

# Ordinance Fact Sheet

**TO:** CITY COUNCIL

**DATE:** NOVEMBER 21, 2011

**FROM:** CITY ATTORNEY

**SUBJECT:** AN ORDINANCE OF THE CITY OF PASADENA AMENDING SECTION 10.45.027, OF THE PASADENA MUNICIPAL CODE, TO ALLOCATE NO FEE (OFFICIAL CITY BUSINESS) PARKING PLACARDS ON THE BASIS OF NEED BY CITY DEPARTMENT AND COUNCIL RATHER THAN BY STAFF CLASSIFICATION.

**TITLE OF PROPOSED ORDINANCE:**

AN ORDINANCE OF THE CITY OF PASADENA AMENDING SECTION 10.45.027, OF THE PASADENA MUNICIPAL CODE, TO ALLOCATE NO FEE (OFFICIAL CITY BUSINESS) PARKING PLACARDS ON THE BASIS OF NEED BY CITY DEPARTMENT AND COUNCIL RATHER THAN BY STAFF CLASSIFICATION.

**PURPOSE OF THE ORDINANCE:**

The purpose of the Ordinance is to authorize the Director of Transportation to allocate no-fee parking placards on the basis of need to City Departments and to the Mayor's and City Council's Offices rather than by staff classification.

**REASON WHY LEGISLATION NEEDED:**

The Pasadena Municipal Code may only be amended by ordinance.

**BACKGROUND:**

The City Council directed preparation of this ordinance at its regularly scheduled meeting of September 12, 2011.

12/05/2011

MEETING OF ~~11/21/2011~~

AGENDA ITEM NO. ~~18~~ 8

On September 26, 1994, the City Council adopted Resolution 7175, establishing the staff classification titles eligible to apply for no-fee parking placards pursuant to Pasadena Municipal Code Section 10.45.027. In adopting this Resolution, the Council found that the no-fee parking placards for City vehicles and other private vehicles used for Official City Business (OCB) are necessary for administrative convenience and for cost savings of not having to process reimbursement requests for parking meter costs incurred by those employees. On March 21, 2005, the City Council voted to amend Resolution 7175 to make two positions in the Mayor's office eligible for OCB placards.

Staff has indicated that Resolution 7175 no longer aligns with all of the individual staff positions that conduct city business outside of city offices. The Department of Transportation has evaluated the trends within departments that have staff classifications currently eligible for OCB Placards. That evaluation showed that, while some staff classification titles continue to be sufficiently specific (e.g., Meter Reader) to effectively define the need for an OCB Placard, there has been an increase in the number of individuals that are part of a broad set of titles (e.g., Staff Assistant) that now conduct city business outside city offices on an intermittent basis. This trend in the intermittent use of staff to conduct business outside of city offices is expected to continue.

Staff has further indicated that amending Resolution 7175 to include the broad range of staff classifications that are now intermittently involved would defeat the original purpose of the staff classification requirement. Rather than continue to use the staff classification requirement, Staff has recommended that the City Council amend PMC 10.45.027 to authorize the Director of Transportation to allocate no-fee parking placards for use by city employees on the basis of need to the following:

- Each City Department, with the Department Director to be responsible for distribution within each department
- Mayor and City Council Offices, with the Mayor to be responsible for distribution

As with the current process, the Department of Transportation would maintain an administrative record of the disposition of the OCB Placards annually and would place the approved list of placard holders on file with the City Clerk providing department and employee name (where individually assigned), but not vehicle information. Staff has indicated that this would make the process more efficient and increase accountability within each department.

#### **ENVIRONMENTAL ANALYSIS:**

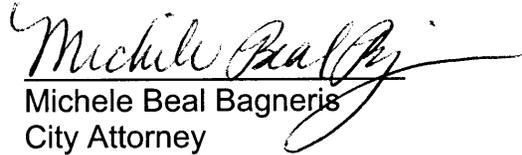
The proposed amendment to Pasadena Municipal Code Section 10.45.027 is categorically exempt from the California Environmental Quality Act (CEQA) under

section 15061 (b) (3), the General Rule that CEQA only applies to projects which have the potential for causing a significant effect on the environment.

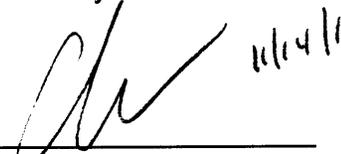
**FISCAL IMPACT:**

There will be no net cost to the City for issuing no-fee parking placards under the recommended approach. The City is responsible for reimbursing this cost directly and the use of no-fee parking placards by City employees saves the administrative burden of processing reimbursement requests.

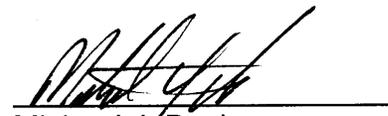
Respectfully submitted,

  
Michele Beal Bagneris  
City Attorney

Prepared by:

 11/14/11  
\_\_\_\_\_  
Nicholas George Rodriguez  
Chief Assistant City Attorney

Concur:

  
\_\_\_\_\_  
Michael J. Beck  
City Manager

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

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

**AN ORDINANCE OF THE CITY OF PASADENA AMENDING SECTION 10.45.027, OF THE PASADENA MUNICIPAL CODE, TO ALLOCATE NO FEE (OFFICIAL CITY BUSINESS) PARKING PLACARDS ON THE BASIS OF NEED BY CITY DEPARTMENT AND COUNCIL RATHER THAN BY STAFF CLASSIFICATION.**

The People of the City of Pasadena ordain as follows:

**SECTION 1** Section 10.45.027 of the Pasadena Municipal Code is hereby amended to read:

**“10.45.027 No-fee parking placard.**

The director is authorized to issue no-fee parking placards on a temporary or periodic basis as follows: for city owned vehicles, for vehicles owned by a person who meets the qualifications for exemption from utility users tax, qualifying for lifeline utility rates as set forth in Chapter 4.56 and Section 8.60.210 of this code, or any successor provisions, and for vehicles owned by a person who is sixty years of age or older and who can establish that a no-fee parking placard for specific times and a specific place would assist in their access to needed public health, welfare or social services. The director is also authorized to issue no-fee parking placards on a temporary or periodic basis, by need, to city departments for the use of city employees and to the Mayor's and City Council offices, for the use of those offices. The director shall maintain, annually, a list of no-fee parking placard holders on file with the office of the City Clerk. A

no-fee parking placard shall not exempt the vehicle displaying said placard from complying with any parking regulation including, but without limitation, the time restrictions on parking in a parking meter space. The director shall establish administrative procedures for the review and processing of applications for such placards, for the granting and revocation of such placards and for time and place restrictions on the use of any such placard.

**SECTION 2.** This ordinance shall take effect upon the expiration of 30 days after its publication.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Bill Bogaard  
Mayor of the City of Pasadena

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council at its \_\_\_\_\_ meeting held \_\_\_\_\_, 2011, by the following vote:

AYES:

NOES:

ABSENT:

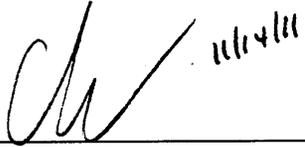
ABSTAIN:

Date Published:

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Mark Jomsky, CMC  
City Clerk

Approved as to form:

A handwritten signature in black ink, appearing to read 'N. Rodriguez', written over a horizontal line.

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Nicholas George Rodriguez  
Chief Assistant City Attorney