



# Ordinance Fact Sheet

TO: CITY COUNCIL DATE: July 23, 2001

FROM: CITY ATTORNEY

SUBJECT: AMENDMENT OF VARIOUS PROVISIONS IN TITLE 2 RELATED TO CITY COUNCIL STANDING COMMITTEES AND THE PLANNING AND DEVELOPMENT DEPARTMENT

TITLE OF PROPOSED ORDINANCE:

AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS SECTIONS OF TITLE 2 OF THE PASADENA MUNICIPAL CODE REGARDING CITY COUNCIL STANDING COMMITTEES AND THE NEWLY CREATED PLANNING AND DEVELOPMENT DEPARTMENT

PURPOSE OF THE ORDINANCE:

The purpose of this ordinance is to implement the direction of City Council to incorporate modifications to council standing committees approved on June 25, 2001, and to incorporate a new city organizational structure, combining planning and development activities under one department.

REASON WHY THIS LEGISLATION IS NEEDED:

This ordinance represents one of the periodic amendments required to update Title 2, the City's Organization and Administration Code. The City Council has authority, pursuant to Section 410 of the City Charter, to modify the organization of city operations by amendment of the Pasadena Municipal Code.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

This ordinance will affect the council standing committees, the former Housing and Development Department, the former Planning and Permitting Department and staff serving those bodies.

61719.1

MEETING OF 07/23/2001

AGENDA ITEM NO. 10.A.(1)


FISCAL IMPLICATIONS:

The changes to the council standing committees have no fiscal impact on the City. The cost of establishing a new Department of Planning and Development, which resulted from combining two departments, should result in overall cost savings to the City.

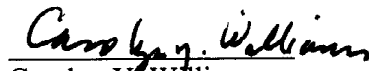
POLICY CHANGE:

Generally, the amendment to council standing committees does not represent a policy change for the City. The title and functions of the council deregulation committee are being modified to reflect the realities of a rapidly changing energy market. The amendment also changes the title of the council business enterprise committee, but not the functions. The decision to combine the Planning and Permitting Department with the Housing and Development Department is a policy change which staff believes will strengthen the coordination, management and decision-making necessary on numerous small and major projects planned and underway in Pasadena.

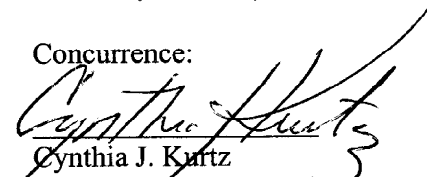
Respectfully submitted,

  
Michele Beal Bagneris  
City Attorney

Prepared by:

  
Carolyn Y. Williams  
Asst. City Attorney

Concurrence:

  
Cynthia J. Kurtz  
City Manager

Introduced by Councilmember \_\_\_\_\_

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

TITLE

**AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS SECTIONS OF TITLE 2 OF THE PASADENA MUNICIPAL CODE REGARDING CITY COUNCIL STANDING COMMITTEES AND THE NEWLY CREATED PLANNING AND DEVELOPMENT DEPARTMENT**

The People of the City of Pasadena ordain as follows:

**SECTION 1.** This ordinance, due to its length and the corresponding costs of publication, will be published by title and summary as permitted by Section 508 of the City Charter. The approved summary of this ordinance reads as follows:

“SUMMARY

The subject ordinance, Ordinance No. \_\_\_\_\_, amends various sections of Title 2, the city’s organization and administration ordinance. The purpose of the ordinance is twofold. First, this amendment incorporates modifications to council standing committees approved by the city council on June 25, 2001. The title and functions of the council deregulation committee are being modified (i.e., council municipal services committee) to reflect the realities of a rapidly changing energy market. The amendment also changes the title of the business enterprise committee (i.e., council economic development and technology committee), but not its functions. Second, this amendment recognizes a new city organizational structure through the consolidation of two

departments, i.e., the Planning and Permitting Department, and the Housing and Development Department. The new department will be named the Planning and Development Department. This consolidation will strengthen the coordination, management and decision-making necessary on numerous small and major projects planned and underway in Pasadena.

