

Agenda Report

March 13, 2023

TO: Honorable Mayor and City Council

FROM: City Clerk

SUBJECT: INFORMATIONAL UPDATE ON THE PASADENA RENTAL HOUSING BOARD (PRHB) APPLICATION PROCESS

RECOMMENDATION:

This report is intended to provide information to the City Council; no action is required.

BACKGROUND:

On January 9, 2023, the City Council received information on Measure H, the Pasadena Rental Housing Board (PRHB) application process, administrative rules to be used by City Clerk staff to administer the application process, and other related matters. As directed in City Charter Section 1811(b), the City Clerk's Office is tasked with preparing application materials, verifying eligibility of applicants, and forwarding applications to the City Council for consideration of appointment.

On January 23, 2023, the City Clerk's Office opened the application period for the PRHB, conducted informational sessions for those interested in applying to serve on the Board, and issued applications and nominations papers to Pasadena residents seeking appointment. Including the initial workshop, the City Clerk's Office has met with and issued approximately 50 applications to residents of Pasadena seeking appoint to the PRHB. Seven applicants have so far returned applications, with six verified as qualifying for City Council consideration. The following chart provides a simple breakdown of the total applications issued to date (many applicants applied for **both** Tenant and At-Large seats):

	District 1	District 2	District 3	District 4	District 5	District 6	District 7
Tenant	4	3	10	3	12	2	1
At-Large	4	5	12	2	14	3	4
Total Apps	5	5	13	3	16	3	4

Attachment A provides the list of names, districts, selected application type, and application status for each Pasadena resident issued application materials for the Board. This list is current as of March 9, 2023.

Application and Pasadena Rental Housing Board Timeline:

Pursuant to City Charter Section 1811(c), the City Council shall make appointments to the PRHB within 120 days of the effective date of this new City Charter Article. The measure became effective on December 22, 2022, which sets the deadline for the City Council to make appointments to the Board by April 21, 2023. The last regular City Council meeting prior to the deadline is April 17, 2023. Following is a suggested timeline for the City Council to make appointments to the Board, in line with the requirements of the City Charter:

Application period opened	January 23, 2023
Suggested deadline for applicants to submit completed applications	Thursday, March 23, 2023 by 5:00 p.m.
City Clerk to distribute submitted applications to the City Council	March 27, 2023
City Council to review applications for nominations to the seven Tenant District seats (one from each district), as well as applications for appointment to the four At-Large seats	March 28, 2023 through April 12, 2023
City Council to submit nominations to the City Clerk for each Tenant District seat, along with two names for the At-Large seats	Thursday, April 13, 2023 by noon
City Council to vote on appointments to the Pasadena Rental Housing Board	April 17, 2023
Special Meeting to complete any pending appointments to the Board	April 20, 2023
Charter-Imposed Deadline for Board appointments (Charter Section 1811(c))	April 21, 2023
Anticipated date for the Pasadena Rental Housing Board to begin meeting	On or before May 17, 2023

In the event the City Council is unable to complete the appointment process at the April 17, 2023 regular meeting, a special meeting can be held on Thursday, April 20, 2023 for any pending actions/appointments. This will ensure that the City Council meets the required deadline for appointments set forth in the City Charter.

As noted in the proposed timeline, City staff has set a suggested 30-day timeframe for the Pasadena Rental Housing Board to get organized and begin meeting. If able, the Board can begin meeting before May 17, 2023. The initial meetings of the Board will likely consist of orientation and training, including swearing in of Board Members, setting the time and meeting location for regular meetings, receiving information on relevant Brown Act open meeting provisions and regulations, as well as choosing a Chair and Vice Chair.

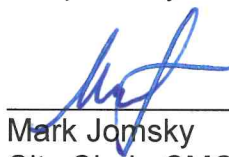
It should be noted that the suggested timeline and appointment process is to allow Councilmembers time to review applications and nominate applicants, and the full City Council to appoint Board members. In the event that an applicant submits an application after the suggested deadline of March 23, 2023, the City Council may consider (or not) such applications at its discretion. Pursuant to the City Charter, the one timeline item that is mandatory, and not subject to change, is that the City Council make its appointments no later than April 21, 2023.

FISCAL IMPACT:

There is no fiscal impact associated with this information update.

When Measure H was submitted to Pasadena voters for the November 2022 election, staff commissioned Management Partners to conduct a financial analysis of the Charter measure. Management Partners' analysis showed the overall rent control program, once up and running, would require 26 staff positions and cost approximately \$5.8 million per year to operate. Prior to the date the Board begins to meet to implement their duties, City staff will return to the City Council to seek the initial operating budget allocation (with such funds advanced by the City, which the City may later seek to get reimbursed), in accordance with Section 1811(l)(2) of the Charter.

Respectfully submitted,



Mark Jomsky
City Clerk, CMC

ATTACHMENTS:

Attachment A – List of Applications Issued by District