

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

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

**AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS PROVISIONS OF THE PASADENA MUNICIPAL CODE RELATED TO (A) THE NAME CHANGE OF THE HUMAN SERVICES AND RECREATION DEPARTMENT TO THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT; (B) AMENDED FUNCTIONS OF THE PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT; AND (C) CLERICAL CHANGES TO UPDATE REFERENCES TO THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT AND HOUSING DEPARTMENT**

The People of the City of Pasadena ordain as follows:

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

**“Summary**

This ordinance amends the Pasadena Municipal Code to amend various provisions of the Pasadena Municipal Code related to (a) the name change of the Human Services and Recreation Department to the Parks, Recreation and Community Services Department; (b) amended functions of the Parks, Recreation and Community Services Department; and (c) clerical changes to update references to the Planning and Community Development Department and Housing Department.

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

**SECTION 1.** Pasadena Municipal Code, Chapter 1.26 (Administrative Penalties – Citations), Section 1.26.120 (Appointment of administrative hearing officer) is amended as follows:

“The planning and community development department director or his or her designee shall select an administrative hearing officer. The administrative hearing officer may be, without limitation, a member of the staff of the department through which the administrative citation was issued. In no event, however, shall the enforcement official who issued the administrative citation be the administrative hearing officer.”

**SECTION 2.** Pasadena Municipal Code, Chapter 2.55 (Code Enforcement Commission), Section 2.55.140 (Hearing Procedures), subdivision (C), first sentence, is amended as follows:

“Whenever in the course of any proceeding taken hereunder, the commission shall require additional evidence, it may request that the premises be inspected by the planning and community development department, fire department or the health officer.”

**SECTION 3.** Pasadena Municipal Code, Chapter 2.75 (Historic Preservation Commission), Section 2.75.045 (Duties), subdivisions (e) and (i) are amended as follows:

“(e) Review and make recommendations on environmental reports, zone changes, master development plans, planned developments and other land use entitlements as requested by the director of planning and community development and as they are applicable to historic resources in the city;

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(i) Assign, at its discretion, duties for administration of this title to the director of planning and community development.”

**SECTION 4.** Pasadena Municipal Code, Chapter 2.80 (Design Commission), Section 2.80.060, third and fourth sentences, is amended as follows:

“ . . . The director of planning and community development or his designee shall act as the nonvoting secretary to the commission. The city council, through the planning and community development department, shall provide the commission with adequate staff to perform the duties prescribed in this chapter.”

**SECTION 5.** Pasadena Municipal Code, Chapter 2.265 (Human Services and

Recreation Department), is amended as follows:

**“Chapter 2.265 – Parks, Recreation, and Community Services Department  
2.265.010 – Created – Direction.**

There is created a functional unit of city government known as the parks, recreation and community services department, under the general administration of the city manager, which shall be under the direction and control of the director of parks, recreation and community services.

**2.265.020 – Department Functions**

The department shall:

- A. Facilitate collaborative efforts and a coordinated approach to improve and expand the delivery of quality community services in the city;
- B. Administer various programs in the city designed to protect, improve and restore the personal welfare and well-being of city residents of all ages;
- C. Develop strategies to respond to unmet community service needs and gaps within the city;
- D. Provide staff services and support to the accessibility and disability commission, the human relations commission, the human services commission, the northwest commission, the recreation and parks commission, the commission on the status of women, and the senior commission;
- E. Coordinate with public and private sectors to address the social and economic needs of the residents of the city;
- F. Operate and maintain all parks (including park areas, park improvements, and facilities), the grounds in the civic center, the grounds of the public library and all branch libraries, and such city-owned property as shall be provided by ordinance or as directed by the city manager;
- G. Operate and maintain the Arroyo Seco, including Hahamongna Watershed Park, Brookside Park, and the Lower Arroyo, and provide administrative coordination of programs and other major activities in the Arroyo;
- H. Plant, maintain and remove trees and shrubs within all parks, as described in subdivision (F) and the Arroyo Seco, as described in subdivision (G);
- I. Operate community and recreation services programs for the city consistent with the city charter, ordinances and administrative policy;
- J. Develop and conduct a comprehensive recreation program to meet the needs and interests of the residents of the city;
- K. Perform such other related duties as shall be required by law, ordinance or the city manager.”

**SECTION 6.** Pasadena Municipal Code, Chapter 2.268 (Housing and Career Services Department), Sections 2.268.010 and Section 2.268.020, subdivisions (A) and (B), are amended as follows:

**“Chapter 2.268 - HOUSING DEPARTMENT**

**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, 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.

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**SECTION 7.** Pasadena Municipal Code, Title 2, Chapter 2.300, Section

2.300.020 (Department functions) is amended as follows:

“The department shall:

- A. Construct and maintain all public streets, street lights, storm drains, sewers, traffic signals, alleys, rights-of-way, and facilities; construct park improvements; control the temporary occupation or use thereof; and inspect work not performed by the city;
- B. Perform all civil engineering, excluding traffic and transportation engineering, for the city as directed by the city manager;
- C. Manage the city's solid waste collection operation and administer solid waste disposal and recycling strategies;
- D. Perform all duties imposed on the city engineer by the assessment acts and procedures of the state or of the city;
- E. Prepare or review and approve all legal descriptions involving transactions related to the city's acquisition or disposal of interests in land, or related to zone changes, and subdivision approvals;
- F. Plant, maintain and remove trees and shrubs within all public street rights-of-way, and such other landscaping as the city shall place in city median strips, public squares and similar public areas; and
- G. Perform all duties of the city engineer, and such other related duties as shall be required by law, ordinance or the city manager.”