Ordinance No. \_\_\_\_\_ shall take effect upon publication.”

**SECTION 2.** Subsections A and C of Section 2.05.160 are hereby amended to read:

**“2.05.160 Council finance committee.**

A. There is created a standing committee of the city council known as the council finance committee. The finance committee shall:

1. Review fiscal matters, as well as **other related** matters which the committee chair, city council, or city council appointees determine are within the scope of the committee’s review.
2. Perform the functions of an audit committee (**with respect to independent audits and internal audits relating to all City agencies and operations**) as recognized by prevailing auditing practices.”
3. Be responsible for liaison with citizen advisory bodies which deal with fiscal matters.

C. The finance committee shall, at its first meeting and from time to time thereafter, establish a regular meeting **schedule, including time and place**, and may

hold such other meetings as it deems necessary or advisable. At least 3 times each year, the committee shall convene as an audit committee. All of its meetings shall be held in accordance with the Ralph M. Brown Act or **applicable successor statutes.**”

**SECTION 3.** Section 2.05.170 is hereby amended to read:

**“2.05.170 Council economic development and technology committee.**

A. There is created a standing committee of the city council known as the council **economic development and technology committee.** The committee shall:

1. Review matters which relate to economic development within the city, the various enterprise and entrepreneurial activities of the city, **community development projects, and technology and telecommunication proposals for City operations and for other operations in the community,** as well as **other related** matters which the committee chair, city council, or city council appointees determine are within the scope of the committee’s review.

2. Be responsible for liaison with citizen advisory bodies which deal with such economic development matters and enterprise or entrepreneurial activities.

B. The **economic development and technology committee** shall be composed of up to 4 members of the city council appointed by the mayor. If 4 members are appointed, 3 members shall constitute a quorum. No action of the committee shall be valid without the affirmative vote of at least 2 members.

C. The **economic development and technology committee** shall, at

its first meeting and from time to time thereafter, establish a regular meeting **schedule, including time and place**, and may hold such other meetings as it deems necessary or advisable. All of its meetings shall be held in accordance with the Ralph M. Brown Act or applicable successor statutes.

D. The **economic development and technology committee** shall have minutes maintained of its meetings. The minutes shall be distributed to the city council.”

**SECTION 4.** Section 2.05.180 is hereby amended to read:

**“2.01.180 Council legislative policy committee.**

A. There is created a standing committee of the city council known as the council **legislative policy committee**. The committee shall:

1. Review legislation **and administrative rulings** pending before local, state and federal legislative bodies on issues which affect the city, **review grants to fund new services and projects not currently provided by the city, not previously approved by the city council, or that commit new city resources, and review priorities for state and federal funding**, as well as **other related** matters which the committee chair, city council, or city council appointees determine are within the scope of the committee’s review.

2. Make recommendations to the city council regarding such **matters**, setting forth arguments both in support and in opposition, **and monitor the progress of funding and grant requests.**

**3. Follow-up on those legislative matters if the**

**city has taken a position, including how city's elected or appointed representatives voted in response to city's position.**

B. The legislative **policy** committee shall be composed of up to 4 members of the city council appointed by the mayor. If 4 members are appointed, 3 members shall constitute a quorum. No action of the committee shall be valid without the affirmative vote of at least 2 members.

C. The legislative **policy** committee shall establish a regular meeting **schedule, including time and place**, and may hold such other meetings as it deems necessary or advisable. All of its meetings shall be held in accordance with the Ralph M. Brown Act **or applicable successor statutes.**

D. The legislative **policy** committee shall have minutes maintained of its meetings. The minutes shall be distributed to the city council.”

