

Please review agenda for instructions on how to participate in the meeting.

COMMITTEE MEMBERS
Edi E. Birsan, Chair
Timothy A. McGallian, Member

Civic Center
1950 Parkside Drive
Concord, CA 94519
www.cityofconcord.org



**Special Meeting of the
Housing & Economic
Development
Committee**

Wednesday,
December 9, 2020

5:30 p.m.

**various
telephonic/electronic
locations**

The Contra Costa County Health Department has ordered individuals in Contra Costa County to “shelter in place”. The California Department of Public Health issued its “Mass Gatherings Guidance on Novel Coronavirus or COVID-19” followed by a recommendation that certain gatherings in California be postponed or canceled. The Governor of the State of California issued Executive Order N-25-20 which, among other things, orders that all California residents are to “. . . heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19” and pursuant to Executive Order N-33-20 has ordered all individuals in California to stay home or at their place of residence with very limited exceptions. That means residents must obey State, County, and City of Concord rules and guidelines.

City of Concord Rules: The City of Concord has declared a local state of emergency due to COVID-19 and is closed to the public. This Committee meeting is an essential event; therefore, it has not been cancelled. However, City of Concord officials and staff will conduct this meeting telephonically or otherwise electronically. The City will **not** make available any physical location from which members of the public may observe the meeting and offer public comment. Instead, members of the public may observe and address the meeting remotely. Below is information on how to do that.

Join from a PC, Mac, iPad, iPhone or Android device:

<https://cityofconcord.zoom.us/j/97215811487?pwd=ajFMdHNuZUpVWjJkb3RFOFY4Z3c5QT09>

Webinar ID: 972 1581 1487

Passcode: 075906

By phone: US: +1 669 900 6833

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore, public comment will only be taken prior to Council's consideration of each item.

How to Submit Public Comments:

Written: All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website as "Correspondence" under the agenda item and provided to the City Council prior to the meeting.

- Email comments to cityclerk@cityofconcord.org.
- Please identify the agenda item number and letter.

To Participate in Public Comment During the Meeting:

Live Remote Public Comments: Members of the public may submit a live remote public comment via Zoom video conferencing. Download the Zoom mobile app from the Apple Appstore or Google Play. If you are using a desktop computer, you can test your connection to Zoom by clicking [here](#). Zoom also allows you to join the meeting by phone.

- From a PC, Mac, iPad, iPhone or Android:
 - Webinar ID: 972 1581 1487
 - Passcode: 075906
 - By phone: US: +1 669 900 6833
- Speakers will be asked to provide their name and city of residence, although providing this is not required for participation.
- Each speaker will be afforded up to 3 minutes to speak.
- Speakers will be muted until their opportunity to provide public comment.

When the Chair opens a public comment period on the item on which you would like to comment, please use the "raise hand" feature (or press *9 if connecting via telephone) which will alert staff that you have a comment to provide.

Meeting of the Housing & Economic Development Committee

1. ROLL CALL

2. REPORTS

The public is entitled to address the Committee on items appearing on the agenda before or during the Committee's consideration of that item. Each speaker will be limited to approximately three minutes. Please see "How to Submit Public Comments" above.

- a. City of Concord Rent Registry - Property Owner, Public Portal, and Annual Report Information **Report by Brenda Kain, Housing Manager.**

4. ADJOURNMENT

NOTICE TO THE PUBLIC

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure §1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited by California law to raising only those issues you or someone else raised in the hearing or in a written correspondence delivered to the City Council prior to or at the hearing.

In accordance with the Americans with Disabilities Act and California Law, it is the policy of the City of Concord to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require a copy of a public hearing notice, or an agenda and/or agenda packet in an appropriate alternative format; or if you require other accommodation, please contact the ADA Coordinator Tianjun Cao at (925) 671-3243 or Tianjun.cao@cityofconcord.org, at least 24 hours in advance of the meeting. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Distribution: City Council
Valerie Barone, City Manager
Susanne Brown, City Attorney
Justin Ezell, Director of Public Works
Joelle Fockler, City Clerk



Staff Report

Date: December 9, 2020

To: Council Committee on Housing & Economic Development

From: Valerie Barone, City Manager

Reviewed by: Andrea Ouse, Director of Community Development
Mindy Gentry, Planning Manager

Prepared by: Brenda Kain, Housing Manager
Brenda.kain@cityofconcord.org
(925) 671-3088

Subject: **City of Concord Rent Registry - Property Owner, Public Portal, and Annual Report Information**

Report in Brief

On November 10, 2020, the City Council took actions to establish and implement a Rent Registry program in the City of Concord. The City Council referred a discussion to the Council Committee on Housing & Economic Development pertaining to what property owner information would be collected in the Rent Registry and what information would be made available to the public on the City's website.

Recommended Action

Review the draft rent registry components, provide feedback, and forward a recommendation to the City Council.

