

# Ordinance Fact Sheet

TO: CITY COUNCIL DATE: July 21, 2008

FROM: CITY ATTORNEY

SUBJECT: AMENDMENT OF PASADENA MUNICIPAL CODE, TITLE 2, TO ADD A NEW CHAPTER 2.268 TO ESTABLISH THE HOUSING DEPARTMENT AND TO INCORPORATE OTHER ORGANIZATIONAL CHANGES APPROVED IN THE CITY'S FISCAL YEAR 2009 OPERATING BUDGET

**TITLE OF PROPOSED ORDINANCE:**

AN ORDINANCE OF THE CITY OF PASADENA AMENDING TITLE 2 OF THE PASADENA MUNICIPAL CODE, TO ADD A NEW CHAPTER 2.268 ESTABLISHING THE HOUSING DEPARTMENT, AND AMENDING VARIOUS OTHER SECTIONS OF THE CITY'S ORGANIZATION AND ADMINISTRATIVE CODE RELATED TO FUNCTIONS OF THE CITY MANAGER'S DEPARTMENT AND THE PLANNING AND DEVELOPMENT DEPARTMENT

**PURPOSE OF ORDINANCE:**

The purpose of this ordinance is to implement the direction of the City Council to make organizational changes creating a new city housing department, removing housing functions from the City Manager's Department, and transferring responsibility for the City's arts programs from the Planning and Development Department to the City Manager's Department.

**REASON WHY THIS LEGISLATION IS NEEDED:**

The City Council directed preparation of this ordinance at its meeting of June 23, 2008. Pursuant to Section 410 of the City Charter, the City Council has authority to modify the organization of city operations by amendment of the Pasadena Municipal Code.

MEETING OF 07/21/2008  
AGENDA ITEM NO. 9.A.1.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

This ordinance will affect the Planning and Development Department and the City Manager's Department.

FISCAL IMPLICATIONS:

The creation of the Housing Department will have minimal impact on the City's General Fund because funding for housing primarily comes from state and federal housing programs, the U. S. Department of Housing and Urban Development, redevelopment agency housing set-aside funds, and from funds generated by the City's Inclusionary Housing Program. The organizational transfer of the Cultural Affairs Division from the Planning and Development Department to the City Manager's Department should have no fiscal impact.

POLICY CHANGE:

This amendment does not represent a policy change, but rather is an effort to improve the administrative functioning of the various city departments.

Respectfully submitted,

*Carolyn Y. Williams*  
for Michele Beal Bagneris  
City Attorney

Concurrence:  
*Bernard Melekian*  
for Bernard Melekian  
City Manager

Prepared by:

*Carolyn Y. Williams*  
Carolyn Y. Williams  
Asst. City Attorney

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

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

AN ORDINANCE OF THE CITY OF PASADENA AMENDING TITLE 2 OF THE PASADENA MUNICIPAL CODE, TO ADD A NEW CHAPTER 2.268 ESTABLISHING THE HOUSING DEPARTMENT, AND AMENDING VARIOUS OTHER SECTIONS OF THE CITY'S ORGANIZATION AND ADMINISTRATIVE CODE RELATED TO FUNCTIONS OF THE CITY MANAGER'S DEPARTMENT AND THE PLANNING AND DEVELOPMENT DEPARTMENT

The People of the City of Pasadena ordain as follows:

**SECTION 1.** Title 2 of the Pasadena Municipal Code is amended by adding a new

Chapter 2.268 to read:

“Chapter 2.268

#### HOUSING DEPARTMENT

Sections:

2.268.010 Created - Direction.  
2.268.020 Department functions.

2.268.010 Created - Direction.

There is created a functional unit of city government known as the housing department, under the general administration of the city manager, which shall be under the direction and control of the city's director of housing

2.268.020 Department functions.

The department shall:

A. Administer and implement city policies and programs pertaining to affordable housing production, rehabilitation, and preservation; rental assistance; supportive housing services addressing homelessness; community development; and related housing matters.

B. Provide staff services to the city manager, city council, and community development committee relating to the development and implementation of programs and plans for housing, and housing production with emphasis on very low, low and moderate income housing.

C. Administer housing development projects located in designated redevelopment project areas, and other areas within the city, consistent with city policies, goals and objectives, as assigned by the city manager.

D. Provide services to developers, investors and other interested stakeholders to assist in facilitating development and the provision of affordable housing or to encourage new development consistent with city goals and objectives.

E. Help provide safe and sanitary housing accommodations for citizens with low income and administer any federal housing assistance payment program in addition to assuming the powers, duties and responsibilities set forth in the Housing Authorities Law at California Health and Safety Code Section 34310 et seq.

F. Administer and enforce the federal and state regulations pertaining to federally and state-assisted housing programs.

G. Prepare proposals to secure funding from county, state, federal and private sources in support of Subsection A.

H. Administer all applicable funding related to Subsections A through G, including, but not limited to, the city's Inclusionary Housing Trust Fund; the Pasadena Community Development Commission's Low and Moderate Income Housing Trust Fund; Federal Section 8, Home Investment Partnership Act (HOME), Community Development Block Grant, and McKinney Act Supportive Housing Program funds; and housing funds secured from the California Housing Finance Agency and the State of California Housing and Community Development Department.

I. Perform such other related duties as shall be required by law, ordinance or the city manager."

**SECTION 2.** Title 2, Chapter 2.270, Section 2.270.020, Subsections (C), (G), and (I) are amended to read:

"C. Provide staff support for ~~the city's arts programs and advocacy,~~ design review and historic preservation;

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 to planning, building ~~and housing,~~ or to the development and implementation of programs and plans for economic development and redevelopment activities;

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

**SECTION 3.** Title 2, Chapter 2.270, Section 2.270.020 (J) is repealed.

**SECTION 4.** Title 2, Chapter 2.40, Section 2.40.030 is amended to add a new Subsection K to read:

“K. Provide staff support for the city’s arts programs and advocacy.”

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

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2008.

\_\_\_\_\_  
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 of \_\_\_\_\_, 2008, by the following vote:

AYES:

NOES:

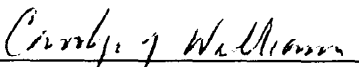
ABSENT:

ABSTAIN:

Published:

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

APPROVED AS TO FORM:

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