



# Ordinance Fact Sheet

TO: CITY COUNCIL

DATE: July 19, 2004

FROM: CITY ATTORNEY

SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA AMENDING CHAPTER 2.45 OF THE PASADENA MUNICIPAL CODE REGARDING THE INTERRELATIONSHIP OF ADVISORY BODIES AND CHAPTER 2.100 OF THE PASADENA MUNICIPAL CODE REGARDING JURISDICTION OF THE RECREATION AND PARKS COMMISSION

TITLE OF PROPOSED ORDINANCE:

AN ORDINANCE OF THE CITY OF PASADENA AMENDING CHAPTER 2.45 OF THE PASADENA MUNICIPAL CODE REGARDING THE INTERRELATIONSHIP OF ADVISORY BODIES AND CHAPTER 2.100 OF THE PASADENA MUNICIPAL CODE REGARDING JURISDICTION OF THE RECREATION AND PARKS COMMISSION

1. BACKGROUND AND OVERVIEW.

This proposed ordinance was considered by the City Council at its regular meeting of June 7, 2004. At that time, the City Council directed that any concerns expressed by members of the Recreation and Parks Commission and the Rose Bowl Operating Company be addressed. As a result, on July 1, 2004, the City Attorney convened an informal meeting with representatives from the Recreation and Parks Commission and from the Rose Bowl Operating Company. The City Attorney set forth the intent of the proposed ordinance and indicated that many of the written comments provided by the Commission and the RBOC had been incorporated into the proposed ordinance. All of the concerns appear to have been addressed. As of the July 19, 2004, meeting of the City Council, both the Recreation and Parks Commission and the RBOC were to have met and considered the proposed ordinance to the extent that any concerns remained. It is anticipated that they will concur with the language but are free to separately convey any additional concerns directly to the City Council.

At its meeting on January 26, 2004, the City Council requested background information and directed preparation of an ordinance regarding the interrelationship and the jurisdiction of the Recreation and Parks Commission and the Rose Bowl Operating Company. Specifically, the Council sought information regarding roles and

overlapping jurisdiction of those bodies to determine the extent to which there should be clarification in the Code.

Background information on the Recreation and Parks Commission, the RBOC and their respective missions is set forth at Section 4, below. Attached to this Ordinance Fact Sheet are an April 4, 2004 Memorandum from Vice Mayor, Sid Tyler, an April 15, 2004 Memorandum from Patrick Green, President of the Rose Bowl Operating Company and an April 29, 2004 Memorandum from Elizabeth Pomeroy, Chair of the Recreation and Parks Commission. Also attached is a copy of the entire Recreation and Parks Commission Ordinance. The Council may choose to introduce the proposed ordinance or to refer the matter to other bodies for review and recommendations prior to introduction.

The direction to prepare this ordinance was the result of an apparent disagreement between the Commission and the RBOC about the jurisdiction of each body over the Brookside Golf Course. This office is not aware of any similar disagreements between those two bodies. In the discussions between the Recreation and Parks Commission and the RBOC over the Golf Course, each body was "correct"

in its respective position and action. The Recreation and Parks Commission was correctly performing a review of the Brookside Golf Course operation as explicitly sanctioned in the ordinance setting forth its charge. The RBOC responded to the Commission and provided requested information, while correctly asserting that the RBOC had operational authority subject only to the City Council and not to any other Commission or body, as explicitly set forth in its ordinance and operating agreement.

As written, the current legislative scheme appears to give co-equal authority for advising Council on the Rose Bowl and the Golf Courses to both bodies, appears to give some authority to the Recreation and Parks Commission over RBOC staff (in compelling attendance at Commission meetings) and creates a situation where, if the Commission and the RBOC are both doing what they have been directed to do, may create future disagreements as each body is trying to do a job for which the other has been given some explicit responsibility. Any overlap in authority can be reconciled by the City Council with the proposed ordinance.

