



---

# CITY OF POMONA COUNCIL REPORT

---

June 21, 2021

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Sonia Carvalho, City Attorney  
Rosalia A. Butler, City Clerk

**SUBJECT: AMENDMENT OF THE POMONA MUNICIPAL CODE RELATING TO THE ADMINISTRATION OF BOARDS AND COMMISSIONS AND ADOPTION OF STANDARD BYLAWS FOR ALL BOARDS, COMMISSIONS AND COMMITTEES**

---

## **RECOMMENDATION:**

It is recommended that the City Council take the following actions:

- 1) Introduce, waive further, and give first reading to the following ordinance:

**ORDINANCE NO. 4305 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING SECTIONS 2-522 THROUGH 2-523, 2-525 THROUGH 2-550, 2-553, 2-582, 2-613 THROUGH 2-640 OF CHAPTER 2 (ADMINISTRATION) OF ARTICLE V (BOARDS AND COMMISSIONS), SECTIONS 26-32 THROUGH 26-34 OF CHAPTER 26 (LIBRARY) OF ARTICLE II (BOARD OF LIBRARY TRUSTEES), SECTIONS 38-32 THROUGH 38-70 OF CHAPTER 38 (PARKS AND RECREATION) OF ARTICLE II (PARKS AND RECREATION COMMISSION), SECTIONS 58-385 THROUGH 58-410 OF CHAPTER 58 (TRAFFIC AND VEHICLES) OF ARTICLE VI (VEHICLE PARKING DISTRICTS), AND SECTIONS 70-32 THROUGH 70-34 OF CHAPTER 70 (ADMINISTRATION AND PLANNING) OF ARTICLE I (PLANNING COMMISSION) OF THE POMONA MUNICIPAL CODE RELATING TO THE ADMINISTRATION OF BOARDS AND COMMISSIONS**

- 2) Adopt the following resolution:

**RESOLUTION NO. 2021-84 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, APPROVING ADOPTION OF STANDARD BY-LAWS FOR ALL BOARDS, COMMISSIONS &**

## **COMMITTEES, AND REPEALING ALL PREVIOUS BOARDS, COMMISSIONS & COMMITTEE BY-LAWS**

### **EXECUTIVE SUMMARY:**

The City of Pomona currently has fourteen (14) established and active boards, commissions and committees. Each of these legislative bodies (“bodies”) were created through an ordinance or requested and created by the City Council. Each of these various bodies are governed by sections of the City’s Municipal Code and also through bylaws. Over the years, regulations and bylaws for these bodies have become inconsistent and inefficient. The proposed ordinance and resolution being presented to the City Council for consideration will adopt uniform practices for all city boards, commissions and committees.

### **DISCUSSION:**

The City has established a number of City boards, commissions and committees to provide for greater public participation and input into the government of Pomona. Some of these bodies have been codified in the Code of the City of Pomona, and others do not have a clear record of creation. Bylaws have been adopted over the years for the various boards, commissions and committees, but lack consistency. Many of the provisions in the bylaws are the same for all bodies, but some are different, resulting in confusion for staff and appointed commissioners and committee members. This has also resulted in inconsistency in the application of rules and inefficiency in the operation of these bodies.

Key City staff involved in the operations of boards, commissions and committees have worked in conjunction the City Attorney to propose an ordinance (Attachment No. 1 & Attachment No. 2) and resolution (Attachment No. 3) to address the issues. The City Attorney has prepared the attached draft ordinance and resolution that contain the staff recommendations for improved operation of the boards, commissions and committees, as well as related updates and clean-up changes to the Code of the City of Pomona.

Prepared by:

---

Alison Glynn  
Deputy City Clerk

### **ATTACHMENT(S):**

Attachment No. 1 – Ordinance No. 4305  
Attachment No. 2 – Redlined Ordinance No. 4305  
Attachment No. 3 – Resolution No. 2021-84