

## ATTACHMENT B

### RESOLUTION NO. 10120

#### ADOPTED PROTOCOLS AND PROCEDURES FOR APPOINTMENT MEMBERS TO SERVE ON THE PASADENA RENTAL HOUSING BOARD

**RESOLUTION NO. 10120**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA ESTABLISHING PROTOCOLS AND PROCEDURES FOR APPOINTMENTS TO THE PASADENA RENTAL HOUSING BOARD (PRHB) FOR SCHEDULED AND UNSCHEDULED VACANCIES AFFECTING TENANT MEMBER, AT LARGE MEMBER, ALTERNATE TENANT MEMBER, AND ALTERNATE AT LARGE MEMBER POSITIONS ON THE BOARD**

WHEREAS, City Charter Article XVIII – (Pasadena Fair and Equitable Housing Charter Amendment) was adopted by Pasadena voters on November 8, 2022 to promote neighborhood and community stability, healthy housing, and affordability for renters in Pasadena; and

WHEREAS, City Charter Article XVIII, Section 1811, establishes the Pasadena Rental Housing Board (“PRHB” or “Board”) comprised of Pasadena residents, and serves as the administrative body empowered to “administer and enforce” the provisions of Article XVIII, consisting of seven (7) Tenant Members, four (4) At Large Members, one (1) Alternate Tenant Member, and one (1) Alternate At Large Member; and

WHEREAS, the application process to serve on the PRHB requires the submission of an application, a nomination petition with at least 25 signatures of residents from the same Council District supporting the applicant’s service on the Board, and a Statement of Economic Interests (Form 700) filing; and

WHEREAS, City Charter Section 1811 assigns responsibility to the City Council’s Office for noticing end of terms and unscheduled vacancies on the PRHB, to the City Clerk’s Office for administering the application process, and to the City Council for selecting and appointing Board Members to serve on the PRHB; and

WHEREAS, due to high interest from community members to serve on the Board, the investment of time and energy for residents to successfully complete the application process, and the need for the City Council to conduct fair and efficient appointment processes capable of handling numerous applicants and the filling of multiple positions at one time, it is important to establish a detailed process that can serve the City Council in building consensus collectively and filling positions on the PRHB in a timely and transparent manner.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pasadena as follows:

SECTION 1. **Certified Applicants**: Following the deadline to submit applications for consideration, the City Clerk's Office will transmit to the City Council those applications of applicants that have met the requirements of the City Charter at least two weeks prior to the scheduled appointment date.

SECTION 2. **Appointment of Tenant Members**: Consistent with City Charter Section 1811, the seven Tenant Members representing each of the seven Council Districts are nominated by the individual Councilmember from each District, with the City Council acting collectively to ratify appointments.

The process for selecting Tenant Member nominations will vary by District according to the preferences of the nominating Councilmember, and can include a review by the Councilmember of submitted eligible application materials, as well as one-on-one meetings with prospective applicants. Nominations shall be submitted to the City Council's Office in a timely manner to allow for the nominee's name and position to be posted on the City Council's meeting agenda for ratification by the full City Council.

If after the close of the application deadline a Councilmember is unable to identify an ideal applicant in the pool of applications received, or if no qualified

applicant is available or verified by the City Clerk's Office, the Councilmember may seek out additional applicants from the Council District. Such applicants must complete the application process, and be verified by the City Clerk's Office as completing all the requirements of the City Charter in order to be eligible for appointment.

The Council District's Tenant Member should be appointed no later than the end of the term, or as soon as possible thereafter, bearing in mind City Charter Section 1811(d), which states, "The City Council will appoint members to the Board with careful alacrity, taking care to ensure there are no unfilled Board seats."

SECTION 3. **Appointment of At Large Members:** The four At Large Members of the PRHB are appointed by the City Council collectively. The process to appoint At Large members to the Board differs from the process of appointing Tenant members, and will focus initially on building consensus to narrow the field of qualified applicants and assist the City Council in identifying applicants with the most Council support for appointment.

Each member of the City Council will receive applications from qualified applicants, which are to be reviewed for qualifications, background, and ability to serve effectively in the position. As part of their review, members of the City Council will be asked to identify and rank up to five applicants in priority order of preference that appear to be the most qualified. At the Council meeting when appointments are to be made, each member of the City Council will announce their applicant rankings, and the City Clerk will tally the results of the City Council's ranked choices. The results of the collective City Council rankings are intended for consensus building purposes only, and do not constitute a vote of



the City Council, nor entitle the highest ranked applicant(s) appointment to the Board.

Following a report out by the City Clerk on the ranked choices of the City Council, the Council can, but are not required to, invite those applicants with the most support to provide a statement up to three minutes on their qualifications, background, and interest in serving on the PRHB. Members of the City Council can ask questions of any or all applicants. Members of the public will be invited to speak on the item prior to City Council deliberations and action on appointments to the Board.

Following applicant interviews and public comment, the City Council will begin deliberations and consider motions to appoint applicants to serve as At Large Members, requiring at minimum five affirmative votes of the City Council to successfully approve a motion to appoint one applicant or a slate of multiple applicants to the Board.

#### SECTION 4. **Appointment of Alternate Tenant and At Large**

**Members:** The Alternate Members for the Tenant and At Large seats on the PRHB are appointed by the City Council collectively. The process to make appointments to Alternate Member positions will follow the At Large process detailed in Section 3, above.

SECTION 5. The City Clerk shall provide to each prospective applicant interested in serving on the Pasadena Rental Housing Board a copy of this resolution at the time application and nomination forms are issued.

Adopted at the regular meeting of the City Council on the 7<sup>th</sup> day of April, 2025, by the following vote:

AYES: Councilmembers Cole, Hampton, Jones, Lyon, Madison, Masuda, Vice Mayor Rivas

NOES: None

ABSENT: Mayor Gordo

ABSTAIN: None

  
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Mark Jomsky  
City Clerk

APPROVED AS TO FORM:

  
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Michele Beal Bagnaris  
City Attorney/City Prosecutor