

# **CITY OF ALAMEDA RENT PROGRAM**

**City of Alameda's Rent Review, Rent Stabilization and  
Limitations on Eviction Ordinance  
(Ordinance No. 3148)**

## **REQUEST FOR QUALIFICATIONS/PROPOSALS FOR LEGAL SERVICES**

**August 3, 2018**

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City of Alameda Rent Program  
Request for Qualifications and Proposals – Legal Services

**CITY OF ALAMEDA RENT PROGRAM  
RFQ/RFP FOR LEGAL SERVICES**

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The City of Alameda Rent Program is soliciting proposals from legal services providers to provide need-based (“lower-income” under the Health & Safety Code) legal assistance to tenants specifically concerning the City of Alameda’s Rent Review, Rent Stabilization and Limitations on Eviction Ordinance (Ordinance No. 3148), codified in the Alameda Municipal Code, beginning at Section 6-58.05, as well as with other rent-related ordinances, policies and regulations that the City Council may adopt in the future to implement Ordinance No. 3148 (See Attachments 1 and 2).

This RFP/RFQ may be obtained online at <https://alamedaca.gov/business/bids/5890>. One (1) original and two (2) copies of the sealed proposals must be mailed, hand-delivered, or sent electronically to the City Attorney’s Office no later than 4:00 p.m. on September 6, 2018, at the following address:

**Attn.: John D. Le, Assistant City Attorney**  
**Alameda City Attorney’s Office**  
**2263 Santa Clara Avenue, Room 280**  
**Alameda CA 94501**  
[jle@alamedacityattorney.org](mailto:jle@alamedacityattorney.org)

The initial contract shall extend for the remainder of the 2018-19 Fiscal Year (date of award until June 30, 2018) and shall not exceed the amount for these services approved by the Alameda City Council for Fiscal Year 2018-2019. It is anticipated, however, that the agreement may span subsequent fiscal years, subject to Council direction concerning funding, program effectiveness and other considerations.

Any questions or requests regarding this RFP/RFQ may be submitted in writing to John D. Le, Assistant City Attorney at [jle@alamedacityattorney.org](mailto:jle@alamedacityattorney.org). Written responses to inquiries received by 5:00 p.m. on August 16, 2018, will be posted at <https://alamedaca.gov/business/bids/5890>.

Below is a proposed schedule for this RFP/RFQ for Legal Services. The City of Alameda reserves the right to alter the following schedule as necessary.

<b><u>Event</u></b>	<b><u>Proposed Deadline</u></b>
RFP/RFQ Issued	August 3, 2018
Written Questions from Anticipated Respondents	August 16, 2018
Answers to Written Questions Issued	August 27, 2018
Proposals Due	September 6, 2018 at 4:00 p.m.
Initial Review	Week of September 10, 2018
Interviews (tentative, if necessary)	Week of September 17, 2018
Announcement of Selected Respondent	Week of September 24, 2018
Negotiation with Selected Respondent	Week of September 24, 2018
Award of Contract and Approval by Council	November 7, 2018

## INTRODUCTION

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The City of Alameda is soliciting proposals for legal services on an as-needed basis to provide legal assistance to tenants specifically concerning the City of Alameda Rent Review, Rent Stabilization and Limitations on Eviction Ordinance, other rent related ordinances and resolutions, and regulations, rules and policies that the City Council adopts. These legal services may include, but are not limited to, providing advice and counsel, *pro per* assistance, preparing formal correspondence, and providing representation at trial concerning an unlawful detainer complaint.

The Rent Program is charged with implementation of the Ordinance, which applies to roughly 13,389 rental units in the City (See [Attachment 4](#)).

It is anticipated that the City will select a single, qualified legal services provider to respond to the diverse needs of Alameda's population pursuant to this RFQ/RFP.

## SCOPE OF SERVICES

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Legal services providers will provide a range of assistance to tenants in connection with the Rent Review, Rent Stabilization and Limitations on Evictions Ordinance, other rent related ordinances and resolutions, and regulations, rules and policies that the City Council adopts, which may include, but are not limited to the following:

- Assisting in the preparation of responses to notices of termination of tenancy, rent increases, or changes in terms of tenancy;
- Representation in the context of settlement negotiations prior to and after receiving an unlawful detainer complaint; and
- Defending Unlawful Detainers and/or bringing related affirmative civil litigation, including various causes of action for constructive eviction, retaliation, collection (e.g., wrongful withholding of security deposit or relocation benefits).

## SUBMISSION INSTRUCTIONS

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Respondents to this RFP/RFQ are required to mail, hand-deliver, or send electronically one (1) original and two (2) copies of their proposal no later than September 6, 2018 at 4:00 p.m. to the Alameda City Attorney's Office, as noted above.

Mailed or hand-delivered proposals must be in a sealed envelope marked with the respondent's name, address, and telephone number.

The City of Alameda reserves the right to extend the time for receipt of proposals.

# PROPOSAL SUBMISSION REQUIREMENTS AND CRITERIA

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The proposal shall be formatted as follows:

- I. **Letter of Interest.** A cover letter introducing the individual, firm or organization and expressing interest in providing need-based (“lower-income” under the Health & Safety Code) legal services related to the scope of services set forth above.
  
- II. **Individual, Firm or Organization Information.** If the respondent is an individual, the respondent shall discuss how the minimum years of experience in providing legal services related to the scope of services set forth below are met. Provide the date the firm or organization was established and the number of consecutive years the respondent has been providing legal services. Respondent shall also provide the name and address of all municipal organizations or programs to which the respondent is providing legal services in the San Francisco Bay Area and any significant municipal or public entity clients located elsewhere.
  
- III. **Service Approach.**
  - a. Describe in detail how you, or your firm/organization will provide need-based legal services to tenants as well as your, or the firm or organization’s expertise and ability to provide services in the following areas:
    - i. Tenant and landlord law in the State of California;
    - ii. Applicable Federal and State regulations related to rental housing;
    - iii. Local rent control and just cause for eviction ordinances, including the City of Alameda’s Rent Review, Rent Stabilization and Limitations on Eviction Ordinance; and
    - iv. Representing clients in courts and/or administrative hearings.
  - b. Describe your, or your firm or organization’s experience providing services to diverse populations, in terms of native language, socioeconomic status, race, ethnicity, gender, and religion.
  - c. Describe your, or your firm or organization’s ability to respond to time-sensitive matters as requested by the Alameda Rent Program, such as urgent court appearances.
  - d. Provide the names and resumes of any key personnel that will be working directly with the Rent Program and tenants who would receive the need-based legal services.
  - e. These tenant legal services are to be offered to Alameda tenants in need, which may be accomplished in various ways. Accordingly, propose an evidence-based and easily-administrable means of needs

testing (“lower-income” under the Health & Safety Code) for the allocation of these legal services.

- f. Describe your, or your firm or organization’s experience periodically reporting (or assisting) to local legislative bodies (or other similar clients) on performance criteria, such as annual goals and milestones, and collecting and reporting statistics on clients served under a legal services grant.

**IV. Licenses.** Please provide the State Bar number of the attorney or attorneys who will be providing the services.

**V. Professional Services Agreement; Exceptions to the Specifications.** Provide a statement that the respondent has reviewed the City’s standard Professional Services Agreement (Attachment 3) and is able to meet the requirements in the Agreement with specific attention to the insurance requirements. Untimely exceptions to the proposal specifications or the Professional Services Agreement are waived.

## **EVALUATION PROCESS**

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**I. Phases of Evaluation.** Proposals will be reviewed by committee in four general phases:

- a. All proposals will be evaluated based on the proposal submission requirements and criteria.
- b. The Committee shall rate and compose a short list of respondents based on the submission requirements and criteria.
- c. Fee proposals will be reviewed and evaluated.
- d. The Committee may require an interview of Respondents (and key personnel).

The proposal which is found to be the most advantageous in serving the interests of the Rent Program, with price and all evaluation factors considered, will be recommended to the Alameda City Council for contract award.

**II. Technical Evaluation Criteria**

- a. **Experience with local, state, and federal laws, regulations, and litigation in local courts.** Demonstrated professional qualifications, education, and training. Must have at least five (5) years of minimum previous experience with local and state landlord-tenant laws.

Preference given to those organizations or firms with experience in jurisdictions with rent control/stabilization and/or just cause for eviction policies.

- b. **Responding to Rent Program needs.** Demonstrated ability to (a) respond promptly to Rent Program needs relating to urgent court actions or other emergency legal matters while providing a high quality of representation; (b) assist in establishing a need-based (“lower-income” under the Health & Safety Code) tenant legal services program, including helping determine how to allocate

such services based on need and reporting to the City Council information relevant to evaluating the effectiveness of the program (e.g., performance criteria, milestones, and client statistics).

- c. **Familiarity with the City of Alameda and ability to serve the Alameda community.** Demonstrated ability to provide services to a diverse population of tenants and/or landlords in the City of Alameda.
- d. **References.** Please provide three (3) references for similar work requested in the scope of services set forth above.

### III. **Fee Proposal**

Please include the amount the respondent will charge by an hourly rate for each category of legal services. This rate shall be fixed throughout the duration of the contract.

The fee proposal, although secondary to the technical evaluation criteria consideration above, will be considered in determining the proposals most advantageous to the Rent Program; however as technical evaluation points become more equal, price may become the determining factor. While the fee proposal has no numerical weight, it is a criterion in the overall evaluation of proposals. The fee proposal must be considered reasonable. A contract may be awarded to a respondent who does not submit the lowest fee proposal.

## **OTHER TERMS AND CONDITIONS**

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### I. **Rent Program Options.**

The Alameda City Attorney's Office reserves the right to cancel this RFP/RFQ, or to reject, in whole or in part, any and all proposals received in response to this RFP/RFQ. The Alameda City Attorney's Office, upon its determination, further reserves the right to waive any minor informality in any proposals received, if it is in the public interest to do so. The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not to award, shall be made as a result of the RFP/RFQ and at the sole and absolute discretion of the Alameda City Attorney's Office and the Alameda City Council.

### II. **Payment Terms.**

Respondents will be required to submit invoices on a monthly basis. The invoice will include a breakdown of all services provided and the hourly rate for such services.

## ATTACHMENTS

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Attachment 1 – Rent Review, Rent Stabilization and Limitations on Evictions Ordinance (Ordinance No. 3148)

Attachment 2 – City of Alameda Resolution 15138, Policy Concerning Capital Improvement Plans

Attachment 3 – Standard Professional Services Agreement

Attachment 4 – Rent Program Brochure

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Attachment 1  
(Ordinance No. 3148)



CITY OF ALAMEDA ORDINANCE NO. 3148  
New Series

AMENDING THE ALAMEDA MUNICIPAL CODE BY (A) ADDING ARTICLE XV TO CHAPTER VI CONCERNING (1) REVIEW OF RENT INCREASES APPLICABLE TO ALL RENTAL UNITS AND RENT STABILIZATION APPLICABLE TO CERTAIN RENTAL UNITS AND (2) LIMITATIONS ON EVICTIONS AND THE PAYMENT OF RELOCATION ASSISTANCE APPLICABLE TO ALL RENTAL UNITS; (B) AMENDING SECTION 2-23.4 CONCERNING THE DUTIES OF THE RENT REVIEW ADVISORY COMMITTEE AND (C) SUSPENDING IN ITS ENTIRETY ARTICLE XIV OF CHAPTER VI IN ITS ENTIRETY

WHEREAS, for more than a year, community members have reported (a) to the City Council at City Council meetings, (b) to the City Council in written communications, (c) to the Rent Review Advisory Committee and (d) to and through the press that in the City there have been substantial increases in rent and there have been a substantial number of terminations of tenancies without cause; and

WHEREAS, in response, the City Council directed City staff to present to the Council various tenant protection policy options, including strengthening the City's rent review procedures using the Rent Review Advisory Committee, or adopting rent control/stabilization and/or just cause eviction policies; and

WHEREAS, community members also reported that the City Council's discussion and direction to study rent control and just cause eviction policy options have created market uncertainty and concern among some property owners that if they did not immediately increase rents and/or take action to terminate tenancies without just cause, they could face a loss of income and/or loss of property value; and

WHEREAS, on November 4, 2015, City staff presented to the City Council a number of alternative tenant protection policies including rent control and/or just cause eviction regulations and the City Council considered an urgency ordinance regarding rent control, just cause eviction and other tenant protections; and

WHEREAS, according to the 2008-2012 Comprehensive Housing Affordability Strategy (CHAS) data, 2,975 very low-income renter households in Alameda pay more than half of their incomes for housing and are at risk of displacement; and

WHEREAS, according to Real-Answers (Third Quarter, 2015), the average monthly rent for market-rate units of apartment buildings with fifty or more units in the City of Alameda has increased by 52% between 2011 and 2015; and

WHEREAS, the City's rental units are almost fully occupied with a 1.4% average vacancy rate (as of 2013) compared to a Countywide average vacancy rate of 3.8%, and the 1.4% vacancy rate is so low that there is not enough available supply to offer meaningful choice in the rental market; and

WHEREAS, between 2000 and 2013, median household income for those who rent in the City of Alameda increased by 29%, which has not kept pace with rising rents that increased by 54% over the same 13-year period, and has created a growing "affordability gap" between incomes and rents; and

