

Introduced by \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF PASADENA CREATING A NEW CHAPTER 2.302 OF THE PASADENA MUNICIPAL CODE TO ESTABLISH A RENT STABILIZATION DEPARTMENT**

**SECTION 1.** Pasadena Municipal Code, Title 2 (Organization and Administration), is amended to add a new Chapter 2.302 as follows:

**“Chapter 2.302 Rent Stabilization Department**

**Sections**

- 2.302.010 - Created – Direction.**
- 2.302.020 - Department functions.**
- 2.302.030 - Department operations.**
- 2.302.040 - Expiration.**

**2.302.010 – Created – Direction.**

Pursuant to Article XVIII of the city Charter, and upon request of the rental housing board, there is created a functional unit of city government known as the rent stabilization department, under the general administration of the city manager, which shall be under the direction and control of the executive director of the rent stabilization department.

**2.302.020 – Department functions.**

The department shall:

- A. Administer and enforce all laws, ordinances or regulations as they relate to Article XVIII of the city Charter;
- B. Provide staff services to support the rental housing board;
- C. Perform such other related duties as shall be required by law, ordinance or the city manager.

**2.302.030 – Department operations.**

- A. The rental housing board shall provide input to the city manager on the job description for the executive director position, with recruitments for the position to be conducted through the human resources department's recruitment and testing process. The city manager shall seek input from the rental housing board prior to

the hiring and/or imposition of any discipline of the executive director, if feasible and to the extent allowed by law.

- B. Contracts issued by or through the department shall comply with Article X of the city Charter, city ordinances and administrative procedures.

**2.302.040 – Expiration.**

This ordinance shall expire and sunset 24 months after its effective date.”

**SECTION 2.** The City Clerk shall certify the adoption of this ordinance and shall cause this ordinance to be published in full text.

**SECTION 3.** This ordinance shall take effect upon publication.

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Victor M. Gordo  
Mayor

I HEREBY CERTIFY that the foregoing ordinance was adopted by the City Council of the City of Pasadena at its meeting held this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Date Published:

\_\_\_\_\_  
Mark Jomsky  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
Dion O'Connell  
Deputy City Attorney