



PASADENA RENTAL HOUSING BOARD

**REGULAR MEETING AGENDA
PASADENA RENTAL HOUSING BOARD
March 13, 2024
6:00 P.M.**

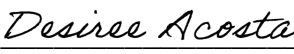
**ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM
1081 N FAIR OAKS AVE, PASADENA, CA 91103**

NOTICE IS HEREBY GIVEN that a regular meeting of the Pasadena Rental Housing Board will be held on Wednesday, March 13, 2024, at 6:00 p.m., at the Robinson Park Recreation Center, Multi-Purpose Room, 1081 N Fair Oaks Ave., Pasadena, CA.



Ryan Bell, Chair

I HEREBY CERTIFY that this notice was posted in its entirety on the Internet at <https://www.cityofpasadena.net/commissions/pasadena-rental-housing-board/> at Pasadena City Hall in the rotunda, Council Chamber Bulletin Board Room S249, City Hall, 100 North Garfield Avenue, Robinson Park Recreation Center, 1081 N Fair Oaks Avenue, and a copy was distributed to Central Library for posting this 8th day of March, 2024, at 5:30 p.m., and that copies hereof were faxed or delivered to each member of the PRHB member, and to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which recipients are identified on the distribution list set forth herein below.



Desiree Acosta
Recording Secretary

In compliance with the Americans with Disabilities Act, Assistive Listening Devices are available at all Pasadena Rental Housing Board Meetings. Assistive Listening headphones and neckloops can be checked out at the staff desk. To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the City Clerk's Office as soon as possible at (626) 744-4124 or cityclerk@cityofpasadena.net. Providing at least 72 hours advance notice will help ensure availability.

Spanish language translation services will be available at each meeting of the Pasadena Rental Housing Board.

Los servicios de traducción en español estarán disponibles en cada reunión de la Junta de Vivienda de Alquiler de Pasadena.

Additional language translation services are available for this meeting by calling (626)744-4124 at least 24 hours in advance.

Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet at <https://www.cityofpasadena.net/commissions/pasadena-rental-housing-board/>

*Materials related to an item on this Agenda submitted to the Pasadena Rental Housing Board **after** distribution of the agenda packet are available for public inspection in the City Clerk's Office at 100 N. Garfield Avenue, Room S-228, Pasadena, during normal business hours.*

**PUBLIC COMMENT AT THE PASADENA RENTAL HOUSING BOARD MEETING
FOR March 13, 2024 AT 6:00 P.M. WILL BE ACCEPTED IN-PERSON AND BY
VIDEOCONFERENCE/TELECONFERENCE.**

In order to facilitate public participation at meetings the Board will accept public comment in the following manner:

1. **In-person Meeting Participation**: Members of the public may provide public comment in person by submitting a speaker card prior to the start of public comment on that item.

If a public comment speaker wishes to speak on more than one agenda item, please indicate which items on the speaker card. Public comments are limited to 3 minutes each, and the Chair and Board may limit this time if reasonable under the circumstances.

2. **Virtual Meeting Participation**: For virtual participants, you may attend by connecting to the meeting using a computer, other electronic device, or by telephone. Please review the agenda to identify the published start time for the meeting and connect to the meeting just prior to, or at the start of the meeting.

To participate in public comment for an item and to be recognized to speak, members of the public may use the “raise hand” feature in the Zoom meeting. This will allow staff to locate and promote the speaker into the meeting when it is time for their public comment. Participants’ calls to the Pasadena Rental Housing Board meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting by phone or electronic device, you are agreeing to have your call recorded. Following is the connectivity information for virtual participation:

Computer or electronic devices, join the meeting at:

<https://us02web.zoom.us/j/89816590299>

Telephone only dial-in: 1-669-900-6833, Meeting ID: 898 165 902 99

3. Members of the public may submit correspondence of any length prior to the start of the meeting, at the following email address:

cityclerk@cityofpasadena.net

Correspondence will be forwarded to the Board prior to the start of the meeting, posted online, and made part of the legislative record for the item.

**IF YOU NEED A REASONABLE MODIFICATION OR ACCOMMODATION PURSUANT
TO THE AMERICANS WITH DISABILITIES ACT
BECAUSE YOU ARE UNABLE TO PARTICIPATE ELECTRONICALLY AS SET FORTH
ABOVE, CONTACT THE CITY CLERK'S OFFICE
AS SOON AS POSSIBLE AT (626) 744-4124 OR
CITYCLERK@CITYOFPASADENA.NET.**



PASADENA RENTAL HOUSING BOARD

**REGULAR MEETING AGENDA
PASADENA RENTAL HOUSING BOARD
March 13, 2024**

PUBLIC MEETING 6:00 P.M.