WHEREAS, given this increased housing cost burden faced by many City of Alameda residents, excessive rental increases threaten the public health, safety, and welfare of the City's residents, including seniors, those on fixed incomes, those with very low-, low-, or moderate-incomes, and those with other special needs, to the extent that such persons may be forced to choose between paying rent and providing food, clothing, and medical care for themselves and their families; and

WHEREAS, prior to November 5, 2015, the City of Alameda did not restrict rental increases nor have any limitations on evictions; and

WHEREAS, on November 5, 2015, the City Council adopted Ordinance No. 3140 as an urgency ordinance imposing within the City a temporary moratorium (65 days) on rent increases of 8% or more (on a cumulative basis over a twelve month period) for certain residential rental units and imposing within the City a temporary moratorium (65 days) on any action to terminate a tenancy except for "just cause", the grounds of which were identified in Exhibit A to Ordinance 3140; and

WHEREAS, on November 5, 2015, the City Council directed staff to present to it at the Council's January 5, 2016 meeting proposed ordinances that would (a) revise and strengthen the City's current rent review procedures using the Rent Review Advisory Committee but include limitations on evictions and require relocation assistance for certain evictions and (b) impose rent stabilization regulations, limit evictions and require relocation assistance for certain evictions; and

WHEREAS, because the public peace, health and safety did not appear to be adequately protected by the rent control and other rent stabilization measures that the City Council adopted in Ordinance 3140 (including Exhibit A) due to the omission of certain protections concerning the grounds for just cause evictions, on December 1, 2015, the City Council amended Ordinance 3140 by adopting Ordinance No. 3143 on an urgency basis; and

WHEREAS, the City Clerk published and posted a notice of a public hearing for the City Council's regular meeting on January 5, 2016 for the purposes of considering these ordinances or other tenant protection measures; and

WHEREAS, on January 5, 2016, the City Council heard more than five hours of testimony from members of the public concerning the proposed ordinances and thereafter the City Council deliberated for another three and half hours; and

WHEREAS, after such deliberation, the City Council reached consensus on some, but not all, elements of the proposed ordinances and therefore directed staff to draft a new ordinance based on the consensus reached and to return a proposed ordinance to the City Council on February 16, 2016 for further Council consideration; and

WHEREAS, the moratorium ordinances that the City Council had adopted in November 2015 and December 2015 (Ordinance Nos. 3140 and 3143, respectively) were set to expire on January 9, 2016, and therefore the City Council on January 5, 2016 adopted an urgency ordinance (Ordinance No. 3144) extending the moratorium to March 9, 2016; and

WHEREAS, following the City Council meeting on January 5, 2016, City staff prepared and provided to the Council certain "Principles of Agreement" that were intended to reflect those items on which the City Council had reached consensus and those items on which the Council had not; and

WHEREAS, City staff determined that it would be in the best interest of the public for the City Council to discuss those Principles of Agreement at the Council's regular meeting on February 2, 2016 so that staff would have clear direction from the Council as to what elements it wanted included in the draft ordinance to be presented to the Council on February 16, 2016; and

WHEREAS, the City Council on February 2, 2016, received a staff report on the Principles of Agreement, took public comment thereon, deliberated among themselves as to what elements should be in a draft ordinance and then provided direction to staff concerning the draft ordinance; and

WHEREAS, the City Clerk published and posted a notice of public hearing for the City Council's regular meeting on February 16, 2016 for the purpose of considering a draft ordinance concerning rent stabilization, limiting evictions and other tenant protection measures; and

WHEREAS, the City Council has considered the information and reports in its agenda packets dated November 4, 2015, December 1, 2015, January 5, 2016, February 2, 2016 and February 16, 2016, and public testimony received at its meetings of November 4, 2015, December 1, 2015, January 5, 2016, February 2, 2016 and February 16, 2016; and

WHEREAS, the City Council finds and determines that if an ordinance limiting the percentages and frequency of rent increases were not enacted now, as to those rental units to which the City may impose such limitations, the public peace, health and safety will be threatened because landlords will have an immediate incentive to increase rents thereby (a) imposing an undue burden on the finances of many Alameda residents and (b) compelling such residents either to pay the increased rent or face the choice, due to a critically low vacancy factor, of either finding housing elsewhere and at a higher rent or not paying for food, clothing and medical care for themselves and their families; and

WHEREAS, the City Council finds and determines that if an ordinance limiting the grounds for evictions without cause were not enacted now, the public peace, health and safety will be threatened because landlords will have an immediate incentive to serve termination of tenancy without cause notices thereby displacing many tenants in the City

who, because of a critically low vacancy factor in the City, will be compelled to find housing elsewhere and at a higher rent; and

WHEREAS, the City Council finds and determines that if an ordinance compelling the payment of relocation assistance to certain displaced tenants were not enacted now, the public peace, health or safety will be threatened because tenants who are displaced through no fault of their own may not have the financial wherewithal to pay for relocation costs, such as a first and last month's rent at a different rental unit and for moving expenses, thereby causing significant economic hardship to those tenants; and

WHEREAS, the City Council likewise recognizes that property owners have the right to receive a fair, just and reasonable return on their properties and that this ordinance provides a process that protects and satisfies those rights; and

WHEREAS, it is also the purpose and intent of this ordinance to prohibit any unlawful acts concerning rental housing because of a person's actual or perceived race, color, ancestry, national origin, place of birth, sex, age, religion, creed, disability, sexual orientation, gender identity, weight, height or source of income (including all lawful sources of income, deposits and rental assistance from any federal, State, local or non-profit administered benefit or subsidy program); and

WHEREAS, adoption of this ordinance is exempt from review under the California Environmental Quality Act (CEQA) pursuant to the following, each a separate and independent basis: CEQA Guidelines, Section 15378 and Section 15061(b)(3) (no significant environmental impact).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALAMEDA DOES ORDAIN AS FOLLOWS:

Section 1: Article XV is hereby added to Chapter VI of the Alameda Municipal Code to read as follows:

**ARTICLE XV RENT STABILIZATION AND LIMITATIONS ON EVICTIONS ORDINANCE**

**6-58.10. Title**

This Article shall be known as the "City of Alameda Rent Review, Rent Stabilization and Limitations on Evictions Ordinance."

**6-58.15. Definitions**

Unless the context requires otherwise, the terms defined in this Article shall have the following meanings:

- A. Base Rent. "Base Rent" is the Rent that the Tenant is required to pay to the Landlord in the month immediately preceding the effective date of the Rent Increase.

- B. Base Rent Year. "Base Rent Year" means 2015.
- C. Capital Improvement. "Capital Improvement" means an improvement or repair to a Rental Unit or property that materially adds to the value of the property, appreciably prolongs the property's useful life or adapts the property to a new use, and has a useful life of more than one year and that is required to be amortized over the useful life of the improvement under the straight line depreciation provisions of the Internal Revenue Code and the regulations issued pursuant thereto.
- D. Capital Improvement Plan. "Capital Improvement Plan" means a plan that meets the criteria of a Capital Improvement and meets the following four criteria: (1) is submitted by a Landlord (a) on the Landlord's own initiative or (b) as a result of the Landlord's obligation to comply with an order of a local, state or federal regulatory agency, such as the City's building or fire department, or (c) in order for the Landlord to repair damage to the property as a result of fire, flood, earthquake or other natural disaster, (2) the cost of which improvement is not less than the product of eight times the amount of the monthly Rent multiplied by the number of Rental Units to be improved, (3) the implementation of which may render one or more Rental Units uninhabitable and (4) is approved by the City.
- E. City. "City" means the City of Alameda.
- F. Committee. "Committee" means the Rent Review Advisory Committee created in Article II of Chapter II of the Alameda Municipal Code.
- G. Community Development Director. "Community Development Director" means the Director of the Community Development Department of the City of Alameda, or his/her designated representative.
- H. Consumer Price Index. "Consumer Price Index" means the Consumer Price Index for All Urban Consumers ("CPI-U") for the San Francisco-Oakland-San Jose, CA Region, published by the U.S. Department of Labor, Bureau of Labor Statistics.
- I. Costs of Operation. "Costs of Operation" means all reasonable expenses incurred in the operation and maintenance of the Rental Unit and the building(s) or complex of buildings of which it is a part, together with the common area, if any, and include but are not limited to property taxes, insurance, utilities, professional property management fees, pool and exterior building maintenance, supplies, refuse removal, elevator service and security services or system, but Costs of Operation exclude Debt Service, depreciation and Capital Improvements.
- J. Council. "Council" means the City Council of the City of Alameda.
- K. Debt Service. "Debt Service" means the periodic payment or payments due under any security financing device that is applicable to the Rental Unit or building or complex of which it is a part, including any fees, commissions or other charges incurred in obtaining such financing.

- L. Housing Authority. "Housing Authority" is the Housing Authority of the City of Alameda.
- M. Housing Services. "Housing Services" means those services provided and associated with the use or occupancy of a Rental Unit including, but not limited to, repairs, replacement, maintenance, painting, light, heat, water, elevator service, laundry facilities and privileges, janitorial services, refuse removal, allowing pets, telephone, parking, storage and any other benefits, privileges or facilities.
- N. Housing Unit. "Housing Unit" means a room or group of rooms that includes a kitchen, bathroom and sleeping quarters, designed and intended for occupancy by one or more persons as separate living quarters, but does not mean a room or rooms in a single family residence.
- O. Landlord. "Landlord" means any person, partnership, corporation or other business entity offering for rent or lease any Rental Unit in the City and shall include, except as set forth in subsection D of Section 6-58.90 and in subsection F of Section 6-58.140, the agent or representative of the Landlord if the agent or representative has the full authority to answer for the Landlord and enter into binding agreements on behalf of the Landlord.
- P. Maximum Increase. "Maximum Increase" means a Rent Increase that on a cumulative basis over the 12 months preceding the effective date of a proposed Rent Increase is more than 5%.
- Q. Net Operating Income. "Net Operating Income" means the gross revenues that a Landlord has received in Rent or any rental subsidy in the twelve months prior to serving a Tenant with a notice of a Rent Increase less the Costs of Operation in that same twelve month period.
- R. Notice to Vacate. "Notice to Vacate" means a notice to vacate a Rental Unit that a Landlord serves on a Tenant under Section 1946.1 of the California Civil Code and Section 1162 of the California Code of Civil Procedure.
- S. Party. "Party" means a Landlord or Tenant.
- T. Programs. "Programs" mean the programs created by this Article.
- U. Program Administrator. "Program Administrator" is a person designated by the City or the Housing Authority to administer one or more of the Programs.
- V. Program Fee. "Program Fee" means the fee the City imposes on each property owner or Landlord of a Rental Unit to cover the costs to provide and administer the Programs.
- W. Rent. "Rent" means a fixed periodic compensation including any amount paid for utilities, parking, storage, pets or any other fee or charge associated with the tenancy that a Tenant pays at fixed intervals to a Landlord for the possession and use of a Rental Unit and related Housing Services; as to any Landlord whose Rental Unit was but is no longer exempt from this Article under paragraph (i) of subsection Z of Section 6.58.15, Rent shall include the subsidy amount, if any, received as part of the Base Rent.

- X. Rent Dispute Hearing Officer. "Rent Dispute Hearing Officer" or "Hearing Officer" means a person designated by the Program Administrator to hear rent dispute petitions under this Article.
- Y. Rent Increase. "Rent Increase" means any upward adjustment of the Rent from the Base Rent.
- Z. Rental Unit. "Rental Unit" means a Housing Unit offered or available for Rent in the City of Alameda, and all Housing Services in connection with the use or occupancy thereof, other than (i) Housing Units, regardless of ownership, for which the Rents are regulated by federal law or by regulatory agreements between a Landlord and (a) the City, (b) the Housing Authority or (c) any agency of the State of California or the Federal Government; provided, however, if the Housing Unit no longer qualifies for the exemption, for example, the Landlord withdraws from a subsidy program or a regulatory agreement expires, the Housing Unit will immediately cease to be exempt, (ii) Housing Units that are rented or leased for 30 days or less, (iii) accommodations in hotels, motels, inns, rooming or boarding houses, provided that such accommodations are not occupied by the same occupant or occupants for more than 30 consecutive days, (iv) commercial units, such as office condominiums or commercial storage units, (v) housing accommodations in any hospital, convent, monastery, extended care facility, convalescent home, home for the aged or dormitory operated by an education institution or (vi) mobile homes or mobile home lots.
- AA. Tenant. "Tenant" means any person having the legal responsibility for the payment of Rent for a Rental Unit and shall include a person's conservator or legal guardian.

**6-58.20. Notices and Materials to be Provided to Current and Prospective Tenants**

- A. In addition to any other notice required to be given by law or this Article, a Landlord shall provide to a current Tenant and to a prospective Tenant (1) a written notice that the Rental Unit is subject to this Article, (2) a copy of this Article as such Article exists at the time such notice is provided and (3) a copy of the then current City regulations promulgated to implement this Article and (4) a copy of the then current information brochure(s) that the City provides that explains this Article.
- B. For leases that begin on or after the effective date of this Ordinance, a Landlord shall comply with the requirements of subsection A of this Section 6-58.20 no later than the date on which the Landlord receives the first payment of Rent from the Tenant. For month to month tenancies in existence as of the effective date of this Ordinance, a Landlord shall comply with the requirements of subsection A of this Section 6-58.20 no later than the day following the expiration of the current month of the tenancy. For a prospective Tenant, a Landlord shall comply with the requirements of subsection A of this Section 6-58.20 prior to, or concurrently with, the Landlord's offering the Tenant a one year lease as required by Section 6-58.35.

