

**AMENDED**

**AGENDA**

CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
**WEDNESDAY, February 8, 2017**  
REGULAR MEETING – 7:00 PM  
COUNCIL CHAMBERS  
2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CA 94303

**RENT STABILIZATION BOARD**

**BOARD MEMBERS:** Sonja M. Spencer, Chairperson  
Patricia Garcia, Vice Chairperson  
Maureen Larsson  
Midge Dorn  
Shryee D. Randolph  
William B. Webster  
Goolrukh Vakil

**BOARD ALTERNATE:** Norma “Gemma” Barcelo

NOTICE: The East Palo Alto Rent Stabilization Board welcomes public input. Anyone desiring to address the Board is requested to fill in the speaker form available from staff. However, because of the Brown Act, the Board cannot discuss or vote on any agenda item raised by the public or any of its members unless the item appears on the posted agenda. Non-agendized items are referred to staff and placed on the agenda of the next meeting. During the Community Forum portion of the meeting, comment is restricted to not more than two minutes for any individual and shall not exceed 20 minutes in total time. Additionally, those wishing to include an electronic media presentation must furnish/provide their own equipment. For further information regarding these items, you may contact the City of East Palo Alto Rent Stabilization Program, or call (650) 853-3114.

**Notice of Availability of Public Records: All public records relating to an open session item which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the Rent Stabilization Board will be available for public inspection at the Rent Stabilization Program Office, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the Rent Stabilization Board. Such documents may also be available on the East Palo Alto website [www.ci.east-palo-alto.ca.us](http://www.ci.east-palo-alto.ca.us) subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3114.**



East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Rent Stabilization Program office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. For further information, you may contact the City of East Palo Alto Rent Stabilization Program, or call (650) 853-3114

**7:00 P.M. - REGULAR RENT STABILIZATION BOARD MEETING**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. AGENDIZED ITEMS FOR POLICY AND ACTION**

**4.1 Rent Stabilization Board's Regular Meeting Schedule**

Recommendation: By motion, adopt a resolution setting the Rent Stabilization Board regular meetings for 7:00 p.m. on the second Wednesday of every month.

**5. PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS**

**Notice to the public:** Members of the public wishing to address the Board on Consent Calendar Items are requested to submit a completed speaker sheet to the Rent Stabilization Program Administrator.

**6. CONSENT CALENDAR**

6.1 Approval of Minutes for the January 11, 2017 regular Rent Stabilization Board meeting

**7. COMMUNITY FORUM**

**Notice to the public:** Anyone wishing to address the Board on any matter for which another opportunity to speak is not provided on the Agenda, and which is within the Board's purview, is requested to submit a completed Speaker Sheet to the Rent Stabilization Program Administrator. (2 minutes per person time limit)

**8. REPORTS OF COMMITTEES AND STAFF**

**8.1** Report out from RS Board Members and Committees:

- a. Outreach/Education (**Dorn**, Spencer & Vakil)
- b. Rules and Regulations (**Webster** & Randolph)
- c. Committee on Pest Infestation and Mold (**Dorn**)

**8.2** Report out from Staff

**9. ANNOUNCEMENTS FROM RENT STABILIZATION BOARD MEMBERS**

**10. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS**

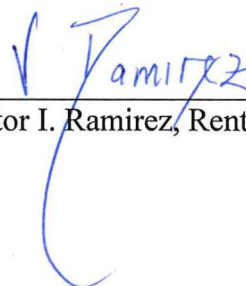
**11. ADJOURNMENT**

Future Meetings	Agenda Topics
TBD	Review and Action to adopt amendments to the regulations implementing the Rent Stabilization Ordinance
TBD	Establish a fee for issuance of Certificates upon request

Recurring Agenda Items to be Scheduled Each Year	
First meeting in April	Election of Chair and Vice-Chair
April	Authorization of Annual General Adjustment (AGA) under the 2010 Ordinance
May	Authorization of Annual General Adjustment (AGA) in rents for Mobile Home Park under the 1988 Ordinance
May	Authorization of the Annual Registration Fee for mobile home park rental spaces regulated under the 1988 Rent Stabilization Ordinance
October	Authorization of the Annual Registration Fee for rental units regulated under the 2010 Rent Stabilization Ordinance

I, Victor I. Ramirez, Rent Stabilization Program Administrator, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Rent Stabilization Board, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 2415 University Ave., East Palo Alto, CA at 12:30 p.m., Friday, February 3, 2017.

