



Rent Stabilization Department

PERSONNEL, BUDGET AND DELEGATION OF AUTHORITY FOR THE EXECUTIVE DIRECTOR

February 21, 2024





Background

Rent Stabilization Department

- October 25, 2023, Board adopted terms regarding the integration of the Board into a city department. Terms included:
 - > Hiring of the Executive Director
 - > Hiring department staff
 - > Department budget
 - > Purchasing and contracts
 - > Other city infrastructure support
- Within those established terms, Executive Director's authority needs clear definitions for efficient management of the department and implementation of the Charter Amendment



Recommendations

Rent Stabilization Department

- Proposed authorities align with those granted to other department heads across other city departments
- Personnel Authority
 - > Hiring and supervision, and measuring performance of all staff within the department
 - > Exception -- Attorney's supporting the department and Board:
 - Hired by the City Attorney's Office
 - Executive Director and the Board will have input in the selection process



Recommendations

Rent Stabilization Department

- Budget Authority
 - > Budget development and management of the RSD Budget
 - > Expenditure Authorization
 - Executive Director Approval: Below \$75,000
 - Board Approval: Above \$75,000
 - Expenditures above \$75,000 also require City Council approval based on Pasadena Charter requirements
 - > Internal charges for equipment and services from other City departments do not require Board approval
 - > All expenditures are subject to competitive bidding and selection requirements based on Pasadena Charter
- Delegation of Authority
 - > Executive Director may delegate authority to designed staff



Recommendation

Rent Stabilization Department

RECOMMENDATION: It is recommended that the Pasadena Rental Housing Board approve the following:

1. Find that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15 061 (b)(3) (common sense exemption); and,
2. Adopt a resolution confirming the Executive Director personnel, budget and delegation of authority as described in the report.