### **6-58.25. Disclosures**

- A. A Landlord shall in writing disclose to a potential purchaser of the Rental Unit or of property that has one or more Rental Units that such Rental Unit or property is subject to this Article and all regulations that the City promulgates to implement this Article.
- B. The failure of a Landlord to make the disclosure set forth in subsection A of this Section 6-58.25 shall not in any manner excuse a purchaser of such Rental Unit or property of any of the obligations under this Article.

### **6-58.30 Documents That the Landlord Must File with the Program Administrator**

In addition to any other notice required to be filed with the Program Administrator by law or this Article, a Landlord shall file with the Program Administrator a copy of the following:

- A. The notice to the Tenant that the Landlord is proposing a Rent Increase of more than 5% and has initiated the process to have the Committee review the Rent Increase as required by Section 6-58.75;
- B. The terms of any settlement as to the Rent Increase reached between the Landlord and the Tenant when either the Tenant or the Landlord has requested the Committee to review the Rent Increase but settlement is reached before the Committee's hearing (Sections 6-58.75 D);
- C. The petition when the Landlord disagrees with the decision of the Committee and files a petition with the Program Administrator (Section 6-58.100);
- D. Certain notices to terminate a tenancy (Section 6-58.140 A, F, G, H, I and J; Section 6-58.155);
- E. The amount of the Rent for the new Tenant when the current tenancy is terminated for no cause (Section 6-58.140 A 2);
- F. The name and relationship of the person who is moving into the Rental Unit when the current tenancy is terminated due to an "owner move in" and documentation that the Landlord is a "natural person" (Section 6-58.140 F);
- G. Written notice that the Landlord or the enumerated relative who was intended to move into a Rental Unit either did not move into the Rental Unit within 60 days after the Tenant vacated the Rental Unit or that the Landlord or the enumerated relative who moved into the Rental Unit did not remain in the Rental Unit for one year (Section 6-58.140 F. 6.).
- H. The requisite documents initiating the process to withdraw the Rental Unit from rent or lease permanently under Government Code, section 7060 et seq. (Section 6-58.140 I); and
- I. Written proof of the relocation assistance provided to the Tenant if different than as provided in Section 6-58.150 (Section 6-58.150 D).
- J. Requests for a Rent Increase in Conjunction with a Capital Improvement Plan



### **6-58.35. Offer of a One Year Lease**

A Landlord shall offer one time a one year lease to:

- A. Any prospective Tenant.
- B. Any current Tenant with a lease at the first time the Landlord serves a notice of Rent Increase following the effective date of this Ordinance unless (1) the current lease is not a fixed term lease and the Landlord has served on the Tenant a Notice to Vacate or (2) the Tenant is in default under the lease and offering a lease to the Tenant may waive any claims the Landlord has regarding the default. If the current lease is not a fixed term lease, the Landlord shall not offer the Tenant a fixed term lease unless the Tenant requests such a lease. The Landlord must offer a Tenant a lease that has terms materially the same as the terms in the current lease as to duration, Housing Services and household composition provided such terms do not conflict with this Article.
- C. Any current Tenant on a month to month tenancy at the first time the Landlord serves a notice of Rent Increase following the effective date of this Ordinance unless the Landlord has notified the Tenant that the Tenant is in default under the month to month tenancy and offering a lease to the Tenant may waive any claims the Landlord has regarding the default.

### **6-58.40. Limitations on Revising What is Included in the Rent**

- A. As to any lease in which charges or fees for utilities, parking, storage, pets or any other fee or charges associated with the tenancy that the Tenant pays at fixed intervals to a Landlord for the possession and use of the Rental Unit that are not identified separately within the lease, a Landlord shall not unbundle or increase any of such charges during the term of the lease except for increased charges paid directly to the Landlord for utilities that are separately metered or for charges for utilities that are pro-rated among the Tenants pursuant to a Ratio Utility Billing System or a similar cost allocation system. As to the terms of a new or renewed lease, to the extent a Landlord unbundles any of such charges or fees and lists them separately within a new or renewed lease, the amount of such charges or fees shall be included in calculating the Maximum Increase except for charges paid directly to the Landlord for utilities that are separately metered or for charges for utilities that are pro-rated among the Tenants pursuant to Ratio Utility Billing System or similar cost allocation system.
- B. Notwithstanding subsection A of section 6-58.40, to the extent that a Tenant requests Housing services that were not included in an existing lease, such as a parking space or an additional parking space, storage space or additional storage space, a pet or an additional pet, or to the extent that utilities are separately metered or the amount of such utility charges are pro-rated among the Tenants pursuant to a Ratio Utility Billing System or other similar cost allocation system but the charges are paid directly to the Landlord, such fees for

Housing Services or charges for utilities shall not be included in calculating the Maximum Increase.

#### **6-58.45. Limitations on the Frequency of Rent Increases**

No Landlord shall increase the Rent of any Rental Unit more than once in any twelve month period.

#### **6-58.50 Notice of Review Procedures for Rent Increases; Exceptions**

- A. In addition to the notice of a Rent Increase required by Civil Code, section 827 (b), at the time a Landlord provides such notice to the Tenant, the Landlord shall also provide to the Tenant a notice of availability of the rent review procedures established by this Article when the Rent Increase is equal to or less than the Maximum Increase and a notice that the Landlord has requested the Committee to review the Rent Increase when the Rent Increase is more than the Maximum Increase.
- B. Notwithstanding subsection A of this section 6-58.50, a Landlord is not required to provide the notice described in subsection A of this section 6-58.50 when the Landlord has submitted a Capital Improvement Plan that includes as part of that Plan a proposed Rent Increase that exceeds the Maximum Increase.
- C. Any notice of Rent Increase or a Rent Increase in violation of Sections 6-58.50, 6-58.55, 6-58.60 or 6-58.65 shall be void and a Landlord shall take no action to enforce such an invalid Rent Increase; provided, however, a Landlord may cure the violation by re-serving the Tenant with the notice that complies with the provisions of Sections 6-58.50, 6-58.55, 6-58.60 or 6-58.65. A Tenant may use as evidence in a Tenant's defense to an unlawful detainer action based on the Tenant's failure to pay the illegal Rent Increase of the Landlord's violation of Sections 6-58.50, 6-58.55, 6-58.60 or 6-58.65, or any other violation of this Article.

#### **6-58.55 Information in and Service of the Notice.**

All notices of the availability of rent review procedures under this Article shall be in writing and shall provide the name, address, phone number and email address of the Landlord. The Landlord shall serve notice of the availability of the rent review procedures or that the Landlord has requested the Committee to review the Rent Increase concurrently with, and in the same manner as, the notice of Rent Increase.

#### **6-58.60 Text of Notice to Tenant When Rent Increase is Equal to or less than the Maximum Increase.**

In addition to all other information that the Landlord must provide to a Tenant in a Rental Unit in the notice of the availability of rent review procedures established by this Article, if the rent increase is at or below the Maximum Increase, the notice of the availability of rent review procedures shall state:

**“NOTICE: Under Civil Code, section 827 (b), a Landlord must provide a Tenant with 30 days’ notice prior to a Rent Increase of 10% or less and must provide a Tenant with 60 days’ notice of a Rent Increase greater than 10%. Because your Landlord proposes a Rent Increase that is at or below the Maximum Increase (as defined in subsection P of Section 6-58.15 of the Alameda Municipal Code), under Article XV of Chapter VI of the Alameda Municipal Code your Landlord must at the same time provide this Notice that advises you of the availability of the City’s rent review procedures.**

**You may request the City’s Rent Review Advisory Committee to review the increase by submitting in writing a request for review within 15 calendar days of your receipt of the notice of the Rent Increase either by mailing the request to the Program Administrator, 701 Atlantic Avenue, Alameda, CA 94501, or emailing the request to the Program Administrator at [rrac@alamedahsg.org](mailto:rrac@alamedahsg.org). You must submit along with your request a copy of the notice of the Rent Increase. If you do not submit a request within 15 calendar days, the Committee will not have the authority to review the Rent Increase.**

**If you submit such a request, the Program Administrator will advise you of the date, time and place of the hearing concerning the Committee’s review of the Rent Increase. If the effective date of the Rent Increase is before the date of the hearing, you must nevertheless pay the Rent Increase. If you and your Landlord reach agreement as to the Rent Increase before the hearing, you and your Landlord must provide written confirmation to the Program Administrator concerning the terms of such agreement. If no agreement is reached, you and your Landlord must appear before the Committee concerning the Rent Increase. If you fail to appear at the hearing, the Committee will not consider your request and you will be precluded from seeking further or additional review of the particular Rent Increase under the City’s rent review procedures.**

**At the hearing, the Committee will make a decision concerning your request. You and your Landlord may agree to accept the Committee’s decision even though the Committee’s decision will be non-binding on you and your Landlord. If you and your Landlord agree to a Rent Increase less than the Rent Increase your Landlord requested and you have already paid the Rent Increase, your Landlord must provide you with a refund or a credit against future rents.**

**It is illegal for a Landlord to retaliate against a Tenant for the Tenant’s lawfully and peacefully exercising his or her rights including a request for the Committee to review a Rent Increase. Civil Code, section 1942.5. A Landlord’s efforts to evict a Tenant within six months of a Tenant’s requesting a hearing or otherwise participating in any way in the City’s rent review process may be used as evidence of a retaliatory eviction.”**

**6.58.65 Text of Notice When Rent Increase is Greater than the Maximum Increase.**

In addition to all other information that the Landlord is required to provide to a Tenant in a Rental Unit in the notice of availability of rent review procedures established by this Article, if the Rent Increase is greater than the Maximum Increase, the notice shall state:

**“NOTICE: Under Civil Code, section 827 (b), a Landlord must provide a Tenant with 30 days’ notice prior to a Rent Increase of 10% or less and must provide a Tenant with 60 days’ notice of a Rent Increase greater than 10%. Because your Landlord proposes a Rent Increase that is greater than the Maximum Increase (as defined in subsection P of Section 6-58.15 of the Alameda Municipal Code), under Article XV of Chapter VI of the Alameda Municipal Code your Landlord must at the same time provide this Notice that advises you that the Landlord has requested the City’s Rent Review Advisory Committee to review the Rent Increase.**

**If your Rental Unit is not exempt from certain provisions of the City’s Rent Review, Rent Stabilization and Limitations on Evictions Ordinance, the Rent Increase will not go into effect until the Committee reviews the Rent Increase, unless you and your Landlord agree otherwise. If your Rental Unit is exempt from certain provisions of the City’s Rent Review, Rent Stabilization and Limitations on Evictions Ordinance and if the effective date of the Rent Increase is before the date of the Committee’s hearing, you must pay the Rent Increase. You will need to contact the Program Administrator ([rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)) as to whether your Rental Unit is or is not exempt from certain provisions of the City’s Rent Review, Rent Stabilization and Limitations on Evictions Ordinance.**

**The City’s Program Administrator ([rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)) will advise you of the date, time and place of the Committee’s hearing concerning its rent review. If you and your Landlord reach agreement as to the Rent Increase before the hearing, you and your Landlord must provide written confirmation to the Program Administrator concerning the terms of such agreement. If no agreement is reached, you and your Landlord must appear before the Committee concerning the Rent Increase. If you fail to appear at the hearing, the Committee will not consider the matter and you will be precluded from seeking further or additional review of the particular Rent Increase under the City’s rent review procedures.**

**At the hearing, the Committee will make a decision concerning the Rent Increase. You and your Landlord may agree to accept the Committee’s decision. Depending on whether your Rental Unit is or is not exempt from certain provisions of the City of Alameda’s Rent Review, Rent Stabilization and Limitations on Evictions Ordinance, the decision of the Committee may be non-binding or may become binding on you and your Landlord.**

If your Rental Unit is not exempt from certain provisions of the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance, and if you or your Landlord do not agree with the Committee's decision, you or your Landlord may file a petition with the Program Administrator within seven calendar days of the Committee's decision and have the determination of the Rent Increase decided by a neutral Rental Dispute Hearing Officer whose decision is final and binding. If you or your Landlord do not agree with the Committee's decision and do not file a timely petition, the Committee's decision will be binding on you and your Landlord. You will need to contact the Program Administrator ([rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)) concerning whether the Committee's decision will be binding on you and your Landlord if you or your Landlord do not file a timely petition.

If your Rental Unit is exempt from certain provisions of the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance, the Committee's decision as to the Rent Increase is non-binding on you and your Landlord. You will need to contact the Program Administrator concerning whether the Committee's decision will be non-binding on you and your Landlord.

It is illegal for a Landlord to retaliate against a Tenant for the Tenant's lawfully and peacefully exercising his or her rights including a request for the Committee to review a Rent Increase. Civil Code, section 1942.5. A Landlord's efforts to evict a Tenant within six months of a Tenant's participating in the City's rent review process may be used as evidence of a retaliatory eviction."