Dated: February 3, 2017

  
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 Victor I. Ramirez, Rent Stabilization Program Administrator



City of East Palo Alto  
Office of the City Manager  
Rent Stabilization Program  
2415 University Avenue 2<sup>nd</sup> Floor  
East Palo Alto, CA 94303  
Tel: 650-853-3114 | Fax: 650-853-3115

**Agenda**  
**Item#: 4.1**

**MEMORANDUM**

**Date:** February 8, 2016  
**To:** Honorable Chairperson and Rent Stabilization Board Members  
**From:** Victor I. Ramirez, Rent Stabilization Program Administrator  
Rafael E. Alvarado, Jr., City Attorney  
**Subject:** Rent Stabilization Board's Regular Meeting Schedule

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**Recommendation:**

By motion, adopt a resolution setting the Rent Stabilization Board regular meetings for 7:00 p.m. on the second Wednesday of every month.

**Background:**

Section 7.G. of the Rent Stabilization and Just Cause for Eviction Ordinance of 2010 ("Ordinance") states: "The Board shall hold regularly scheduled meetings. Special meetings shall be called at the request of the chair or at least a majority of the Board. Notice of meetings, agendas and the conduct of meetings shall conform to the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq."

The Rent Stabilization Board ("Board") has traditionally held regular meetings every second and fourth Wednesday of the month at 7:00 p.m. The Board may also hold special meetings upon the Chair's or a majority of the Board's request which the Board has actually scheduled when needed. In 2016, the Board was able to perform the functions required of it by the Ordinance in just fifteen meetings.

**Discussion:**

Some of the factors that the Board may consider when deciding whether it wishes to move to a monthly regular schedule are:

1. The Board Has Been Able to Conduct Its Business On a Close to Monthly Schedule

The Board conducted its business in fifteen regular meeting in 2016 and one special meeting in the month of May. The Board was able to complete its tasks by the applicable deadlines, including setting the annual general adjustments, annual program fees, and appeals. The Board can still schedule special meetings when urgent matters need to be resolved.

2. Having Monthly Meetings Could Bring About Some Small Savings

By having monthly meetings, the Board may bring about some savings to the Program related to salary and overhead costs.

3. Restriction to Public Access

By limiting the regular board meetings to once a month, the public will have fewer opportunities to directly raise their concerns to the Board. However, a member of the public may, at any time, directly contact the Board Chair or through the Program to request that a special meeting be held on any urgent matters.

4. Reduction of Time Demands on Board Members

By holding monthly meetings instead of biweekly meetings, the Program's time demands on the Board members can be decreased and overall operational efficiency increased.

5. Availability of Council Chambers

By scheduling meetings once a month, the City Council Chamber, where the Board usually holds its meetings, can be made available for other city, library, or resident activities.

**Attachments:**

- 1) Resolution Setting Board's Regular Meeting Schedule



**RSB RESOLUTION NO. 17-\_\_**

**A RESOLUTION OF THE RENT STABILIZATION BOARD OF THE CITY OF EAST PALO ALTO SETTING THE RENT STABILIZATION BOARD'S REGULAR MEETING SCHEDULE**

**WHEREAS**, on June 8, 2010, voters approved the Rent Stabilization and Just Cause for Eviction Ordinance of the City of East Palo Alto ("2010 Ordinance"); and

**WHEREAS**, Section 7.G of the 2010 Ordinance provides that the Rent Stabilization Board ("Board") shall hold regularly scheduled meetings. Special meetings shall be called at the request of the chair or at least a majority of the Board. Notice of meetings, agendas and the conduct of meetings shall conform to the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq.; and

**WHEREAS**, the Board has traditionally held regular meetings every second and fourth Wednesday of the month at 7:00 p.m.; and

**WHEREAS**, in 2016, the Board was able to perform the functions required by the Ordinance in just fifteen meetings. The Board completed its tasks by the applicable deadlines, including setting the annual general adjustments, annual program fees, and appeals; and

**WHEREAS**, by having monthly meetings, the Board may bring about some savings to the Program, related to salary and overhead costs. The Board may still schedule special meetings, at the request of the chair or a majority of the Board, when additional matters need to be addressed; and

**WHEREAS**, by holding monthly meetings instead of biweekly meetings, the Program's time demands on the Board members can be decreased and overall operational efficiency increased; and

**WHEREAS**, by scheduling meetings once a month, the City Council Chamber, where the Board usually holds its meetings, can be made available for other city, library, or resident activities;

**NOW, THEREFORE, BE IT RESOLVED BY THE RENT STABILIZATION BOARD OF THE CITY OF EAST PALO ALTO** that beginning in March 2017, the regular Board Meetings of the Rent Stabilization Board will be conducted on the second Wednesday of every month, at 7:00 p.m., in the Council Chambers of East Palo Alto City Hall located at 2415 University Avenue, East Palo Alto, CA 94303.

