

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

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

**AN ORDINANCE OF THE CITY OF PASADENA AMENDING VARIOUS PROVISIONS OF TITLE 2 OF THE PASADENA MUNICIPAL CODE PRIMARILY RELATED TO SEVEN COMMISSIONS STAFFED BY THE PARKS, RECREATION AND COMMUNITY SERVICES 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 Title 2 of the Pasadena Municipal Code primarily by making conforming and clarifying amendments related to seven commissions staffed by the Parks, Recreation & Community Services Department.

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

**SECTION 2.** Pasadena Municipal Code, Title 2, Chapter 2.47 (Arts and Culture Commission), Section 2.47.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that persons appointed by a ~~director~~councilmember need not reside in said ~~director~~councilmember's district.”

**SECTION 3.** The second sentence of subdivision (A) of the following sections (all entitled Absences and vacancies – Title 2, Chapter 2.47 (Arts and Culture Commission), Section 2.47.050; Chapter 2.48 (Accessibility and Disability Commission), Section 2.48.050; Chapter 2.55 (Code Enforcement Commission), Section 2.55.050; Chapter 2.60 (Community Oversight Police Commission), Section 2.60.050; Chapter

2.65 (Commission on the Status of Women), Section 2.65.050; Chapter 2.70 (Community Development Committee), Section 2.70.050; Chapter 2.80 (Design Commission), Section 2.80.050; Chapter 2.85 (Human Relations Commission), Section 2.85.050; Chapter 2.90 (Library Commission), Section 2.90.050; Chapter 2.95 (Northwest Commission), Section 2.95.050; Chapter 2.98 (Parking Meter Zones Advisory Commissions), Section 2.98.050; Chapter 2.100 (Recreation and Parks Commission), Section 2.100.050; Chapter 2.105 (Planning Commission), Section 2.105.050; Chapter 2.110 (Relocation Appeals Board), Section 2.110.050; Chapter 2.120 (Senior Commission), Section 2.120.050; Chapter 2.130 (South Lake Avenue Parking Place Commission), Section 2.130.050; Chapter 2.135 (Transportation Advisory Commission), Section 2.135.050; Chapter 2.140 (Environmental Advisory Commission), Section 2.140.050; Chapter 2.150 (Hahamongna Watershed Park Advisory Committee), Section 2.150.050) is amended as follows:

"The staff to the committee shall advise the **administrative assistant secretary** to the mayor of any such member with 3 consecutive unexcused absences."

**SECTION 4.** The term "disability" in the following sections (all entitled "Election of Officers - Title 2, Chapter 2.47 (Arts and Culture Commission), Section 2.47.060; Chapter 2.55 (Code Enforcement Commission), Section 2.55.060; Chapter 2.60 (Community Oversight Police Commission), Section 2.60.060; Chapter 2.70 (Community Development Committee), Section 2.70.060; Chapter 2.75 (Historic Preservation Commission), Section 2.75.060; Chapter 2.80 (Design Commission), Section 2.80.060; Chapter 2.90 (Library Commission), Section 2.90.060; Chapter 2.98 (Parking Meter Zones Advisory Commissions), Section 2.98.060; Chapter 2.105 (Planning Commission), Section 2.105.060; Chapter 2.110 (Relocation Appeals Board),

Section 2.110.060; Chapter 2.130 (South Lake Avenue Parking Place Commission), Section 2.130.060; Chapter 2.135 (Transportation Advisory Commission), Section 2.135.060; Chapter 2.140 (Environmental Advisory Commission), Section 2.140.060; Chapter 2.150 (Hahamongna Watershed Park Advisory Committee), Section 2.150.060) is amended by deleting the term "disability" and replacing it with "incapacity".

**SECTION 5.** Pasadena Municipal Code, Title 2, Chapter 2.48 (Accessibility and Disability Commission), Section 2.48.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that persons appointed by a ~~director~~councilmember need not reside in said ~~director~~councilmember’s district.”

**SECTION 6.** Pasadena Municipal Code, Title 2, Chapter 2.48 (Accessibility and Disability Commission), Section 2.48.060 (Election of officers) is amended as follows:

“At the ~~first annual~~ 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 ~~incapacity~~disability of the chair and vice chair, the commission may designate a temporary chair.”

**SECTION 7.** Pasadena Municipal Code, Title 2, Chapter 2.48 (Accessibility and Disability Commission), Section 2.48.080 (Rules and regulations) is amended as follows:

“The commission shall adopt and amend, by the affirmative vote of a majority of seated 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.”

