

Ordinance Fact Sheet

TO: CITY COUNCIL **DATE:** May 11, 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. Thereafter, the 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.

MEETING OF 5/11/2026

AGENDA ITEM NO. 23

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. During its meeting held on February 9, 2026, the City Council provided direction to staff to return to City Council with an ordinance that can be in effect before the expiration of the terms of those advisory body members whose terms are set to expire on June 30, 2026.

Generally, the City Council directed that term limits for advisory boards, commissions and committees created by Council ("Article III Commissions") will be for no more than three consecutive four-year terms. Term limits for boards of nonprofit corporations ("Article IV Boards") also will be for no more than three consecutive four-year terms. A term of less than two years is not considered a full term. Members of Article III Commissions and Article IV Boards are referred to as "Board Members" for the purpose of this Ordinance Fact Sheet. Other than as set forth in the next paragraph, no Board Member may serve more than 12 consecutive years or 3 consecutive full terms, whichever is greater, on the same board, commission, committee, or operating company board. Appointment of a Board Member to a different representative capacity shall not be considered a reappointment. If, as of June 30, 2026, a Board Member will have already served at least 12 consecutive years in a particular seat, that member shall vacate that seat on or before December 31, 2026

Limits on the number of consecutive terms will apply to Board Members nominated by the Mayor or designated Council members, except members of parking related commissions, and the commercial property-related member of the Pasadena Center Operating Company Board. Moreover, term limits will not apply to Board Members such as the City Manager, City Council members, or those nominated by outside entities, such as the Tournament of Roses Association or Pasadena City College, to name only a few examples.

Following the expiration of a Board Member's term, the Mayor, designated Council member, or entity shall renominate (if not termed out) 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 Board Member whose term has expired shall immediately vacate that seat.

Finally, within 90 days following their appointment or reappointment, all Board Members will be 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.

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 City Clerk's Office monitors and updates the eligibility of Board Members of all advisory boards, commissions, committees and operating company boards.

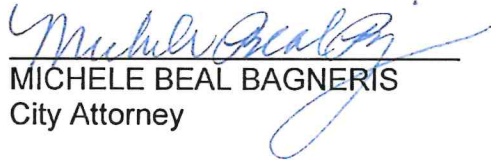
FISCAL IMPACT

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

ENVIRONMENTAL DETERMINATION

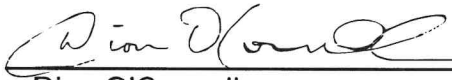
This action is not considered to be a project under the California Environmental Quality Act ("CEQA"), which excludes from environmental review actions that are not "projects" as defined by California Public Resources Code ("PRC") Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). 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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