



Ordinance Fact Sheet

TO: CITY COUNCIL

DATE: February 2, 2026

FROM: CITY ATTORNEY

SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA ADDING CHAPTER 2.10 TO ARTICLE 1 OF TITLE 2 OF THE PASADENA MUNICIPAL CODE REGARDING THE CITY COUNCIL VACANCY APPOINTMENT PROCESS WHEN A VACANCY OCCURS IN A CITY COUNCIL DISTRICT SEAT WITH LESS THAN TWO YEARS REMAINING ON AN UNEXPIRED TERM

TITLE OF PROPOSED ORDINANCE:

AN ORDINANCE OF THE CITY OF PASADENA ADDING CHAPTER 2.10 TO ARTICLE 1 OF TITLE 2 OF THE PASADENA MUNICIPAL CODE REGARDING THE CITY COUNCIL VACANCY APPOINTMENT PROCESS WHEN A VACANCY OCCURS IN A CITY COUNCIL DISTRICT SEAT WITH LESS THAN TWO YEARS REMAINING ON AN UNEXPIRED TERM

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the action proposed herein is not a "project" subject to the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 21065 and within the meaning of Section 15378(b); and
2. Adopt an ordinance adding Chapter 2.10 of Article I of Title 2 of the Pasadena Municipal Code as further described in this fact sheet.

PURPOSE OF THE ORDINANCE:

This ordinance amends the Municipal Code to add sections 2.10.010, 2.10.020, and 2.10.030 to Chapter 2.10 of Title 2 of the Pasadena Municipal Code, to codify the procedure followed when a vacancy on the City Council occurs in a Council District

02/09/2026

MEETING OF ~~2/2/2026~~

AGENDA ITEM NO. ~~10~~ 12

seat with less than two years remaining on the unexpired term. The ordinance is consistent with City Charter Sections 403 and 404.

REASONS WHY LEGISLATION IS NEEDED:

The Charter Study Task Force reviewed and discussed City Charter Sections 403 and 404 regarding Council vacancies, and recommended the current language in an effort to achieve balance between expeditiously filling vacant Council seats and holding special elections, and determined that it was appropriate for appointments to be made under the specified circumstances. On May 19, 2025 the City Council discussed this recommended update and provided direction to prepare an ordinance consistent with staff's recommendation.

City Charter Section 404 provides the procedure for filling a vacancy in the office of Mayor, and directs the City Council to adopt by ordinance the process to fill vacancies for City Council District offices. This ordinance codifies the process that will be followed if such qualifying vacancy should occur in a Council District.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

This change may have a minor effect on the City Council. No other Departments or groups are directly affected.

COUNCIL POLICY CONSIDERATION:

Amending the Municipal Code by establishing a new Chapter 2.10 regarding filling City Council vacancies provides for stability in representation on the City Council by establishing an appointment process when a vacancy occurs in a Council District seat with less than two years remaining on an unexpired term, furthering the Council goal of maintaining fiscal responsibility and stability.

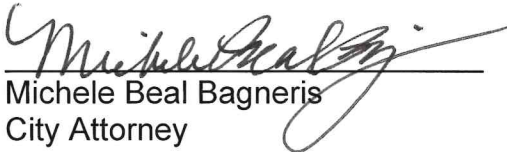
ENVIRONMENTAL ANALYSIS:

This action is exempt from 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, amending the PMC to modify quorum requirements for City Council Committees, is an administrative activity, and therefore is not a "project" as defined by CEQA. Since the action is not a project subject to CEQA, no environmental document is required.

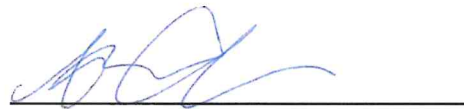
FISCAL IMPACT:

There is no fiscal impact from the proposed ordinance.

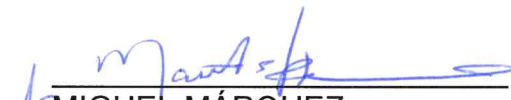
Respectfully submitted,


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Concurred by:


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