

# Agenda Report

February 9, 2026

**TO:** Honorable Mayor and City Council

**THROUGH:** Legislative Policy Committee (October 7, 2025)

**FROM:** Office of the City Manager

**SUBJECT:** **AMENDMENTS TO 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**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the action proposed herein is covered by the commonsense exemption set forth in State CEQA Guidelines Section 15061(b)(c) as CEQA only applies to projects that may have a significant effect on the environment; and
2. Conduct first reading of "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."

## **BACKGROUND:**

The City of Pasadena has 19 Commissions, three Boards of Nonprofit Corporations (RBOC, PCOC, and PCAC), and several other boards and committees codified in the Pasadena Municipal Code (PMC), that serve as advisory bodies appointed by the City Council. They play a vital role providing citizen input and public opinion while providing advice and recommendations to City Council. They each have an identified purpose and functions and submit an annual report and workplan to City Council. While the nonprofit corporations are advisory bodies to the City Council, they also can take final action in areas delegated to them by the City Council.

The Legislative Policy Committee reviewed and provided input on a draft ordinance that requires members of an advisory body to receive training provided by city staff on the

Brown Act, conflict of interest laws, and other appropriate meeting and governance subjects. The goal is to standardize onboarding and training to be completed within 180 days of appointment while providing flexibility for specialized training for all members based on the subject matters for a particular advisory body. The ordinance also states that members who do not complete the required training can't participate in the meetings of their body until completion of the training.

Term limits were also reviewed to consider minor adjustments for consistency. Term limits for Boards of Operating Companies will be for no more than three consecutive four-year terms. This change will align Operating Companies to have the same length per term and extends the potential years of service by a member based on the Operating Companies different status in the municipal code. Term limits for advisory boards, commissions and committees created by City Council ("Article III Commissions") will be for no more than two consecutive three-year terms.

Terms will expire on June 30 and where applicable a current member's term may need to be adjusted so all terms end on June 30 of their applicable years. To encourage orderly transition of seats on the various bodies, the member with the expired term can serve up to 180 days past the end of their term until a replacement member is appointed. However, if that seat has not been filled within 180 days following the expiration of that term, the member whose term has expired shall immediately vacate that seat.

The Legislative Policy Committee also provided input on language in the ordinance to address appointees serving in expired terms and those that expire June 30, 2026. A one-time "Extended Term" can be provided to these members based on their background, training, and/or experience by majority vote of the City Council. The intent is to allow for continued service of these members while establishing the end of their final term. City staff will apply either the 3- or 4-year term interval to determine the extended term expiration date. For example, a commissioner whose term expired June 30, 2022, could be approved by City Council for a final extended term (using 3-year term intervals 2022-2025 and 2025-2028) to June 30, 2028.

### **COUNCIL POLICY CONSIDERATION:**

The City Council relies on the advice and recommendations of advisory bodies to make fully informed, responsible decisions. The requirement to have every appointee complete education and training related to their service on an advisory body and advise on term limits for appointees is consistent with the City Council's strategic goals to support and promote the quality of life; ensure public safety; maintain fiscal responsibility and stability; improve, maintain, and enhance public facilities; increase conservation and sustainability; and improve mobility and accessibility throughout the City.

### **ENVIRONMENTAL ANALYSIS:**

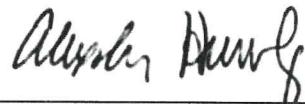
The proposed action has been determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15061 (b)(3), the Common Sense Exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The first reading of an

ordinance to require training of appointees to advisory bodies and to adjust term limits for appointees would have no adverse impact on the environment.

**FISCAL IMPACT:**

No budget requests are included in this report. Any requirement for training by city staff with either one-time or on-going costs are expected to be minimal and will utilize existing resources within the City's annually adopted operating budget.

Respectfully submitted,



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Assistant to the City Manager

Approved by:



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MIGUEL MÁRQUEZ  
City Manager