The proposed ordinance will not remove any review role from the Recreation and Parks Commission over recreation and recreational use of all parkland in the City. It will merely remove any implied authority over Rose Bowl staff and any implied responsibility for Rose Bowl and golf course business operations. The Recreation and Parks Commission will be able to conduct its reviews, but will not be responsible for business operations of the RBOC and will not have authority over the Rose Bowl staff. The RBOC will, in turn, maintain the "maximum authority permitted by law" over the RBOC Area, subject to the oversight of City Council.

2. THE PROPOSED ORDINANCE WILL AFFIRM THE COUNCIL'S ROLE AND CLARIFY THE INTERRELATIONSHIP AMONG ADVISORY BODIES GENERALLY.

The City Council asked for a mechanism that would affirm its ability to refer matters to a commission, in this case, requesting the Recreation and Parks Commission's comments and advice on specific issues regarding the Rose Bowl and Golf Course. The Pasadena Municipal Code is silent on the manner of referring issues to commissions as well as the related matter of the need to approach the City Council to resolve an overlap in Commission jurisdiction. The proposed ordinance would provide the foundation to resolve this issue for the Recreation and Parks Commission and the RBOC as well for all other commissions and would also provide language which encourages consultation and cooperation among Commissions.

The proposed ordinance accomplishes this by adding a section to Chapter 2.45 of the municipal code, addressing the general business of all Commissions. The proposed ordinance would require that a Commission make a request to the City Council whenever there is uncertainty over jurisdiction on a particular matter or whenever a Commission wishes to review an issue clearly within the jurisdiction of another Commission. The proposed ordinance affirms that the City

Council reserves the right to refer any matter to any Commission for advice.

3. THE PROPOSED ORDINANCE WILL PROVIDE GREATER SPECIFICITY IN THE ROLE OF THE RECREATION AND PARKS COMMISSION.

A. Sections of the Recreation and Parks Commission Ordinance to be Amended, and Comments.

1. Section 2.100.060 should be amended to read as follows:

**2.100.060 Election of officers.**

*At the first meeting of the commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. ~~The director of community and recreation services or a designated representative shall serve as secretary to the commission. The director of public works and transportation or a designated representative and the general manager of the Rose Bowl and Arroyo Seco shall attend all regular meetings of the commission.~~*

Comment on the Proposed Ordinance:

The existing Recreation and Parks Commission ordinance is unique among Commission ordinances in requiring attendance at meetings of specific city staff members. In addition, none of the city staff position titles specified still exists in the city organizational chart. There

is no "director of community and recreation services," "director of public works and transportation" or "general manager of the Rose Bowl and Arroyo Seco." It is recommended that this section be amended to conform to the provisions of other Commission ordinances by remaining silent on the issue of staffing. Staffing should be within the administrative purview of the City Manager consistent with the authority set forth in the City Charter. Removing the reference to Rose Bowl general manager will remove any implication that the Commission has authority over the employees of another public body.

2. Section 2.100(A) through (B)(1) should be amended to read as follows:

**2.100.110 Purpose and functions.**

A. ~~The purpose of the commission is to advise the city council on all matters concerning recreation, recreational use and programs and all related features of 'dedicated parkland,' as defined and designated in Chapter 3.23 of the Pasadena Municipal Code and of 'parks,' as defined and designated in Section 3.24.020(F) of the Pasadena Municipal Code Recreation and Parks, Arroyo Seco, the Rose Bowl and Brookside Golf Courses, and to make recommendations to the city council, city officials, and other governmental or private agencies as may appear to be proper or necessary for improvement of the area in and around Central Park.~~

B. ~~The commission shall have the following powers and functions:~~

1. ~~To advise the city council on all matters pertaining to recreation, recreational use and programs and all related features of 'dedicated parkland,' as defined and designated in Chapter 3.23 of the Pasadena Municipal Code and of 'parks,' as defined and designated in Section 3.24.020(F) of the Pasadena Municipal Code Recreation and Parks, the Rose Bowl, Brookside Golf Courses, and Arroyo Seco, and to advise the city manager on any matter referred by him/her to the commission;~~

Comment on the Proposed Ordinance:

The existing Recreation and Parks Commission ordinance does not tie the jurisdictional words "Recreation and Parks" to any of the defined terms found within the Pasadena Municipal Code. The proposed ordinance will provide the Commission with jurisdiction in specific, defined terms, over 'dedicated parkland' set forth in Chapter 3.23 of the Pasadena Municipal Code and over 'parks' as defined in Section 3.24.020(F) of the Pasadena Municipal Code." The Rose Bowl and other specific geographic areas mentioned in the existing ordinance are within "dedicated parkland," and the further specific mention is redundant and will be removed from the Code by the proposed ordinance.