BOARD MEMBERS:

Ryan Bell, Chair, District 6/Tenant
Brandon Lamar, Vice Chair, District 3/Tenant
Deborah Dunlop, District 7/Tenant
Lourdes Gonzalez, At Large
Allison Henry, At Large
Emanuel Najera, District 1/Tenant
Barbara Pitts, District 4/Tenant
Dianne Romero Chavez, District 2/Tenant
Arnold Siegel, At Large
Yaneli Soriano Santiago, District 5/Tenant
Adela Torres, At Large

Peter Dreier, Alternate At Large
Aaron Markowitz, Alternate Tenant

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**REGULAR MEETING
AGENDA
PASADENA RENTAL HOUSING BOARD
MARCH 13, 2024**

Public Meeting: 6:00 P.M.
Robinson Park Recreation Center
1081 N Fair Oaks Ave, Pasadena, CA 91103, Multi-Purpose Room

**PUBLIC MEETING – 6:00 P.M.
ROLL CALL**

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

*Public comment will be limited to a total of **30 minutes** at the beginning of the meeting and will continue at the conclusion of the meeting, if necessary. Please limit comments to **3 minutes** each.*

APPROVAL OF MINUTES

1. JANUARY 10, 2024

OLD BUSINESS

NEW BUSINESS

2. ADOPTION OF AMENDMENTS TO RULES OF CONDUCT FOR RENTAL HOUSING BOARD MEETINGS

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 15061(b)(3) (common sense exemption);
- (2) Resolution adopting the Amended Rules of Conduct for Rental Housing Board Meetings and Rental Housing Board Member Compensation

INFORMATION ITEM

3. REPORT FROM HOUSING DEPARTMENT ON AFFORDABLE HOUSING PROGRAMS IN PASADENA (HUD, SECTION 8, INCLUSIONARY, DENSITY BONUS, LIHTC)- PRESENTED BY BILL HUANG, HOUSING DIRECTOR

4. EXECUTIVE DIRECTOR SEARCH

5. DISCUSSION OF POSSIBLE CHARTER REFORM TOPICS

6. DEPARTMENT DIRECTOR REPORT

7. AD HOC COMMITTEE UPDATES

A. COMMUNITY OUTREACH

B. POLICY AND PROGRAM DEVELOPMENT

PUBLIC COMMENT – CONTINUED IF NECESSARY

FUTURE AGENDA ITEMS

ADJOURN

**PASADENA RENTAL
HOUSING BOARD**

MARCH 13, 2024

ITEM 1

JANUARY 10, 2024

MINUTES

**PASADENA RENTAL HOUSING BOARD MEETING MINUTES
JANUARY 10, 2024 – 6:00 P.M.
ROBINSON PARK RECREATION CENTER, MULTI-PURPOSE ROOM**

OPENING Chair Bell called the meeting of the Pasadena Rental Housing Board to order at 6:02p.m.

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-Absent
Board Member Adela Torres
Alternate Board Member Peter Dreier (At-Large)
Alternate Board Member Aaron Markowitz (Tenant)

Staff: Karen Tiedemann, Goldfarb Lipman Attorney-Via Zoom
Agnes Cho, bhyv Consulting-Via Zoom
Nazanin Salehi, Goldfarb Lipman Attorney-Via Zoom
Desiree Acosta, Recording Secretary

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA Dr. Gary Hampton, Pasadena resident, expressed his concerns regarding the community meeting for landlords that he attended.

Robert Docter, Pasadena resident, expressed concerns regarding his apartment management company Phamily Management (located in San Marino) and that he is speaking on behalf of himself and about twenty other tenants in the complex.

Nick Santacroce, Pasadena resident, expressed concerns regarding illegal rent increases by his landlord, and requested assistance with his rental issues.

NEW BUSINESS **ADOPTION OF THE FY2024 RECOMMENDED OPERATING BUDGET OF THE RENT STABILIZATION DEPARTMENT AND RENTAL HOUSING FEE**

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 15 061 (b)(3) (common sense exemption);

- (2) Adopt the FY2024 Recommended Budget for the Rent Stabilization Department of \$2,876,232, inclusive of the previously appropriated \$600,000, including 12.0 FTE
- (3) Delay the billing of the FY2024 Rental Housing Fee until the Rental Registry database is functional, excepted June 2024 or later, resulting in a temporary negative cash position for the department.

Chair Bell introduced the item, and Phillip Leclair, Interim Executive Director to the Rent Stabilization Department, reviewed the item as part of a PowerPoint presentation, highlighting the Fiscal Year 2024 Recommended Budget for the Rent Stabilization Department, with an initial allocation of \$2,876,232, which is inclusive of the previously appropriated \$600,000, as well as the addition of 12.0 Full Time Equivalent (FTE) employees to serve as staff to the Department.