**SECTION 8.** Pasadena Municipal Code, Title 2, Chapter 2.48 (Accessibility and Disability Commission), Section 2.48.110 (Purpose and functions), subdivision (B), is amended as follows:

- "B. The commission shall:
1. Study and examine (a) existing inequities in access to the physical, work, **communication, civic involvement,** social and cultural environments for all residents of Pasadena, particularly those who have disabilities, and (b) policies, procedures, programs and legislation for eliminating those inequities;
  2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, **communication, civic involvement,** social and cultural environments to all residents of Pasadena, particularly those who have disabilities; **and**
  3. Consult **and cooperate** with other public agencies and commissions on matters relevant to the commission;
  4. ~~**Assist the accessibility and disability issues coordinator to carry out assigned programs and responsibilities."**~~

**SECTION 9.** Pasadena Municipal Code, Title 2, Chapter 2.55 (Code Enforcement Commission), Section 2.55.040 (Qualifications), subdivision (A) is amended as follows:

"A. All members shall be residents of the city; provided, however, that a person nominated by a **directorcouncilmember** need not reside in said **directorcouncilmember**'s district."

**SECTION 10.** Pasadena Municipal Code, Title 2, Chapter 2.65 (Commission on the Status of Women), Section 2.65.040 (Qualifications), subdivision (A) is amended as follows:

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

**SECTION 11.** Pasadena Municipal Code, Title 2, Chapter 2.65 (Commission on the Status of Women), Section 2.65.060 (Election of Officers) is amended as follows:

"At the **firstannual** 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 **incapacitydisability** of the chair and vice chair, the commission may designate a temporary chair."

**SECTION 12.** Pasadena Municipal Code, Title 2, Chapter 2.65 (Commission on the Status of Women), Section 2.65.080 (Rules and regulations) is hereby amended

“The commission shall adopt and amend, by the affirmative vote of a majority of seated<sup>5</sup> 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.”

**SECTION 13.** Pasadena Municipal Code, Title 2, Chapter 2.65 (Commission on the Status of Women), Section 2.65.110 (Purpose and functions), subdivisions (B) and (C), are amended as follows:

- “B. The commission shall:
1. Study and examine ~~through the conduct of meetings, conferences, public hearings or other appropriate methods these~~ conditions which indicate discrimination or prejudice encountered by women;
  2. Recommend policies, procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city;
  3. Consult ~~and cooperate~~ with other public agencies and commissions on matters relevant to the commission.
- C. In connection with the foregoing functions, the commission may:
- ~~1. Act as conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties;~~
  - 2.1. Request of any city department or agency information, services, facilities and assistance in furtherance of the objectives of the commission;
  - ~~3.2.~~ 2.2. Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women; and
  - ~~4.3.~~ 2.3. Collect, coordinate and disseminate information concerning women;
  - ~~5. Develop and maintain a talent bank of women to assist the city in performing its functions.”~~

**SECTION 14.** Pasadena Municipal Code, Title 2, Chapter 2.80 (Design Commission), Section 2.80.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that a person nominated by a director council member need not reside in said director council member's district.”

**SECTION 15.** Pasadena Municipal Code, Title 2, Chapter 2.85 (Human Relations Commission), Section 2.85.040 (Qualifications), subdivision (A) is amended as follows:

"A. All members shall be residents of the city; provided, however, that a persons nominated by a **director councilmember** need not reside in said **director councilmember**'s district."

**SECTION 16.** Pasadena Municipal Code, Title 2, Chapter 2.85 (Human Relations Commission), Section 2.85.060 (Election of officers) is amended as follows:

"At the **first annual** 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 **incapacity disability** of the chair and vice chair, the commission may designate a temporary chair."

**SECTION 17.** Pasadena Municipal Code, Title 2, Chapter 2.85 (Human Relations Commission), Section 2.85.080 (Rules and regulations) is amended as follows:

"The commission shall adopt and amend, by the affirmative vote of **a majority of seated 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."

**SECTION 18.** Pasadena Municipal Code, Title 2, Chapter 2.86 (Human Services Commission), Section 2.86.040 (Qualifications), subdivision (A) is amended as follows:

"All members nominated by the council shall be residents of the city; provided, however, that a person nominated by a **director councilmember** need not reside in said **director councilmember**'s district. Members nominated by the PCC, PUSD, and the human services commission, from recommendations from human services agencies, need not reside within city boundaries **but PUSD recommendations must reside within PUSD boundaries.**"

**SECTION 19.** Pasadena Municipal Code, Title 2, Chapter 2.86 (Human Services Commission), Section 2.86.060 (Election of officers) is amended as follows:

"At the **first annual** 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 **incapacity disability** of the chair and vice chair, the commission may designate a temporary chair."

**SECTION 20.** Pasadena Municipal Code, Title 2, Chapter 2.86 (Human Services Commission), Section 2.86.080 (Rules and regulations) is amended as follows:

“The commission shall adopt and amend, by the affirmative vote of **a majority of seated** 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.”