The proposed ordinance provides greater specificity with respect to the jurisdiction of the Recreation and Parks Commission, without any

decrease in the geographic areas within the Commission's jurisdiction. The proposed ordinance recognizes the interest of the Recreation and Parks Commission in advising the City Council on the recreation and all related features of all parks, in dedicated parkland, including the Golf Course and the Rose Bowl Stadium. These "related features" would include facilities, configurations and capital projects, as examples. However, eliminating the specific mention of Rose Bowl and other areas will remove any arguable implication that the Recreation and Parks Commission has coequal authority over the business operations of the Rose Bowl or the Golf Course or that it is responsible for advising City Council on those operations or that the Commission should direct more of its attention to these areas than to other areas within its jurisdiction.

4. HISTORY AND PURPOSE OF THE RECREATION AND PARKS COMMISSION.

The Recreation and Parks Commission was established in 1976 in Ordinance No. 5249. In calendar year 2000, the Recreation and Parks Commission was renamed the "Recreation and Parks Commission" in Ordinance No. 6820.<sup>1</sup> As originally established, the Commission had five (5) enumerated "powers and duties." These originally included:

- (A) advising the City Council "in all matters pertaining to recreation and parks";
- (B) recommending methods and policies for the acquisition, development, and improvement of parks, playgrounds and special use facilities;
- (C) advising on the planning of programs related to Recreation and Parks, stimulating interest in those programs and obtaining the participation of public and private agencies in those programs;
- (D) reviewing and making recommendations concerning fees and charges for the use of public recreation facilities and programs; and
- (E) developing a senior citizens council and youth council to meet the needs of those two age groups.

Currently, the Commission's "Purpose and functions" enumerate three (3) subsections, with nine (9) paragraphs. In 1987, the Commission's purpose was expanded to **include advising** "the city council on all matters concerning Recreation and Parks, **Arroyo Seco, the Rose Bowl and Brookside Golf Courses**, and to make recommendations to the city council, city officials, and other governmental or private agencies as may appear to be proper or necessary for improvement of the area in and around Central Park."

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<sup>1</sup>For some reason, this change was not picked up by the City's municipal code publisher in the Title 2 index or the chapter heading.

The Commission's "powers and functions" encompass advising "the city council on "all matters pertaining to Recreation and Parks, **the Rose Bowl, Brookside Golf Courses, and Arroyo Seco**, and to advise the city manager on any matters referred by him/her to the commission."

With regard to "Organization-Officers," the ordinance establishing the Recreation and Parks Commission provided in part that "[t]he Administrative Director of Recreation or his designated representative shall serve as Secretary to the Commission. The Director of Public Works or his designated representative shall attend all regular meetings of the Commission."

Currently, related provisions in the Recreation and Parks Commission Ordinance state: "The director of community and recreation services or a designated representative shall serve as secretary to the commission. The director of public works and transportation or a designated representative and the **general manager of the Rose Bowl and Arroyo Seco** shall attend all regular meetings of the commission."

C. History and Purpose of the Rose Bowl Operating Company.

The Rose Bowl Operating Company was established by several interrelated actions of the City Council; the primary actions are as follows: concept approval on September 29, 1992; receiving and filing the Articles of Incorporation on June 22, 1993; enacting the ordinance which created the Rose Bowl Operating Company on September 21, 1993; and approving the Operating Agreement between the RBOC and the City on March 6, 1995.