Discussion ensued regarding the status of hiring full-time legal counsel to serve the Department and Board, as well as compensation levels budgeted for Pasadena Rental Housing Board members that attend regular and ad hoc meetings. In response to questions related to PRHB member compensation, Chair Bell clarified that pursuant to the City Charter, Board Members are allowed to be compensated up to a maximum of twenty hours per week.

Desiree Acosta, Recording Secretary, reported that the PRHB received correspondence related to this item, which was distributed to the Board and made part of the record for this item.

Following Board discussion, the following individuals provided various public comments and inquires on the matter:

Simon Gibbons, Pasadena resident, questioned PRHB compensation and requested clarification on the PRHB payroll.

Dr. Gary Hampton, Pasadena resident, expressed concerns regarding the hiring of the PRHB legal counsel.

Peggy Names, Pasadena resident and landlord, stated concerns regarding the structure of annual fees.

Allen Shay, a Pasadena resident, thanked and congratulated the Board for their work on behalf of the community, and stated that he is running for Mayor of Pasadena.

Vice Chair Lamar spoke on public comments from Peggy Names, which he stated should be further discussed and considered as part of the topic of rental fees for low-income properties, and asked that the Board consider these comments.

Following discussion, it was moved by Board Member Gonzalez, seconded by Member Pitts, to approve the staff recommendation, and adopt the recommended operating budget, as proposed.

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Chavez, Siegel, Santiago, Torres, Vice Chair Lamar, Chair Bell
NOES: None
ABSTAIN: None
ABSENT: None

RESOLUTION DESIGNATING THE FEBRUARY MEETINGS OF THE PASADENA RENTAL HOUSING BOARD AS REGULAR MEETINGS

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 15061(b)(3) (common sense exemption);
- (2) Adoption of a Resolution of the Pasadena Rental Housing Board designating the February 2024 meetings as regular meetings.

Chair Bell introduced the item, and provided information regarding the Pasadena Rental Housing Board meeting schedule, and highlighted information in the proposed resolution, that for the month of February, PRHB regular meetings occur on Wednesday, February 7, 2024 and Wednesday, February 21, 2024 at 6:00 p.m. (each meeting) at the Robinson Park Recreation Center, multipurpose room.

No public comments on this item.

Following discussion, it was moved by Vice Chair Lamar, seconded by Board member Gonzalez, to approve the staff recommendation:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Chavez, Siegel, Santiago, Torres, Vice Chair Lamar, Chair Bell
NOES: None
ABSTAIN: None
ABSENT: None

**INFORMATIONAL
ITEMS**

DEPARTMENT DIRECTOR REPORT

Chair Bell introduced the item, and Phillip Leclair, Interim Executive Director to the Rent Stabilization Department, summarized the item as part of a verbal presentation, and responded to questions.

Vice Chair Lamar requested that staff provide further information and report back to the PRHB on the plans and schedule for the hiring process of Rent Stabilization Department staff.

Following Board discussion, the following individual provided various public comments and inquires on the matter:

Dr. Gary Hampton, Pasadena resident, expressed concerns regarding the hiring of Rent Stabilization Department staff.

At 8:24 p.m., Chair Bell was notified that Zoom was having audio issues. Chair Bell ordered a recess of the meeting at 8:29 p.m. to address technical difficulties.

AD HOC COMMITTEE UPDATES

A. GENERAL UPDATE

B. FOUNDATIONS

C. STAFFING

D. COMMUNITY OUTREACH

E. POLICY AND PROGRAM DEVELOPMENT

The above items were not discussed.

ADJOURNMENT:

Due to technical difficulties, on the order of the Chair, the meeting of the Pasadena Rental Housing Board was adjourned at 8:38 p.m.

RYAN BELL, Chair
Pasadena Rental Housing Board

ATTEST:

Desiree Acosta
Recording Secretary

**PASADENA RENTAL
HOUSING BOARD**

MARCH 13, 2024

ITEM 2

**MEMORANDUM,
RESOLUTION, AND
ATTACHMENT**

M David Kroot
Lynn Hutchins
Karen M. Tiedemann
Thomas H. Webber
Dianne Jackson McLean
Robert C. Mills
Isabel L. Brown
James T. Diamond, Jr.
Margaret F. Jung
Heather J. Gould
William F. DiCamillo
Amy DeVaudreuil
Barbara E. Kautz
Rafael Yaquián
Celia W. Lee
Dolores Bastian Dalton
Joshua J. Mason
Jeffrey A. Streiffer
Elizabeth R. Klueck
Jhaila R. Brown
Gabrielle B. Janssens
Rye P. Murphy
Marc A. Bentzen
Benjamin Funk
Aileen T. Nguyen
Katie Dahlinghaus
Matthew S. Heaton
Nazanin Salehi
Erin C. Lapeyrolerie
Minda Bautista Hickey
Connor T. Kratz
Colleen A. Wisel
Thomas J. Levendosky