**SECTION 8.** Pasadena Municipal Code, Chapter 3.12 (Tournament of Roses – Grandstands), Section 3.12.020 (Definitions), subdivision (B) is amended as follows:

“Building and development services administrator” means the administrative head of the building and development services division of the planning and community development department.”

**SECTION 9.** Pasadena Municipal Code, Chapter 3.24 (Parks and Public Grounds), Section 3.24.030 (Administrative jurisdiction), subdivision (B) is amended as follows:

“All neighborhood centers (Villa Parke, Jackie Robinson Center), recreation centers, (Victory Park, Robinson Park), the Pasadena Senior Center, municipal swimming pools in Villa Parke and Robinson Park, and other facilities and structures in parks and open spaces are placed under the administrative jurisdiction of the parks, recreation and community services department, or other department designated by the city manager in writing. The Rose Bowl and buildings and structures located on the municipal golf course are intentionally excluded from this subsection.

**SECTION 10.** Pasadena Municipal Code, Chapter 4.32 (Construction Tax), Section 4.32.020 (Rates), subdivision (A) is amended as follows:

“Every building, swimming pool or similar permit issued by the planning and community development department shall be subject to a construction tax at the rate of 1.5% of the value of the structures included in said permits, or as may be subsequently adjusted by permit modifications.”

**SECTION 11.** Pasadena Municipal Code, Chapter 8.79 (Childhood Lead Hazards Reduction Ordinance), Section 8.79.050 (Lead hazard reduction procedure), first sentence, is amended as follows:

“If lead hazard reduction measures are necessary in a historically significant building, the order to eliminate the hazard must be reviewed and approved by the director of planning and community development in advance of corrective actions. . . .”

**SECTION 12.** Pasadena Municipal Code, Chapter 9.62 (Abandoned Shopping Carts), Section 9.62.030 (Definitions), subdivisions (E) and (H), are amended as follows:

"E. "Director" shall mean the director of planning and community development for the city of Pasadena, or such other city official designated by the city manager to administer this chapter.

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H. "Physical containment system" shall mean a disabling device on all shopping carts which prevents them from being removed from the business premises by locking the wheels or otherwise preventing the movement of the carts, or any other system of equipment approved by the director of planning and community development which physically contains shopping carts on premises."

**SECTION 13.** Pasadena Municipal Code, Chapter 13.20 (Water Service and Rates), Section 13.20.200 (Cross connections, second paragraph, is amended as follows:

"Pasadena Municipal Code Title 14, Buildings and Construction, Chapter 14.20 creates the cross-connection control board consisting of the general manager of the water and power department, the director of planning and community development, and the health officer of the city or their duly appointed representatives."

**SECTION 14.** Pasadena Municipal Code, Chapter 14.05 (Excavation and Grading in Hillside Areas), Section 14.05.210 (Grading inspection and supervision), subdivision (F), is amended as follows:

"Plans for engineered grading and engineered slopes shall be submitted for approval to the director of planning and community development and to the city's building official. Landscaping approved by the director of planning and community development shall be installed on such graded slopes and provisions shall be made in such grading to accommodate the planting and maintenance of such landscaping."

**SECTION 15.** Pasadena Municipal Code, Chapter 14.05 (Excavation and Grading in Hillside Areas), Section 14.05.250 (Retaining walls), subdivision (C)(6), is amended as follows:

"Plans for such walls shall be submitted for approval to the director of planning and community development, and only upon approval of such, a permit issued."

**SECTION 16.** Pasadena Municipal Code, Chapter 14.12 (Housing Code), Section 14.12.340 (Inspection of buildings) is amended as follows:

"All buildings within the scope of this code and all construction or work for which a permit is required shall be subject to inspection by the planning and community development department in accordance with and in the manner provided by this code and Sections 304 and 305 of the Pasadena building code."

**SECTION 17.** Pasadena Municipal Code, Chapter 14.16 (Quadrennial Certificate of Inspection), Section 14.16.020 (Definitions), subdivision (A) is amended as follows:

"'Administrator' means the housing and neighborhood services administrator of the planning and community development department of the city."

**SECTION 18.** Pasadena Municipal Code, Chapter 14.20 (Cross-Connection Control Board), Section 14.20.010 (Established) is amended as follows:

"There is created the cross-connection control board consisting of the general manager of the water and power department, the director of planning and community development, and the health officer of the city or their duly appointed representatives. These officials will be referred to in this chapter as "the board.""

**SECTION 19.** Pasadena Municipal Code, Chapter 14.27 (Floodplain Management Regulations), Section 14.27.050 (Basis for establishing flood-prone areas) is amended as follows:

"The floodplain administrator shall obtain, review, and reasonably utilize any base flood data available from federal or state agencies or other source to identify flood-prone areas within the boundaries of the city of Pasadena. This data will be on file at the city of Pasadena department of planning and community development, 175 North Garfield Avenue, Pasadena, California 91101."

**SECTION 20.** Pasadena Municipal Code, Chapter 16.08 (Definitions), Section 16.08.087 (Director) is amended as follows:

"Director" means the director of planning and community development, any successor official, or the director's designee."

**SECTION 21.** Pasadena Municipal Code, Chapter 16.46.060 (Relocation counseling), subdivision (A), first sentence in indented paragraph, is amended as follows:

“The assistance plan shall include provisions for relocation counseling to qualified tenants by a qualified agency approved for this purpose by the director of housing, and such other steps as may be undertaken by the developer to mitigate the impact of relocation on tenants qualified for assistance.”

**SECTION 22.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published by title and summary.

**SECTION 23.** This ordinance shall take effect upon publication.

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