

**PASADENA RENTAL HOUSING BOARD  
RESOLUTION NO. RHB-2023-06**

**A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD AUTHORIZING THE CHAIR AND VICE CHAIR TO ENGAGE IN DISCUSSIONS WITH CITY STAFF TO RESOLVE ISSUES RELATED TO INTEGRATING THE RENTAL HOUSING BOARD AS A CITY DEPARTMENT AND TO SUBMIT A FORMAL REQUEST TO THE CITY COUNCIL TO INTEGRATE THE RENTAL HOUSING BOARD AS A CITY DEPARTMENT**

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

WHEREAS, the Charter Amendment provides that the Board is an integral part of the City government, but shall exercise its powers and duties under the Charter Amendment independent of the City Council, City Manager and City Attorney, unless the Board requests the assistance or support of these other City departments;

WHEREAS, the Charter Amendment requires the City to provide the Board with infrastructure support as it would any other City department;

WHEREAS, the Charter Amendment authorizes the Board to establish its own budget and to finance its own reasonable and necessary expenses for the implementation of the Charter Amendment by charging landlords a rental housing fee;

WHEREAS, the Charter Amendment does not require the Board to hire its own staff;

WHEREAS, the Charter Amendment provides that to the extent its provisions conflict with other provisions of the Pasadena City Charter, the provisions of the Charter Amendment govern;

WHEREAS, the Charter Amendment provides that it is not intended to revise, repeal, or supersede any other provisions of the Pasadena City Charter that relate to matters not addressed in the Charter Amendment;

WHEREAS, the Charter Amendment does not address contracting and procurement by the Board, except that the Board may retain private counsel without City Council approval;

WHEREAS, the City Council has previously granted other City-controlled entities, such as the Rose Bowl Operating Company and the Pasadena Center Operating Company, with special authority to procure services and materials outside of the City’s usual contracting and competitive bidding processes;

WHEREAS, the Board seeks to hire its permanent staff and implement the Charter Amendment in the most time efficient and fiscally responsible manner;

NOW, THEREFORE BE IT RESOLVED that the Pasadena Rental Housing Board authorizes the Chair and the Vice Chair of the Board to engage in discussions with City staff, including but not limited to, the City Attorney, the City Manager, and the City Clerk, to resolve all outstanding issues related to the integration of the Pasadena Rental Housing Board as a City department (or division thereof);

BE IT FURTHER RESOLVED that the Pasadena Rental Housing Board authorizes the Chair and the Vice Chair of the Board, as part of the discussions with City staff about integrating the Pasadena Rental Housing Board as a City department (or division thereof), to propose that the City Council provide the following authority with relation to contracting and procurement:

- The Chair of the Pasadena Rental Housing Board and/or the Program Manager may enter into contracts on behalf of the City, up to \$75,000;
- The Chair of the Pasadena Rental Housing Board and/or the Program Manager shall have all authority granted to the City Council, City Manager, and the Director of Finance under the City's Competitive Bidding Ordinance;
- Certain contracts of the Pasadena Rental Housing Board that are consistent with the budget approved by the Pasadena Rental Housing Board shall be deemed approved by the City Council without regard to amount; and
- The Chair of the Pasadena Rental Housing Board and/or the Program Manager shall have the authority, in an emergency situation, to immediately procure materials or services without competitive bidding, at the lowest obtainable price, regardless of the amount of the expenditure.

BE IT FURTHER RESOLVED that the Pasadena Rental Housing Board authorizes the Chair and the Vice Chair of the Board, as part of the discussions with City staff about integrating the Pasadena Rental Housing Board as a City department, to propose the staffing of the Pasadena Rental Housing Board with City employees, in accordance with the City's existing hiring and employment policies, with the following modifications:

- In the hiring of all positions required to staff the Pasadena Rental Housing Board, the Pasadena Rental Housing Board, as a body, or its designee, provides input at the beginning of the process as to the attributes and key skills desired;
- In the hiring of the Program Manager/Executive Director position, the Chair and the Vice Chair of the Pasadena Rental Housing Board shall participate as part of the review panel interviewing candidates; and

- The Chair and the Vice Chair of the Pasadena Rental Housing Board shall meet semiannually with the City Manager, or their designee, to provide input on staff performance.

BE IT FURTHER RESOLVED that the Pasadena Rental Housing Board requires the Chair and the Vice Chair of the Board, to seek further input from the entire Pasadena Rental Housing Board or any ad hoc committee thereof in resolving with City staff any outstanding issues related to the integration of the Pasadena Rental Housing Board as a City department; and

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The foregoing Resolution was adopted at a regular meeting of the Pasadena Rental Housing Board of the City of Pasadena, duly held on the 26th day of July 2023, by the following vote:

AYES: Board Members Dunlop, Gonzalez, Henry, Najera, Pitts, Chavez, Siegal, Santiago, Torres, Vice Chair Lamar, Chair Bell

NOES: None

ABSTAIN: None

ABSENT: None

ATTEST:

  
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MARK JOMSKY  
CITY CLERK

  
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RYAN J. BELL  
CHAIR, RENTAL HOUSING BOARD