Los Angeles
213 627-6336
San Diego
619 239-6336
Goldfarb & Lipman LLP

March 13, 2024

memorandum

To
Pasadena Rental Housing Board

From
Karen M. Tiedemann, General Counsel to the PRHB
Nazanin Salehi, General Counsel to the PRHB

RE
Adoption of Amendments to Rules of Conduct for Rental Housing Board Meetings

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 15061(b)(3) (common sense exemption);
- (2) Resolution adopting the Amended Rules of Conduct for Rental Housing Board Meetings and Rental Housing Board Member Compensation

BACKGROUND

On November 8, 2022, the voters of the City of Pasadena (the “City”) voted to adopt Measure H (“Charter Amendment”), which amended the City’s Charter to impose rent control and just cause eviction protections. The Pasadena City Council (“City Council”) adopted a resolution certifying the results of the November 8, 2022, election on December 12, 2022, and the Charter Amendment was thereafter filed with the California Secretary of State and took effect on December 22, 2022.

The Charter Amendment gives the Board authority to establish rules and regulations for administration and enforcement of the Charter Amendment (City Charter, Art. XVIII, §1811(e)(2)). The Charter Amendment also establishes some basic rules for the Board including the quorum requirement and the required vote for the Board to take action (See City Charter, Art. XVIII §1811(h) and (i)).

The Board on September 13, 2023, adopted Rules for Conduct for the Rental Housing Board. The adopted Rules of Conduct did not address the establishment of ad hoc committees of the Board. The Board has established several ad hoc committees, some of which has completed their tasks and some of which continue to exist. The amendments to the Rules of Conduct address the establishment of ad hoc committees and other matters related to the committees.

ANALYSIS

The Board at its initial meeting discussed the formation of ad hoc committees to address immediate needs related to the implementation of the Charter Amendment. Since that time the Chair of the Board has established ad hoc committees to address the structure of the rent stabilization program, initial staffing of the program, policy issues and community outreach. The Chair has appointed the members of each committee and as committees have completed their work revised the appointments. Each of the committees has been composed of no more than five members of the Board.

The amendments to the Rules of Conduct would formalize the Chair's authority to establish ad hoc committees and appoint the members of those committees. As part of forming any ad hoc committee that Chair will be obligated to set forth the charge of any ad hoc committee and the expected duration of such committee. The Rules of Conduct allow the Chair to extend the term of an ad hoc committee if the Chair determines that the committee's charge has not been fulfilled in the established time. The establishment of an ad hoc committee would be announced at a meeting of the Board and noted in the minutes. Any ad hoc committee would have an advisory role, providing recommendations to the Board. The full Board would be responsible for any decisions required as a result of the ad hoc committee recommendations.

The ad hoc committees have served a valuable function as the Rent Stabilization program has been established, including providing research and background information on matters that needed to be addressed in order to establish the program. It is expected that as the Rent Stabilization Department staffs up, there will be less need for ad hoc committees as staff will do much of the leg work necessary to provide the Board with the background information needed to implement the Charter Amendment. However, it is likely that from time to time there will be a need to establish an ad hoc committee to address specific issues facing the Board or the Rent Stabilization Department.

Meetings of ad hoc committees that adhere to the parameters that are set forth in the Amended Rules of Conduct would not be public meetings subject to the Brown Act. The Brown Act, or California's Open Meeting Act, Government Code Section 54950 et seq., requires that, except in limited circumstances, deliberations of public commissions, boards and councils be taken openly. The Brown Act applies to the legislative bodies of local agencies and requires that meetings of such bodies be conducted before the public pursuant to properly noticed agendas. Government Code Section 54952 defines what constitutes a legislative body for purposes of the Brown Act. Generally, a commission,

committee, board or other body of a local agency, whether permanent or temporary, decision making or advisory, regardless of how created is considered a legislative body subject to the Brown Act. However, advisory committees composed solely of members of the legislative body that are less than a quorum of the legislative body are not themselves legislative bodies unless they are standing committees of the legislative body that have continuing subject matter jurisdiction or a meeting schedule fixed by formal action of the legislative body. (Government Code Section 54952(b)). The ad hoc committees would not be standing committees with continuing subject matter jurisdiction and their meeting schedules would not be fixed by the Board but rather by the committees themselves so these meetings would not be considered Brown Act meetings.

