



OFFICE OF THE CITY CLERK

MEMORANDUM - CITY OF PASADENA

TO: Honorable Mayor and City Council

FROM: Mark Jomsky, City Clerk 

DATE: December 11, 2025

RE: Pasadena Rental Housing Board – Unscheduled Vacancy for At Large Member Seat

As noted on the December 15, 2025 agenda, the City Council is set to accept the resignation of Arnold Siegel, Pasadena Rental Housing Board Member serving in an At Large Member seat on the Board. Pasadena City Charter, Section 1811(c), states that the "City Council must publish a solicitation for applications within 30 days of the date it becomes aware of the vacancy." Additionally, City Charter 1811(k), states that, "No vacancy shall remain unfilled for a period longer than 120 days."

With this in mind, the City Clerk's Office will be administering the application process to fill this unscheduled vacancy, as indicated in the draft Notice of Solicitation of Applications attached to this informational memo, and summarized as follows:

- o Notice of Solicitation to be published on Monday, January 5, 2026
- o Application Period to open on Wednesday, January 7, 2026, with City Clerk staff to issue official application materials to those interested in serving during the period
- o Applicants to complete application questionnaire, declarations, and nomination petition requirements no later than the stated deadline to submit forms: Thursday, March 5, 2026

The deadline for the City Council to appoint an applicant to serve on the Board in the vacant seat is no later than April 14, 2026. The appointment will cover the remaining period left on the term, which expires on March 24, 2027.

Meeting of: 12/15/25
Agenda Item No. 12
Submitted by Staff



**NOTICE OF SOLICITATION OF APPLICATIONS
TO FILL AN AT LARGE MEMBER VACANCY FOR
AN UNEXPIRED TERM ON THE
PASADENA RENTAL HOUSING BOARD**

DRAFT

In accordance with Pasadena City Charter, Section 1811, a Pasadena Rental Housing Board has been established to administer and enforce Article XVIII of the City Charter, "*The Pasadena Fair and Equitable Housing Charter Amendment*". The Board is comprised of eleven (11) members consisting of seven (7) Tenant Members, and four (4) At-Large Members. In addition, there are two (2) alternates, one serving as the alternate for the Tenant Members and one serving as the alternate for the At-Large Members.

Notice is hereby given that there is an unscheduled vacancy in one of the At Large Member seats resulting from the resignation of Arnold Siegel. The Pasadena City Council will begin soliciting applications from individuals seeking to fill this vacancy on Wednesday, January 7, 2026 to serve the remaining balance of the unexpired term, with the term set to end on May 24, 2027.

Pursuant to City Charter Section 1811(a), At Large Members shall be appointed by the City Council, and may reside in any district of Pasadena, may or may not be Tenants, and may or may not have Material Interest in Rental Property. With regard to Material Interests in Rental Property, while the City Charter is permissive in allowing At Large members to own rental property, California's Conflict of Interest regulations for public officials currently contain separate standards. As a result, property owners with a prescribed financial interest in 4 or more rental units in the City of Pasadena might not be able to freely participate in all matters that come before the Pasadena Rental Housing Board. Interested applicants in such a position should consult with their legal counsel prior to submitting an application.

The Board's duties include making rules and regulations to implement Article XVIII of the City Charter, setting allowable rent increases, determining and publicizing the Annual General Adjustment in rents, appointing hearing officers, conducting hearings on petitions for rent adjustments for individual properties, establishing a budget, pursuing civil remedies against those who violate Article XVIII of the City Charter, holding public hearings, establishing a schedule of penalties for violations of Article XVIII of the City Charter, and establishing and maintaining a registry of rental housing in Pasadena.

The City encourages interested residents to apply for appointment to the Board. In addition to a completed application, applicants must circulate a nomination petition and gather a minimum of 25 qualified signatures from residents living in the same Pasadena Council District as the applicant. A declaration of financial interests of the applicant, and of their Extended Family members, is also required and will be a public record. Nomination petitions and application materials are available in the City Clerk's Office.

The application period for this appointment will open on Wednesday, January 7, 2026 at 8:00 a.m. with a deadline to submit forms by Thursday, March 5, 2026 by 5:00 p.m. Application forms can be obtained by contacting the Pasadena City Clerk's Office during regular business hours, Monday through Friday, 7:30 a.m. – 5:30 p.m. (appointments recommended):

City of Pasadena, Office of the City Clerk
100 North Garfield Avenue, Room S228
Pasadena, California 91101
(626) 744-4124, cityclerk@cityofpasadena.net

Mark Jomsky
City Clerk

To be Published and Posted: Monday, January 5, 2026