. Why do some commissions consistently lack full membership or have poor attendance?

### Operating Companies

Many of the issues outlined above also apply to operating companies. However, the fundamental question for operating companies is whether or not they should continue to operate independently from the city or become a city department. To this end, Council members may want to review how the community benefits from independent operations and if the operating company is achieving success along these lines. In addition, Council may want to question the make-up of the operating company board and how appointments from agencies outside the city further the goals of the organization.

This review is a significant undertaking, both as to the work required and its importance. There is obvious interest on the part of the public and opportunity for public comment will be an important part of the process. This memo is intended to provide a framework of issues; suggestions from the members of the Committee as to how to proceed are welcome.

**Results of Councilmember Survey  
Regarding Review of Advisory Bodies  
March, 2000**

<u>Reviewing Body</u>		<u>Council Members</u>	<u>Comments</u>
Legislative Committee	Affirmative Action	8	Incorporate in Human Relations
Deregulation Committee	Utility Advisory	7	Eliminate – handled by Dereg
Business Enterprise Committee	Northwest	7	
Legislative Committee	Human Relations	6	Merge with Affirmative Action
Legislative Committee	Human Services	6	Merge with Northwest
Business Enterprise Committee	Community Development	6	
Legislative Committee	Status of Women	5	Merge with Human Relations Merge with Affirmative Action
Legislative Committee	Cultural Heritage	5	Merge into Planning
Legislative Committee	Design	5	Merge into Planning
Legislative Committee	Old Pas. Parking Meter Zones	5	Merge with Parking Meter Zones
Business Enterprise Committee	PCAC	5	Define purpose/funding
Legislative Committee	Accessibility and Disability	4	Merge with Aff Action & Hum Rel
Public Safety Committee	Code Enforcement	4	
Business Enterprise Committee	PCOC	4	
Business Enterprise Committee	RBOC	4	Eliminate-BEC/Finance to perform
Legislative Committee	Arts	3	Merge with CHC and Design
Legislative Committee	Senior	2	
Legislative Committee	Parks and Recreation	1	
Legislative Committee	Library	0	
Legislative Committee	Planning	0	
Legislative Committee	Transportation	0	