All of the foundational materials indicate that the RBOC is to have the maximum control permitted by law over the "RBOC Area," which includes the Brookside Golf Course. Municipal Code Section 2.175.110 states the function of the RBOC which includes, among other things, "advise the City with regard to management of the [Rose Bowl] stadium and the golf course until such time as it assumes the authority delineated in an operating agreement with the city." In this regard, the Operating Agreement provides at Section 3.1, "that RBOC will have the maximum authority permitted by law over the operation and day-to-day management of RBOC Area .... [which includes the Golf Course]."

REASON WHY LEGISLATION IS NEEDED:

The Pasadena Municipal Code may only be amended by ordinance and the City Council directed preparation of an ordinance.

ENVIRONMENTAL IMPACT:

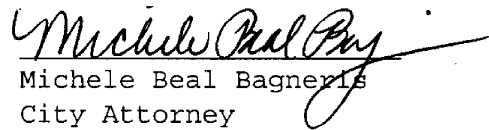
The Environmental Administrator has determined that the proposed

ordinance is exempt from the California Environmental Quality Act (CEQA) under the General Rule that CEQA applies only to activities which may have a significant effect on the environment (Section 15061(b)(3)).

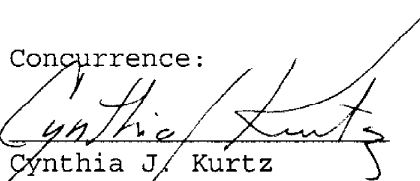
FISCAL IMPACT:

There are no fiscal impacts associated with this ordinance as it relates to jurisdictional matters of existing City bodies.

Respectfully submitted,

  
Michele Beal Bagneris  
City Attorney

Concurrence:

  
Cynthia J. Kurtz  
City Manager

**MEMORANDUM**

April 4, 2004

To: Mayor Bogaard and City Councilmembers  
XC: City Manager, City Attorney  
Re: **Proposed Revisions to the Parks & Recreation Ordinance**  
From: Sid Tyler, Vice-Mayor

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Following are a number of changes to the P&RC Ordinance that (at least for me) more accurately reflect the scope of the Commission's advisory functions. These changes would also slightly enlarge that scope. They have been sent to both the P&RC and the RBOC, and have drawn generally favorable comments which, together with some from the City Manager, prompted some revisions.

The RBOC Operating Agreement is clear that oversight of the Rose Bowl and Golf Course is what the Council holds the RBOC accountable for, through the EdTech Committee of the Council. This does not mean at least to me, that P&RC members may not attend and make comments at regular meetings of the RBOC and EdTech about Rose Bowl and Golf Course matters; and it does not mean that the P&RC cannot hold its own meetings – on its own initiative or on request from the City Council - to develop recommendations or opinions about Rose Bowl/Golf Course issues that in their view might impact recreational programs or uses in Brookside Park. But the oversight responsibility is vested in the RBOC.

The suggested changes and additions are underlined, and explanatory comments are *italicized*. Any paragraph in the current ordinance not shown below would remain.

**Purpose and Functions:**

- A. The purpose of the Commission is to advise the City Council on all matters concerning the City's parks, both the physical elements as well as all recreational programs. The Commission is to make recommendations to the City Council and City Officials as may be necessary or advisable for the administration, maintenance and improvement of these park facilities and programs.

*The existing language of this paragraph calls out the Arroyo Seco, Central Park, the Rose Bowl, and Brookside Golf Course, which would all be deleted. The emphasis is on ALL City parks.*

- B. The Commission shall have the following powers:



1. To advise the City Council on all matters pertaining to parks and recreation (delete references to the Rose Bowl, the Golf Course, and the Arroyo Seco).
3. To pursue a policy of identifying land parcels and easements for the purpose of adding to the City's Park lands and open space. Minor modification; we're looking for land anywhere, not just in Open Space Districts.
6. To cooperate with other City Commissions and Committees in reviewing and evaluating matters relating to parks and recreation; this includes the Rose Bowl Operating Company when there are activities or improvements being contemplated by the RBOC that might impact recreational uses in Brookside Park.
8. To consider, advise, and make recommendations to the City Council relative to:
  - a. The Annual Budget being recommended by the City Manager for the City's parks and recreation facilities and programs. "Budget" includes 1) the Operating Budget, for both revenues and expenses, and 2) the Annual Capital Expenditure Work Plan.
  - e. (New) The adequacy of regular maintenance, improvements and replacements for the City's physical assets in each park, including trees, shrubs, walkways, lighting, masonry work, trails, playing fields, playgrounds and building structures.
10. (New) To work towards developing and updating a City-wide Park Master Plan for all Parks and Recreational facilities. Monitor progress and available funding for the implementation of individual Park Facility Plans.
11. (New) To monitor and advise the City Council on Grants to be applied for and/or used for City Park improvements and recreational programs.