#### **6-58.70 Tenant's Request for Rent Review**

- A. A Tenant may request the Committee to hear a proposed Rent Increase when the Landlord proposes to increase the Base Rent at or below the Maximum Increase.
- B. The tenant requesting review must within fifteen calendar days of the Tenant's receipt of the notice of Rent Increase either (a) mail or email the written request for review to the Program Administrator ([rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)) or (b) call the Program Administrator and request a review. In either event, the Tenant must submit to the Program Administrator a copy of the notice of Rent Increase.

#### **6-58.75 Landlord's Request for Rent Review**

- A. A Landlord must comply with all the notice and participation provisions of this Article and must request the Committee to review a Rent Increase when the Landlord proposes to increase the Base Rent by more than the Maximum Increase.
- B. A Landlord must within 15 calendar days from the date the Landlord serves on the Tenant the notice of Rent Increase either (a) mail or e-mail the written request for review to the Program Administrator ([rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)) or (b) call the Program Administrator and request a review. In either event, the

Landlord must submit to the Program Administrator a copy of the notice of Rent Increase.

- C. A Landlord's failure to comply with subsections A and B of Section 6-58.75 shall render the Rent Increase null and void; provided, however, a Landlord may cure the violation by re-serving the Tenant with the notice that complies with the provisions of Sections 6-58.50, 6-58.55, 6-58.60 or 6-58.65..
- D. If, prior to the hearing (whether the Landlord or the Tenant has requested the Committee to review the Rent Increase), the Landlord and Tenant reach agreement as to the Rent Increase, the Landlord and the Tenant must inform the Program Administrator in writing concerning the terms of the agreement as to the Rent Increase.

#### **6-58.80 Effective Date of Rent Increases**

- A. If the Rent Increase is equal to or less than the Maximum Increase and the effective date of the Rent Increase occurs before the Committee's hearing, unless the landlord and the tenant agree, the rent increase will become effective as provided in the notice of Rent Increase but subject to subsection A of Section 6-58.90 (a Landlord's failure to appear at the Committee's hearing renders the Rent Increase void.
- B. If the Rent Increase is more than the Maximum Increase,, the Rent Increase will be effective only as provided in subsections D, E, F or G of Section 6-58.85.

#### **6-58.85 Committee's Hearing and Decision**

- A. At the hearing, the Committee will afford the Landlord and the Tenant the opportunity to explain their respective positions as to the Rent Increase. Neither the Committee as a whole nor any individual member of the Committee will act as an advocate for either the Landlord or the Tenant.
- B. The Committee may take into consideration any factors that may assist the Committee in determining a fair resolution concerning the Rent Increase including, but not limited to, such factors as the financial hardship to the Tenant, the frequency, amount and the presence or absence of prior Rent Increases including any Rent increases that the Landlord was prevented from noticing or imposing during the moratorium (November 5, 2015 through April 1, 2016), the Landlord's Costs of Operation including, as to historic buildings, that costs to repair or maintain may be higher than comparable costs for non-historic buildings, any increases or decreases in Housing Services since the last Rent Increase, and the Landlord's interest in earning a just and reasonable rate of return on the Landlord's property.
- C. The Committee will render a decision concerning the Rent Increase.
- D. If the parties agree with the Committee's decision, the Landlord and all Tenants who have financial responsibility for the Rent shall formalize and sign an agreement, in a form to be provided by the City, to that effect. Neither the City,

the Program Administrator nor the Committee shall be a signatory to such an agreement and neither the City, the Program Administrator nor the Committee shall assume any obligation or responsibility to enforce the terms of the agreement, except as provided in this Article.

- E. If the Tenant has requested the Committee to review the Rent Increase pursuant to Section 6-58.70, the Committee's decision will be non-binding on the parties.
- F. If the Landlord has requested the Committee to review the Rent Increase and either the Landlord or the Tenant does not agree with the Committee's decision, unless the Rental Unit is an exempt Rental Unit under Section 6-58.135; either party may file a petition for further review of the Rent Increase as set forth in Section 6-58.100 or Section 6-58.105. If neither party files a petition, the Committee's decision will be binding on the parties and the Rent Increase shall be effective upon the expiration of the time to file the petition. If either party files a petition, the Rent Increase shall take effect only as provided in subsection D of Section 6-58.100 or subsection D of Section 6-58.105.
- G. If the Landlord has requested the Committee to review the Rent Increase and either the Landlord or the Tenant does not agree with the Committee's decision, and the Rental Unit is an exempt Rental Unit under Section 6-58.135, the Committee's decision is non-binding on the parties and the Rent Increase shall be effective as provided in the notice of Rent Increase but subject to subsection A of Section 6-58.90 (a Landlord's failure to appear at the Committee's hearing renders the Rent Increase void).. Either the Landlord or the Tenant may request the City Council to review the Committee's decision as set forth in Section 6-58.95 but such request shall not delay the effective date of the Rent Increase.

#### **6-58.90. A Party's Failure to Appear for the Hearing**

Regardless of whether a Landlord or a Tenant has requested the Committee to review the Rent Increase:

- A. If the Tenant appears at a noticed Committee hearing and the Committee finds the Landlord failed to appear without notifying the Program Administrator prior to the hearing and providing a good reason for not appearing, the Rent Increase shall be void and the Landlord shall neither take action to enforce such Rent Increase nor notice another Rent Increase for one year from the date the proposed rent increase was to become effective.
- B. If the Landlord appears at a noticed Committee hearing and the Committee finds the Tenant failed to appear without notifying the Program Administrator prior to the hearing and providing a good reason for not appearing, the Committee shall take no action and the Landlord's Rent Increase will be effective as of the effective date of the Rent Increase in the notice of Rent Increase.
- C. If both the Tenant and the Landlord fail to appear at a noticed Committee hearing without providing notice to the Program Administrator prior to the hearing and providing good reasons for not appearing, the Committee shall take no action, the Rent Increase shall be void and the Landlord shall neither take action to

enforce such Rent Increase nor notice another Rent Increase for one year from the date the proposed Rent Increase was to become effective.

- D. For purposes of this Section 6-58.90, when the Landlord has requested the Committee to hear the Rent Increase, "Landlord" shall mean a person who has an ownership interest in the Rental Unit or the property in which the Rental Unit is located or, if an entity owns the Rental Unit or the property in which the Rental Unit is located, then a person from that entity who has the lawful authority to bind the entity must appear at the hearing and the failure of such person to attend the hearing will constitute a failure to appear as set forth in subsections A and C of this Section 6-58.90.

#### **6-58.95 City Council Review of the Committee's Decision**

- A. After the Committee has made its decision, if the Rental Unit is an exempt Rental Unit under Section 6-58.135, either the Tenant or the Landlord may within seven calendar days following the Committee's decision request the City Council to review the decision by filing such request with the Program Administrator.
- B. The City Council's review of the Rent Increase under subsection A of this Section 6-58.95 will occur as soon as practicable and be limited to reviewing the Committee's decision and then issuing a letter, under the Mayor's signature, as to the Council's non-binding recommendation as to the Rent Increase.

#### **6-58.100. Petitions Filed by Landlords Following the Committee's Decision**

- A. Any Landlord whose Rental Unit is not an exempt Rental Unit under Section 6-58.135 and who does not agree with the Committee's decision under Section 6-58.85 may initiate a hearing process by filing a petition with the Program Administrator provided that the Landlord shall also notify in writing all Tenants subject to such proposed Rent Increase that the Landlord has filed such petition. The Landlord shall include with the petition a list of names and addresses of all such Tenants.
- B. Petitions must be filed on a form prescribed by the Program Administrator and must be accompanied by such supporting material as the Program Administrator shall prescribe including, but not limited to, a copy of the Landlord's notice of the Rent Increase.
- C. If the Landlord does not file the petition and the prescribed documentation within 15 calendar days of the date of the Committee's decision, and if the Tenant has not filed a petition as provided under Section 6-58.105, the Committee's decision will be binding on the parties.
- D. Provided that a petition has been filed as provided in this Section 6-58.100, the Rent Increase shall not take effect until 60 days after a decision of a Hearing Officer or, if that decision is judicially challenged, until there is a final judgment from a court of competent jurisdiction or other resolution, such as a settlement.

#### **6-58.105 Petitions Filed by Tenants Following the Committee's Decision**



- A. A Tenant whose Rental Unit is not an exempt Rental Unit under Section 6-58.135 and who does not agree with the Committee's decision under Section 6-58.85 may initiate a hearing process by filing a petition with the Program Administrator and notifying the Landlord in writing that the Tenant has filed such petition.
- B. Petitions must be filed on forms as prescribed by the Program Administrator and must be accompanied by such supporting material as the Program Administrator shall prescribe including, but not limited to, a copy of the Landlord's notice of the Rent Increase.
- C. A Tenant must file the petition and the prescribed documentation within 15 calendar days of the date of the Committee's decision. If a Tenant does not file the petition within 15 calendar days of the date of the Committee's decision, and if the Landlord has not filed a petition under Section 6-58.100, the Committee's decision will be binding on the parties..
- D. Provided that a petition has been filed as provided in this Section 6-58.105, the Rent Increase shall not take effect until 60 days after a decision by the Hearing Officer or, if that decision is judicially challenged, until there is a final judgment from a court of competent jurisdiction or other resolution, such as a settlement.

#### **6-58.110. Burden of Proof**

The party who files the petition shall have the burden of proof. As to the burden of proof, the Hearing Officer will use the preponderance of evidence test, i.e. that what the petitioner is required to prove is more likely to be true than not and, after weighing all of the evidence, if the Hearing Officer cannot decide that something is more likely to be true than not true, the Hearing Officer must conclude that the petitioner did not prove it.

#### **6-58.115. Hearing Process**

- A. The Program Administrator shall assign a Rent Dispute Hearing Officer to decide any petition, including its timeliness and other procedural matters, which is filed under this Article.
- B. The Hearing Officer shall endeavor to hold the hearing with 30 days of the filing of the petition or within such time as the Hearing Officer and the parties may agree.
- C. The Hearing Officer shall conduct the hearing employing the usual procedures in administrative hearing matters, i.e., the proceeding will not be governed by the technical rules of evidence and any relevant evidence will be admitted. Hearsay evidence may be admitted solely for the purpose of supplementing or explaining other evidence.
- D. Any party may appear and offer such documents, testimony, written declarations, or other evidence as may be pertinent to the proceeding. Each party shall comply with the Hearing Officer's request for documents and

information and shall comply with the other party's reasonable requests for documents and information. The Hearing Officer may proceed with the hearing notwithstanding that a party has failed to provide the documents or information requested by the Hearing Officer or a party has failed to provide documents or information requested by the other party. The Hearing Officer may take into consideration, however, the failure of a party to provide such documents or information.

- E. The hearing will be reported by a certified court reporter for purposes of judicial review.

#### **6-58.120. Hearing – Findings and determination**

Within 30 days of the close of the hearing, the Hearing Officer shall make a determination, based on the preponderance of evidence and applying the criteria set forth in Section 6-58.125, whether the proposed Rent Increase is reasonable under the circumstances or not, and shall make a written statement of decision upon which such determination is based. The Hearing Officer's allowance or disallowance of any Rent Increase or portion thereof may be reasonably conditioned in any manner necessary to effectuate the purposes of this Article. Copies of the statement of decision shall be served on the parties, the Program Administrator and the City.

#### **6-58.125. Criteria to be applied to rent increases**

In determining whether or not a Rent Increase is reasonable, the Hearing Officer shall take into account the purposes of this Article to eliminate imposing excessive Rent Increases while providing Landlords with a just and reasonable return on property, the non-exclusive factors that the Committee considered in making its decision as set forth in subsection B of Section 6-58.85, the existing market value of rents to Rental Units similarly situated, the vacancy rate in the building or complex in comparison to comparable buildings or complexes in the same general area, the physical condition of the Rental Unit or building/complex of which the Rental Unit is part, and the quality and quantity of maintenance and repairs to the Rental Unit or the building/complex of which the Rental Unit is part. The Hearing Officer shall not determine just and reasonable rate of return solely by the application of a fixed or mechanical accounting formula but there is a rebuttable presumption that maintenance of Net Operating Income for the Base Year, as adjusted by inflation over time, provides a Landlord with a just and reasonable rate of return on property.

#### **6-58.130. Rent Dispute Hearing Officer's Decision—Final Unless Judicial Review is Sought**

The Hearing Officer's decision shall be final and binding on the parties unless judicial review is sought within 60 days of the date of the Hearing Officer's decision.

## **6-58.135. Exemptions**

The following Rental Units shall be exempt from the provisions of Sections 6-58.100, 6-58.105, 6-58.110, 6-58.115, 6-58.120, 6-58.125 and 6-58.130 but are subject to all other Sections of this Article: Rental Units constructed after February 1, 1995; Rental Units that are separately alienable from the title of any other dwelling (e.g., single family residences, condominiums, etc.); and any other Rental Units exempt under the Costa-Hawkins Rental Housing Act (California Civil Code, sections 1954.50 and following) or under any other applicable state or federal law.