FISCAL IMPACT:

The adoption of the Amended Rules of Conduct is not expected to have a fiscal impact.

ATTACHMENTS:

Attachment A – A RESOLUTION OF THE RENTAL HOUSING BOARD OF PASADENA ADOPTING AMENDED RULES OF CONDUCT FOR RENTAL HOUSING BOARD MEETINGS AND RENTAL HOUSING BOARD MEMBERS COMPENSATION

Attachment B – PASADENA RENTAL HOUSING BOARD AMENDED RULES OF CONDUCT FOR RENTAL HOUSING BOARD MEETINGS AND RENTAL HOUSING BOARD MEMBERS COMPENSATION

**PASADENA
RENTAL HOUSING BOARD
RESOLUTION NO. RHB-2024-XX**

**A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD ADOPTING
AMENDED RULES OF CONDUCT FOR RENTAL HOUSING BOARD MEETINGS
AND RENTAL HOUSING BOARD MEMBER COMPENSATION**

WHEREAS, the Pasadena Fair and Equitable Charter Amendment (“Charter Amendment”) went into effect on December 22, 2022, and the Rental Housing Board was appointed on April 19, 2023; and

WHEREAS, The Charter Amendment at Section 1811 established the Pasadena Rental Housing Board (the “Board”) to implement and administer the Charter Amendment: and

WHEREAS, the Charter Amendment Section 1811(e)(2) authorizes that Board to establish rules and regulations for administration and enforcement of the Charter Amendment; and

WHEREAS, the Board adopted Rules of Conduct for Rental Housing Board Meetings and Rental Housing Board Member Compensation at its meeting on September 13, 2023 pursuant to Resolution No. 2023-09; and

WHEREAS, the Board now desires to amend the Rules of Conduct in accordance with the Amended Rules of Conduct for Rental Housing Board Meetings and Rental Housing Board Member Compensation attached as Exhibit A; and

WHEREAS, the Rental Housing Board held a publicly noticed meeting on March 13, 2024, and discussed and solicited public feedback on the amended rules of conduct for the Board meetings and compensation rules for Board members.

NOW, THEREFORE, BE IT RESOLVED by the Board that the Amended Rules of Conduct for Rental Housing Board Meetings and Rental Housing Board Member Compensation in the form attached as Exhibit A to this Resolution are hereby adopted.

The foregoing Resolution was adopted at a regular meeting of the Pasadena Rental Housing Board, duly held on the _____ day of March 2024, by the following vote:

AYES:

NOES:

ABSTAIN”

ABSENT:

ATTEST:

DESIREE ACOSTA
RECORDING SECRETARY
BOARD

RYAN J. BELL
CHAIR, RENTAL HOUSING BOARD

Pasadena Rental Housing Board
AMENDED AND RESTATED RULES OF CONDUCT FOR
RENTAL HOUSING BOARD MEETINGS AND RENTAL HOUSING BOARD
MEMBER COMPENSATION

A. Officers, Chair, and Vice Chair

1. Election and Officers.

The Pasadena Rental Housing Board (“Board” or “PRHB”) shall, in the first regular meeting of June of each year, elect from their members a Chair and Vice Chair. Following the initial appointment, the term of office shall be for one (1) year. Upon election, the Chair and Vice Chair shall immediately assume office. The Chair and Vice Chair shall serve at the pleasure of the Board during the term of office and may be removed from office by the Board at any time for any reason. The Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice Chair shall perform such duties as are imposed on the Chair, until such time as the members shall elect a new Chair. The Chair and Vice-Chair may serve more than one consecutive term if approved by the Board.

2. Powers and Duties of Chair. The Chair shall have the following powers and duties:

- a. Preside at all meetings of the Board and at all hearings conducted by the Board.
- b. Sign all written resolutions of the Board and all minutes of all meetings or hearings of the Board, which shall have been approved by the Board.
- c. Sign all contracts approved by the Board on behalf of the Board.
- d. In consultation with the Vice-Chair cancel any meeting of the Board for good cause which shall include, lack of business to be considered by the Board, unavailability of staff, unavailability of meeting space, or an emergency necessitating cancellation.
- e. Appoint and remove members of the Board to ad hoc committees.
- f. The Chair shall perform such other duties as may be required of the Chair either by State law or by resolution or order of the Board consistent with

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State law and shall perform such other duties as may be necessary to perform the required duties of the Chair.

g. Meet with staff and consultants as appropriate to set the agenda for Board meetings.

