

**PASADENA RENTAL HOUSING BOARD MINUTES**  
**MAY 24, 2023 – 5:30 P.M.**  
**ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM**  
**SPECIAL MEETING**

**OPENING**                                   The City Clerk Mark Jomsky called the special meeting of the Pasadena Rental Housing Board to order at 5:09 p.m.

**ROLL CALL:**                            Board Member Ryan Bell  
Board Member Deborah Dunlop  
Board Member Lourdes Gonzalez  
Board Member Allison Henry  
Board Member Brandon Lamar  
Board Member Emanuel Najera  
Board Member Barbara Pitts  
Board Member Dianne Romero Chavez  
Board Member Arnold Siegel  
Board Member Yaneli Soriano Santiago  
Board Member Adela Torres  
Alternate Board Member Peter Drier (At-Large)  
Alternate Board Member Aaron Markowitz (Tenant)

**Staff:**                                   Mark Jomsky, City Clerk  
Michele Bagneris, City Attorney/City Prosecutor  
Nick Rodriguez, Assistant City Manager  
Dion O’Connell, Deputy City Attorney  
Michelle Garrett, Assistant to the City Manager  
Sandra Robles, Recording Secretary

**WELCOME, OATH OF OFFICE, SELF-INTRODUCTIONS OF PASADENA RENTAL HOUSING BOARD MEMBERS**

City Clerk Jomsky issued the Oath of Office to all members of the Pasadena Rental Housing Board. Following the administration of oaths, City staff and Board members made introductory comments.

**OVERVIEW OF OPEN GOVERNMENT AND OPEN MEETING LAWS CONDUCTED BY CITY ATTORNEY’S OFFICE**

Michele Bagneris, City Attorney/City Prosecutor, and Dion O’Connell, Deputy City Attorney, presented a PowerPoint presentation on Brown Act open meeting rules, parliamentary procedures, the Political Reform Act, AB1234 Ethics training, and jointly responded to questions.

Michelle White, representing Affordable Housing Services (AHS), made various inquiries related to the Pasadena Rental Housing Board (PRHB).

In response to public comment, City Clerk Jomsky provided information on the posting of information on the PRHB’s website; and how correspondence will be distributed to PRHB Board Members.

Following discussion, by consensus of the Board, the information was received and filed.

## **ELECTION OF CHAIR AND VICE CHAIR**

City Clerk Jomsky provided information on the roles that a Chair and Vice Chairs serve on a legislative body, including roles related to working with staff and developing the PRHB meeting agenda; and responded to questions.

Michelle White, representing AHS, recommended that the Chair and Vice Chair positions be assigned quarterly terms; and a tenant representative serve as Chair of the PRHB.

Discussion by the Board included the following issues:

- Support for Member Ryan Bell to serve as Chair
- Support for Member Brandon Lamar to serve as Vice Chair
- Setting initial terms for the positions of Chair and Vice Chair
- Various considerations for the Chair and Vice Chair positions, (i.e., tenant vs. at-large member)

Following discussion on the length of the term of the Chair, City Attorney Bagneris cited Pasadena City Charter, Section 1811(a), which states that the Chair of the PRHB serves a one-year term.

**Motion:** Following discussion, it was moved by Member Chavez, seconded by Member Siegel, to appoint Board Member Ryan Bell to serve as Chair of the Pasadena Rental Housing Board for a one-year term.

**Substitute Motion:** Following discussion, it was moved by Member Henry, seconded by Member Najera, to appoint Board Member Allison Henry as Chair of the Pasadena Rental Housing Board for a one-year term:

**AYES:** Board Members Henry, Najera, Pitts

**NOES:** Board Members Bell, Dunlop, Gonzalez, Chavez, Siegel, Santiago, Torres

**ABSENT:** None

**ABSTAIN:** Board Member Lamar  
(MOTION FAILS)

**Vote on Original Motion:** It was moved by Member Chavez, seconded by Member Siegel, to appoint Board Member Ryan Bell as Chair of the Pasadena Rental Housing Board for a one-year term:

**AYES:** Board Members Bell, Dunlop, Gonzalez, Lamar, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres

**NOES:** Board Member Henry

**ABSENT:** None

**ABSTAIN:** None

City Clerk Jomsky conducted the vote to select a Vice Chair.

Motion: Following discussion, it was moved by Member Santiago, seconded by Chair Bell, to appoint Board Member Brandon Lamar as Vice Chair of the Pasadena Rental Housing Board for a one-year term:

AYES: Board Members Dunlop, Gonzalez, Henry, Lamar, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Chair Bell

NOES: None

ABSENT: None

ABSTAIN: None

### **SETTING TIME AND MEETING LOCATION FOR REGULAR MEETINGS**

Chair Bell presided over the meeting and made introductory comments on the matter and responded to questions.