## **Section 6-58.140. Evictions and Terminations of Tenancies**

No Landlord shall take action to terminate any tenancy including, but not limited to, making a demand for possession of a Rental Unit, threatening to terminate a tenancy, serving any notice to quit or other notice to terminate a tenancy, e.g. an eviction notice, bringing any action to recover possession or be granted possession of a Rental Unit except on one of the following grounds:

- A. Notice to Vacate. A Landlord may terminate a tenancy under Civil Code, section 1946.1 (a termination of tenancy for "no cause") but the following provisions shall apply:
1. The Landlord shall not impose on a new Tenant Rent that exceeds more than 5% of the amount of the Rent in effect at the time the Tenant was served with a Notice to Vacate, and the Landlord shall inform the new Tenant in writing of the amount of the Rent that was in effect at the time the prior Tenant was served with a Notice to Vacate and that the Rent imposed on the new Tenant does not exceed the prior Rent by more than 5%.
  2. The Landlord must provide to the Program Administrator a copy of the Notice to Vacate served on the Tenant and the amount of the Rent in effect at the time the Notice to Vacate was served and the amount of the Rent that the new Tenant will be charged.
  3. Except for Rent Increases as provided in this Article, if it is determined the Landlord imposes Rent on the new Tenant that exceeds that allowable under paragraph 1 of subsection A of this section 6-58.140, in addition to any other penalties or remedies available to the existing Tenant, the City or the previous Tenant, the Landlord shall reduce the Rent to that allowable under paragraph 1 of subsection A of this Section 6-58.140 and shall reimburse the existing Tenant, plus interest as provided by law, the difference between the amount of the Rent that exceeded the allowable Rent under paragraph 1 of subsection A of this Section 6-58.140 and the Rent in effect when the previous Tenant was served with a Notice to Vacate, retroactive to the date when the excessive Rent was first paid.
  4. As to any building or buildings with five or more Rental Units, a Landlord may use this subsection A of Section 6-58.140 for no more than 10% of all Rental Units in any month, and no more than 25% of all Rental Units (rounded up to the nearest

whole number if 0.5 or more or rounded down to the nearest whole number if 0.4 or less) in any consecutive twelve month period.

5. As to any building or buildings with no more than four Rental Units, a Landlord may use this subsection A of Section 6-58-140 for only one rental unit in any consecutive twelve month period.

- B. Failure to pay rent. The Tenant upon proper notice has failed to pay the Rent to which the Landlord is entitled under a written or oral agreement; provided, however, that the "failure to pay rent" shall not be cause for eviction if (i) the Tenant cures the failure to pay rent by tendering the full amount of the Rent due within the time frame in the notice but the Landlord refuses or fails to accept the Rent or (ii) the Tenant tenders some or all of the Rent due and the Landlord accepts some or all of the Rent.
- C. Breach of lease. The Tenant has continued, after the Landlord has served the Tenant with a written notice to cease, to commit a material and substantial breach of an obligation or covenant of the tenancy other than the obligation to surrender possession upon proper notice, provided, however, that a Landlord need not serve a written notice to cease if the breach is for conduct that is violent or physically threatening to the Landlord, other Tenants or members of the Tenant's household or neighbors.
1. Notwithstanding any contrary provision in this Section 6-58.140, a Landlord shall not take action to terminate a tenancy as a result of the addition to the Rental Unit of a Tenant's child, parent, grandchild, grandparent or spouse or domestic partner (as defined in California Family Code, section 297) of such relatives, or as a result of the addition of a spouse or domestic partner of the Tenant, so long as the number of occupants does not exceed the maximum number of occupants as determined under Section 503(b) of the Uniform Housing Code as incorporated by California Health and Safety Code, section 17922.
  2. Before taking any action to terminate a tenancy based on the violation of a lawful obligation or covenant of tenancy regarding subletting or limits on the number of occupants in the rental unit, the Landlord shall serve the Tenant a written notice of the violation that provides the Tenant with the opportunity to cure the violation within 14 calendar days. The Tenant may cure the violation by making a written request to add occupants to which request the Landlord reasonably concurs or by using other reasonable means, to which the Landlord reasonably concurs, to cure the violation including, but not limited to, causing the removal of any additional or unapproved occupant.
- D. Nuisance. The Tenant has continued, after the Landlord has served the Tenant with a written notice to cease, to commit or expressly permit a nuisance on the Rental Unit or to the common area of the rental complex, or to create a substantial interference with the comfort, safety or enjoyment of the Landlord, other Tenants or members of a Tenant's household or neighbors, provided,

however, a Landlord need not serve a notice to cease if the Tenant's conduct is illegal activity, has caused substantial damage to the Rental Unit or the common area of the rental complex, or poses an immediate threat to public health or safety.

- E. Failure to give access. The Tenant has continued to refuse, after the Landlord has served the Tenant with a written notice, to grant the Landlord reasonable access to the Rental Unit for the purpose of inspection or of making necessary repairs or improvements required by law, for the purpose of showing the Rental Unit to any prospective purchaser or mortgagee, or for any other reasonable purpose as permitted or required by the lease or by law.
- F. Owner move-in. The Landlord seeks in good faith to recover possession of the Rental Unit for use and occupancy as a primary residence by the Landlord, or the Landlord's spouse, domestic partner, children, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.
  - 1. For purposes of this section a "Landlord" shall only include a Landlord that is a natural person who has at least a 50% ownership interest in the property and the Landlord shall provide to the Program Administrator documentation that the Landlord meets the definition of Landlord as provided in this paragraph. For purposes of this paragraph, a "natural person" means a human being but may also include a living, family or similar trust where the natural person is identified in the title of the trust.
  - 2. No action to terminate a tenancy based on an "owner move-in" may take place if there is a vacant Rental Unit on the property and the vacant Rental Unit is comparable in size and amenities to the Rental Unit for which the action to terminate the tenancy is sought.
  - 3. The notice terminating the tenancy shall set forth the name and relationship to the Landlord of the person intended to occupy the Rental Unit.
  - 4. The Landlord or the enumerated relative must intend in good faith to move into the Rental Unit within 60 days after the Tenant vacates and to occupy the Rental Unit as a primary residence for at least one year.
  - 5. If the Landlord or enumerated relative specified on the notice terminating the tenancy fails to occupy the Rental Unit within 60 days after the Tenant vacates or if the Landlord or enumerated relative vacates the Rental Unit without good cause before occupying the Rental Unit for one year, the Landlord shall:
    - a) Offer the Rental Unit to the Tenant who vacated it and at the same Rent that was in effect at the time the Tenant vacated the Rental Unit; and
    - b) Pay to the Tenant all reasonable and documented expenses incurred in moving to and from the Rental Unit, to the extent such

expenses exceed the relocation assistance the Landlord has already paid to the Tenant as provided in Section 6-58.150.

- G. Demolition. The Landlord seeks in good faith to take action to terminate a tenancy to demolish the Rental Unit and remove the property permanently from residential rental housing use; provided, however, the Landlord shall not take any action to terminate such tenancy until the Landlord has obtained all necessary and proper demolition and related permits from the City.
- H. Capital Improvement Plan. The Landlord seeks in good faith to take action to terminate a tenancy in order to carry out an approved Capital Improvement Plan.
- I. Withdrawal from the rental market. The Landlord seeks in good faith to take action to terminate a tenancy by filing with the Program Administrator the requisite documents to initiate the process to withdraw the Rental Unit from rent or lease under Government Code, section 7060 et seq. with the intent of completing the withdrawal process and going out of the residential rental business permanently.
- J. Compliance with a governmental order. The Landlord seeks in good faith to take action to terminate a tenancy to comply with a government agency's order to vacate, or any other order that necessitates the vacating of the building, Housing or Rental Unit as a result of a violation of the City of Alameda's Municipal Code or any other provision of law.
  - a. The Landlord shall offer the Rental Unit to the Tenant who vacated the Rental Unit when the Landlord has satisfied the conditions of the governmental agency that caused the governmental agency to order the Rental Unit vacated and at the same Rent that was in effect at the time the Tenant vacated the Rental Unit.
  - b. The Landlord shall pay to the Tenant all reasonable expenses incurred in vacating the Rental Unit, as provided in Section 6-58.150 and all reasonable and documented expenses incurred in moving into the Rental Unit should the Tenant do so.

**6-58.150. Required Payment of a Relocation Fee.**

- A. If the Landlord has taken any action to terminate a tenancy on the grounds set forth in subsections A, F, G, H, I or J of Section 6-58.140, the Landlord shall pay a relocation fee in an amount of one month's Rent, as averaged over the twelve months preceding the serving of the notice to vacate, for each year, or portion thereof, to a maximum of four months' Rent if the tenant has lived in the Rental Unit for four or more years, plus \$1500. The \$1500 will be adjusted on January 1 of each year based in the change of the Consumer Price Index from the previous January 1.
- B. The Landlord shall pay the relocation fee as follows:
  - 1. The entire fee shall be paid to a Tenant who is the only Tenant in the Rental Unit and if the Rental Unit is occupied by two or more Tenants,

then each Tenant who is on the lease or has financial responsibility to pay the Rent shall be paid a pro-rata share of the relocation fee; provided, however, if a Tenant or Tenants receive, as part of the eviction, relocation assistance from a governmental agency, then the amount of that relocation assistance shall operate as a credit against any relocation fee to be paid to the Tenant(s) under this subsection 6-58.150.

2. After taking into account any adjustments in the amount of the relocation fee under subsection C of Section 6-58.150, the Landlord shall pay one half of the applicable relocation fee when the Tenant has informed the Landlord in writing of the date when the Tenant will vacate the Rental Unit and the other half upon certification that the Tenant has vacated the Rental Unit on the date provided in the notice, as permissibly extended by subsection C of Section 6-58.150.
- C. Notwithstanding subsection A of Section 6-58.150, as to any Rental Unit to be vacated under subsections A, G or I of Section 6-58.140, a Tenant has the choice to remain in the Rental Unit, starting from the eviction date in the notice to vacate, an additional month for every year, or portion thereof, up to a maximum of four months if the Tenant has lived in the Rental Unit for four or more years, but the Landlord's requirement to pay the relocation fee will be reduced by one month's Rent for every month, or portion thereof, the Tenant remains in the Rental Unit beyond the date on which the Tenant was required to vacate.
- D. Nothing provided herein prohibits a Landlord and a Tenant from agreeing to relocation assistance different than as provided in this Section, provided the Landlord and Tenant provide to the Program Administrator written proof of the alternative relocation assistance within 21 days of the Tenant's vacating the Rental Unit.

#### **6-58.155. Service and Contents of the Written Notices to Terminate a Tenancy**

- A. In any notice purporting to terminate a tenancy the Landlord shall state in the notice the cause for the termination, if any.
- B. If the cause for terminating the tenancy is for the grounds in subsections B, C, D or E of Section 6-58.140 and a notice to cease is required, the notice shall also inform the Tenant that the failure to cure may result in the initiation of an action to terminate the tenancy; such notice shall also include sufficient details allowing a reasonable person to comply and defend against the accusation.
- C. If the cause for terminating the tenancy is for the grounds in subsections A, F, G, H, I or J of Section 6-58.140, the notice shall also inform the Tenant that the Tenant is entitled to a relocation fee in the amount then in effect.
- D. If the cause for terminating the tenancy is for the grounds in subsection H of Section 6-58.140, the notice shall state the Landlord has complied with that

- subsection by obtaining a City approved Capital Improvement Plan and a copy of the approved Capital Improvement Plan shall accompany the notice.
- E. The Landlord shall file with the Program Administrator within seven calendar days after having served any notice required by Section 6-58.140 a copy of such notice.

**6-58.160. Retaliation Prohibited.**

No Landlord shall take any action to terminate a tenancy, reduce any Housing Services or increase the Rent where the Landlord's intent is to retaliate against the Tenant (i) for the Tenant's assertion or exercise of rights under this Article or under state or federal law, (ii) for the Tenant's request to initiate, or the tenant's participation in, the rent review procedures under this Article or (iii) for the Tenant's participation in litigation arising out of this Article. Such retaliation may be a defense to an action to recover the possession of a Rental Unit and/or may serve as the basis for an affirmative action by the Tenant for actual and punitive damages and/or injunctive relief as provided herein. In an action against the Tenant to recover possession of a Rental Unit, evidence of the assertion or exercise by the Tenant of rights under this Article or under state or federal law within 180 days prior to the alleged act or retaliation shall create a rebuttable presumption that the Landlord's act was retaliatory; provided, however, a Tenant may assert retaliation affirmatively or as a defense to the Landlord's action without the presumption regardless of the period of time that has elapsed between the Tenant's assertion of exercise of rights under this Article and the alleged action of retaliation.

**6-58-170. Program Fee**

This section intentionally left blank

**6-58.175. Actions to Recover Possession**

In any action brought to recover possession of a Rental Unit, the Landlord shall allege and prove by a preponderance of evidence compliance with this Article.

**6-58.180. Landlord's Failure to Comply.**

A Landlord's failure to comply with any requirement of this Article may be asserted as an affirmative defense in an action brought by the Landlord to recover possession of the Rental Unit. Additionally, any attempt to recover possession of a Rental Unit in violation of this Article shall render the Landlord liable to the Tenant for actual and punitive damages, including damages for emotional distress, in a civil action for wrongful eviction. The Tenant may seek injunctive relief and money damages for wrongful eviction. The prevailing party in an action for wrongful eviction shall recover costs and reasonable attorneys' fees.

