



Ordinance Fact Sheet

June 22, 2026

TO: Honorable Mayor and City Council

FROM: City Attorney/City Prosecutor Department

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:

Background

Advisory boards, commissions, and committees created by City Council pursuant to Pasadena Municipal Code ("PMC") Article III ("Article III Commissions") currently have limits of two three-year terms.¹ The boards of nonprofit corporations - Pasadena Community Access Corporation ("PCAC"), Pasadena Center Operating Company ("PCOC"), and Rose Bowl Operating Company ("RBOC"), are governed by PMC Article IV ("Article IV Boards"). PCAC and PCOC boards similarly have limits of two three-year terms. RBOC board has limits of two four-year terms. Following input from the Legislative Policy Committee ("Committee") submitted during three meetings in 2025, at its meeting held on February 9, 2026, City Council directed staff to return with an ordinance requiring that term limits for Article III Commissions and Article IV Boards be for no more than twelve consecutive years or three consecutive four-year terms.

¹ The Code Enforcement Commission is an anomaly in the current PMC. Although members have three-year terms, members, "shall continue in office for the term for which [they were] appointed or until [their] successor is appointed." (PMC Section 2.55.030 B.)

MEETING OF 06/22/2026

AGENDA ITEM NO. 21

City Council also directed that both Article III Commission and Article IV Board members vacate their seats within 180 days of the expiration of their term. Those members who will have exceeded the applicable term limit as of June 30, 2026, would be required to vacate their seat by December 31, 2026. Term limits would not apply to: the City Manager (or representative), City Council members on Article IV Boards, members nominated by outside entities, the commercial property member of the PCOC Board, and members of parking commissions. All members on every board, commission or committee would be required to receive training on various governance subjects.

The ordinance on the May 11, 2026 City Council agenda called for three four-year terms of all Commission and Board members (unless exempted, as stated above). During the meeting, a motion was made to change limits of all Commission and Board members to two four-year terms. Later in that meeting, City Council directed the City Attorney to return on May 18, 2026, with an ordinance that limits Article III Commission members to two four-year terms and Article IV Board members to three four-year terms. The item was pulled from the agenda on May 18 due to time constraints. The item then was pulled from City Council's June 8 and 15, 2026, agendas to allow for consideration of concerns raised by City Council Analyst Jana Stewart's memo dated May 17, 2026. A copy of Ms. Stewart's memo is included in the agenda packet.

Acknowledgement of City Council Analyst Concerns

For roughly two decades, Ms. Stewart has coordinated with City Council to administer the appointment of individuals to Article III Commissions and Article IV Boards while she kept track of the eligibility of those individuals to fill those seats. After several meetings with Ms. Stewart, City Manager staff and City Attorney staff, two aspects of the proposed changes raised potential issues of concern: 1) the large number of individuals who would be required to vacate their seats by December 31, 2026, if they had already served the maximum number of years on a particular Commission or Board; and, 2) how to address individuals who were near the total-year limit as the transition period begins July 1, 2026.²

1) Calculating the number of seats that must be vacated by December 31, 2026.

Ms. Stewart tallied the number of individuals who would be required to vacate their seats by December 31, 2026, under different term-length and number-of-terms scenarios:

Alternative A: Art. III Commissions two 4-yr terms / Art IV Boards three 4-yr terms (reflected on the current agenda as directed 5/11/26); must vacate 31-36 seats by 12/31/26

² Additionally, according to Ms. Stewart, the transition from three-year terms to four-year terms would add an extra layer of complexity to establishing enforceable term limits when taking into consideration past staggered terms served by those individuals. Finally, moving forward, Ms. Stewart suggests that term limits should be framed in the number of terms, rather than the total number of years.