Rose Bowl Operating Company  
1001 Rose Bowl Drive, Pasadena, CA 91103

www.rosebowlstadium.com

Office: (626) 577-3101 • Fax: (626) 405-0992

APR 15 PM 1:00

April 15, 2004

Mayor Bill Bogaard and Members of the City Council  
Pasadena City Hall  
Pasadena, CA

Mayor Bogaard and members of the City Council:

The Rose Bowl Operating Company (RBOC) wishes to make the following recommendations to the Council relative to the relationship between the RBOC and Recreation and Parks Commission.

The RBOC is very conscious of the valuable role the Recreation and Parks Commission has in our community. However, the RBOC believes that some clarification is needed in the Pasadena Municipal Code to more fully delineate the current responsibilities of the respective organizations.

It is our recommendation to the Council that the following changes be made to the language of the current Pasadena Municipal Code:

- Take out all references to the Rose Bowl and Brookside Golf Course in the Commission section of the Municipal Code
- Insert a "spirit of cooperation" clause in both the RBOC and Recreation and Parks Commission sections of the Municipal Code, with a recommendation that both entities communicate regularly. This "spirit of cooperation" clause should encourage each respective body to seek mutual input on matters impacting the responsibilities of either the Commission or the Operating Company.
- In both the RBOC and Recreation and Parks Commission sections of the Code, the Council and/or its sub-committees may be able to refer an item related to the Rose Bowl and/or Brookside Golf Course to the Recreation and Parks Commission for its review and comment.

The aforementioned suggestions are submitted for your review after having been discussed at the April 8, 2004 RBOC meeting. We collectively thank you very much for your consideration of our perspective.

Respectfully yours,

Patrick T. Green  
President

2004 MAY 6 AM 10:52

Recreation and Parks Commission  
City of Pasadena

Honorable Bill Bogaard and Members of the Pasadena City Council  
Pasadena City Hall  
Via hand delivery

April 29, 2004

Dear Mayor and City Council members:

The Recreation and Parks Commission recognizes its role as an advisory body on matters concerning parks, open space and recreation. As such, its role is distinct from and complementary to the purpose and functions of the Rose Bowl Operating Company (RBOC). We realize the section of the Municipal Code defining the purposes and functions of the Recreation and Parks Commission predates formation of the RBOC. We recommend minor alterations in the Municipal Code language to reflect the separate but complementary responsibilities of the two entities. The recent spirit of cooperation has been helpful to both entities, and the interests of the City will be served by future cooperative efforts. Our suggestions are as follows:

- That the Municipal Code language state that the advisory role of the Recreation and Parks Commission should be limited to all matters related to parks, open space and recreation, without reference to specific facilities.
- That the sections of the Municipal Code delineating the purpose and functions of the Recreation and Parks Commission and the RBOC should each include language that encourages consultation and cooperation between the two entities.

We would welcome the opportunity to discuss these matters jointly with the RBOC and the City Attorney's office. We suggest that a meeting be set up, with representatives of the City Attorney's office, the RBOC and the Recreation and Parks Commission, to work on the recommended changes to the Municipal Code.

On behalf of the Recreation and Parks Commission, I appreciate your consideration.

