



Ordinance Fact Sheet

August 31, 2026

TO: Honorable Mayor and City Council

FROM: City Attorney/City Prosecutor Department

SUBJECT: AN ORDINANCE OF THE CITY OF PASADENA AMENDING TITLE 2, ARTICLE I, CHAPTER 2.05, SECTION 2.05.060, AND CHAPTER 2.28, SECTION 2.28.050 OF THE PASADENA MUNICIPAL CODE TO HOLD REGULAR MEETINGS OF THE CITY COUNCIL AND SURPLUS PROPERTY AUTHORITY ON TUESDAYS

TITLE OF PROPOSED ORDINANCE:

AN ORDINANCE OF THE CITY OF PASADENA AMENDING TITLE 2, ARTICLE I, CHAPTER 2.05, SECTION 2.05.060, AND CHAPTER 2.28, SECTION 2.28.050 OF THE PASADENA MUNICIPAL CODE TO HOLD REGULAR MEETINGS OF THE CITY COUNCIL AND SURPLUS PROPERTY AUTHORITY ON TUESDAYS

PURPOSE OF ORDINANCE:

There is interest in changing the day of the week of regular meetings of the City Council from Monday to Tuesday.

REASON WHY LEGISLATION IS NEEDED:

Pasadena Municipal Code ("PMC") Section 2.05.060 requires that the City Council conduct its regular meetings on Mondays at 5:00 p.m. At its regularly held meeting dated August 17, 2026, the City Council discussed moving the days of regular City Council meetings to Tuesdays. In order to conduct its regular meetings on a day of the week other than Monday, such as Tuesday, an ordinance is needed to change the regular meeting day.

A review of the PMC revealed that among the authorities of which the City Council has declared itself to be the board of directors, only the surplus parking authority ordinance (PMC Chapter 2.28) designated a particular Monday upon which to hold the authority's

MEETING OF 09/15/2026
-8/31/2026-

AGENDA ITEM NO. 13

annual regular meeting. PMC Section 2.28.050 also should be amended to hold the Surplus Property Authority's annual regular meeting on Tuesday as well.¹

It also must be noted that Pasadena Charter Sections 401 and 408 provide that the City Council organizational meeting shall be held on the fifth Monday following the first Tuesday after a Monday in November. Since pursuant to PMC Section 2.05.060, if amended, City Council's regular meetings will be held on Tuesday, this Office recommends that the City Council call a special meeting to be held on the Monday in December designated by the City Charter to conduct the City Council's organizational meeting.

PROGRAMS, DEPARTMENTS OR GROUPS AFFECTED:

The City Clerk's Office will implement the proposed ordinance.

FISCAL IMPACT:

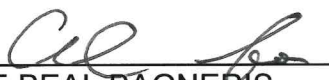
There is no fiscal impact associated with the adoption of the proposed revisions to the Pasadena Municipal Code.

¹ The Industrial Development Authority (Ch. 2.20) and Parking Authority (Ch. 2.25) are the other authorities listed in the PMC, which provides for both: "The authority shall hold meetings at such time as it shall determine."

ENVIRONMENTAL DETERMINATION:

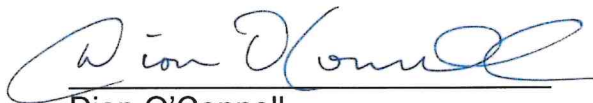
This action is not considered to be a project under the California Environmental Quality Act ("CEQA"), which excludes from environmental review actions that are not "projects" as defined by California Public Resources Code ("PRC") Section 21065 and within the meaning of CEQA Guidelines Section 15378(b). 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. Therefore, no environmental document is required.

Respectfully submitted,



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City Attorney

Prepared by:



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Concurred by:



MATTHEW E. HAWKESWORTH
Interim City Manager

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