Michelle White, representing AHS, advocated for the Board to meet at City Hall in the Council Chambers.

In response to the public comment, Vice Chair Lamar noted the impacted meeting schedule of the City Hall Council Chamber and recommended that the Board continue to meet at the Robinson Park Recreation Center, augmented to allow for virtual meeting participation from the public as soon as technologically feasible.

City Clerk Jomsky responded to questions and provided information on the various meetings held at City Hall Council Chambers.

Vice Chair Lamar requested information on the costs associated with utilizing audio/video support services provided by Pixelwerks and KPAS, as well as Translations4All organization to assist with the PRHB meetings.

Member Siegel advocated for the Board to meeting twice a month at 6:00 p.m.

Motion: Following discussion, it was moved by Vice Chair Lamar, seconded by Member Pitts, to set the Pasadena Rental Housing Board's regular meeting schedule to occur every second and fourth Wednesday of each month at 6:00 p.m., with the Board to revisit the matter in six months. (Motion Unanimously carried) (Absent: None)

### **PLANNING DISCUSSION REGARDING STRUCTURE OF PASADENA RENTAL HOUSING BOARD, AND POSSIBLE APPROACH TO BEGIN ORGANIZATIONAL WORK OF THE BOARD, INCLUDING THE FORMATION OF AD HOC COMMITTEES:**

- a. PRHB Structure in Relation to City of Pasadena
- b. PRHB Work Plan, Training, and Drafting of Regulations (Overview of City Charter, Article XVIII and Role of PRHB)
- c. PRHB Interim Staffing Plan and Legal Counsel
- d. PRHB Initial Budget

**e. PRHB Technology Requirements**  
**f. PRHB Community Outreach Plan**

City Attorney Bagneris provided information related to the Board's quorum and responded to questions.

The following individuals provided various comments related to the drafting and enforcement of regulations, public outreach, and publishing of the Board's provisions:

Lil Deritter, Pasadena resident  
Benito Sanchez, Pasadena resident  
Simon Gibbons, Pasadena resident  
James Maddox, Pasadena resident

Member Henry spoke on the need to commence community outreach as soon as possible, and recommended posting signs at City bus stops.

Vice Chair Lamar advocated for the Board to create an informational "Fact Sheet" to distribute widely in the community; and voiced his interest in serving on the following ad hoc committees: Interim Staffing Plan and Legal Counsel, Initial Budget, and Community Outreach Plan.

Member Dreier asked staff to provide information on various structures of organizations connected to the City (i.e., Rose Bowl Operating Company, Pasadena Center Operating Company); and requested information (from other similarly structured Rental Housing Boards) on the expected work of the PRHB, including setting policy, staffing, budget, typical number of public hearings, and job descriptions of rental housing board executive directors in the state of California. He echoed comments regarding the need for the Board to create a "Fact Sheet" and distribute to all tenants and landlords in the City.

Member Siegel spoke on the need to hire interim staff to support the Board as soon as possible; and advocated for a public statement from the Board to demonstrate its active status.

Chair Ryan recommended a special meeting be held within the next two weeks, to include feedback from ad hoc committees and facilitate the Board's decisions on interim staffing and legal services. He asked Board members to email their interest to City Clerk Jomsky with information on which of the three priority ad hoc committees (Interim Staffing Plan and Legal Counsel, Community Outreach Plan, and/or Initial Budget) they would like to join.

Nick Rodriguez, Assistant City Manager provided information on the Board's process of hiring interim staff/consultants; and responded to questions.

Following discussion, on the order of the Chair, and by consensus of the Board, the information was received and filed.

**POSSIBLE FUTURE AGENDA ITEMS FOR PRHB CONSIDERATION**

Chair Ryan summarized possible future agenda items as requested during the meeting, which included hiring consultants as interim staff, possible public statement from the Board, and a staff presentation on the Board's structure and function; and responded to questions.

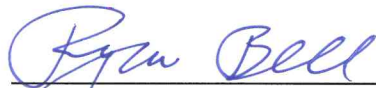
Member Henry asked that consideration be given on the best way to distribute the public statement from the Board, as well as the Fact Sheet.

Nick Rodriguez, Assistant City Manager provided information on the various bodies (i.e., Fire and Police Retirement System Board, Foothill Workforce Development Board, Rose Bowl Operating Company) associated with the City that could possibly serve as examples for the PRHB; and responded to questions.

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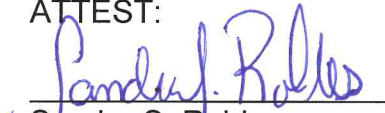
**ADJOURNMENT:**

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 8:14 p.m.



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RYAN BELL, Chair  
Pasadena Rental Housing Board

ATTEST:



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Sandra S. Robles  
Recording Secretary