

**PASADENA RENTAL HOUSING BOARD
RESOLUTION NO. RHB-2023-14**

**A RESOLUTION OF THE PASADENA RENTAL HOUSING BOARD APPROVING AN
AMENDED TERM SHEET WITH THE CITY OF PASADENA RELATED TO
INTEGRATING 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 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 Board adopted Resolution 2023-06 authorizing the Chair and the Vice-Chair of the Board to engage in discussions with City staff to resolve issues related to integrating the Board as a City Department;

WHEREAS, the Board adopted Resolution 2023-08 approved a Term Sheet to be presented to the City and authorizing the Chair and the Vice-Chair of the Board to negotiate with the City regarding the Term Sheet;

WHEREAS, the Chair and the Vice-Chair, along with the Board's consultants have engaged in discussions with City staff regarding the Term Sheet approved by the Board and based on those discussions has revised the Term Sheet;

WHEREAS, the Ad Hoc Foundations Committee has reviewed the Amended Term Sheet regarding the integration as a City Department.

NOW, THEREFORE IT BE RESOLVED that the Pasadena Rental Housing Board approves the Amended Term Sheet substantially in the form attached as Exhibit A to this Resolution;

BE IT FURTHER RESOLVED that the Pasadena Rental Housing Board authorizes the Chair and the Vice Chair of the Board to engage in discussion with City staff regarding the Amended Term Sheet and other matters related to integrating the Board as a City Department.

The foregoing resolution was adopted at a regular meeting of the Pasadena Rental Housing Board, duly held on the 25th day of October 2023, by the following vote:

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

NOES:


ABSTAIN:

ABSENT:

ATTEST:



DESIREE ACOSTA
RECORDING SECRETARY



RYAN J. BELL
CHAIR, RENTAL HOUSING BOARD

PASADENA RENTAL HOUSING BOARD/CITY OF PASADENA TERM SHEET

The Pasadena Rental Housing Board (“PRHB”) is constituted pursuant to The Pasadena Fair and Equitable Housing Charter Amendment (“Charter Amendment” or “Article XVIII”), Section 1811(m) provides:

The Rental Board shall be an integral part of the government of the City, but shall exercise its powers and duties under this Article independent from the City Council, City Manager, and 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 11, Chapter 2.30 of the Pasadena City Charter. The City shall provide infrastructure support on an ongoing basis as it would with any other department.

Section 1821 of the Charter Amendment provides:

“To the extent that any provision of this Article conflicts with other provisions of the Pasadena City Charter, the provisions of this Article shall govern. This Article, however, is not intended to revise, repeal, or supersede any other provisions of the Pasadena City Charter with respect to matters not addressed herein. As such, this Article shall have the effect of amending the Pasadena City Charter as necessary for the Rental Board to exercise its authority and fulfill its responsibilities as specifically identified herein, but this Article shall not otherwise amend the Pasadena City Charter with respect to the powers and limitations of other boards and commissions.”

Pursuant to Section 1811(m) and Section 1821 of the Charter Amendment, the PRHB is requesting support and cooperation from the City of Pasadena (“City”) City Council, City Manager and City Attorney in the PRHB’s integration into the City and that the City treat the PRHB as it would any other City department, board or commission with respect to powers and limitations derived from the Pasadena City Charter. The following enumerated terms are not specifically addressed in the Charter Amendment and do not adversely affect the PRHB’s ability to fulfill its purpose and responsibilities in implementing and administering a program that promotes neighborhood and community stability, healthy housing and affordability for renters in the City, while ensuring landlords a fair return on their investments. The PRHB and City agree to the following terms by which the PRHB will be integrated into the governing structure of the City, subject to the restrictions and limitations of the Pasadena City Charter.

1. Rent Stabilization Department. The PRHB shall be a separate department of the City to be called the Pasadena Rent Stabilization Department.
2. Department Director. The Department Director of the Rent Stabilization Department shall be a City employee, whose job classifications shall be established in accordance with Charter Section 803. The PRHB will recommend the job description for the Department Director, which job classifications are subject to approval of the City Council pursuant to Charter Section 803. The City Department of Human Resources

will conduct the recruitment process for the Department Director in accordance with standard City procedures. The PRHB will interview the candidates for the Department Director that meet the minimum qualification requirements and recommend to the City Manager a candidate for appointment.

3. Department Staff. Additional staff positions will be determined and approved in accordance with Charter Section 803 based on the PRHB approved staffing plan. Staff hiring shall be handled consistent with Charter Section 803 and standard City processes with the Department Director participating in the hiring in the same manner as other Department Directors. The PRHB Department Director shall have the same authority as other department directors with regards to the promotion, discipline and termination of any Department employees.
4. Department Budget. The PRHB shall, in accordance with Section 1811(e)(10), establish an annual budget for the Rent Stabilization Department that includes funding for the budgeted expenses from the Rental Housing Fee to be set by the PRHB. The Rent Stabilization Department budget will be incorporated into the City budget and budget approval process, recognizing that to the extent that the Department budget is fully funded by the Rental Housing Fee, the City general fund or other City funds are not impacted by the budget. The PRHB will set the Rental Housing Fee in accordance with Section 1811(l) based on the approved annual budget.
5. Purchasing and Contracts. The PRHB shall be subject to the requirements of City of Pasadena Charter Article X. "Contracts, Purchases and Claims."
6. City Support. The City Finance Department, Human Resources Department and Department of Information Technology shall provide support to the PRHB Department in the same manner as other City Departments. The Rent Stabilization Department shall pay for such support on the same basis as other Departments.
7. Office Space. The City shall provide furnished office space to the PRHB, subject to reimbursement to the City's general fund from the Rent Stabilization Department in the same manner as other City Departments.
8. Miscellaneous. The City shall provide the Rent Stabilization Department such other services, equipment and supplies as it would provide any other department of the City, including insurance, subject to reimbursement to the City's general fund from the Rent Stabilization Department in the same manner as other City Departments.