

**Minutes of the Special Meeting of the  
Rent Review Advisory Committee  
Monday, July 17, 2017**

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:39 p.m.

Present were: Chair Cambra and Vice Chair Sullivan-Sariñana; Members Friedman, Griffiths, and Murray

Committee Staff: Jennifer Kauffman

City Attorney Staff: John Le

2. AGENDA CHANGES

- a. Staff noted that a revised agenda was published today and is available in the back of the room or online.

3. STAFF ANNOUNCEMENTS

- a. Staff for the record stated there are no cases reviewed at tonight's meeting.

4. PUBLIC COMMENT, NON-AGENDA, NO.1

- a. None.

5. CONSENT CALENDAR

- a. None.

6. UNFINISHED BUSINESS

- a. No unfinished business.

7. NEW BUSINESS

**7-A. Overview of Rent Program Administrative Procedures  
Review of RRAC meeting procedures  
Schedule possible Brown Act/Sunshine Ordinance Training**

Staff explained the administrative procedures for the Ordinance, noting the information is also available at public informational workshops. The discussion included the following topics:

- Communication between staff and parties
- Invalid notices and reimbursements on violations
- Qualifications for the individual meeting the Ordinance's definition of "Landlord"
- Reasonable accommodation process

- Public record requests
- Referrals to regional legal and social services
- Mediation options

Committee members discussed factors under consideration for rent increase reviews including the role of supportive documentation. The discussion addressed the information provided to parties prior to Committee meetings, types of supportive documentation relevant to rent increases, parties' inclusion or exclusion of supportive documents. Committee members requested staff share with each member a copy of the template letters provided to parties prior to the RRAC meeting.

Members discussed the Committee's role and procedures during the mediation and recommendation phase. City attorney staff identified section 6-58.85.A, noting that members are not advocates for either the Landlord or the Tenant. Members requested that staff provide guidance on City Council's intent with the role of mediation and dialogue during the RRAC process. Member Friedman stated he will follow-up with City attorney staff at a later time if he is interested in pursuing this topic.

Member Sullivan-Sariñana introduced topic regarding the appropriate time allotment per case. Members discussed the procedures and noted that changes will be made through an amendment to the RRAC Rules and Procedures.

Chair Cambra made logistical recommendations on the following topics:

- Seating arrangement
- Time management
- Name badges
- Member's roles
- Room acoustics
- Member's ability to discuss Committee procedures in the future
  - Members request staff agendize the opportunity for a Committee members to debrief on the RRAC process at each meeting.

Motion and second for the meeting to extend 10 minutes beyond 9:30pm (Griffiths and Sullivan-Sariñana). Approved by unanimous consent.

Chair Cambra and Member Sullivan-Sariñana discussed updating the RRAC chair announcements. Cambra and Sullivan-Sariñana agreed to prepare the language together to share at the upcoming RRAC meetings.

City attorney staff informed Committee members that a Sunshine Ordinance video training is available to the public online at the City's website. Staff confirmed that the information will be sent to Committee members and each members is welcome to contact the City attorney's office with questions once they view the video.

8. PUBLIC COMMENT, NON-AGENDA, NO. 2.

a. No public comment.

9. MATTERS INITIATED

a. Chair Cambra requested the Committee agendaize a discussion on the low volume of reviews requested by tenants for increases equal to or less than 5%. Members and staff discussed the scope and purview of the Committee. Cambra withdrew the request and noted he will introduce the topic at a later date.

10. ADJOURNMENT

The meeting was unanimously adjourned at 9:43 p.m.

Respectfully submitted,

Committee Secretary  
Jennifer Kauffman

**Approved by the Rent Review Advisory Committee on November 6, 2017.**