

PASADENA RENTAL HOUSING BOARD MINUTES
JUNE 7, 2023 – 6:00 P.M.
ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM
SPECIAL MEETING

OPENING The Chair called the special meeting of the Pasadena Rental Housing Board to order at 6:04 p.m. (Absent: None)

ROLL CALL: Chair Ryan Bell
Vice Chair Brandon Lamar
Board member Deborah Dunlop
Board member Lourdes Gonzalez
Board member Allison Henry
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
Board member Peter Drier (Alternate)
Board member Aaron Markowitz (Alternate)

Staff: Mark Jomsky, City Clerk
Nick Rodriguez, Assistant City Manager
Dion O’Connell, Deputy City Attorney
Sandra Robles, Recording Secretary

REPORT OUT ON MEMBERSHIP, ORGANIZATIONAL WORK AND INITIAL MEETINGS OF THE FOLLOWING AD HOC COMMITTEES:
a. PRHB Interim Staffing Plan and Legal Counsel
b. PRHB Community Outreach Plan

Chair Bell provided information on the membership for the ad hoc committee on Interim Staffing Plan and legal Counsel: Members Gonzalez, Dreier, Santiago, Vice Chair Lamar and Chair Bell. He also provided the membership for the ad hoc committee on Community Outreach Plan: Members Henry, Dunlop, Pitts, Chavez, and Chair Bell. He provided a brief overview on the Interim Staffing Plan and Legal Counsel Committee’s discussion; and responded to questions.

Member Henry provided an overview on the Community Outreach Plan Committee ‘s discussion and responded to questions.

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

Presentation on Items 3, 4, and 5 (Interim legal, staffing, and outreach consultants) Chair Bell provided a PowerPoint presentation on the three items below, including background and experience information on Goldfarb Lipman Attorneys, bhyv Consulting, and Allegra Consulting; and responded to questions.

Dion O'Connell, Deputy City Attorney, provided information on the California Environmental Quality Act (CEQA), and Nick Rodriguez, Assistant City Manager, provided information on the proposed Board recommendations to approve the contracts with the organizations referenced below, with both responding to questions.

Member Chavez expressed concerns with awarding contracts without reviewing additional proposals from firms that provide similar services.

Vice Chair Lamar requested that in the future when contracts are recommended for approval, representatives from the contracting organizations attend the meeting to respond to Board Member inquiries.

Member Henry expressed concerns with the proposed timeline submitted by Allegra Consulting, and some specifics of the proposed scope of work.

APPROVAL OF A PROPOSAL WITH GOLDFARB LIPMAN ATTORNEYS TO PROVIDE INTERIM LEGAL SERVICES RELATED TO THE IMPLEMENTATION OF THE PASADENA FAIR AND EQUITABLE HOUSING CHARTER AMENDMENT, IN AN AMOUNT NOT-TO-EXCEED \$50,000

Recommendation: It is recommended that the Pasadena Rental Housing Board:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption);
- (2) Authorize the Chair to execute an agreement, and to direct services on behalf of the Pasadena Rental Housing Board, with Goldfarb Lipman Attorneys to provide interim legal services related to the implementation of the Pasadena Fair and Equitable Housing Charter Amendment, in an amount not-to-exceed \$50,000, and according to the standard City of Pasadena contracting terms and conditions;
- (3) To the extent the proposed action is subject to the Competitive Selection Process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC), Section 4.08.049(B), contracts for which the City's best interests are served in that these are specialized services, and there is a need to proceed immediately. Competitive price bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
- (4) Amend the Pasadena Rental Housing Board's Fiscal Year 2023 Operating Budget by appropriating \$50,000 in the Pasadena Rental Housing Board Fund (689) for said services.

City Clerk Jomsky noted that Recommendation No. 2 for each action authorizes the Chair to execute agreements and direct services on behalf of the Board, which serves as a stopgap measure until an Executive Director can be hired; and responded to questions.