Sincerely,

  
Elizabeth Pomeroy  
Chair, Recreation and Parks Commission

cc: Pat Green, President, Rose Bowl Operating Company  
Darryl Dunn, Director, Rose Bowl Operating Company

2.98.090—2.100.030

not become effective until approved and ordered filed by the city council. (Ord. 6551 § 1 (part), 1993)

**2.98.090 Annual report.**

Each commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 13, 2003; Ord. 6551 § 1 (part), 1993)

**2.98.100 Disclosure requirements.**

Members of each commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6551 § 1 (part), 1993)

**2.98.110 Purpose and functions.**

The purposes of each commission are to:

A. Recommend to the city council the priority expenditures of net revenues from the parking meters within the parking meter zone for street and parking related expenditures which regulate and control traffic and parking within the parking meter zone and its surrounding area.

B. Study and examine any other parking related issues referred to it by the city council or by the director of public works and transportation which may include, but without limitation, proposed changes and amendments to the parking meter rates. (Ord. 6551 § 1 (part), 1993)

**Chapter 2.100**

**PARKS AND RECREATION COMMISSION**

**Sections:**

- 2.100.010 Short title.**
- 2.100.020 Establishment.**
- 2.100.030 Membership—Appointment and terms.**
- 2.100.040 Qualifications.**
- 2.100.050 Absences and vacancies.**
- 2.100.060 Election of officers.**
- 2.100.070 Meetings—Records.**

**2.100.080 Rules and regulations.**

**2.100.090 Annual report.**

**2.100.100 Disclosure requirements.**

**2.100.110 Purpose and functions.**

**2.100.120 Hahamongna Watershed Park advisory committee.**

**2.100.010 Short title.**

This chapter shall be known as the "Recreation and Parks Commission Ordinance." (Ord. 6820 § 29 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.100.020 Establishment.**

There is created and established a commission of the city to be known as the "recreation and parks commission" and hereinafter called "commission." (Ord. 6820 § 29 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.100.030 Membership—Appointment and terms.**

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.

3. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 30, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.100.040 Qualifications.**

A. All members shall be residents of the city; provided, however, that a person appointed by a director need not reside in the director's district.

B. Members should have a genuine concern for the welfare of residents and the role of the community service and recreation division and this commission to help children, youth and adults to utilize constructively their leisure time.

C. Past voluntary community service in the city involving various age groups is desirable. (Ord. 6342 § 1, 1989; Ord. 6229 § 2 (part), 1987)

**2.100.050 Absences and vacancies.**

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.100.030. (Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.100.060 Election of officers.**

At the first meeting of the commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. The director of community and recreation services or a designated representative shall serve as secretary to the commission. The director of public works and transportation or a designated representative and the general manager of the Rose Bowl and Arroyo Seco shall attend all regular meetings of the commission. (Ord. 6229 § 2 (part), 1987)

**2.100.070 Meetings—Records.**

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions. (Ord. 6820 § 31, 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

**2.100.080 Rules and regulations.**

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 32, 2000; Ord. 6229 § 2 (part), 1987)

**2.100.090 Annual report.**

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 14, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**2.100.100 Disclosure requirements.**

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

**2.100.110 Purpose and functions.**

A. The purpose of the commission is to advise the city council on all matters concerning parks and

recreation, Arroyo Seco, the Rose Bowl and Brookside Golf Courses, and to make recommendations to the city council, city officials, and other governmental or private agencies as may appear to be proper or necessary for improvement of the area in and around Central Park.

B. The commission shall have the following powers and functions:

1. To advise the city council on all matters pertaining to parks and recreation, the Rose Bowl, Brookside Golf Courses, and Arroyo Seco, and to advise the city manager on any matter referred by him/her to the commission;

2. To stimulate interest in parks and recreation programs and to obtain the greatest possible cooperation and participation of citizens and public and private agencies in such programs;

3. To pursue a policy of public acquisition of land or easements within open space districts;

4. To cooperate and assist in coordinating on a city-wide basis the work of community agencies, social organizations, and special interest groups which support parks and recreation;

5. To cooperate with school districts and other public agencies to maximize the recreational use of school facilities and other public lands;

6. To cooperate with other city commissions and committees in reviewing and evaluating matters pertaining to parks and recreation;