3. Powers and Duties of Vice Chair. The Vice Chair shall have the following powers and duties:

a. The Vice Chair shall have and perform all powers and duties of the Chair in the event of and during the absence or disability of the Chair.

b. The Vice Chair shall preside as Chair at all meetings and hearings of the Board in the event of and during the absence or disability of the Chair.

c. The Vice Chair shall perform such other duties as may be required of the Vice Chair either by State law or by resolution or order of the Board consistent with State law and such other duties as may be necessary to perform the required duties of the Vice Chair.

4. Vacancy in Office.

If the Chair or Vice Chair should cease to be a member of the Board, or if for any other reason the office of the Chair or Vice Chair should become vacant prior to the expiration of the term of office, the Board shall elect a successor to the office of Chair or Vice Chair for the unexpired portion of the term.

5. Chair Pro Tempore.

In the event of vacancies in offices of the Chair and Vice Chair, or in the event of the absence of the Chair and Vice Chair, at the time of any meeting, the Board may elect one of its members Chair Pro Tempore to preside over such meeting during such vacancies or absences. The Chair Pro Tempore shall have all the powers and duties of the Chair during such meeting.

B. Meetings

1. General.

Except as otherwise provided by this article and the Brown Act, meetings of the Board shall be open and public and shall comply with the requirements of the Brown Act. Except as provided by the Board, the procedure to be followed

by the Board at its meetings shall be that set forth in Rosenberg's Rules of Order, provided, further, that the failure to follow Rosenberg's Rules of Order shall not invalidate any action taken. Furthermore, such failure or deviation or waiver does not convey any right or cause of action to third parties.

2. Regular Meetings.

The Board shall establish a Regular Meeting schedule annually including the time and place of such meetings.

3. Special Meetings.

A Special Meeting may be called subject to the requirements of the Brown Act.

4. Closed Sessions.

Every meeting of the Board shall be open and public; provided, however, that the Board may hold Closed Session during a Regular or Special Meeting to consider items as provided under the Brown Act. The public must be afforded an opportunity to comment on Closed Session items prior to adjournment to Closed Session.

C. Meeting Agenda and Procedure

1. Agenda. An agenda shall be provided for all meetings and only items on the agenda may be considered by the Board at any meeting.

a. Order of Agenda Items: At Board meetings, the regular order of business shall be conducted in accordance with the agenda prepared for the meeting. The Chair may change the order of the items or matters listed on each meeting's agenda at any meeting unless there is an objection from any member of the Board, in which case the change of order must be approved by a majority vote. The Board may, from time to time, adopt a revised agenda and order of business as is consistent with the Brown Act and as may be convenient or desirable for the conduct of Board business.

b. Placement of Items on Agenda:

- Generally, the Chair in consultation with the Vice-Chair and staff and/or consultants shall determine which items are placed on the agenda and the timing for scheduling such items.

- If a Board member makes a request for an item to be placed on an agenda, the Chair and the Vice Chair, in consultation with staff and/or consultants shall, determine whether the item is placed on an agenda and the timing for placing the item on the agenda with the goal of placing items on an agenda as soon as possible while ensuring that staff and/or consultants have sufficient time to prepare the requested item.
 - If a Board member requests that an item be placed on an agenda and the Chair fails to place such item on an agenda, the Board member can request that an item be placed on the next Board meeting agenda to request whether the full Board desires to place the item on a future agenda. At the next Regular Meeting of the Board after such a request is made, the agenda shall include an action item for the full Board to consider whether to place the item on a future agenda. If the full Board votes to place the item on a future agenda, the Chair shall place such item on a future agenda at the earliest possible date taking into consideration staff and/or consultant workloads and the priority of other agenda items.
- c. All Agenda's for regular meetings shall be posed at least 72 hours prior to the meeting in accordance with the Brown Act in such places where the City of Pasadena posts City Council Agenda and shall be posted on the Pasadena Rental Housing Board webpage of the City's website. Agenda materials and supplemental agenda materials shall also be posted on the Pasadena Rental Housing Board webpage of the City's website.
- d. Public Input:
- An individual speaker shall have three (3) minutes to address the Board as follows.
- Public Input on Agendized Items: For any single item on the agenda including Public Comment on Matters Not on the Agenda, if there appear to be fifteen (15) or more speakers, and the Board might not be able to conclude the scheduled agenda items for that meeting if speakers were allotted three (3) minutes each, the Chair may reduce speaking time to no less than two (2) minutes per speaker unless there is an objection from the Board, in which case majority vote shall decide the issue without debate. No speaker may speak on an

item on the agenda, including Public Comment on Matters Not on the Agenda more than once.

