

PASADENA RENTAL BOARD

SEPTEMBER 13, 2023

Agenda Item No. 1: Term Sheet with City re Integration

AGENDA ITEM NO. 1: PURPOSE

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Adoption of a Resolution Approving a Term Sheet to be Provided to the City of Pasadena related to integrating the PRHB as a City Department.

PURPOSE OF CHARTER AMENDMENT

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“The purpose of this Amendment is to promote neighborhood and community stability, healthy housing, and affordability for renters in Pasadena by regulating excessive rent increases and arbitrary evictions to the maximum extent permitted under California law, while ensuring Landlords a fair return on their investment and guaranteeing fair protections for renters, homeowners, and businesses.” (Section 1801.)

INTEGRITY AND AUTONOMY OF PRHB

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Section 1811(m):

“The Rental Board shall be in integral part of the government of the City, but shall exercise its powers and duties under this Article independent from the City Council, the City Manager and the City Attorney, except by request of the Rental Board. The Rental Board may request the services of the City Attorney, who shall provide them pursuant to the lawful duties of the office in Article II, Chapter 2.30 of the Pasadena City Charter. The City shall provide infrastructure support on an ongoing basis as it would with any other City department. “

TERM SHEET

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- Rental Housing Board to be a separate department of the City
- Department Director and all other staff to be employees of the City with same benefits as City employees
- City Human Resources to support Board in solicitation of Department Director
- PRHB will select Department Director
- Department Director will select other employees and employees will report to Department Director

TERM SHEET

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- PRHB will adopt annual budget that includes Rental Housing Fee
- City Council will ministerially approve budget if budget is balanced
- City Council approval of budget will constitute approval of any contracts over \$75,000 if consistent with approved budget

TERM SHEET

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- PRHB Procurements will be subject to City Charter requirements that require that certain contracts require competitive bidding and award to the lowest and best bidder.
- Exemptions from competitive bidding include personal service contracts, contracts under \$75,000, contracts where there is a sole provider, and emergencies.

TERM SHEET

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- City to provide office space
- City to provide other support similar to other City Departments, including IT, Finance and insurance.

AGENDA ITEM 2- ADOPTION OF RULES OF CONDUCT FOR PRHB MEETING AND BOARD MEMBER COMPENSATION

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- PRHB is subject to California Brown Act which governs:
 - When meeting agendas are posted
 - The conduct of meetings in public
 - Public comment

SOURCE: Pasadena Tenants' Union

RULES OF CONDUCT

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- Adoption of Rosenberg's Rules of Orders
 - ▣ Alternative to Roberts Rules of Order
 - ▣ Simplifies the types of motions that can made
 - ▣ Future training on Rules

RULES OF CONDUCT –PUBLIC COMMENTS

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- Public Comment – limited to 3 minutes per speaker but if more than 15 speakers Chair can reduce to 2 minutes
- Speakers can only comments on an item once
- Comments on *Matters* that are not on the Agenda –
 - ▣ PRHB members can answer questions and briefly respond
 - ▣ Cannot take action
 - ▣ Can request that item be placed on a future agenda

RULES OF CONDUCT –MEETING AGENDAS

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- Chair and Vice-Chair set meeting agendas in consultation with Staff and consultants
- Board member can request that Chair place an item on the agenda
- If Chair does not place item requested by Board member on agenda, Board member can request that the matter be brought to the full Board to consider whether item should be placed on a future agenda.

RULES OF FOR BOARD MEMBER COMPENSATION”

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Section 1811(j):

“Each member of the Rental Board shall be compensated on an hourly basis for their time committed to Rental Board meetings. The chairperson of the Board will record the length of each meeting, and all Board members in attendance will be compensated accordingly. Board Members will be compensated for a maximum of twenty (20) hours per week. The hourly rate of compensation shall be equal to 2.5 times the Pasadena minimum wage.”

RULES FOR BOARD MEMBER COMPENSATION

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- ❑ Members to be compensated for time spent at meetings, including ad hoc committee meetings, and time spent preparing for meeting.
- ❑ Chair of PRHB or Chair of committee will record length of each meeting and attendance
- ❑ Meeting Preparation time may include time spent reading materials and consulting with staff on agenda items
- ❑ Board members must submit a time sheet to Chair and City in order to get paid
- ❑ Cannot be compensated for more than 20 hours per week

AGENDA ITEM 5- INTEREST ON SECURITY DEPOSITS

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Section 1806(f)

- ❑ Security deposit cannot be increased as a condition of continued occupancy of a rental unit
- ❑ Landlord to pay interest on security deposit held for at least one year
- ❑ Interest rate to be adopted by the PRHB each year by October 1
- ❑ Interest rate to be based on average of interest rates on savings accounts paid on October 1 of previous year by at least five FDIC banks with branches in Pasadena
- ❑ Interest rate in effect from January 1st to December 31st of the next year
- ❑ PRHB to adopt interest rate at meeting on September 27th