7. To review, evaluate and recommend the establishment of goals and objectives and plans for the acquisition, improvements and utilization of park and recreation facilities and for any other activity over which the commission has responsibility, and issue periodic reports to the city council and city manager concerning the accomplishment of goals and objectives;

8. To consider, advise and make recommendations to the city council relative to:

a. A budget for operating expenditures, capital improvements and all other expenditures relating to public recreation facilities, including parks, playgrounds and special use facilities,

b. Methods and policies for the acquisition, planning, development and improvement of public rec-

reation facilities, including parks, playgrounds and special use facilities and including the selection of contract consultants for the implementation of such activities,

c. Permits, fees and charges to be made for recreation programs and for the use of public recreation facilities, including parks, playgrounds and special use facilities,

d. Rules and regulations for the use of existing public recreation facilities, including parks, playgrounds and special use facilities, with an emphasis on equal opportunity of use and on minimizing adverse environmental impacts;

9. To perform such other duties as may be described by the Charter or ordinances of the city, or as may be requested by the city council or the city manager.

C. The city council shall respect the responsibilities of the commission and, accordingly, will endeavor, in good faith, to refer matters pertaining to parks and recreation to the commission for advice and recommendations.

Notwithstanding the forgoing, nothing in this code shall prohibit the city council from acting on urgent or other matters without referring the same to the commission. (Ord. 6820 § 45 (part), 2000; Ord. 6649 § 2, 1995; Ord. 6342 § 2, 1989; Ord. 6229 § 2 (part), 1987)

#### **2.100.120 Hahamongna Watershed Park advisory committee.**

A. There shall be and there is created a fifteen (15) member Hahamongna Watershed Park advisory committee composed of the members of the commission, two (2) members of the northwest commission and two (2) members of the utility advisory commission. The northwest commission and the utility advisory commission shall designate the members to serve on this advisory committee.

B. The purpose and function of the Hahamongna Watershed Park advisory committee shall be to advise the city council on matters related to the Hahamongna Watershed Park, including:

1. Review and recommendation of the Hahamongna Watershed Park master plan;

2. Oversight of the preparation of the environmental documents associated with the Hahamongna Watershed Park master plan;
3. Oversight of the construction of the Hahamongna Watershed Park restoration project;
4. Review of revenue and financing proposals to fund the ongoing operations and maintenance of Hahamongna Watershed Park; and
5. Development of a plan for public outreach and community involvement in accomplishing the four functions listed above. (Ord. 6705 § 1, 1997)

### Chapter 2.105

#### PLANNING COMMISSION

##### Sections:

2.105.010	<b>Short title.</b>
2.105.020	<b>Establishment.</b>
2.105.030	<b>Membership—Appointment and terms.</b>
2.105.040	<b>Qualifications.</b>
2.105.050	<b>Absences and vacancies.</b>
2.105.060	<b>Election of officers.</b>
2.105.070	<b>Meetings—Records.</b>
2.105.080	<b>Rules and regulations.</b>
2.105.090	<b>Annual report.</b>
2.105.100	<b>Disclosure requirements.</b>
2.105.110	<b>Purpose and functions.</b>
2.105.120	<b>Board of zoning appeals.</b>
2.105.125	<b>Compensation.</b>

##### 2.105.010 Short title.

This chapter shall be known as the "Planning Commission Ordinance." (Ord. 6229 § 2 (part), 1987)

##### 2.105.020 Establishment.

There is created and established a commission of the city to be known as the "planning commission" and hereinafter called "commission." (Ord. 6229 § 2 (part), 1987)

##### 2.105.030 Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.

3. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure. (Ord. 6820 §§ 35, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

##### 2.105.040 Qualifications.

A. All members shall be residents of the city; provided however, that a person appointed by a director need not reside in such director's district.

B. Members should possess or be willing to acquire in-depth knowledge of the community, the operation and interrelationship of various community organizations and city departments.