**SECTION 21.** Pasadena Municipal Code, Title 2, Chapter 2.86 (Human Services Commission), Section 2.86.110 (Purpose and functions) is amended as follows:

- A. For purposes of this chapter, "human services" is defined as a broad range of programs and activities designed to protect, improve and restore the personal welfare and well-being of residents of all ages. Typical human services would include, but not be limited to: social services, shelter, economic support, employment and training, education, health and protective services, **and populations with unmet needs.**
- B. The purpose of the commission is to advise and make recommendations to the council regarding the human service needs of people of all ages in this community. This commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. This commission is established to respond to significant unmet human service needs and gaps as identified in such documents **that include, but are not limited to, the Early Child Development Policy; as the Policy on Children, Youth and Families; Quality of Life Index; Child Care Policy; Needs Assessment; Children's Scorecard,** and related materials.
- C. The commission shall:
  - 1. Facilitate bringing city and community resources together to ensure the delivery of effective human services to people of all ages;
  - 2. Formulate ideas and suggest plans and programs designed to promote the availability and effectiveness of human services;
  - 3. Promote cooperation and collaboration among local agencies, organizations and commissions involved in the delivery of human services, consistent with the roles and responsibilities outlined in such documents as the Human Services **Commission work plan Vision, Fund Distribution Task Force Group Report and the Human Services Strategy and Management Action Plan;**
  - 4. Recommend priorities to the council for city resources which respond to identified unmet human service needs;
  - ~~5. Recommend the allocation of city resources consistent with the established priorities for addressing documented human service needs;~~
  - ~~6. Collaborate with~~ **Convene** commissions, advisory groups, community agencies, provider organizations, groups and individuals to facilitate effective collaboration in addressing human service issues in Pasadena;

**76.** Advise the council on ways to achieve human service goals consistent with council-adopted policies which address human services.”

**SECTION 22.** Pasadena Municipal Code, Title 2, Chapter 2.90 (Library Commission), Section 2.90.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that a person nominated by a **directorcouncilmember** need not reside in said **directorcouncilmember**'s district.”

**SECTION 23.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.030 (Membership – Appointment and terms), subdivision (B) is amended as follows:

“B. In making appointments or filling vacancies, all **directorscouncilmembers** and the mayor shall ensure that the commission has a majority representation from the northwest community.”

**SECTION 24.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that a person nominated by a **directorcouncilmember** need not reside in said **directorcouncilmember**'s district.”

**SECTION 25.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.060 (Election of officers) is amended as follows:

“At the **firstannual** 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 **incapacitydisability** of the chair and vice chair, the commission may designate a temporary chair.”

**SECTION 26.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.080 (Rules and regulations) is amended as follows:

“The commission shall adopt and amend, by the affirmative vote of **a majority of seated6** 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.”



**SECTION 27.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.090 (Annual report) is amended as follows:

“The commission shall submit an annual report and ~~workplan~~ **strategic plan** 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.”

**SECTION 28.** Pasadena Municipal Code, Title 2, Chapter 2.95 (Northwest Commission), Section 2.95.110 (Purpose and functions) is amended by adding the following new subdivisions (H) and (I):

- H. Recommend policies, procedures, programs, and legislation to promote and ensure communication, civic involvement, and social and cultural environments to the Northwest residents of Pasadena.**
- I. Consult and cooperate with other public agencies and commissions on matters relevant to the Commission.**

**SECTION 29.** Pasadena Municipal Code, Title 2, Chapter 2.100 (Recreation and Parks Commission), Section 2.100.040 (Qualifications), subdivision (A) is amended as follows:

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

**SECTION 30.** Pasadena Municipal Code, Title 2, Chapter 2.100 (Recreation and Parks Commission), Section 2.100.060 (Election of officers) is amended as follows:

“At the ~~first annual~~ 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 ~~incapacity~~**disability** of the chair and vice chair, the commission may designate a temporary chair.”

**SECTION 31.** Pasadena Municipal Code, Title 2, Chapter 2.100 (Recreation and Parks Commission), Section 2.100.080 (Rules and regulations) is amended as follows:

“The commission shall adopt and amend, by the affirmative vote of **a majority of seated**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.”

**SECTION 32.** Pasadena Municipal Code, Title 2, Chapter 2.100 (Recreation and Parks Commission), Section 2.100.110, subdivision (B), preface, is amended as follows:

“B. The Commission shall have the following ~~powers and~~ functions:”

**SECTION 33.** Pasadena Municipal Code, Title 2, Chapter 2.100 (Recreation and Parks Commission), Section 2.100.110, is amended by deleting subdivision (B)(1) and renumbering the succeeding subdivisions (2) through (8) as (1) through (7), subdivision (B), preface, is amended as follows:

“B. The Commission shall have the following ~~powers and~~ functions:”

**SECTION 34.** Pasadena Municipal Code, Title 2, Chapter 2.105 (Planning Commission), Section 2.105.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided, however, that a person appointed by a ~~director~~councilmember need not reside in said ~~director~~councilmember’s district.”

