

**CITY OF EAST PALO ALTO
RENT STABILIZATION BOARD MEETING
SPECIAL MEETING
MONDAY, December 13, 2010
2415 UNIVERSITY AVENUE
City Council Chambers
EAST PALO ALTO, CA
Minutes**

1. CALL TO ORDER

Vice-Chair Fremont called the meeting to order at 5:40 p.m.

2. ROLL CALL

Board Members Present: Fremont, Randolph, Webster
Board Members Absent: Dorn, Hart, Ndegwa,
Board Alternates Present: Allen
Board Alternates Absent:
Staff Present: Housing Specialist II, Ford; Interim Rent Stabilization
Board Administrator, Packard; Interim Finance Director,
Olwin; Deputy City Attorney Naidu

Board Member Allen: Sitting in the vacant seat.

3. APPROVAL OF AGENDA

Webster/Randolph M/S/C (Motion/Second/Carried): 4-0-0

4. APPROVAL OF MINUTES

- Minutes not available for the November 10 2010 regular RS Board meeting
- Minutes not available for the November 24 2010 regular RS Board meeting

5. AGENDIZED ITEMS FOR POLICY AND ACTION

- 5.1. Review revised Rent Stabilization Program Operating Costs for July 8, 2010 – June 30, 2011

Staff presented memorandum on Revised Rent Stabilization Program Expenditures and Rent Stabilization Program, per-unit registration fee for July 8, 2010 to June 30, 2011 and the accompanying Attachment A, a proposed Rent Stabilization Program budget table with the 2010 – 2011 Rent Stabilization Program budget adopted by the City Council in 2010 compared to a proposed Rent Stabilization Program budget that includes actual rent Stabilization Program expenses from July through December, 2010 and anticipated Rent Stabilization Program expenses from January 1, through June 30, 2011.

Interim Rent Stabilization Board Administrator Packard: The Rent Stabilization Program fees to be collected will cover the fiscal year cycle consistent with the budgetary process of the City Council. The Interim Finance Director has developed a revised Rent Stabilization Program budget within the City's fiscal year budget cycle that considers actual expenses from July through December, 2010 and anticipated Rent Stabilization Program expenses from January 1, through June 30, 2011. In future years the Rent Stabilization Board will prepare its budget in line with the City Council fiscal year budget process.

Interim Finance Director, Olwin: Reviewed proposed revised Rent Stabilization Program budget. The staff has developed a revised budget. Staff believes it is appropriate to recommend that the Rent Stabilization Board set a Rent Stabilization Program Registration fee at \$234.00 per unit. The proposed budget would cover July, 8, 2010 through June 30, 2011.

Discussion of the proposed budget with members of the Board and Staff.

5.2 Set Annual Rent Stabilization Program Registration Fee for July 8, 2010 – June 30, 2011

Webster/Allen M/S/C (Motion, Second, Carried): Adopt a Resolution of the Rent Stabilization Board setting the Rent Registration Fee for the July 8, 2010 to June 30, 2011 Period. Vote: 4-0-0.

6. CONSENT CALENDAR

7. PUBLIC HEARING

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**)
- b. Outreach/Education (Dorn & **Hart**, Ndegwa)
- c. City Council Liaison (**Hart & Fremont**)
- d. Rules and Regulations (**Webster**, Fremont & Randolph)

Board member Webster: The next date of the Rules and Regulations Committee meeting will be December 14, 2010.

10. ADMINISTRATIVE ITEMS

11. WRITTEN COMMUNICATIONS

12. 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).

13. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS

14. ADJOURNMENT – 6:40 P.M.

Webster/Allen: M/S/C (Motion, Second, Carried): Move to adjourn. Vote: 4-0-0.