Alternative B: Art. III Commissions two 4yr terms / Art. IV Boards two 4yr terms (reflected in first amending motion on 5/11/26); must vacate 36-41 seats by 12/31/26

Alternative C: Art. III Commissions three 4yr terms / Art. IV Boards three 4yr terms (reflected on 5/11/26 agenda as directed 2/9/26); must vacate 3-7 seats by 12/31/26

Alternative D: Art. III Commissions three 3yr terms / Art. IV Boards three 4yr terms (recommended by Ms. Stewart); must vacate 4-9 seats by 12/31/26

Alternative E: Art. III Commissions three 3yr terms / PCAC/PCOC three 3yr terms; RBOC three 4yr terms (current length of terms in PMC, adds third term); must vacate 5-10 seats by 12/31/26

There certainly are other options that could be considered if the Council desires.

- 2) Addressing ambiguity regarding those termed out during transition period.

A concern was expressed regarding those individuals who will not have reached the maximum number of terms or years by June 30, 2026, but they will exceed the maximum years of service at the later expiration of their term. The following boldfaced language at the end of new PMC Section 2.45.015 C may address that ambiguity:

“If, as of June 30, 2026, an Advisory Body member will have already served [the maximum number of] consecutive years in a particular seat, that member shall vacate that seat on or before December 31, 2026. **All other Advisory Board members will be eligible to serve until the conclusion of their current term, at which time the provisions within subsections A and B shall apply.**”

Similar language would be inserted into the sections that govern the PCAC, PCOC, and RBOC. Alternative Ordinance versions B through E will be available for substitution should City Council prefer to adopt a version other than the ordinance reflected on today’s agenda. If City Council were to prefer more substantive changes than those reflected in Alternative Ordinance versions B through E, this office can return with an ordinance for first reading at the next City Council meeting.

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 Commission and Board Members receive required training to serve on their respective advisory bodies.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED

Commission and 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.

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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Concurred by:


for 

MATTHEW E. HAWKESWORTH
Interim City Manager



OFFICE OF THE MAYOR

May 17, 2026

TO: Mayor Victor M. Gordo & Councilmembers
FROM: Jana Stewart 
SUBJECT: First Reading on May 18, 2026 -- Commissioner Term Lengths/Limits

Much discussion has occurred over the past 18 months regarding proposed term lengths and term limits for advisory body members. Ahead of First Reading at tomorrow's Council meeting, the following items may be of interest:

1. Extenuating Circumstances Provision

To provide needed flexibility, Council may wish to include language allowing an incumbent to remain temporarily when their expertise is essential but they have termed out. Example language:

"In the event of an extenuating circumstance in which the nominating authority deems it necessary for a City member to remain on an advisory body beyond his/her expired term for a specific time period of up to X days beyond December 31 of the current expiration year, the nominating authority may make a one-time request of the full City Council for approval to allow for this extension. At the conclusion of the specified time period, the seat will be opened as vacant."

2. Administrative Simplicity

Switching commissions (excluding operating companies and parking commissions) from 3-year to 4-year terms complicates recordkeeping. Please consider providing three 3-year terms for commissions, as it is cleaner and easier for future staff.

3. Unanticipated Outcomes in the Current Draft Ordinance

Code Enforcement Commission (CEC)

- Current PMC allows unlimited terms if re-nominated by the original nominating councilmember, which is intended to preserve continuity and historic knowledge on this particular commission. Although the Council did not request removal of this specific language, it is absent from the draft ordinance. As a result, Councilmembers Hampton, Masuda, and Madison can no longer reappoint their longtime commissioners.
- If limited to the proposed two 4-year terms, three of nine CEC seats (Districts 1, 3, 5) must be replaced or vacated by Dec. 31 of this year.

Code Enforcement Commission (CEC) – (cont.)