Background

On November 10, 2020, the City Council took the following three actions:

1. Approved the introduction of an ordinance amending Concord Municipal Code Chapter 19.40 "Residential Tenant Protection Program," to establish a Rent Registry Program by adding Section 19.40.110 "Rent Registry," including the creation of a City of Concord Rent Registry.
2. Adopted a Resolution amending Exhibit "A" to Resolution No. 78-6042 establishing Rent Registry Fees in the City of Concord.

3. Authorized the City Manager to enter into a Professional Services Agreement with HdL Companies for a period of three years for administration of a Rent Registry, not to exceed \$42,000 per year.

During the City Council meeting there was discussion regarding the type of information that should be gathered from property owners and what information would be made available to the public through a portal on the City's website. Further discussion of these specific issues was referred to this Committee. The Committee's input will be forwarded to the full City Council for consideration at a future public meeting where the City Council will direct which property owner information will be collected and which information will be made available to the public through a portal on the City's website.

Analysis

Staff is seeking feedback from the Committee regarding the following three issues:

1. Information Required to be Submitted by Property Owners. Staff proposes the information listed in Attachment 1 be required of property owners during the annual Rent Registry registration process.
2. Information Available to the Public via an Online Portal on the City's website. Staff recommends that **all** information collected from property owners be made available to the public through an online portal on the City's website. This information would be provided in a common data file format (e.g. csv) that would allow members of the public to review and analyze the information.
3. Annual Report. Each year staff will work with HdL Companies to prepare an annual report summarizing Rent Registry information. This information could augment the City's Rental Housing Data Book, which the City published in 2016 and [2019](#).

Staff recommendations for information to be included in the annual report are listed in Attachment 2.

Financial Impact

There is no financial impact to tonight's action.

Public Contact

Notice of this meeting has been posted. Notice was sent by e-mail to all individuals on the interested party list on December 4, 2020.

Attachments

1. Proposed Rent Registry Property Owner Information
2. Proposed Rent Registry Annual Report Information

Attachment 1

Proposed Rent Registry Property Owner Information

A. Property Ownership Status

1. Rental Property Street Address, City, State, Zip Code
2. Parcel Number
3. Total Number of Rental Units in Property
4. Name of Owner (Individual, Trust, LLC, etc.)
5. Ownership % (if managing member does not own 100% of property interest)
6. Name and Title of trustee, managing member, CEO or responsible party if the Owner is a trust, LLC, corporation or business partnership
7. Business Mailing Address for Property Owner listed in 6, City, State, Zip Code
8. Business Phone Number for Property Owner listed in 6
9. Business E-mail Address for Property Owner listed in 6

B. Agent or Property Manager Authorized to Complete Rent Registry Documents (if different from the Owner in Section A.6)

1. Company and Agent Name
2. Agent Name
3. Agent Business Mailing Address, City, State, Zip Code
4. Business Phone Number
5. Business E-mail Address
6. Ownership Signature

C. Information Regarding Each Rental Unit in the Property

1. Unit Address
2. Unit square feet
3. Number of Bedrooms in Unit
4. Number of parking spaces assigned to Unit
5. Is Unit Leased as of July 1st?
6. Current Lease Start Date

7. Base Rent as of July 1st
8. Monthly Cost of Additional Non-Optional Charges as of July 1st
 - a. Drop down menu (Electricity, Natural Gas, Cable, Wi-Fi, Garbage, Recycling, Water, Sewer, Recycling, Common Area Maintenance, Other _____)
9. Monthly Cost of Additional Optional Charges as of July 1st
 - a. Drop down menu (Parking, Storage Space, Other _____)
10. During the past 12 months was the tenancy of this unit not renewed?
11. If answered yes to Question C.9, how many times was the tenancy of this unit not renewed?
12. For each time a tenancy was not renewed, provide the reason for non-renewal.
 - a. Drop down menu (Eviction, Non-payment of rent, Lease violation other than non-payment of rent, tenant initiated relocation).

D. General Information About Tenant Charges

1. Are all tenant charges collected by the property owner?
2. If answered no to Question D.1, what tenant charges are collected by a third party
 - b. Drop down menu (Electricity, Natural Gas, Cable, Wi-Fi, Garbage, Recycling, Water, Sewer, Recycling, Common Area Maintenance, Other _____)

Attachment 2

Proposed Rent Registry Annual Report Information

- A. Total properties by number of units in property (4-9, 10-49, 50-99, 100-199, more than 200)
- B. Average Monthly Rent plus Non-Optional Additional Charges by:
 - # of bedrooms
 - # of units in property (4-9, 10-49, 50-99, 100-199, more than 200)
 - Average cost per square foot
- C. Number of Non-Renewals by:
 - Eviction, non-payment of rent, lease violation other than non-payment of rent, tenant initiated relocation.
- D. Average Monthly Rent plus Non-Optional Additional Charges by Geographic Location:
 - Monument Blvd. Area
 - Clayton Blvd. Area
 - Other Areas as Needed
- E. Additional reports based on this data can be run as needed.