

**Minutes of the Regular Meeting of the
Rent Review Advisory Committee
Wednesday, August 1, 2016**

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:31 p.m.

Present were: Acting Chair Sullivan-Sariñana; and Members Griffiths, Friedman, Landess, and Schrader.

Absent: None

Vacancy: None

RRAC staff: Jonathan Standifer

2. AGENDA CHANGES (None)

3. ANNOUNCEMENTS

- a. The Chair invited Angie Watson-Hajjem of ECHO Housing to speak about ECHO's fair housing and tenant/landlord mediation services.

4. CONSENT CALENDAR

- a. Approval of the Minutes of the July 6, 2016 Meeting

Approved by unanimous consent.

5. UNFINISHED BUSINESS (None)

6. NEW BUSINESS

- a. Case 409 – 132 Keil Bay.

The case was canceled because the tenant and landlord reached an agreement prior to the RRAC meeting for an increase in an amount greater than 10%.

- b. Case 417 – 1219 Central Avenue #B

Tenant/public speaker: Cynthia Cooper

Landlord/public speaker: Karin Mesterhazy

Ms. Cooper stated that an increase of 10% is excessive. She explained that since 2007 the rent has been increase by 36.3%. Ms. Cooper also explained that there are maintenance concerns in the common areas. Ms. Mesterhazy stated that the rent increase is justified due to increases in expenses including mortgage payments, property taxes, utilities, liability expenses and building management fees since she now lives out of state.

Following discussion, Ms. Cooper and Ms. Mesterhazy came to an agreement of a rent increase of \$61.25 (4.9%), effective August 1, 2016 and an additional deferred increase of \$61.25 (4.9%) effective January 1, 2017 for a total rent of \$1,349. The Committee made a recommendation to uphold the agreement. Motion and second (Friedman and Griffiths) and unanimous for the tenant and landlord agreement.

c. Case 421 – 2445 Shoreline Drive #206

The case was canceled because the tenant and landlord reached an agreement prior to the RRAC meeting for an increase in an amount between 0-5%.

d. Case 425 – 564 Central Avenue #117

Tenant/public speaker: None

Landlord/public speaker: Joe Vargo

The tenant did not attend the meeting. Hence, no action was taken and the rent increase remains effective as stated in the rent increase notice. Mr. Vargo provided comment, expressing concern about the length of the text that is required to be included in rent increase notices.

e. Review and approve proposed amendments to the Rent Review Advisory Committee's Rules and Procedures

The Secretary summarized comments from the Members in response to the proposed amendments:

- 1) Item B.3., Maintenance of Membership. Clarify who has authority to remove a member.
- 2) Item C.1.2., Officers. Require all members to be present for the vote for Chair and Vice Chair. Revisit the wording for the election date.
- 3) Item D., Duties. Add wording stating that the Committee will render a decision regarding rent increases. Ms. Young stated that the City Attorney's Office was in agreement with the wording stated.
- 4) Item E.1., Regular Meetings. Change the meeting time to 6:30 p.m. It was noted that there have not been any complaints since the Committee started meeting at 6:30 p.m. Ms. Young stated that a Reasonable Accommodation request could always be made.
- 5) Item E.2., Special Meetings. When a Regular Meeting is rescheduled due to a holiday, the special meeting should be noticed the same as a regular meeting.
- 6) Item E.4., Adjournment. Change the official adjournment time to 9:30 p.m., with the understanding that the Committee can vote to extend the meeting time.
- 7) Item F., Agenda. Public Hearing:
 - Additional wording to be added stating that the Chair shall be responsible for the agenda in consultation with the Secretary. Ms. Young stated that the City Attorney's Office was in agreement with the addition.
 - Public Comment for Non-Agenda Items will be moved higher up on the agenda. Ms. Young stated that according to the City Attorney's Office, public comment regarding a specific agenda item must be heard before a motion is made. There

was some dispute among the Members whether or not public comment should be heard before or after the case summary is read. The Chair stated that he was concerned about disrupting the mediation process. Ms. Young stated that she would discuss this with the City Attorney's Office.

- There was general discussion regarding applying Rosenberg's Rules of Order to RRAC meetings. Clarification was given that the City Attorney's Office has stated that even though the City Council has not formally adopted Rosenberg's Rules, it can be used as a guideline; however, the City's Sunshine Ordinance is where the Committee should look for procedures.

- 8) Item H.2, Rules of Order. Prior to each deliberation, the Secretary will read aloud a prepared statement clarifying the deliberation process.

Member Schrader noted some editing corrections that needed to be made.

The Committee Members concurred that this item should be continued to a meeting at which staff can present an updated draft.

- f. Committee will consider and vote on Chair and Vice Chair to replace Interim Chair and Interim Vice Chair.

At the Committee meeting on May 2, 2016, Committee Members requested that a new vote for Chair and Vice Chair be held when there were no longer any vacancies on the Committee. All Committee positions are now filled.

Member Griffiths nominated and the Committee Members unanimously voted for Sullivan-Sariñana as Chair. Member Griffiths nominated and the Committee Members unanimously voted for Landess as Vice Chair.

- g. SEEDS mediation training for the Committee Members to be held at the Special Meeting on August 15

7. PUBLIC COMMENT

No additional public comment.

8. ORAL COMMUNICATIONS

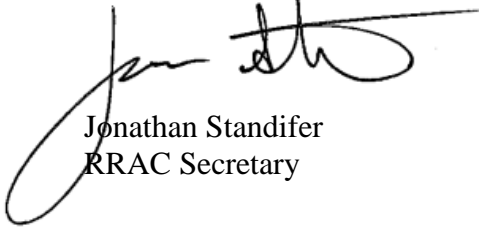
- Member Friedman requested that at the next meeting there be a discussion of "what we are all about as members and what we are trying to achieve." Ms. Young stated that this discussion could be incorporated into the August 15 mediation training.
- Member Friedman requested that Assistant City Attorney Roush meet with the Committee regarding meeting procedures. Ms. Young stated that she would request that Mr. Roush attend the September 7 meeting with the intention that the updated Rules and Procedures document would be ready for resubmittal to the Committee.
- The Chair requested that staff provide emailed copies of the Rent Program monthly report to the Members on submittal to the City.

9. WRITTEN COMMUNICATIONS (None)

10. ADJOURNMENT

The meeting was unanimously adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jonathan Standifer', is written over the printed name and title.

Jonathan Standifer
RRAC Secretary

Approved by the Rent Review Advisory Committee on September 7, 2016.