- This phrase has been eliminated for commissioners and operating company members: “*A member shall continue in office for the term for which he/she was appointed*”. New language has been added: “*If, as of June 30, 2026, an Advisory Body member will have already served at least 8 consecutive years (or 12 for operating companies) in a particular seat, that member shall vacate that seat on or before December 31, 2026.*” Depending on how this coupled removal and addition of phrases is interpreted, an additional five CEC members (Districts 4, 6, 7, At Large, and Mayor) that have served more than eight years as of December 31, 2026 but whose current terms expire in 2027 and beyond may also need to be replaced or removed by December 31, 2026, leaving only one seated CEC commissioner (District 2).
- Applications for this commission are infrequent; loss of institutional knowledge is certain and it would be difficult to achieve quorum.

Community Police Oversight Commission (CPOC)

- Community Organization seats (Gang Outreach Violence Interruption Services; Islamic Center of Southern California; Pasadena Senior Center) will have no term limits, allowing potentially indefinite service—likely not the intent.
- With the proposed two 4-year terms, five seats (Mayor, Districts 1, 3, 5, 7—45% of the commission) must be replaced or vacated by Dec. 31 of this year.

Human Services Commission

- Three Agency seats (Friends In Deed, Flintridge Center + one new Agency) will also have no term limits, potentially preventing rotation among agencies.

Overall Impact

Changing from three 4-year terms to two 4-year terms will result in the replacement or removal of 30-35 commissioners by Dec. 31, 2026 (see Section 6 on page 3, and list on page 4).

4. Term Length vs. Years Served

Actual years served rarely equal the stated total of 8 or 12 years (for commissions and operating companies, respectively), because appointees complete predecessors’ partial terms. For example:

Example 1: 5 years = 2 full terms

- Term 1: June 10, 2021–June 30, 2023 (over 2 years → full term)
- Term 2: July 1, 2023–June 30, 2026 → Must vacate by 12/31/26 despite only 5 years served.

Example 2: 9 years = 2 full terms

- July 6, 2022–June 30, 2024 (under 2 years → not a full term)
- Term 1: July 1, 2024–June 30, 2027
- Term 2: July 1, 2027–2031 → Must vacate by 12/31/31 after 9 years served.

Because of this inherent variation in length of service, language such as “8 years” or “12 years” is misleading and open to misinterpretation. The ordinance should reference only the number of terms and term length (i.e. “three 3-year terms” and “three 4-year terms”).

5. Incumbent Expectations

Some commissioners may presume they are now eligible for extended service. However:

- A commissioner who has completed the maximum two full terms (or three full terms for operating companies) could not be given an additional 1- or 2-year term to reach a full 8 or 12 years.
- A vehicle for allowing an additional 1- or 2-year term should not be afforded, as the number of allowable terms is fixed to ensure preservation of staggered terms.
- Phrases such as “two 4-year terms or eight years, whichever is greater” and “three 4-year terms or 12 years, whichever is greater” are confusing and should be removed.

6. Impact of Changing to Two 4-Year Terms

At last week’s Council meeting, the suggested reduction from three 4-year terms to two 4-year terms for non-operating company/parking commissions was approved.

With three 4-year terms (or the administratively-preferred three 3-year terms), only three seats would be affected by Dec. 31, 2026—(Code Enforcement, District 5; PCAC, Mayor; Senior, District 6)—plus possibly five additional CEC seats as noted in Section 3 above.

With two 4-year terms, 30 seats expiring June 30, 2026 would need to be replaced or removed by Dec. 31, 2026, plus possibly five additional CEC seats as noted in Section 3 above. See page 4 for a list of these seats by District.

If the Council approves three 3-year terms for non-operating company/parking commissioners, the number of seats affected this year would be 3 to 8, versus 30 to 35. Big difference.

I hope this information is helpful as you consider First Reading on this item.