Motion: Following discussion, it was moved by Vice Chair Lamar, seconded by Member Henry, to approve the Goldfarb Lipman Attorney proposal and recommendations detailed above. (Motion Unanimously carried) (Absent: None)

APPROVAL OF A PROPOSAL WITH ALLEGRA CONSULTING TO PROVIDE INTERIM PUBLIC RELATIONS SERVICES RELATED TO THE IMPLEMENTATION OF THE PASADENA FAIR AND EQUITABLE HOUSING CHARTER AMENDMENT, IN AN AMOUNT NOT-TO-EXCEED \$25,000

Recommendation: It is recommended that the Pasadena Rental Housing Board:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption);
- (2) Authorize the Chair to execute an agreement, and to direct services on behalf of the Pasadena Rental Housing Board, with Allegra Consulting to provide interim public relation services related to the implementation of the Pasadena Fair and Equitable Housing Charter Amendment, in an amount not-to-exceed \$25,000, and according to the standard City of Pasadena contracting terms and conditions;
- (3) To the extent the proposed action is subject to the Competitive Selection Process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC), Section 4.08.049(B), contracts for which the City's best interests are served in that these are specialized services, and there is a need to proceed immediately. Competitive price bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
- (4) Amend the Pasadena Rental Housing Board's Fiscal Year 2023 Operating Budget by appropriating \$25,000 in the Pasadena Rental Housing Board Fund (689) for said services.

In response to discussion and questions, City Clerk Jomsky provided information on his experience working with Allegra Consulting.

Board Member Dunlop asked that the ad hoc committee's draft press release be forwarded to Allegra Consulting as a starting point for their work.

Motion: Following discussion, it was moved by Board Member Henry, seconded by Board Member Dunlop, to approve the Allegra Consulting proposal and recommendations detailed above. (Motion Unanimously carried) (Absent: None)

APPROVAL OF A PROPOSAL WITH BHYV CONSULTING TO PROVIDE INTERIM STAFFING AND CONSULTANT SERVICES IN SUPPORT OF THE PASADENA RENTAL HOUSING BOARD, IN THE AMOUNT OF \$74,999

Recommendation: It is recommended that the Pasadena Rental Housing Board:

- (1) Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b)(3) (common sense exemption);
- (2) Authorize the Chair to execute an agreement, and to direct services on behalf of the Pasadena Rental Housing Board, with bhyv Consulting to provide interim staffing and consultant services in support of the Pasadena Rental Housing Board, not-to-exceed the amount of \$74,999, and according to the standard City of Pasadena contracting terms and conditions;
- (3) To the extent the proposed action is subject to the Competitive Selection Process, grant the contract an exemption pursuant to Pasadena Municipal Code (PMC), Section 4.08.049(B), contracts for which the City's best interests are served in that these are specialized services, and there is a need to proceed immediately. Competitive price bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services; and
- (4) Amend the Pasadena Rental Housing Board's Fiscal Year 2023 Operating Budget by appropriating \$74,999 in the Pasadena Rental Housing Board Fund (689) for said services.

Chair Bell provided information on the scope of work proposed by bhyv Consulting and responded to questions.

Motion:

Following discussion, it was moved by Vice Chair Lamar, seconded by Board Member Santiago, to approve the bhyv Consulting (Chanée Franklin-Minor) proposal and recommendations detailed above. (Motion Unanimously carried) (Absent: None)

POSSIBLE FUTURE AGENDA ITEMS FOR PRHB CONSIDERATION

Discussion by the Board included the following future agenda items:

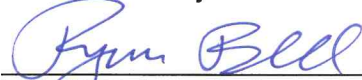
- Status/payment for hours worked by PRHB Board Members
- Future meetings (City Clerk Jomsky noted a potential scheduling conflict with June 28, 2023, regular meeting and the possible need to meet on an alternate date)
- Workshop/training led by consultants to provide information on:
 - Legal issues/matters
 - Compensation
 - Landlord registry
 - Recruitment of Executive Staff and Hearing Officers
 - City Charter
 - Comparison of other rental housing boards in terms of staffing, budget, meeting frequency, etc.
 - Structure of Board employees (i.e., pension)
 - Hiring process City versus the Board
- Potential petitions
- Approving procedures related to adjudication
- Announcement of the annual adjustment of rent for the City of Pasadena
- Request for Allegra Consultants to review the draft press release and submit a proposed Fact Sheet

Vice Chair Lamar and Member Henry advocated for the Board to meet at their regularly scheduled date and time in order to be consistent.

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

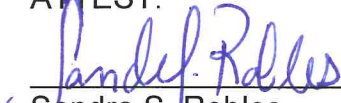
ADJOURNMENT:

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 7:34 p.m.



RYAN BELL, Chair
Pasadena Rental Housing Board

ATTEST:



Sandra S. Robles
Recording Secretary