



ADMINISTRATIVE REPORT

TO: PARK AND RECREATION COMMISSION

FROM: PARKS AND RECREATION DEPARTMENT

PREPARED BY: SHEILA CANZIAN, DIRECTOR

MEETING DATE: FEBRUARY 5, 2014

SUBJECT: COMMISSION DIRECTION ON SUGGESTED MODIFICATION TO SAN MATEO MUNICIPAL CODE §2.27 PARK AND RECREATION COMMISSION

RECOMMENDATION

Provide staff direction on whether to proceed with modifications to San Mateo Municipal Code §2.27 Park and Recreation Commission.

BACKGROUND

At its January 15, 2014 meeting, the Commission requested staff to investigate further the process and costs involved in modifying San Mateo Municipal Code §2.27, Park and Recreation Commission. Commissioner Watkins has requested that the code be modified to align the naming convention of the Park and Recreation Commission to the name of the department, the Parks and Recreation Department by adding an "s" to the end of Park. This will require a modification to §2.27 of the code (and possibly other sections as discussed below).

Staff contacted both the City Attorney's and City Clerk's offices for information as both offices as well as our department, would be involved in processing any modifications. The City Attorney's office would review the entire code to locate all references to the Park and Recreation Commission (hence the reference above that other code sections may be affected as well) and then draft an ordinance that would amend all of those code references. Due to the administrative nature of these changes, it is anticipated that the item would be placed twice on the City Council Consent Calendar (versus New Business or Public Hearing), once for Introduction and a second time for Adoption.

The City Clerk's office is responsible for preparing the City Council agenda packet, providing public notification and updating various copies of the Code, whether in print or in electronic format. There is a legal requirement to publish every ordinance adopted in a local newspaper.

It is unclear how many hard copies of the municipal code exist that would require updating. The Clerk's office would also manage the update to the on-line codifier.

The Parks and Recreation Department would be responsible for preparing the administrative reports for both Commission and City Council action and for updating various web pages referencing the Commission and/or any other documents such as stationery, etc.

In response to several other questions posed by Commissioners:

- 1) A name change to the Commission will not affect any previous actions taken by the Commission.
- 2) There are no timing considerations which would affect when this item would be scheduled, assuming there is a decision to pursue.

BUDGET IMPACT

It is estimated that somewhere between 8-10 hours of staff time (combined between all departments) would be used to process these modifications. Staff is using a conservative estimate of \$65 hour (without benefits) to account for the various range of classification pay rates, i.e. Attorney, Director of Parks and Recreation and administrative and support staff from the Attorney's, Clerk's and Parks and Recreation offices. Legal noticing is estimated to be approximately \$100 plus the additional cost of printed replacement pages for the code. Staff estimates it has already spent ± 3 hours doing the research, preparing the staff report, etc.

NOTICE PROVIDED:

Regular Commission notification processes.

STAFF CONTACT

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