**6-58.185. Penalties for Violations.**

- A. The City may issue an administrative citation to any Landlord and to the Landlord's agent for a violation of this Article. The fine for such violations



shall be \$250 for the first offense, a fine of \$500 for a second offense within a one year period and a fine of \$1000 for a third offense within a one year period. In addition, the first two violations of this Article shall be deemed infractions and the fines therefor for the first and second offenses shall be as set forth in the previous sentence. A third violation in any one year period shall constitute a misdemeanor, punishable as set forth in Chapter I of this Code.

- B. Notwithstanding subsection A of Section 6-58.185 it shall constitute a misdemeanor for any Landlord to have demanded, accepted, received or retained any Rent in excess of the Maximum Rent allowed by a binding decision of the Committee, a decision of a Rent Dispute Hearing Officer, or by a final judgment of a court of competent jurisdiction should the Rent Dispute Hearing Officer's decision be challenged in court.
- C. In addition to all other remedies provided by law, including those set forth above, as part of any civil action brought by the City to enforce this Article, a court may assess a civil penalty in an amount up to the greater of \$2500 per violation per day or \$10,000 per violation, payable to the City, against any person who commits, continues to commit, operates, allows or maintains any violation of this Article. The prevailing party in any such civil action shall be entitled to its costs and attorney's fees.

#### **6-58.190. Waiver**

- A. Any waiver or purported waiver of a Tenant of rights granted under this Article prior to the time when such rights may be exercised shall be void as contrary to public policy.
- B. It shall be unlawful for a Landlord to attempt to waive or waive, in a rental agreement or lease, the rights granted a Tenant under this Article prior to the time when such rights may be exercised.

#### **6-58.195. Annual Review**

The Community Development Director shall annually prepare a report to the Council assessing the effectiveness of the Programs under this Article and recommending changes as appropriate.

#### **6-58.200 Repeal of Ordinance**

By operation of law, this Ordinance shall be repealed in its entirety unless by December 31, 2019, the City Council by an affirmative vote has taken action to retain the Ordinance and any amendments thereto, or portions thereof."

Section 2. Section 2-23.4 of the Alameda Municipal Code is hereby amended as follows:

**2-23.4 Duties of the Committee**

It shall be the duty of the Committee to hold hearings in response to a request for a rent increase review. The Committee will afford the parties involved in the request the opportunity to explain their respective positions. The Committee as a whole and individual members of the Committee shall not act as an advocate of either the Landlord or the tenant. As to its review of a rent increase, the provisions of Section 6-58.85 of this Code shall apply.

Section 3. Article XIV of Chapter VI of the Alameda Municipal Code [Rent Review] (Sections 6-57.1 through 6-57.13) is hereby suspended in its entirety but the suspension shall be lifted if Ordinance No. 3148 is repealed by operation of law or otherwise.

Section 4: Severability. If any provision of this Ordinance is held by a court of competent jurisdiction to be invalid, this invalidity shall not affect other provisions of this Ordinance that can be given effect without the invalid provision and therefore the provisions of this Ordinance are severable. The City Council declares that it would have enacted each section, subsection, paragraph, subparagraph and sentence notwithstanding the invalidity of any other section, subsection, paragraph, subparagraph or sentence.

Section 5: This Ordinance shall be in full force and effect from and after the expiration of thirty (30) days from the date of its final passage.



\_\_\_\_\_  
Presiding Officer of the City Council

Attest:



\_\_\_\_\_  
Lara Weisiger, City Clerk

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the 1<sup>st</sup> day of March, 2016, by the following vote to wit:

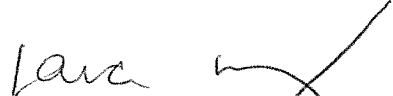
AYES: Councilmembers Daysog, Ezzy Ashcraft, Oddie and Mayor Spencer – 4.

NOES: Councilmember Matarrese - 1.


ABSENT: None.

ABSTENTIONS: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said City this 2<sup>nd</sup> day of March, 2016.

  
\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda

Approved as to form:

  
\_\_\_\_\_  
for Janet C. Kern, City Attorney  
City of Alameda



Attachment 2

(Resolution No. 15138)

CITY OF ALAMEDA RESOLUTION NO. 15138

ADOPTING A POLICY CONCERNING CAPITAL IMPROVEMENT  
PLANS FOR RENTAL UNITS IN THE CITY OF ALAMEDA

WHEREAS, the City Council of the City of Alameda encourages Landlords in the City to improve the quality of the City's rental housing stock, recognizes the need to ensure that Landlords receive a just and reasonable return on their Capital Improvement expenditures and desires to protect Tenants from being unreasonably displaced from their Rental Units as a result of Capital Improvements to their Rental Units or to the buildings housing such Rental Units; and

WHEREAS, when a Landlord intends to make or has made major long term repairs or improvements to a Rental Unit or Rental Unit building that materially adds value to the property, prolongs the useful life or adapts the property to a new use and the cost of which is not less than eight times the amount of the Rent (of the Rental Units affected by the work) multiplied by the number of Rental Units to be improved, the Rent for Rental Units so improved should be increased not only to provide the Landlord with a just and reasonable return on the property but also to benefit the Tenants; and

WHEREAS, on February 16, 2016, City staff presented to the City Council a Policy Concerning Capital Improvement Plans, which Policy identifies major long term repairs that could qualify as a Capital Improvement, provides a method by which a Landlord may receive a Rent Increase by undertaking such Capital Improvements, and requires the Landlord to provide relocation assistance to displaced Tenants when work associated with the Capital Improvements cannot be accomplished safely and reasonably with the Tenants remaining in their Rental Units; and

WHEREAS, on February 16, 2016, City Council members heard from the public concerning the Policy and thereafter discussed the Policy among themselves; and

WHEREAS, Council provided further direction to City staff concerning certain elements that it wanted incorporated into the Policy; and

WHEREAS, on April 5, 2016, City staff presented to the City Council a revised Policy Concerning Capital Improvement Plans that incorporated the elements the Council had requested to be incorporated; and

WHEREAS, on April 5, 2016, City Council members heard from the public concerning the Policy and thereafter discussed the Policy among themselves.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ALAMEDA AS FOLLOWS:

Section 1. The Policy concerning Capital Improvement Plans for Rental Units in the City of Alameda, attached hereto as Exhibit A, is approved and adopted.

Section 2. This Resolution is effective immediately upon its adoption and the Policy will be operative as of April 5, 2016.

**POLICY CONCERNING CAPITAL IMPROVEMENT PLANS**

1. Purpose. The purpose of this Policy is to encourage Landlords to improve the quality of the City's rental housing stock, to ensure Landlords receive a just and reasonable return on their Capital Improvement expenditures and that Tenants are not unreasonably displaced as a result of Capital Improvements to their Rental Units or the buildings housing such Rental Units. Terms that are capitalized have the same meaning as those terms in the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance (Chapter 6-58 of the Alameda Municipal Code).
2. Capital Improvement. A Capital Improvement, **for purposes of this Capital Improvement Plan Policy**, shall be any improvement to a Rental Unit or property that (a) materially adds to the value of the property, (b) appreciably prolongs the useful life or adapts the property to new use, (c) has a useful life of more than one year and is required to be amortized over the useful life of the improvement under the straight line depreciation provisions of the Internal Revenue Code and the regulations issued pursuant thereto and (d) has a documented cost that is not less than the product of eight times the amount of the Rent multiplied by the number of Rental Units to be improved. No Rent Increase shall be granted and no Landlord shall terminate a tenancy under this section for routine repairs, replacement or maintenance including, but not limited to, interior painting of a Rental Unit, plastering, replacing broken windows, replacing carpets or drapes, cleaning, fumigating, routine landscaping, standard repairing of electrical and plumbing services, and repairing or replacing furnished appliances.
3. Policy. This Policy allows a Landlord to obtain a Rent Increase and/or to seek a termination of a tenancy in connection with Capital Improvements. Rent for a Rental Unit shall be increased to provide a just and reasonable return on the expenditures for Capital Improvements where the Landlord in good faith intends primarily to benefit the Tenants and where such Capital Improvements are for major long term improvements or repairs as defined in Section 6 or are necessary to bring the Rental Unit or the building/complex into compliance with Code requirements.
4. When a Capital Improvement Plan Must be Filed. A Landlord must file with the Program Administrator a Capital Improvement Plan, in a form as may be approved by the Program Administrator, when the Landlord:
  - A. Is requesting a Rent Increase that exceeds the Maximum Increase in connection with Capital Improvements;
  - B. Is requesting a Rent Increase that exceeds the Maximum Increase in connection with Capital Improvements and the Landlord in good faith believes the work associated with the Capital Improvements cannot be accomplished safely with the Tenant remaining in the Rental Unit; or

**C. Is requesting a Rent Increase that is equal to or below the Maximum Increase in connection with Capital Improvements and the Landlord in good faith believes the work associated with the Capital Improvements cannot be accomplished safely with the Tenant remaining in the Rental Unit.**

5. Calculation of Rent Increases for Capital Improvements. Where a Landlord demonstrates an improvement qualifies as a Capital Improvement under Section 2 and satisfies the Policy under Section 3, the Program Administrator shall calculate the amount of a Rent Increase by amortizing the cost of the improvement, **including the confirmed interest rate for the financing that the Landlord secures for the Capital Improvements**, over the useful life of the improvement as provided herein and dividing that cost by each Rental Unit that benefits by the improvement.
6. Major Long Term Improvements or Repairs. A Landlord's expenditures for any major long term improvements or repairs listed in subsection A of this Section 6 shall qualify for a permanent Rent Increase, provided the documented cost thereof is not less than the product of eight times the amount of the Rent multiplied by the number of Rental Units to be improved.
  - A. The following major long term improvements or repairs shall be eligible for a Rent Increase:
    1. A new roof covering all or substantially all of a building or a structurally independent portion of a building;
    2. A significant upgrade of the foundation of all or substantially all of a building or a structurally independent portion of a building, including seismic retrofits;
    3. A new or substantially new plumbing, electrical or heating, ventilation and air conditioning (HVAC) system for all or substantially all of a building;
    4. Exterior painting or installation/replacement of siding on all or substantially all of a building;
    5. Repairs reasonably related to correcting or preventing the spread of defects that are noted as findings in a Wood Destroying Pest and Organisms Report issued by a pest control company registered in Branch 3 of the State of California Structural Pest Control Board provided that any such expenditures for such repairs exceed \$6000 or the product of \$1000 times the number of units in the building, whichever is less.
    6. The installation of water conservation devices that are intended to reduce the use of water or energy efficient devices, such as a solar roof system, that are intended to save energy and/or reduce greenhouse gases.
    7. Improvements or upgrades to the Rental Unit or the building/complex that meet or exceed disability/accessibility standards as required by law.



- B. In determining the cost of a major repair under this Section 6, no consideration shall be given to any additional cost incurred for increased property damage and/or deterioration due to an unreasonable delay in the undertaking or completing any repair or improvement.
7. Requests for Rent Increases and Notices to Tenants. A Landlord seeking a Rent Increase based on Capital Improvements shall:
- A. When the Rent Increase exceeds the Maximum Increase, (1) file with the Program Administrator a request for a Rent Increase and a Capital Improvement Plan, (2) provide to the Program Administrator supporting documentation of the Rent Increase and the names and addresses of the Tenants affected by the request and (3) mail a copy of the request for a Rent Increase (but not the supporting documentation) to each Tenant affected by the request.
- B. When the Rent Increase is equal to or below the Maximum Increase, notice the Tenants of a Rent Increase as provided in Section 6-58.60 of the Alameda Municipal Code but the Landlord is not required to file with the Program Administrator a request for a Rent Increase.
8. Supporting Documentation. For requests for a Rent Increase that exceed the Maximum Increase, the supporting documentation must substantiate the interest rate for financing the Capital Improvements and the nature and cost of the claimed improvement and may include copies of invoices, signed contracts, material and labor receipts, self-labor logs, cancelled checks, spread sheets or any other items of documentation accepted and used in the normal course of business; provided, however, if the supporting documentation is based on estimates, the Landlord must subsequently provide to the Program Administrator supporting documentation as set forth in the previous sentence.
9. Limitations on Rent Increases. No Rent Increase under this Policy shall be granted in consideration of any Capital Improvement for which a building permit had been issued prior to November 1, 2015 or, if the Capital Improvement was for work for which a building permit was not required, for any Capital Improvement that was started prior to November 1, 2015. For Capital Improvements commenced after November 1, 2015 for which a Landlord seeks a Rent Increase, a Landlord must comply with Section 7 within 12 months of completion of the Capital Improvements.
10. Program Administrator's Determination. The Program Administrator shall review the request for a Rent Increase and supporting documentation and determine whether the documentation is adequate and sufficient to approve the requested Rent Increase. If the Program Administrator so determines and approves the request, the Program Administrator shall notify the Landlord. Any approved Rent Increase shall not take effect until the Program Administrator has determined the Landlord has completed the Capital Improvement; provided, however, if the Landlord has requested a Rent Increase based on estimated costs, the Program Administrator may grant conditional approval of a Rent Increase but the Rent Increase shall not take effect until the

Program Administrator has determined the Landlord has completed the Capital Improvement and submitted to the Program Administrator adequate and sufficient supporting documentation to approve the Rent Increase unconditionally. If the Program Administrator does not approve the request for a Rent Increase, the Program Administrator shall advise the Landlord in what respects the request is deficient.

