



CITY OF POMONA

COUNCIL REPORT

November 16, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

SUBJECT: INTRODUCTION AND FIRST READING OF AN ORDINANCE AMENDING THE CITY OF POMONA MUNICIPAL CODE TO UPDATE THE EXISTING DUTIES AND RESPONSIBILITIES OF THE COMMUNITY LIFE COMMISSION (SECTION 2-552)

RECOMMENDATION:

It is recommended that the City Council introduce and give first reading to the following ordinance:

ORDINANCE NO. 4294 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, APPROVING AND AMENDING THE CITY OF POMONA MUNICIPAL CODE TO UPDATE THE EXISTING DUTIES AND RESPONSIBILITIES OF THE COMMUNITY LIFE COMMISSION (SECTION 2-552)

EXECUTIVE SUMMARY:

On June 23, 2020, after review and discussion, the commissioners of the Community Life Commission (CLC) voted to update the existing Duties and Responsibilities of the CLC to better reflect current goals and objectives. In order to make these requested changes official, the City Council must amend the City's municipal code by approving Ordinance No. 4294 – To update the existing duties and responsibilities of the Community Life Commission (Attachment 1)

FISCAL IMPACT: There is no fiscal impact associated with this action.

PREVIOUS RELATED ACTION: The City Council adopted an ordinance in August 1971 creating the Community Life Commission (CLC) with an outline of Duties and Responsibilities. On December 18, 1995, City Council adopted Ordinance No. 3796, modifying those Duties and Responsibilities as reflected in Section 2-552 of the Pomona City Code (Attachment 2). On October 22, 2007, the City Council had a study session regarding the City of Pomona Boards and Commissions. On March 16, 2009, City Council reviewed recommendations and provided staff with direction regarding the duties and responsibilities.

DISCUSSION:

On October 22, 2007, the City Council had a study session regarding the City of Pomona Boards and Commissions. As directed by City Council at that study session, staff met with Community Life Commissioners in November 2007 to discuss different ideas and recommendations for the CLC duties and responsibilities. On March 16, 2009, City Council reviewed proposed recommendations and approved them. At that time, no action was taken to memorialize those proposed recommended duties and responsibilities by amending the City's municipal code through ordinance.

In 2019, the current commissioners of the CLC created a Foundation and Governance Ad Hoc Committee, to review, update and amend the CLC's Duties and Responsibilities to better reflect current community activities and practices. In doing so they reviewed the existing responsibilities, as outline in Section 2-552 of the Pomona City Code and the proposed recommendations approved by the City Council in March 2009. After several discussions with the Commission and the ad hoc committee, a Duties and Responsibilities' draft document was voted upon and unanimously approved by the Commission and is reflected in the June 23, 2020 CLC Minutes (Attachment 3).

Staff and the Community Life Commissioners are requesting that City Council consider the following Duties and Responsibilities of the CLC, to be updated and amended in the Pomona City Code, Section 2-552, via ordinance:

1. Listen to citizen concerns, regarding quality of life and neighborhood issues, acting as a conduit between local government and the Pomona residents to address such concerns. Foster a city-people relationship and work with both the City government and other agencies and groups.
2. Work with the City department in identifying and ameliorating quality of life issues with which they or residents may be concerned about, including but not limited to traffic lights, turn signals, bike lanes, pedestrian right of way, etc. while providing regular updates and projected timelines of resolutions.
3. Compile current information about human needs, human resources, and evaluate community programs and services designated to meet human needs and work toward more effective delivery of services and reduction of duplication of services, including but not limited to those listed on the Pomona's Promise website.
4. Review and make recommendations on quality of life issues prior to the City Council consideration.
 - a. Provide a forum for discussion of matters of social concern which affect the community.
 - b. Respond to requests by the City Council for such recommendations and projects as assigned to it by the City Council.
 - c. Hold joint meetings with the City Council and other City commissions involved in the area concerning quality of life at times convenient to the City Council and several commissions.
5. Represent, or attend with City Council, City events – such as Neighborhood Watch meetings, Pomona's Promise meetings, park dedications, National Night Out, community gatherings, etc.

6. Work with community organizations requesting funds for a Finding of Public Benefit (FPB) to evaluate how funds would be used to improve the quality of life for community services and in-need families in Pomona prior to the City Council consideration.
7. Acting in accordance with the City Council's Community Development Block Grant (CDBG) program strategy, the individual commission members will perform in an advisory manner to the Council concerning planning, implementing and assessing the CDBG program support awarded to Community Based Organization (CBO). This will be accomplished through the following tasks:
 - a. Individual members serving as chair or facilitator of community meetings by disseminating information and materials regarding scheduled public forums with public/private entities and within councilmember districts;
 - b. Assist with the collection of input, data and information concerning neighborhood and community meetings; and,
 - c. Review information on applications and status reports provided regarding program progress at the end of the fiscal year; to use as recommendations for City Council's final decision.

COUNCIL PRIORITIES & GOALS:

This item supports the 2019-2020 City Council Priority 1, Goal D: Support City Commissions and ensure alignment between City Council goals and Commission activities.

Prepared by:

Benita DeFrank
Neighborhood Services Director

ATTACHMENTS:

Attachment No. 1 – Draft Ordinance

Attachment No. 2 – Section 2-552 of the Pomona City Code

Attachment No. 3 – Community Life Commission Meeting Minutes for June 23, 2020 approving the Duties and Responsibilities Draft