**SECTION 4.** Subsections A and C of Section 2.05.190 are hereby amended to read:

**“2.05.190 Council public safety committee.**

A. There is created a standing committee of the city council known as the council public safety committee. The public safety committee shall review matters **relating to public safety, including police and fire services and crime prevention programs, as well as other related** matters which the committee, chair, city council or city council appointees determine are within the scope of the committee's review.

C. The public safety committee shall, at its first meeting and from time to time thereafter, establish a regular meeting **schedule, including** time and place,

and may hold such other meetings as it deems necessary or advisable. All of its meetings shall be held in accordance with the Ralph M. Brown Act or **applicable successor statutes.**”

**SECTION 5.** Section 2.05.200 is hereby amended to read:

**“2.05.200 Council municipal services committee.**

A. There is created a standing committee of the city council known as the council **municipal services committee**. The **municipal services committee** shall review **electric, water and sanitation services offered by the city**, as well as **other related** matters which the committee chair, city council, or city council appointees determine are within the scope of the committee’s review.

B. The **municipal services committee** shall be composed of up to 4 members of the city council appointed by the mayor. If 4 members are appointed, 3 members shall constitute a quorum. No action of the committee shall be valid without the affirmative vote of at least 2 members.

C. The **municipal services committee** shall, at its first meeting and from time to time thereafter, establish a regular meeting **schedule, including** time and place, and may hold such other meetings as it deems necessary or advisable. All of its meetings shall be held in accordance with the Ralph M. Brown Act or applicable successor statutes.

D. The **municipal services committee** shall have minutes maintained of its meetings. The minutes shall be distributed to the city council.”

**SECTION 6.** Section 2.270.010 is hereby amended to read:



**“2.270.010 Created - Direction.**

There is created a functional unit of city government known as the **planning and development department**, under the general administration of the city manager, which shall be under the direction and control of the **director of planning and development.**”

**SECTION 7.** Section 2.270.020 is hereby amended to read:

“The department shall be responsible for providing the following functions:

**A. Provide long-range data analysis and comprehensive planning, including statistical research and information systems, planning for business districts, neighborhood planning and analysis, economic development, special projects and methods of implementing plans and programs.**

**B. Administer ongoing and continuing planning and zoning functions, including administration of zoning and subdivision ordinances.**

**C. Provide staff support for the city’s arts programs and advocacy, design review and historic preservation efforts.**

**D. Provide services to developers and investors to assist in facilitating development and the provision of affordable housing, and to encourage new development in accordance with the policies of the city council and the city’s goals and objectives.**

**E. Administer and enforce building, electrical, plumbing, energy and seismic codes and other related ordinances, statutes and rules and regulations**

adopted pursuant to such laws.

**F. Administer and enforce laws, ordinances, regulations and programs related to housing, zoning and property maintenance.**

**G. Provide staff services and support to the planning commission, cultural heritage commission, arts commission, code enforcement commission, design commission, board of zoning appeals, community development commission, community development committee, relocation appeals board, and northwest programs relating either to planning, building and housing, or to the development and implementation of programs and plans for economic development and redevelopment activities.**

**H. Oversee acquisition and conveyance of city-owned and community development commission-owned property.**

**I. Prepare proposals for the expenditure of community development block grant funds and other federal funds for the provision of affordable housing.**

**J. Perform such other related duties as shall be required by law, ordinance or the city manager.”**

SECTION 8. Chapter 2.290 of Title 2 of the Pasadena Municipal Code is hereby repealed.

SECTION 9. The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published by number, title and summary, and the City Clerk’s certification.

**SECTION 10.** This ordinance shall take effect upon its publication by title and summary.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

\_\_\_\_\_  
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 \_\_\_\_\_, 2001, by the following vote:

AYES:

NOES:

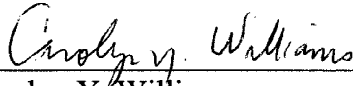
ABSTAIN:

ABSENT:

Published:

\_\_\_\_\_  
Jane Rodriguez, CMC  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Carolyn Y. Williams  
Asst. City Attorney