11. Landlord's Notice to the Tenants That the Rent Increase Has Been Approved. Where the Landlord has requested a Rent Increase that exceeds the Maximum Increase and the Program Administrator has unconditionally approved the Rent Increase, the Landlord shall notify the Tenants.

12. Relocation Assistance.

A. When the Landlord has notified a Tenant of the amount of a Rent Increase, either as provided in Section 11 or as provided in Section 7B, the Landlord must also inform the Tenant that the Tenant must advise the Landlord within 30 days whether or not the Tenant intends to remain in the Rental Unit and pay the Rent Increase. If the Tenant has advised the Landlord that the Tenant does not intend to remain in the Rental Unit and pay the Rent Increase or if the Tenant has not advised the Landlord within 30 days one way or the other, the Landlord may take action to terminate the tenancy but is required to provide relocation assistance to the Tenant as provided in the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance (Section 6-58.150, Alameda Municipal Code).

B. Where the Landlord has notified a Tenant of a Rent Increase that is equal to or less than the Maximum Increase based on the Capital Improvements and has filed with the Program Administrator a Capital Improvement Plan that contemplates the temporary or permanent relocation of a Tenant based on the Landlord's good faith belief that the Capital Improvement work cannot be accomplished safely with the Tenant in the Rental Unit and the Program Administrator concurs, the Program Administrator will approve a Capital Improvement Plan that includes terms and conditions of relocating the Tenant either on a temporary or permanent basis as provided further in this section 12.

C. Where the Landlord has requested a Rent Increase that exceeds the Maximum Increase and filed with the Program Administrator a Capital Improvement Plan that contemplates the temporary or permanent relocation of a Tenant based on the Landlord's good faith belief that the Capital Improvement work cannot be accomplished safely with the Tenant in the Rental Unit and the Program Administrator concurs, the Program Administrator will approve a Capital Improvement Plan that includes terms and conditions of relocating the Tenant either on a temporary or permanent basis as provided further in this section 12.

D. If (1) the approved Capital Improvement Plan requires a Tenant to vacate the Tenant's Rental Unit, (2) the Tenant has informed the Landlord the Tenant will pay the Rent Increase once the improvement work is complete and (3) at the time the Tenant must vacate the Rental Unit there is a comparable and available

replacement Rental Unit satisfactory to the Tenant within the building/complex, the Landlord must (a) relocate the Tenant into such comparable and available replacement Rental Unit satisfactory to the Tenant but within the building/complex, (b) offer the Tenant the Rental Unit that the Tenant vacated, or a comparable Rental Unit satisfactory to the Tenant within the building/complex, on a first right of refusal basis (subject to the Rent Increase) when the Capital Improvement is completed, (c) provide the Tenant with reasonable and documented costs of relocating the Tenant to and from the replacement Rental Unit and (d) until the Tenant re-occupies the Rental Unit or comparable Rental Unit after the Capital Improvement is completed, impose on the Tenant the Rent the Tenant was paying at the time of the displacement.

- E. If (1) the approved Capital Improvement Plan requires a Tenant to vacate the Tenant's Rental Unit, (2) the Tenant has informed the Landlord that the Tenant will pay the Rent Increase once the improvement work is completed, and (3) at the time that the Tenant must vacate the Rental Unit there is no comparable and available Rental Unit satisfactory to the Tenant in the building/complex, **the Program Administrator will determine whether the Landlord must provide temporary relocation benefits to the Tenant or whether the Landlord may take action to terminate the tenancy. In determining whether a Tenant may be temporarily relocated during the improvement work rather than permanently relocated, the Program Administrator will take into consideration the length of the displacement with the presumption that if the work can be completed within six months, the relocation will be temporary. Other terms and conditions concerning temporary relocation may include, but not be limited to, offering the Tenant the Rental Unit that the Tenant has vacated, or a comparable Rental Unit satisfactory to the Tenant within the building/complex, on a first right of refusal basis (subject to the Rent Increase) when the Capital Improvement is completed, determining whether the displaced Tenant may be placed temporarily in a nearby hotel or similar facility or stay temporarily with family or friends, providing the Tenant with reasonable and documented costs of relocating the Tenant to and from the temporary housing arrangements and requiring the Tenant to pay no more than the Rent the Tenant was paying at the time of displacement until the Tenant re-occupies the Rental Unit or the comparable Rental Unit after the Capital Improvement is completed. If the Program Administrator determines the Landlord may take action to terminate the tenancy due to the length of time to complete the work or otherwise, the Landlord shall provide relocation assistance to the Tenant as provided in the City's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance (Section 6-58.150, Alameda Municipal Code).**
- F. For purposes of this Section, a Rental Unit is comparable to the Tenant's Rental Unit if both Rental Units are comparable in size, amenities and, as to a Tenant who is disabled, accessibility.

\*\*\*\*\*

I, the undersigned, hereby certify that the foregoing resolution was duly and regularly adopted and passed by the Council of the City of Alameda in a regular meeting assembled on the 5<sup>th</sup> day of April 2016 by the following vote, to wit:

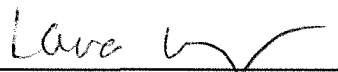
AYES: Councilmembers Daysog, Ezzy Ashcraft, Matarrese, Oddie and Mayor Spencer – 5.

NOES: None.


ABSENT: None.

ABSTENTIONS: None.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City this 6<sup>th</sup> day of April 2016

  
\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda

Approved as to form:

  
\_\_\_\_\_  
Janet C. Kern, City Attorney  
City of Alameda

Attachment 3

(Standard Professional Services Agreement)

## **SIGNATURE REQUIREMENTS**

Signed documents require proper execution to ensure their validity and enforceability. Documents required to be recorded also must be notarized. The City of Alameda requires adherence to the following procedure in the execution of all written documents that require signatures. Such documents include: Licenses, Leases, Contracts, Service Provider Agreements, Subdivision Maps, Grants of Easements, Grant Deeds, Agreements, Bonds, etc. Questions about these procedures or specific documents should be directed to the Alameda City Attorney's Office prior to the signing of such documents.

- I. **FOR ALL SIGNATURES.** The name and title of the signer must be typed or printed beneath the signature. This applies to any party signing any document.
- II. **FORMAT OF THE NAME AND TITLE.** The name must be signed exactly as it is printed or typed. The signer's title (e.g. "City Attorney") or interest in the property (e.g. "Owner") must be typed or printed beside the typed or printed name. As stated above, this information should be typed or printed beneath the actual signature.
- III. **SIGNATURES FOR LIMITED PARTNERSHIPS.** The signing party must be a *general* partner in the venture or be authorized in writing to have the authority to sign for and bind the limited partnership. *Limited* partners generally do not have binding authority to sign for a limited partnership. (ref. Corp. Code § 15904.02; 15903.02)
- IV. **SIGNATURES FOR GENERAL PARTNERSHIPS.** The signing party must be a general partner in the venture or be authorized in writing to have the authority to sign for and bind the general partnership. (ref. Corp. Code §16301; 16303.)
- V. **SIGNATURES FOR CORPORATIONS.** Authorization to sign contracts and other documents on behalf of the corporation must be demonstrated by one of the following methods. For maps and documents to be recorded, and for sureties signing bonds, the signatures must be notarized as provided in Method 3 and paragraph VI., below.

**Method 1** (Two Specified Officers). Authorization may be shown by two officers signing the instrument. **ONE SIGNING OFFICER MUST BE FROM GROUP A and ONE MUST BE FROM GROUP B.** (ref. Corp. Code §313; 5214.)

Group A

- (i) Chairman of the Board
- (ii) President
- (iii) Any Vice-President

Group B

- (i) Secretary
- (ii) Any Assistant Secretary
- (iii) Chief Financial Officer
- (iv) Any Assistant Treasurer

**Method 2** (Certified Board Authorization). Authorization may be shown by providing the City a copy of the corporation's bylaws, board of directors meeting minutes, or any resolution of corporation's board authorizing the person signing the instrument to execute

instruments of the type in question, and certified by the Secretary or Asst. Secretary of the corporation to be a true copy. (ref. Corp. Code §314; 5215.)

**Method 3** (Notarized Officer Signature). Authorization may be shown by the signature of either the corporation's president, vice president, secretary, or assistant secretary accompanied by a notary acknowledgment in the form prescribed by Civil Code §1189. (ref. Civil Code §1190.)

- VI. SIGNATURES FOR LIMITED LIABILITY COMPANIES (LLC's).** Authorization to sign on behalf of the LLC must be demonstrated by providing the portion of the operating agreement authorizing the person signing the instrument to execute instruments of the type in question, and if the LLC does not have an operating agreement, then by providing the articles of incorporation for review by the City Attorney's Office. (ref. Corp Code §§17151, 17154, 17157.)
- VII. MAPS AND DOCUMENTS TO BE RECORDED.** For maps and documents to be recorded, including all transactions affecting title to real property, all signatures must be properly notarized and accompanied by a certificate of acknowledgement in the form prescribed by Civil Code section 1189. (ref. Gov't Code §§ 27287, 66436, 66439, 66447.) The names and titles of the people signing the documents should be listed on the notary flag.
- VIII. CHANGES.** Should any changes be made to the document once signed, the changes must be initialed by all parties signing the document. Obliteration of any type is not an acceptable form of change in to terms of a signed document.

## SERVICE PROVIDER AGREEMENT

THIS SERVICE PROVIDER AGREEMENT (“**Agreement**”) is entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_, by and between CITY OF ALAMEDA, a municipal corporation (the "**City**"), and COMPANY (a California corporation, partnership, sole proprietor, individual), whose address is ADDRESS (the “**Provider**”), in reference to the following:

### **RECITALS:**

A. City is a municipal corporation duly organized and validly existing under the laws of the State of California with the power to carry on its business as it is now being conducted under the statutes of the State of California and the Charter of the City.

B. The City is in need of the following services: \_\_\_\_\_  
[City staff reached out to the service providers on the City’s bidders list interviewed qualified firms and selected the service provider that best meets the City’s needs.][City staff issued a RFP/RFQ on DATE and after a submittal period of NUMBER days received NUMBER of timely submitted proposals. Staff reviewed the proposals, interviewed qualified firms and selected the service provider that best meets the City’s needs.][The Provider was selected on a sole source basis because (provide justification for sole source selection).][Other: Describe the selection process actually used.]

C. [Provider is specially trained, experienced and competent to perform the special services which will be required by this Agreement.][Provider possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.]

D. City and Provider desire to enter into an agreement for \_\_\_\_\_, upon the terms and conditions herein.

NOW, THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

### **1. TERM:**

The term of this Agreement shall commence on the \_\_\_ day of \_\_\_\_\_ 20\_\_, and shall terminate on the \_\_\_ day of \_\_\_\_\_ 20\_\_, unless terminated earlier as set forth herein.

[This Agreement may be mutually extended on a year-by-year basis, for up to four (4) additional years, at the sole discretion of the [City Manager][\_\_\_\_\_] Director], based, at a minimum, upon satisfactory performance of all aspects of this Agreement. The [City Manager][\_\_\_\_\_] Director] may submit written notice that the Agreement is to be extended [at the same terms and compensation as the existing Agreement.][and the compensation adjusted by the Consumer Price Index for the San Francisco Bay area as reported by the U.S. Department of Labor, Bureau of Labor Statistics for the previous calendar year.][and the compensation adjusted by the Construction Cost Index for the San Francisco Bay Area as reported in the Engineering News Record for the previous calendar year for the trade(s) associated with the services or tasks.][Other: Describe the compensation escalator.]



**2. SERVICES TO BE PERFORMED:**

Provider agrees to do all necessary work at its own cost and expense, to furnish all labor, tools, equipment, materials, except as otherwise specified, and to do all necessary work included in Exhibit A as requested. The Provider acknowledges that the work plan included in Exhibit A is tentative and does not commit the City to request Provider to perform all tasks included therein.

**3. COMPENSATION TO PROVIDER:**

a. By the 7<sup>th</sup> day of each month, Provider shall submit to the City an invoice for the total amount of work done the previous month. Pricing and accounting of charges are to be according to the fee schedule [as set forth in this Section 3.][as set forth in Exhibit B and incorporated herein by this reference.] Extra work must be approved in writing by the City Manager or his/her designee prior to performance and shall be paid on a Time and Material basis [as set forth in this Section 3.][as set forth in Exhibit B.]

b. The total compensation for the work under this Agreement is not to exceed \$\_\_\_\_\_.

**4. TIME IS OF THE ESSENCE:**

Provider and City agree that time is of the essence regarding the performance of this Agreement.

**5. STANDARD OF CARE:**

Provider agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals or service providers, as applicable, in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the City.

