

**CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
WEDNESDAY, February 23, 2011  
REGULAR SESSION  
2415 UNIVERSITY AVENUE  
City Council Chambers  
EAST PALO ALTO, CA  
Minutes**

**7:00 P.M.**

**REGULAR RENT STABILIZATION BOARD MEETING**

**1. CALL TO ORDER**

Chair Dorn called the meeting to order at 7:15 p.m.

**2. ROLL CALL**

Board Members Present: Dorn, Fremont, Hart, Randolph, Webster  
Board Members Absent: Ndegwa  
Board Alternates Present: Allen  
Board Alternates Absent:

Staff Present: S. Ford, M. Packard, N. Naidu

Board member Allen: Seated in the vacant seat.

**3. APPROVAL OF AGENDA**

Allen/Hart M/S/C (Motion/Second/Carried): Approve agenda. Vote: 6-0-0

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

4.1 Discussion with Wells Fargo/REDUS management staff and tenants on procedures for informing management of needed repairs and getting repairs made.

Mr. Christopher Peter of Laramar Properties, General Manager of Wells Fargo/REDUS properties in East Palo Alto: Mr. Peter gave an oral presentation on the work Laramar had been doing to repair Wells Fargo/REDUS properties.

Board member Hart: Public safety is important. Solar panels are broken at an E. O'Keefe address (402). They are attracting mosquitoes. Please have your maintenance crew take care of this problem.

Mr. Noe Mora (through a translator) 402 E. O'Keefe: He said he had not had regular hot water for over year. The garage gate does not work.

Interim Rent Stabilization Board Administrator: if tenants are not receiving services please call the Rent Board Offices. Translators are available. There are petitions that the tenants can complete.

#### 4.2 Update from YUCA on YUCA survey results and discussion

YUCA staff members provided a PowerPoint presentation of the results a survey they conducted of 200 residents of “Woodland Park Tenants.”

#### 4.2 Report on and discussion of Rules and Regulations Committee meetings

Board member Webster: The next Rules committee is scheduled for March 8, 2011. Mr. Webster expects to receive updated draft of Certification rules from Mr. Baar. The YUCA letter on invalidation on certificates, the remaining scope of work and timeframe will be on the agenda.

#### 4.4 Discussion of Rent Stabilization Program brochures

Board member Hart: The Outreach and Education Committee is developing landlord fact sheets and additional fact sheets for tenants. A tenant workshop is scheduled for March 22, 2011. A landlord workshop is scheduled for March 24, 2011.

#### 4.5 Interim Administrator’s Report

- a. Recruitment for Permanent Administrator position  
Yesterday 10 candidates were interviewed by the initial interview panel. Three candidates from that process and one from the first panel interview in January will be interviewed by the Rent Stabilization Board committee on Friday, February 25, 2011.
- b. 2010 – 2011 Registration  
Staff is continuing to enter data into the Data Entry System. Staff does site checks on the properties where there are questions about the number of units on the site.
- c. Update on Creekside mobile home park collection of fees and penalties  
Staff met with and informed a representative from the Creekside mobile home park that the matter is being referred to the Board. The matter will be on the agenda for Board discussion March 23<sup>rd</sup> with the possibility of the Board setting a public hearing for April 13, 2011.

## 5 CONSENT CALENDAR

### APPROVAL OF MINUTES

- Minutes for the December 13, 2010 Special RS Board meeting

Minutes for the December 13, 2010 Special Rent Stabilization Board meeting

Minutes for the January 26, 2011 Regular Rent Stabilization Board meeting

Allen/Webster M/S/C (Motion/Second/Carried): Approve minutes for December 13, 2010 Special Rent Stabilization Board meetings. 4-0-0 (Hart and Dorn abstain).

Allen/Webster M/S/C (Motion/Second/Carried): Approve minutes for January 26, 2011 regular Rent Stabilization Board meeting. 4-0-0 (Fremont and Randolph abstain).

## 6 COMMUNITY FORUM

At this time, any member of the public may address the Board on any matter that is not on the agenda (2 minutes per person time limit).

No speakers

## 7 PUBLIC HEARING

### 7.4 First reading and public hearing on proposed Rent Stabilization Program Rules and Regulations for Initial Certification

Board member Fremont: Is the appendix just an appendix to this section or to all of the Rules and Regulations?

Deputy City Attorney Naidu: The appendix is provided for reference. The Board will not be voting on the appendix.

Board member Allen: "Objection must be filed not more than 30 days with the Board." Does this wording conflict with wording in the Petris Act that says that an appeal shall be filed within 15 days of the issuance of the Certificate?

Board member Fremont: The 15 days that Mr. Allen is referring to refers to a time period that takes place after the initial certification. Here the Board is considering the Initial Certification. The 15 days in that section of the Petris Act does not apply to the appeal period for initial certifications.

Board member Allen: An email can be sent to Mr. Baar asking for clarification about the placement of the appendix.

Board member Fremont: Suggests that the Board drop the appendix from what it is considering tonight.

Board member Allen: Suggests revision in Section F.6 on page 3: Remove "he/she believes that"

Board member Fremont: In Section C on page 1, 4.J.I should be 4.J.1.

Allen/Webster: M/S/C (Motion/Second/Carried) Accept the changes proposed by Allen and Fremont. Vote: 6-0-0

Webster/Allen M/S/C (Motion/Second/Carried): Waive the reading of the text of the proposed Initial Certification regulations. Vote: 6-0-0.

Webster/Fremont M/S/C (Motion/Second/Carried): Open the public hearing. Vote: 6-0-0  
No one from the public spoke.

Allen/Webster M/S/C (Motion/Second/Carried): Close the public hearing. Vote: 6-0-0

Second reading will be at the next regular Rent Stabilization Board meeting on March 9, 2011.

## **8 RESOLUTIONS or RULES**

### **9. REPORTS OF COMMITTEES AND STAFF** (Members of the Public who wish to speak on these items may do so during Community Forum)

#### 9.1 Report out from RS Board Members and Committees:

##### a. Operational Excellence (**Allen & Fremont**)

Board member Allen: Discuss the Consumer Price Index at the second meeting in March.

##### b. Outreach/Education (Dorn & **Hart**, Ndegwa)

Board member Hart: Staff should provide petitions for tenants to move forward.

##### c. City Council Liaison (**Hart & Fremont**)

Board member Hart said that he and Mr. Fremont need to let City Council member Abrica when they are available to meet.

##### d. Rules and Regulations (**Webster**, Fremont & Randolph)

No additional information reported.

##### e. Ad hoc Budget Committee;

Interim Administrator Packard: The staff is ready to meet with the committee when the committee sets a date.

#### 9.2 Report out from Staff

Interim Administrator Packard encouraged Board members to attend the tenant and landlord workshops.

## **10. ADMINISTRATIVE ITEMS**

## **11. WRITTEN COMMUNICATIONS**

## **12. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS**

- a. March 9, 2011: Second reading and Adoption of Initial Certification Rules
- b. March 23, 2011 (tentative): Set a public hearing for Creekside mobile home park
- c. March 23, 2011 (tentative): Discussion of the 2011 Consumer Price Index figures
- d. March 23, 2011 (tentative): Discussion of draft Rent Certification Certificate
- e. April 13, 2011 (tentative): Creekside mobile home park public hearing

## **13. ADJOURNMENT 10:15 p.m.**

Webster/Hart M/S/C (Motion/Second/Carried): Approve adjournment. Vote: 6-0-0.