



Ordinance Fact Sheet

TO: CITY COUNCIL

DATE: February 9, 2026

FROM: CITY ATTORNEY

SUBJECT: **AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE TITLE 2, ARTICLES III AND IV TO UPDATE PROVISIONS REGARDING TERM LIMITS AND TRAINING OF MEMBERS OF ADVISORY BOARDS, COMMISSIONS, COMMITTEES AND BOARDS OF OPERATING COMPANIES CREATED BY CITY COUNCIL**

TITLE OF PROPOSED ORDINANCE

AN ORDINANCE AMENDING PASADENA MUNICIPAL CODE TITLE 2, ARTICLES III AND IV TO UPDATE PROVISIONS REGARDING TERM LIMITS AND TRAINING OF MEMBERS OF ADVISORY BOARDS, COMMISSIONS, COMMITTEES AND BOARDS OF OPERATING COMPANIES CREATED BY CITY COUNCIL

PURPOSE OF ORDINANCE

On December 16, 2024, the City Council considered recommendations proposed by City Council's Legislative Policy Committee to direct the City Attorney to prepare an ordinance to amend Pasadena Municipal Code Chapter 2.45 to require training specified by City Council for all members of advisory boards, commissions, committees and operating company boards; and, amend Pasadena Municipal Code, Chapter 2.45 to revise limits on the terms of all members of those advisory boards, commissions, committees, and operating company boards. Following discussion on December 16, 2024, City Council approved the staff recommendation, as amended, to direct the City Attorney to prepare an ordinance and refer the draft ordinance to the Legislative Policy Committee for review and input prior to submitting to the full City Council for consideration.

During meetings held on March 5, 2025, July 1, 2025, and October 7, 2025, the City Council's Legislative Policy Committee considered and provided direction on a draft ordinance. The attached ordinance incorporates input from members of the City

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Council's Legislative Policy Committee. The expectation is to have the ordinance in effect before the expiration of the terms of those advisory body members whose terms are set to expire on June 30, 2026.

Generally, term limits for advisory boards, commissions and committees created by Council ("Article III Commissions") will be for no more than two consecutive three-year terms. Term limits for boards of nonprofit corporations ("Article IV Boards") will be for no more than three consecutive four-year terms. Following expiration of an Article III Commission or Article IV Board member's term, the Mayor or designated Council member shall renominate or nominate an individual to fill that seat within six months after the term's expiration. If the applicable seat has not been filled within six months following the expiration of that seat's term, the member whose term has expired shall immediately vacate that seat.

The proposed ordinance provides for the possibility of an Extended Term (for Article III Commissions, after two consecutive terms; for Article IV Boards, after three consecutive terms), upon a City Council finding that the member's background, training and/or experience are required to fill the seat for the Extended Term. If, as of July 1, 2026, a member already will have exceeded the number of terms allowed in this ordinance, that member will be able to serve an Extended Term following the expiration of their current term.

REASON WHY LEGISLATION IS NEEDED

An ordinance is needed to revise advisory body member term limits so they are enforceable, with mechanisms to extend terms as needed. This ordinance will also codify a requirement that advisory body members receive required training to serve on their respective advisory bodies.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED

Advisory body members will be affected by this ordinance, as it will affect their terms and required training. The City Attorney's Office, with the assistance of the City Manager's Office, will coordinate the required training programs.

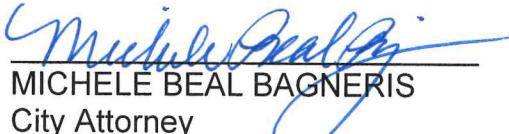
FISCAL IMPACT

There is no anticipated fiscal impact associated with the adoption of the proposed revisions of the Pasadena Municipal Code.

ENVIRONMENTAL DETERMINATION

This action is not considered to be a project under the California Environmental Quality Act ("CEQA"), which excludes from environmental review actions that are not "projects" as defined by California Public Resources Code ("PRC") Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). PRC Section 21065 and CEQA Guidelines Section 15378(b) define a project as an action which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. CEQA Guidelines Section 15378 excludes from the definition of "project" administrative activities of governments that will not result in direct or indirect physical changes in the environment. The actions proposed herein are administrative activities and therefore such actions are not "projects" as defined by CEQA. Since the actions are not projects subject to CEQA, no environmental document is required.

Respectfully submitted,


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