



Ordinance Fact Sheet

TO: CITY COUNCIL

DATE: May 18, 2026

FROM: CITY ATTORNEY

SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA 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 OF THE CITY OF PASADENA 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, Articles III and IV to revise limits on the terms of all members of those advisory boards, commissions, committees, and operating company boards. Thereafter, the City Council approved the staff recommendation, as amended, to direct the City Attorney to prepare an ordinance and referred the draft ordinance to the Legislative Policy Committee ("Committee") for review and input prior to submitting it to the full City Council for consideration.

During meetings held on March 5, 2025, July 1, 2025, and October 7, 2025, the Committee considered and provided recommendations on a draft ordinance. Thereafter,

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the Committee submitted the matter to the full City Council. At its meeting held on February 9, 2026, City Council directed staff to return to City Council with an ordinance requiring that term limits both for advisory boards, commissions, and committees created by Council ("Article III Commissions"), and for boards of nonprofit corporations - Pasadena Community Access Corporation ("PCAC"), Pasadena Center Operating Company ("PCOC"), and Rose Bowl Operating Company ("RBOC"), collectively, "Article IV Boards" - would be for no more than twelve consecutive years or three consecutive four-year terms. Note, Article III Commissions, PCAC, and PCOC boards currently have limits of two three-year terms. Term limits would apply to all Board Members (both Articles III & IV) nominated by the Mayor or Council members, except members of parking commissions in Article III, and the commercial property member of the PCOC Board. Moreover, term limits do not apply to Board Members such as the City Manager (or representative), City Council members on Article IV Boards, or members nominated by outside entities, such as the Tournament of Roses Association, Pasadena Area Community College, PUSD, or UCLA. The nominating authority must renominate or nominate an individual eligible to fill Council nominated seats within six months after the term's expiration. Otherwise, the Board Member whose term has expired must immediately vacate that seat. If, as of June 30, 2026, a Board Member would have already served at least twelve consecutive years in a particular seat, that member shall vacate that seat on or before December 31, 2026. Finally, City Council directed that, within 90 days following their appointment or reappointment, all Board Members are required to undertake training provided by city staff on the Brown Act, conflict of interest laws, other appropriate governance subjects, and standards to promote individual and overall board effectiveness.

The draft ordinance that included the terms recited above was placed on the May 11, 2026, City Council agenda. At that meeting, City Council member Cole made an amending motion to direct staff to return with an ordinance that limited service on both Article III Commissions and Article IV Boards to two consecutive four-year terms. During City Council's discussion of the item, certain City Council members expressed interest in directing that the Article IV Boards be limited to three four-year terms. Near the end of the discussion, the Assistant City Attorney incorrectly stated that RBOC Board Members currently are limited to three four-year terms. Only initial RBOC Board members in 2007 were authorized to serve three terms; subsequent RBOC Board members could serve only two consecutive four-year terms. After further discussion, City Council moved to direct the City Attorney to return with an ordinance that limits Article III Commission members to two four-year terms and Article IV Board members to three four-year terms (5 ayes, 2 nays (Madison, Masuda), with Gordo absent). In accordance with City Council's direction, the proposed ordinance reflects that Article III Commissioners will be limited to two four-year terms, except members of parking commissions in Article III,

and applicable¹ Article IV Board Members (*i.e.*, operating companies), will be limited to three four-year terms.

REASON WHY LEGISLATION IS NEEDED

An ordinance is needed to revise the term limits of advisory boards, commissions, committees and operating company boards so they are clear and enforceable. This ordinance will also codify a requirement that Board Members receive required training to serve on their respective advisory bodies.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED

Board 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. The Offices of the Mayor/City Council and City Clerk monitor and updates the eligibility of Board Members of all advisory boards, commissions, committees and operating company boards.

FISCAL IMPACT

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

¹ All Board Members other than the City Manager (or representative), City Council members on Article IV Boards, members nominated by outside entities, and the PCOC board member who has an economic interest in Midtown/Civic Auditorium area commercial real property.


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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