**SECTION 35.** Pasadena Municipal Code, Title 2, Chapter 2.110 (Relocation Appeals Board), Section 2.110.030, subdivision (A) is amended as follows:

“A. The board shall consist of 5 members, who shall be nominated by the mayor from persons recommended by the other ~~7 councilmembers~~6 directors. All nominations are subject to ratification by the city council.”

**SECTION 36.** Pasadena Municipal Code, Title 2, Chapter 2.110 (Relocation Appeals Board), Section 2.110.040 (Qualifications), subdivision (A) is amended as follows:

“A. All members shall be residents of the city; provided however, that a person ~~nominated~~recommended by a ~~director~~councilmember need not reside in said ~~director~~councilmember’s district.”

**SECTION 37.** Pasadena Municipal Code, Title 2, Chapter 2.120 (Senior Commission), Section 2.120.060 (Election of officers) is amended as follows:

“At the ~~first annual~~ 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 incapacity disability of the chair and vice chair, the commission may designate a temporary chair.”

**SECTION 38.** Pasadena Municipal Code, Title 2, Chapter 2.120 (Senior Commission), Section 2.120.080 (Rules and regulations) is amended as follows:

“The commission shall adopt and amend, by the affirmative vote of a majority of seated six 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.”

**SECTION 39.** Pasadena Municipal Code, Title 2, Chapter 2.120 (Senior Commission), Section 2.120.110 (Purpose and functions), subdivision (B) is amended as follows:

- “B. The commission shall:
1. Advise the city council on the ~~special~~ needs and concerns of all seniors ~~of all ages, religions, races, ethnic and cultural backgrounds, sexual orientation and economic and social circumstances~~;
  2. Engage in consultation and study with local groups on the needs of the aged and evaluate available resources; and
  3. Consult with other public agencies and commissions on matters relevant to the commission.
  3. ~~Collect and study factual information relative to aspects of aging;~~
  4. ~~Serve as a liaison between commissions, organizations and governmental agencies which work with the aged and have an interest in aging adults;~~
  5. ~~Render advice in the area of community planning regarding the expansion of existing facilities and development of new facility services for the aged, as required;~~
  6. ~~Be sensitive to problems of seniors as they arise and recommend plans for actions;~~
  7. ~~Inform local, county, state and federal organizations (public and private) of the needs and resources of older people;~~
  8. ~~Research and report on developments in other communities dealing with local, county, state and federal programs for the aged;~~

- ~~9. Request assistance from city staff as needed. C. In connection with the foregoing functions, the commission may:~~
- ~~1. Coordinate activities of community groups and organizations dealing with the special concerns of seniors;~~
  - ~~2. Collect, coordinate, and disseminate information concerning seniors;~~
  - ~~3. Develop and maintain a talent bank of seniors to assist the city in performing its functions."~~

**SECTION 40.** Pasadena Municipal Code, Title 2, Chapter 2.135 (Transportation Advisory Commission), Section 2.135.040 (Qualifications), subdivision (A) is amended as follows:

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

**SECTION 41.** Pasadena Municipal Code, Title 2, Chapter 2.155 (Pasadena Community Access Corporation Board), Section 2.155.040 (Qualifications), subdivision (A) is amended as follows:

"A. All members shall be residents of the city except the members nominated by the PUSD and PCC; provided, however, that a person nominated by a ~~director~~councilmember need not reside in the ~~director~~councilmember's district."

**SECTION 42.** Pasadena Municipal Code, Title 2, Chapter 2.365 (Claims by and Against the City), Section 2.365.080 (Delegation of claims functions to claims coordinator) is amended as follows:

"2.365.080 Delegation of claims functions to ~~claims coordinator~~risk and insurance administrator.

The city ~~claims coordinator~~risk and insurance administrator is authorized and directed to act on claims filed against the city by investigating such claims, sending out all appropriate notices, including late claim rejections and denial notices, and to allow, compromise or settle claims in a sum not to exceed \$5,000.00.

**SECTION 43.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published by title and summary.

**SECTION 44.** This ordinance shall take effect upon publication.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Victor M. Gordo  
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 this \_\_\_\_\_ day of \_\_\_\_\_ 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Date Published:

\_\_\_\_\_  
Mark Jomsky  
City Clerk

Approved as to form:

\_\_\_\_\_  
Javan N. Rad  
Chief Assistant City Attorney