



Office of the City Clerk

**Pasadena Rental Housing Board
Appointment Process –
Alternate Tenant Position
Unscheduled Vacancy
Item 19**

December 16, 2024





BACKGROUND

Office of the City Clerk

- **September 23, 2024** – City Council accepted resignation of Alternate Tenant Board Member, creating an unscheduled vacancy on Pasadena Rental Housing Board
- **September 26, 2024** – City Clerk's Office published a notice of solicitation for applications and opened the application period for the now vacant position
- **December 2, 2024** – Following outreach conducted by the City Clerk's Office, City Manager's Office, Mayor's Office, and the Rent Stabilization Dept, application period closed
- **December 24, 2024** – 90-Day Deadline for City Council to make appointment



PASADENA RENTAL HOUSING BOARD CITY CHARTER SECTION 1811

Office of the City Clerk

- Eleven (11) Primary Members plus
Two (2) Alternates (Total 13 members)
 - > Tenant Alternate Member
 - Non-Voting member
 - May speak during meetings
 - Not authorized to vote **unless** in the absence, recusal, or vacancy of a primary Tenant Member



PRHB ELIGIBLE APPLICANTS

Office of the City Clerk

- PRHB Applicant Requirements (1811 (a), (b), and (c))
 - > Provide proof of residency in Pasadena
 - > Obtain 25 signatures of residents supporting applicant from the **same** Pasadena Council District as applicant
 - > Submit a Form 700
 - > Submit required verifications/affidavits signed under penalty of perjury
- Alternate Tenant Applicants:
 - > No **Material Interest in Rental Property** at the time of their appointment or at any later time during service on the PRHB
 - > Tenant Members, Alternate Tenant, and **Extended Family** Members may not have owned, managed, or had a 5% or greater ownership stake in rental units in Los Angeles County in the **3 years** prior to applying for position



APPLICATION PROCESS

Office of the City Clerk

- City Clerk's Office issued 15 applications for the unscheduled Alternate Tenant Member vacancy
- Total Applications Submitted: 9
 - Verified as Eligible: 4



TONIGHT'S PROCESS FOR APPOINTMENT

Office of the City Clerk

- Review Four Alternate Tenant Applicants (1 Seat available)
 - > Report on 1st and 2nd rank choices by Councilmembers
 - > **NOTE TO PUBLIC**: Tally is not a vote – it is a tool to help Council build consensus on the appointment
 - > Applicant with the most votes **does not** entitle an applicant to the unscheduled vacancy seat
 - > Appointment requires five affirmative votes of the City Council
- Opportunity for City Council Questions (applicants invited to be present)
- Public Comment



TONIGHT'S PROCESS FOR APPOINTMENT

Office of the City Clerk

- City Council Deliberations/Vote on Alternate Tenant Applicants (4 qualified)
 - > City Council may ask questions of applicants (not required)
 - > Motion/Second for appointment to fill the vacancy needs five affirmative votes
- Item Concluded



ALTERNATE TENANT NOMINATIONS

Office of the City Clerk

Applicants and District

1 Alternate Tenant Seat

- Varouge Mesrobian, District 6
- Louis Rigolosi, District 7
- Christine Rodriguez, District 5
- Simon Ybarra, District 3
- City Charter Section 1811(a) states: “The alternate Tenant Member may reside in any district of Pasadena.”
- The term of office will be for the remainder of the unexpired term, May 24, 2027
- City Charter Section 1811(d) states, “Members may serve no more than eight (8) consecutive years.”



Questions/Comments

Office of the City Clerk





Questions/Comments

Office of the City Clerk

It is recommended that the City Council:

- (1) Find that the proposed action is exempt from review pursuant to the California Environmental Quality Act (“CEQA”) in accordance with State CEQA Guidelines § 15061(b)(3), the “Common Sense” exemption that CEQA only applies to projects that may have a significant effect on the environment;
- (2) Consider the qualifications and submitted application materials provided by the four applicants that were certified by the City Clerk’s Office pursuant to the requirements and provisions detailed in City Charter, Article XVIII;
- (3) Following City Council discussion and deliberation, approve a motion to appoint one of the four certified applicants to serve as the Alternate Tenant Member on the Pasadena Rental Housing Board for the remainder of the unexpired term, ending May 24, 2027; and
- (4) Refer the appointment and selection process for the Pasadena Rental Housing Board to the Legislative Policy Committee for review and recommendation on possible modifications to the appointment process for future vacancies, both scheduled and unscheduled, occurring on the Board.