

**PASADENA RENTAL HOUSING BOARD MINUTES
JUNE 29, 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 6:00 p.m. (Absent: Vice Chair Lamar)

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: Sandra Robles, Assistant City Clerk
Dion O’Connell, Deputy City Attorney
Michelle Garrett, Assistant to the City Manager
Tamer Sabha, Recording Secretary

APPROVAL OF MINUTES It was moved by Member Siegal, seconded by Member Najera, to approve the minutes of May 24, 2023 (special meeting), and June 7, 2023 (special meeting) as submitted:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Markowitz (Alternate), Chair Bell

NOES: None

ABSENT: Vice Chair Lamar

ABSTAIN: None

APPROVAL OF A CONTRACT WITH ULTIMATE STAFFING SERVICES TO PROVIDE TEMPORARY STAFFING SUPPORT SERVICES FOR PASADENA RENTAL HOUSING BOARD AGENDA AND MEETING PREPEATION AND SUPPORT, 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 Ultimate Staffing Services to provide Temporary Staffing Support Services for Pasadena Rental Housing Board Agenda and Meeting

Preparation and Support, 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.

Chair Bell provided introductory comments, and May Mullen, representing Ultimate Staffing Services, provided an oral overview of her organization's experience in recruiting for administrative professionals, and information on a possible candidate to provide staff support to the Board; and responded to questions.

Sandra Robles, Assistant City Clerk, provided information on Translations4all, the City's language translations services that translates the Board's documents.

Motion:

Following discussion, it was moved by Board Member Najera, seconded by Board Member Henry, to approve the staff recommendation and execute an agreement with Ultimate Staffing Services, as detailed above:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Romero Chavez, Siegel, Soriano Santiago, Torres, Markowitz (Alternate), Chair Bell

NOES: None

ABSENT: Vice Chair Lamar

ABSTAIN: None

ADOPTION OF RESOLUTIONS OF THE PASADENA RENTAL HOUSING BOARD ESTABLISHING BASE RENT AND ANNUAL GENERAL ADJUSTMENT FOR RENTAL HOUSING RENTS IN THE CITY OF PASADENA, PURSUANT TO PASADENA CITY CHARTER, SECTIONS 1808 AND 1811(e)(3)

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); and

(2) Adopt a resolution of the Pasadena Rental Housing Board of the City of Pasadena, California, adopting an Annual General Adjustment to Rental Housing Rents of 2.75% for the period from October 1, 2023 through September 30, 2024;

(3) Adopt a resolution of the Pasadena Rental Housing Board of the City of Pasadena, California, adopting an Annual General Adjustment

of Rental Housing Rents for the period from December 22, 2022 through September 30, 2023; and

(4) Adopt a resolution of the Pasadena Rental Housing Board of the City of Pasadena, California, adopting Interim Regulations regarding the Annual General Adjustment procedures to implement the Pasadena Fair and Equitable Charter Amendment.

Vice Chair Lamar arrived at 6:21 p.m.

Karen Tiedemann, Goldfarb Lipman Attorney, provided an oral overview of the three resolutions, including background information on the Pasadena Fair and Equitable Housing Charter Amendment, an analysis on the Charter Amendment, and the First Annual General Adjustment (AGA); and responded to questions.

In addition, Ms. Tiedemann informed the Board that the proposed resolution **“A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD OF THE CITY OF PASADENA ADOPTING AN ANNUAL GENERAL ADJUSTMENT TO RENTAL HOUSING RATES OF 2.75% FOR THE PERIOD FROM OCTOBER 31, 2023 THROUGH SEPTEMBER 30, 2024”** includes a typographical error on the third paragraph. The sentence should read as follows: “WHEREAS, the percentage increase in the CPI for the period from March 2022 through March 2023 is 3.87 percent; and”

Member Markowitz advocated for the language in the title of the resolutions to be amended by replacing **“ADOPTING”** with **“ANNOUNCING”** to be more consistent with the adopted charter amendment language with regard to the Annual General Adjustment (AGA), since it was the voters that adopted the AGA.

Following discussion, the Board agreed to change the language in the following two resolutions, as follows: **“A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD OF THE CITY OF PASADENA ADOPTING ANNOUNCING AN ANNUAL GENERAL ADJUSTMENT TO RENTAL HOUSING RATES OF 2.75% FOR THE PERIOD FROM OCTOBER 31, 2023 THROUGH SEPTEMBER 30, 2024”** and **“A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD OF THE CITY OF PASADENA, ADOPTING ANNOUNCING AN ANNUAL GENERAL ADJUSTMENT OF RENTAL HOUSING RATES FOR THE PERIOD FROM DECEMBER 22, 2022 THROUGH SEPTEMBER 30, 2023”**.

Member Drier expressed concerns with the misinformation that is being distributed to the community from local news media related to Pasadena’s rental housing rates.

Sandra Robles, Assistant City Clerk, reported that the City Clerk’s Office received four letters providing comments on the matter, which were distributed to the Board and made part of the public record.

The following individuals provided various comments and inquiries on the matter:

Max Sherman, representing Apartment Association of Greater Los Angeles (AAGLA)
Michael O'Connor, residence not stated
Rian Barrett, representing Pasadena-Foothills Realtor

Motion: Following public comment, it was moved by Member Henry, seconded by Member Santiago, to approve the staff recommendation, including the correction and amendments to the resolution titles, as detailed above. (Motion unanimously approved) (Absent: None)

AD HOC COMMITTEE REPORTS

- **STAFFING PLAN**
- **PRHB FOUNDATIONAL ISSUES (STRUCTURE)**
- **PRHB WORK PLAN**

Chair Bell provided a brief oral summary of the Staffing Plan ad hoc Committee, which included a discussion on the staffing agency; and summarized the discussion of the Pasadena Rental Housing Board (PRHB) Foundational Issues (Structure) ad hoc Committee and responded to questions. He also reported that the PRHB Work Plan ad hoc Committee will be meeting in the near future.

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

POSSIBLE FUTURE AGENDA ITEMS FOR PRHB CONSIDERATION

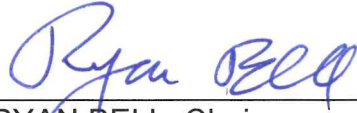
Discussion by the Board included the following future agenda items:

- Information on the role of the PRHB versus the role of Executive staff
- Information (i.e., number of staff, meeting schedule, etc.) on the operation of other rental housing boards in cities throughout California
- Possible future Board retreat
- The PRHB branding
- Update on the PRHB "Fact Sheet"
- Information on how to ensure landlords are complying with the rent increase provisions
- The creation of a landlord registry and eviction forms
- Discussion on the process of distributing information on The Pasadena Fair and Equitable Housing Charter Amendment to the community
- Discussion regarding the creation of additional ad hoc committees and information on assignments made by the Chair to current ad hoc committees

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

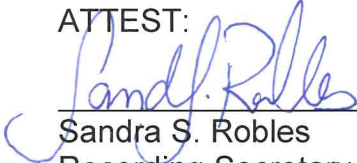
ADJOURNMENT:

On the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 7:28 p.m.



RYAN BELL, Chair
Pasadena Rental Housing Board

ATTEST:



Sandra S. Robles
Recording Secretary