[SIGNATURES ARE ON THE FOLLOWING PAGE]

RSB Resolution No. 17-\_\_\_\_

**ADOPTED** by the Rent Stabilization Board of the City of East Palo Alto on the 8<sup>th</sup> day of February, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**SIGNED:**

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Sonja Spencer  
Chairperson, Rent Stabilization Board

**ATTEST:**

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Victor I. Ramirez  
Rent Stabilization Program Administrator

**APPROVED AS TO FORM:**

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Rafael E. Alvarado Jr., City Attorney

MINUTES

CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
WEDNESDAY, January 11, 2017  
REGULAR MEETING – 7:00 PM  
COUNCIL CHAMBERS  
2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CA

1. **CALL TO ORDER:** 7:06 p.m.

2. **ROLL CALL**

Present: Sonja Spencer, Patricia Garcia, Midge Dorn, Shryee Randolph, Maureen Larsson, Goolrukh Vakil, Norma “Gemma” Barcelo

Absent: William Webster (was not able to attend the meeting due to health issues)

Staff members present: Rafael E. Alvarado, Jr., City Attorney  
Kimberly Kriegh, Rent Stabilization Program Counselor II  
Victor I. Ramirez, Rent Stabilization Program Administrator

3. **APPROVAL OF AGENDA:** 7:08 p.m.; Dorn/Vakil; 7/0/0

4. **AGENDIZED ITEMS FOR POLICY AND ACTION**

4.1 **Annual Notice of Apparent Maximum Allowable Rent**

In light of the adopted 2016 amendments to the Rent Stabilization and Just Cause for Eviction Ordinance of 2010, by motion the Board:

- 1) Acknowledged that the notice requirement of Section 600. D.5. of the Rules and Regulations (“Regulations”) that implement the Ordinance which requires that the Rent Board provide a copy of the annual registration to the tenants has been rendered ineffective;
- 2) Reviewed, took public comment, and provided input to Staff in regard to the replacement of the *Annual Registration Notice of Rent Reported by Your Landlord* for the proposed *Annual Notice of Apparent Maximum Allowable Rent*; and
- 3) Instructed Staff to provide tenants with an *Annual Notice of Apparent Maximum Allowable Rent* as approved instead of the current *Annual Registration Notice of Rent Reported by Your Landlord* by February 15, 2017.

7:30 p.m.; Garcia / Larsson; 7/0/0

5. **PUBLIC COMMENT REGARDING CONSENT CALENDAR ITEMS:** 7:31 p.m.

No speakers.

6. **CONSENT CALENDAR**

6.1 Approved Minutes for the December 14, 2016 regular Rent Stabilization Board meeting  
7:33 p.m.; Garcia / Larsson; 6/0/1 (Vakil abstained)

7. **COMMUNITY FORUM**

No speakers.

8. **REPORTS OF COMMITTEES AND STAFF:** 7:34 p.m.



**8.1** Report out from RS Board Members and Committees:

- a. Outreach/Education: **Dorn** – No report
- b. Rules and Regulations: **Randolph** – Committee meeting scheduled for January 20.
- c. Committee on Pest Infestation and Mold: **Dorn** – No report

**8.2** Report out from Staff

**2017 Registration Process**

Program continues to process Annual Program Fee Statements and Program Fee Payments. No concrete numbers reported yet, but most of the landlords have already submitted their annual program fee payment.

**January 20, 2017 Rules and Regulations Meeting**

To update regulations to implement the 2016 Ordinance amendments. The City continues to work with CLS and WPC who have already made suggestions to the proposed amendments. Planning to bring proposed amendments to the full Board by the end of February or beginning of March.

**Pending Hearing Examiner Decisions**

None

**New Petitions**

As of January 11, two new petitions have been filed with the Program.

**Program's Guide to Rent Control**

Staff has been updating English and Spanish versions of the Program's Guide as well as other Program's forms and documents in English and Spanish after the adoption of the 2016 Ordinance Amendments.

**9. ANNOUNCEMENTS FROM RENT STABILIZATION BOARD MEMBERS: 7:39 p.m.**

Garcia -

**10. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS**

None

**11. ADJOURNMENT: 7:45 p.m.; Dorn/Garcia; 7/0/0**