C. Members should be familiar with the revised zoning code and the city's comprehensive general plan. (Ord. 6229 § 2 (part), 1987)

##### 2.105.050 Absences and vacancies.

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such

Introduced by

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF PASADENA AMENDING CHAPTER 2.45 OF THE PASADENA MUNICIPAL CODE REGARDING THE INTERRELATIONSHIP OF ADVISORY BODIES AND CHAPTER 2.100 OF THE PASADENA MUNICIPAL CODE REGARDING JURISDICTION OF THE RECREATION AND PARKS COMMISSION

The People of the City of Pasadena ordain as follows:

**SECTION 1.** Chapter 2.45 of the Pasadena Municipal Code, pertaining to Advisory Bodies Generally, is amended by adding a new Section 2.45.060 to read:

**"2.45.060 Commission Review of Matters Implicating the Work of Other City Bodies.**

Commissions are advisory to the city council and, unless otherwise specified in the ordinance which creates a particular commission, do not have authority over the work program or staff of any other commission or public body. Commissions are encouraged to consult with and to cooperate with other commissions in carrying out their responsibilities and functions. The city council affirms its right, on its own motion, to request the advice of any commission on any matter, including a matter within the jurisdiction of another commission or public body so long as the request is not in conflict with any other provision of this code or of state law. If a commission has a question as to whether it has jurisdiction over a particular matter, or should one commission wish to review a matter within the jurisdiction of another commission or public body which cannot be resolved cooperatively, the commission shall direct a request to the city council for direction and for leave to conduct a review of that matter, which request shall set forth the objectives of the review and propose both a process and a timetable for completion.



The questioning commission shall refrain from acting on any questioned matter until direction is provided by the city council."

**SECTION 2.** Section 2.100.060 of Chapter 2.100 of the Pasadena Municipal Code, pertaining to the jurisdiction of the Recreation and Parks Commission, is amended to read:

**"2.100.060 Election of officers.**

At the first meeting of the commission, and thereafter at its first meeting of each subsequent year, the members shall elect a chair and a vice chair. In the absence or disability of the chair and vice chair, the commission may designate a temporary chair. ~~The director of community and recreation services or a designated representative shall serve as secretary to the commission. The director of public works and transportation or a designated representative and the general manager of the Rose Bowl and Arroyo Seco shall attend all regular meetings of the commission."~~

**SECTION 3.** Sections 2.100.110(A) and (B)(1) of Chapter 2.100 of the Pasadena Municipal Code are amended to read:

**"2.100.110 Purpose and functions.**

A. The purpose of the commission is to advise the city council on all matters concerning recreation, recreational use and programs and all related features of 'dedicated parkland,' as defined and designated in Chapter 3.23 of the Pasadena Municipal Code and of 'parks,' as defined and designated in Section 3.24.020(F) of the Pasadena Municipal Code ~~recreation and parks, Arroyo Seco, the Rose Bowl and Brookside Golf Courses, and to make recommendations to the city council, city officials, and other governmental or private~~

~~agencies as may appear to be proper or necessary for improvement of the area in and around Central Park.~~

B. The commission shall have the following powers and functions:

1. To advise the city council on all matters pertaining to recreation, recreational use and programs and all related features of 'dedicated parkland,' as defined and designated in Chapter 3.23 of the Pasadena Municipal Code and of 'parks,' as defined and designated in Section 3.24.020(F) of the Pasadena Municipal Code ~~recreation and parks, the Rose Bowl, Brookside Golf Courses, and Arroyo Seco, and to advise the city manager on any matter referred by him/her to the commission;"~~

**SECTION 4.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published in full text.

**SECTION 5.** This ordinance shall take effect upon its publication.

Signed and approved this                      day of \_\_\_\_\_, 2004.

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Bill Bogaard  
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of the City of Pasadena at its meeting held the \_\_\_\_ day of \_\_\_\_\_, 2004, by the following vote:

Ayes:

Noes:

Absent:

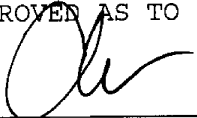
Abstain:

Published:

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Jane L. Rodriguez, CMC  
City Clerk

APPROVED AS TO FORM:



7/14/04

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Nicholas George Rodriguez  
Assistant City Attorney