- The Chair may extend the speaker time limits as deemed necessary if there is no objection from the Board. If there is an objection, a majority vote shall decide the issue.
- Speaker Cards: Members of the public who wish to address the Board who are present in person may complete a speaker card provided giving their name and city of residence. Members of the public attending meetings remotely shall follow the procedures set forth on the agenda for speaking.
- Response to Public Input. Members of the Board may briefly respond to input from the members of the public including responding to questions but any matter raised by a member of the public that is not on the agenda shall not be discussed or acted on until properly placed on a future agenda.

2. Quorum.

Six (6) members, at least four (4) of whom must be tenants shall constitute a quorum of the Board. A lesser number of members present at a meeting may constitute a quorum solely to adjourn the meeting. Debate and action on matters before the Board shall not occur without a quorum being present.

3. Order of Business. The Board shall conduct business in the following order, except as the order may be adjusted pursuant to C.1 a:

- a. Closed Session, if any
- b. Call to Order.
- c. Roll Call.
- d. Public Comment on Matters Not on the Agenda.

Any person may address the Board on any matter within the Board's subject matter jurisdiction that is not scheduled elsewhere on the agenda. Under State law, the Board may take no action on items raised under this item until the item is then scheduled on a future agenda. Public comment

on matters not on the agenda will be limited to thirty (30) minutes with any remaining public comments to be heard at the end of the agenda.

- e. Approval of the Minutes
- f. Old Business
- g. New Business.
- h. Appeal Hearings if any

The Board will consider matters in which it is required to make a decision concerning a petition for an individual rent adjustment. The Board may establish procedures for the conduct of such hearings and may determine to hold such hearings at special meetings scheduled solely for that purpose.

- i. Information Items
- j. Future Agenda Items
- j. Closed Session Report.
- k. Continuation of Public Comments on Matters not on the Agenda if necessary
- l. Adjournment.

4. Voting.

No action shall be taken by the Board except by affirmative vote of not less than six (6) members of the Board, provided a majority of a lesser number present may adjourn or adjourn to a stated time.

5. Manner and Recordation of Votes.

Voting by members of the Board shall be by "ayes" and "noes," and the result of each vote shall be entered in the record of the Board proceedings. Upon the request of any Board member or as required by the Brown Act, a roll call vote shall be taken on any matter upon which a vote is called, and each vote shall be recorded.

6. Disqualification of Members.

Any member who is legally disqualified from participating in Board action on any particular matter shall take no part in the discussion, debate, or vote on such matter, and as soon as such matter is reached on the agenda, such member shall disclose the member's disqualification and the reason therefor, or, if disqualification is not known to the member at the time such matter is reached on the agenda, the member shall make such disclosure as soon as the disqualification is known to that member and such member shall leave the meeting room. In the event any member is disqualified from participating in a Board action or recuses him, her or themselves from participating, the applicable alternate member may participate and vote on such matter.

7. Motions, Debate Thereof, and Debate Limited to Members of Board.

No debate of a motion shall be permitted prior to a second of the motion. As a member of the Board, the Chair has all rights and privileges as other members and may make motions and participate in the debate of all items. When a motion is made and seconded, it shall be stated by the Chair before being debated, and such debate shall be limited to members of the Board only, which for purposes of debate shall include alternate members regardless of whether such alternate members are entitled to vote on the matter. Members of the Board may speak in debate of a motion only after being recognized by the Chair. After the Chair has started to take the vote on the motion, there shall be no further debate except that members of the Board may be allowed to briefly explain their vote.

8. Communications – Filing, Report, and Inspection Thereof.

All written communications regarding the agenda of a meeting shall be filed with the Board at such meeting and shall be so marked, and a copy shall be provided to each Board member. Upon the request of any member of the Board present at the meeting, any such communication shall be read aloud in its entirety. Such communications may be inspected at any time by any member of the Board and will be made available to the public.

9. Minutes of the Meeting.

a. Preparation. The Board shall keep written minutes that shall become the official records of the Board provided that a record shall be required to be

made only of business actually passed upon by a vote of the Board and shall not be required to record any remarks of Board members or of any other person except at the special request of a Board member. All Board meetings shall be recorded except for Closed Sessions

As soon as possible after each Board meeting, the Board members shall be provided with a copy of the draft minutes in the agenda packet for approval at the next regularly scheduled Board meeting. The draft minutes will also be posted on the City's website.

- b. Reading of Minutes. Unless the reading of the minutes of a Board meeting is requested by a Board member, the minutes may be approved without reading if each member of the Board has previously been furnished a copy.

10. Documents and Objects Presented to Board; Filing and Inspection Thereof.

All documents and all physical objects presented to the Board at any meeting by any person shall be filed with the Board at such meeting and shall be so marked by the Board. Any such document or object filed with the Board may be inspected at any time by any member of the Board. At the discretion of the Chair, true copies or photographs of such documents and objects may be filed in lieu of the originals thereof.