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IF USING TWO 4-YEAR TERMS FOR COMMISSIONERS, THESE MEMBERS WILL NEED TO BE REPLACED OR REMOVED BY 12/31/26:

DISTRICT	COMMISSION	NAME	TERM EXP.
1	Code Enforcement Commission	Patrick Cabral	Jun-30-24
1	Community Police Oversight Commission	Esprit Loren Jones	Jun-30-24
1	Human Services Commission	Latasha D. Jamal	Jun-30-25
1	Library Commission	Chelsea Dickerson	Jun-30-25
2	Planning Commission	Julianna Delgado	Jun-30-26
3	Code Enforcement Commission	Renee Morgan-Hampton	Jun-30-26
3	Community Police Oversight Commission	Donald R. Matthews	Jun-30-26
3	Environmental Advisory Commission	David Cutter	Jun-30-26
3	Recreation & Parks Commission	Treasure Sheppard	Jun-30-24
3	Senior Commission	Mattie Betts	Jun-30-23
4	Arts & Culture Commission	Estelle Campbell	Jun-30-25
5	Code Enforcement Commission	Michael Warner	Jun-30-26
5	Community Police Oversight Commission	Raúl Ibáñez	Jun-30-26
5	Environmental Advisory Commission	Ilesha Siler	Jun-30-26
5	Recreation & Parks Commission	Terri Ashley-MacQuarrie	Jun-30-24
6	Library Commission	Leslie Rosenthal	Jun-30-26
6	Recreation & Parks Commission	Mark Mastromatteo	Jun-30-25
6	Senior Commission	Angie Mont O'Brien	Jun-30-09
7	Accessibility & Disability Commission	Andrea Jennings	Jun-30-24
7	Community Police Oversight Commission	Lawrence Lurvey	Jun-30-26
7	Senior Commission	Chelsea Mason	Jun-30-26
7	Transportation Advisory Commission	Glenn Camhi	Jun-30-26
At Large/5	Planning Commission	Carol Hunt Hernandez	Jun-30-26
At Large/6	Design Commission	Srinivas M. Rao	Jun-30-25
City	Urban Forestry Advisory Committee	Bernard Halloran	Jun-30-25
Mayor	Community Police Oversight Commission	Phillip J. Argento	Jun-30-26
Mayor	Historic Preservation Commission	Juan de la Cruz	Jun-30-24
Mayor	PCAC Board	Gail Schaper-Gordon	Jun-30-20
Mayor	Planning Commission	Mic Hansen	Jun-30-26
Mayor	Recreation & Parks Commission	Tim Martinez	Jun-30-25

DEPENDING ON ORDINANCE INTERPRETATION FOR THE CODE ENFORCEMENT COMMISSION, THESE COMMISSIONERS MAY ALSO NEED TO BE REPLACED OR REMOVED BY 12/31/26, IRRESPECTIVE OF PROPOSED TERM LENGTH:


4	Code Enforcement Commission	Harvey Cordner	Jun-30-29
At Large/4	Code Enforcement Commission	Ellie Podway	Jun-30-29
6	Code Enforcement Commission	William R. Francis	Jun-30-27
7	Code Enforcement Commission	Imran Chaudhry	Jun-30-28
Mayor	Code Enforcement Commission	Mary Machado Schammel	Jun-30-28



OFFICE OF THE MAYOR

June 4, 2026

TO: Mayor Victor M. Gordo & Councilmembers

FROM: Jana Stewart 

SUBJECT: First Reading on June 8, 2026 -- Commissioner Term Lengths/Limits

As a follow-up to my May 17 memo on this subject, a request has been made by a Councilmember for my recommendations on this matter.

The Council's current recommendation of Parking Commissions receiving unlimited 3-year terms and Operating Companies receiving three 4-year terms—with provisions as previously discussed for certain seats—will work well from an administrative standpoint.