11. Matters Not on Agenda.

State law prohibits the Board from acting on or discussing any item not on the agenda, except under special circumstances. The Board, or staff, may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting.

12. Records.

All books, records, papers, tapes, and minutes of the Board meetings shall be maintained in the Office of the City Clerk, Pasadena City Hall 100 North Garfield Avenue, Pasadena, CA 91101.

D. Board Member Compensation.

Board members shall be compensated for their time committed to meetings of the Board as required by the Charter Amendment. Compensation shall be limited to the following:

- Time spent at a meeting of the Board. For purposes of determining the time to be compensated, the Chair of the Board shall record the length of each meeting and all Board members in attendance for the duration of the meeting shall be compensated accordingly. If a Board member arrives at a meeting after the meeting has started or leaves before the meeting has concluded, that shall be noted in the minutes and that Board member shall only be compensated for the time actually spent attending the Board meeting.
- Time spent attending committee meetings. The designated chair of each committee shall record the length of each committee meeting and the attendees and the Board members attending such committee meeting shall be compensated accordingly.
- Time spent preparing for Board meetings and committee meetings, including time reviewing agendas, consultations with staff or consultants regarding matters on an agenda and time spent preparing agendas and materials for meetings.
- All Board members shall be obligated to complete time sheets documenting time spent on the above activities. No Board member shall be compensated for time spent attending or preparing for meetings unless and until a time sheet is submitted to the Chair and approved by the Chair.
- Board members shall not be entitled to compensation for any activities other than those set forth in the Rules.
- Board members shall be responsible for providing to the City or PRHB staff any and all information necessary for the City or PRHB staff to process Board members' compensation, including completing any and all employment forms. Failure to complete forms or submit time sheets will result in delay of compensation.
- No Board member shall be compensated for more than twenty (20) hours per week.

E. Committees

The Chair of the Board may from time to time establish ad hoc committees to provide recommendations to the Board on matters within the Board's jurisdiction. All such ad hoc committees shall consist of no more than five (5) members of the Board and shall be constituted to serve for a limited duration as specified by the Chair in announcing the formation of such ad hoc committees. The Chair, may, in the Chair's discretion extend the term of any ad hoc committee if the Chair determines that the charge of the ad hoc

committee has not been fulfilled within the original specified duration of the ad hoc committee. The Chair shall announce the formation of any ad hoc committee at a meeting of the Board, including the charge of such committee, the members of the Board appointed to the ad hoc committee, and the duration of such ad hoc committee and such information shall be included in the minutes of the Board meeting at which the formation of the ad hoc committee is announced. The Chair may from time to time change the composition of any ad hoc committee by announcing the changed membership at a Board meeting. Ad hoc committees shall be advisory to the full Board and shall not have the authority of the Board with regard to any decision making. Upon completion of the charge of any ad hoc committee, the Chair shall announce at a Board meeting the dissolution of such ad hoc committee. Ad hoc committees shall comply with the requirements of the Brown Act to the extent applicable to such committees. Ad hoc committee meetings shall be scheduled by the ad hoc committee members.

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FE. State of Emergency

The Board finds that during a state of emergency (as defined below) or a local emergency (as defined below) that the protections of the Pasadena Fair and Equitable Housing Charter Amendment (Charter Amendment), including protections from excessive rent increases and no-fault evictions, are even more necessary in order to protect against displacement and threats to the public health, safety, and welfare, and, therefore, during any state of emergency or local emergency, the Board shall not adopt any regulations or take any action that would reduce or suspend protections of the Charter Amendment related to excessive rent increases and no-fault evictions. Nothing herein shall prevent the Board from adopting regulations and taking actions during a state of emergency or a local emergency specifically addressing the impacts of such an emergency, provided such regulations or actions do not reduce the protections related to excessive rent increases and no-fault evictions provided by the Charter Amendment.

For purposes of this regulation, the following terms shall have the following meanings:

“State of Emergency” means any natural or man-made emergency resulting from an earthquake, flood, fire, riot, storm, disease, epidemic or pandemic, or government action in response to an epidemic or pandemic, or other natural or man-made disaster for which a State of Emergency has been declared by the Governor of California, covering area that includes the City of Pasadena.

“Local Emergency” means any natural or man-made emergency resulting from an earthquake, flood, fire, riot, storm, disease, epidemic or pandemic, or government action in response to an epidemic or pandemic, or other natural or man-made disaster for which a State of Emergency has been declared by an official, board, or other governing body vested with authority to make that declaration covering the City of Pasadena.