Before approving First Reading, it is respectfully suggested that the Council prioritize several additional clear and straightforward targeted revisions to facilitate the production of a workable, coherently structured, and enforceable ordinance that avoids any ambiguous or impractical provisions. Taken collectively, these four recommendations outline a clear path to achieving this outcome and are offered for the Council's consideration:

- 1. All commissions/committees (except Code Enforcement) receive three 3-year terms.** As currently drafted, two 4-year terms will result in 30+ commissioners being removed by December 31. Keeping the current 3-year structure for commissions simplifies administration and reduces end-of-year turnover to roughly five seats.
- 2. Code Enforcement Commission: treat separately from all other commissions, and expand existing PMC language to allow for continued longevity of service.** If not considered separately, Section 2.45.015D of the ordinance as drafted will affect numerous current members and require their departure by December 31, 2026. See page 3 for sample language.
- 3. Remove ambiguous language from draft ordinance:** "Members of Advisory Bodies shall be appointed for a term of X years and shall serve no more than ~~8-12 consecutive years~~ or three consecutive full terms ~~, whichever is greater,~~ on the same Advisory Body."

Rationale: It's not the number of *years* served, but the total number of *terms* served that is important here. As mentioned previously, *the number of consecutive years served will be different for everyone*, but the allowable number of *consecutive full terms* is fixed. As such, an advisory body member 1) may not necessarily reach "X consecutive years"; 2) the "whichever is greater" language is open to misinterpretation and challenge; and 3) no remedy is available to maximize the number of years served, so removal of the confusing language is recommended.

4. **Consider adding a time-limited provision for extenuating circumstances.** As currently drafted, the ordinance will no longer allow “holdovers” beyond six months, but extenuating circumstances do sometimes arise where an incumbent’s knowledge/expertise may be needed beyond this timeframe.

In the event of any unforeseen situation, by adding this provision the Council would simply need to take a vote to approve any such action. Sample language to allow for a maximum of one *additional* six month term extension:

In the event of an extenuating circumstance requiring continued service of a City member, the appointing authority may make a one-time term extension request not to exceed June 30 of the following calendar year, provided that the City Council ratifies the extension on or before December 31 of the City member’s current expiration year. At the end of the approved extension period, the seat shall be vacated.

The ordinance as currently drafted effectively addresses member holdovers, reinforces Council accountability for timely action, and restructures term length and number of allowed terms for Parking Commissions and Operating Companies.

Collective implementation of the above recommendations will also serve to restructure term length and establish term limits for all other commissions, maintain and enhance special provisions currently afforded to the Code Enforcement Commission (see next page), remove ambiguous language to support administrative efficiency, and allow for reasonable flexibility in the event of exceptional circumstances.

I hope this information is helpful as you consider this item.

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Code Enforcement Commission – Treat Separately & Expand Current PMC Language

The Code Enforcement Commission is distinct from all other advisory bodies in that it currently operates without a predetermined number of terms, a structure intentionally designed to preserve and retain valuable historical and procedural knowledge within the commission.

Below is a side-by-side look at the current language and sample suggested language that will expand upon current practice by aligning allowable number/length of terms with other proposed commission/ committee terms, ensuring timely action by the appointing authority, and allowing for any legitimate exceptions.

EXISTING PMC LANGUAGE:

A member shall be appointed for an initial term of 3 years, and shall serve periodic three-year terms thereafter if re-nominated by the councilmember who originally nominated that member. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed.

SAMPLE/SUGGESTED LANGUAGE:

A member shall be appointed for an initial term of 3 years, and shall serve periodic three-year terms thereafter if re-nominated by the councilmember who originally nominated that member. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed, and successor members of the City Council responsible for the member's seat may re-nominate the member for up to three additional consecutive terms per successor. Upon completion of a third* consecutive term by a successor Council member, the member is no longer eligible for reappointment and shall be replaced within 180 days or the seat will become vacant by December 31 of the expiring year.*

In the event of an extenuating circumstance requiring continued service of a member, the appointing authority may make a one-time term extension request not to exceed June 30 of the following calendar year, provided that the City Council ratifies the extension on or before December 31 of the member's current expiration year. At the end of the approved extension period, the seat shall be vacated.

* Note: current practice is to allow successor members of the City Council to re-nominate the member for up to two additional 3-year terms, and then holdover is allowed.

Suggested language affords successor ability to renominate for three 3-year terms to align with all other commissions, plus the addition of a term limit so as not to allow for holdover.