**6. INDEPENDENT PARTIES:**

Provider hereby declares that Provider is engaged as an independent business and Provider agrees to perform the services as an independent contractor. The manner and means of conducting the services and tasks are under the control of Provider, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No civil service status or other right of employment will be acquired by virtue of Provider's services. None of the benefits provided by City to its employees, including but not limited to unemployment insurance, workers' compensation plans, vacation and sick leave are available from City to Provider, its employees or agents. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any compensation due to Provider. Payments of the above items, if required, are the responsibility of Provider.

**7. IMMIGRATION REFORM AND CONTROL ACT (IRCA):**

Provider assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal, or state rules and regulations. Provider shall indemnify, defend, and hold City

harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Provider.

**8. NON-DISCRIMINATION:**

Consistent with City's policy and state and federal law that harassment and discrimination are unacceptable conduct, Provider agrees that harassment or discrimination directed toward a job applicant, a City employee, or a citizen by Provider or Provider's employee on the basis of race, religious creed, color, national origin, ancestry, handicap, disability, marital status, pregnancy, sex, age, or sexual orientation will not be tolerated. Provider agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

**9. HOLD HARMLESS:**

a. Provider shall indemnify, defend, and hold harmless the City, its City Council, boards, commissions, officials, employees, and volunteers ("**Indemnitees**") from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees ("**Claims**"), arising from or in any manner connected to Provider's negligent act or omission, whether alleged or actual, regarding performance of services or work conducted or performed pursuant to this Agreement. If Claims are filed against Indemnitees which allege negligence on behalf of the Provider, Provider shall have no right of reimbursement against Indemnitees for the costs of defense even if negligence is not found on the part of Provider. However, Provider shall not be obligated to indemnify Indemnitees from Claims arising from the sole negligence or willful misconduct of Indemnitees.

b. **Indemnification for Claims for Professional Liability Only:** As to Claims for professional liability only, Provider's obligation to defend Indemnitees (as set forth above) is limited as provided in California Civil Code Section 2782.8.

c. Provider's obligation to indemnify, defend and hold harmless Indemnities shall expressly survive the expiration or early termination of this Agreement.

**10. INSURANCE:**

a. On or before the commencement of the terms of this Agreement, Provider shall furnish the City's Risk Manager with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with subsections 10A, B, C and D. Such certificates, which do not limit Provider's indemnification, shall also contain substantially the following statement:

"Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide ten (10) days' advance written notice to the City of Alameda. Attention: Risk Manager."

b. It is agreed that Provider shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of California. Endorsements naming the City, its City Council, boards, commissions,

officials, employees, and volunteers as additional insured shall be submitted with the insurance certificates.

A. COVERAGE:

Provider shall maintain the following insurance coverage:

(1) Workers' Compensation:

Statutory coverage as required by the State of California.

(2) Liability:

Commercial general liability coverage in the following minimum limits:

Bodily Injury:                   \$1,000,000 each occurrence  
  \$2,000,000 aggregate - all other

Property Damage:               \$1,000,000 each occurrence  
  \$2,000,000 aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 will be considered equivalent to the required minimum limits shown above.

(3) Automotive:

Comprehensive automobile liability coverage (any auto) in the following minimum limits:

Bodily injury:                   \$1,000,000 each occurrence  
Property Damage:               \$1,000,000 each occurrence

or

Combined Single Limit:       \$2,000,000 each occurrence

[(4) Professional Liability:

Professional liability insurance which includes coverage for the professional acts, errors and omissions of Provider in the following minimum limits:

\$1,000,000 each occurrence]

B. SUBROGATION WAIVER:

Provider agrees that in the event of loss due to any of the perils for which it has agreed to provide comprehensive general and automotive liability insurance, Provider shall look solely to its insurance for recovery. Provider hereby grants to City, on behalf of any insurer providing comprehensive general and automotive liability insurance to either Provider or City with respect to the services of Provider herein, a waiver of any right to subrogation which any such insurer of said Provider may acquire against City by virtue of the payment of any loss under such insurance.

C. FAILURE TO SECURE:

If Provider at any time during the term hereof should fail to secure or maintain the foregoing insurance, City shall be permitted to obtain such insurance in the Provider's name or as an agent of the Provider and shall be compensated by the Provider for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

D. ADDITIONAL INSURED:

City, its City Council, boards, commissions, officials, employees, and volunteers shall be named as an additional insured under all insurance coverages, except worker's compensation and professional liability insurance. The naming of an additional insured shall not affect any recovery to which such additional insured would be entitled under this policy if not named as such additional insured. An additional insured named herein shall not be held liable for any premium, deductible portion of any loss, or expense of any nature on this policy or any extension thereof. Any other insurance held by an additional insured shall not be required to contribute anything toward any loss or expense covered by the insurance provided by this policy.

E. SUFFICIENCY OF INSURANCE:

The insurance limits required by City are not represented as being sufficient to protect Provider. Provider is advised to consult Provider's insurance broker to determine adequate coverage for Provider.

**11. CONFLICT OF INTEREST:**

Provider warrants that it is not a conflict of interest for Provider to perform the services required by this Agreement. Provider may be required to fill out a conflict of interest form if the services provided under this Agreement requires Provider to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

**12. PROHIBITION AGAINST TRANSFERS:**

a. Provider shall not assign, sublease, hypothecate, or transfer this Agreement, or any interest therein, directly or indirectly, by operation of law or otherwise, without prior written consent of the City Manager. Provider shall submit a written request for consent to transfer to the City Manager at least thirty (30) days in advance of the desired transfer. The City Manager may consent or reject such request in his/her sole and absolute discretion. Any attempt to do so without said consent shall be null and void, and any assignee, sublessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money against the City under this Agreement may be assigned by Provider to a bank, trust company or other financial institution without prior written consent.

b. The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Provider, or of the interest of any general partner or joint venturer or syndicate member or cotenant, if Provider is a partnership or joint venture or syndicate or cotenancy, which shall result in changing the control of Provider, shall be construed as an

assignment of this Agreement. Control means fifty percent or more of the voting power of the corporation.

**13. APPROVAL OF SUB-PROVIDERS:**

a. Only those persons and/or businesses whose names and resumes are attached to this Agreement shall be used in the performance of this Agreement. However, if after the start of this Agreement, Provider wishes to use sub-providers, at no additional costs to the City, then Provider shall submit a written request for consent to add sub-providers including the names of the sub-providers and the reasons for the request to the City Manager at least five (5) days in advance. The City Manager may consent or reject such requests in his/her sole and absolute discretion.

b. Each sub-provider shall be required to furnish proof of workers' compensation insurance and shall also be required to carry general, automobile and professional liability insurance (as applicable) in reasonable conformity to the insurance carried by the Provider. In addition, any tasks or services performed by sub-providers shall be subject to each provision of this Agreement.

c. The requirements in this Section 13 shall not apply to persons who are merely providing materials, supplies, data or information which the Provider then analyzes and incorporates into its work product.

**14. PERMITS AND LICENSES:**

Provider, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, certificates and licenses, including a City Business License that may be required in connection with the performance of the services and tasks hereunder.

**15. REPORTS:**

a. Each and every report, draft, work product, map, record and other document produced, prepared or caused to be prepared by Provider pursuant to or in connection with this Agreement shall be the exclusive property of City.

b. No report, information or other data given to or prepared or assembled by Provider pursuant to this Agreement shall be made available to any individual or organization by Provider without prior approval of the City Manager or his/her designee.

c. Provider shall, at such time and in such form as City Manager or his/her designee may require, furnish reports concerning the status of services and tasks required under this Agreement.

**16. RECORDS:**

a. Provider shall maintain complete and accurate records with respect to the services, tasks, work, documents and data in sufficient detail to permit an evaluation of the Provider's performance under the Agreement, as well as maintain books and records related to sales, costs, expenses, receipts and other such information required by City that relate to the performance of the services and tasks under this Agreement (collectively the "**Records**").

b. All Records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Provider shall provide free access to the Records to the representatives of City or its designees during regular business hours upon reasonable prior notice. The City has the right to examine and audit the Records, and to make copies or transcripts therefrom as necessary, and to allow inspection of all proceedings and activities related to this Agreement. Such Records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained by Provider for a period of three (3) years after receipt of final payment.

c. If supplemental examination or audit of the Records is necessary due to concerns raised by City's preliminary examination or audit of records, and the City's supplemental examination or audit of the records discloses a failure to adhere to appropriate internal financial controls, or other breach of this Agreement or failure to act in good faith, then Provider shall reimburse the City for all reasonable costs and expenses associated with the supplemental examination or audit.

**17. NOTICES:**

a. All notices shall be in writing and delivered: (i) by hand; or (ii) sent by registered, express, or certified mail, with return receipt requested or with delivery confirmation requested from the U.S. postal service; or (iii) sent by overnight or same day courier service at the party's respective address listed in this Section.

b. Each notice shall be deemed to have been received on the earlier to occur of: (x) actual delivery or the date on which delivery is refused; or (y) three (3) days after notice is deposited in the U.S. mail or with a courier service in the manner described above (Sundays and City holidays excepted).

c. Either party may, at any time, change its notice address (other than to a post office box address) by giving the other party three (3) days prior written notice of the new address.

d. All notices, demands, requests, or approvals from Provider to City shall be addressed to City at:

City of Alameda  
[Department]  
[Address]  
Alameda, CA 94501  
ATTENTION: [Title]  
Ph: (510) [xxx-xxxx] / Fax: (510) [xxx-xxxx]

e. All notices, demands, requests, or approvals from City to Provider shall be addressed to Provider at:

[Provider Name]  
[Department]  
[Address]  
[City, State, zip]

ATTENTION: [Title]  
Ph: (xxx) [xxx-xxxx] / Fax: (xxx) [xxx-xxxx]

**18. SAFETY:**

a. The Provider will be solely and completely responsible for conditions of all vehicles owned or operated by Provider, including the safety of all persons and property during performance of the services and tasks under this Agreement. This requirement will apply continuously and not be limited to normal working hours. In addition, Provider will comply with all safety provisions in conformance with U.S. Department of Labor Occupational Safety and Health Act, any equivalent state law, and all other applicable federal, state, county and local laws, ordinances, codes, and any regulations that may be detailed in other parts of the Agreement. Where any of these are in conflict, the more stringent requirements will be followed. The Provider's failure to thoroughly familiarize itself with the aforementioned safety provisions will not relieve it from compliance with the obligations and penalties set forth herein.

b. The Provider will immediately notify the City within 24 hours of any incident of death, serious personal injury or substantial property damage that occurs in connection with the performance of this Agreement. The Provider will promptly submit to the City a written report of all incidents that occur in connection with this Agreement. This report must include the following information: (i) name and address of injured or deceased person(s); (ii) name and address of Provider's employee(s) involved in the incident; (iii) name and address of Provider's liability insurance carrier; (iv) a detailed description of the incident; and (v) a police report.

**19. TERMINATION:**

a. In the event Provider fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Provider shall be deemed in default in the performance of this Agreement. If such default is not cured within two (2) business days after receipt by Provider from City of written notice of default, specifying the nature of such default and the steps necessary to cure such default; City may thereafter immediately terminate the Agreement forthwith by giving to the Provider written notice thereof.

b. The foregoing notwithstanding, City shall have the option, at its sole discretion and without cause, of terminating this Agreement by giving seven (7) days' prior written notice to Provider as provided herein.

c. Upon termination of this Agreement either for cause or for convenience, each party shall pay to the other party that portion of compensation specified in this Agreement that is earned and unpaid prior to the effective date of termination. The obligation of the parties under this Section 19.c. shall survive the expiration or early termination of this Agreement.

**20. ATTORNEY'S FEES:**

In the event of the bringing of any action or suit by a party hereto against the other party by reason of any breach of any covenants, conditions, obligation or provision arising out of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all of its costs and expenses of the action or suit, including reasonable attorneys' fees, experts' fees, all court costs and other costs of action incurred by the prevailing party in connection with the

prosecution or defense of such action and enforcing or establishing its rights hereunder (whether or not such action is prosecuted to a judgment). For the purposes of this Agreement, reasonable fees of attorneys of the Alameda City Attorney shall be based on the fees regularly charged by private attorneys with the equivalent number of years of experience in the subject matter area of the law for which the Alameda City Attorney's services were rendered who practice in Alameda County in law firms with approximately the same number of attorneys as employed by the Alameda City Attorney's Office.

**21. COMPLIANCE WITH ALL APPLICABLE LAWS:**

During the Term of this Agreement, Provider shall keep fully informed of all existing and future state and federal laws and all municipal ordinances and regulations of the City of Alameda which affect the manner in which the services or tasks are to be performed by the Provider, as well as all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. Provider shall comply with all applicable laws, state and federal and all ordinances, rules and regulations enacted or issued by City.

**22. CONFLICT OF LAW:**

This Agreement shall be interpreted under, and enforced by the laws of the State of California without regard to any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the courts of the County of Alameda, State of California.

**23. WAIVER:**

A waiver by City of any breach of any term, covenant, or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained herein, whether of the same or a different character.

**24. INTEGRATED CONTRACT:**

The Recitals and Exhibits are a material part of this Agreement and are expressly incorporated herein. This Agreement represents the full and complete understanding of every kind or nature whatsoever between the parties hereto, and all preliminary negotiations and agreements of whatsoever kind or nature are merged herein. No verbal agreement or implied covenant shall be held to vary the provisions hereof. Any modification of this Agreement will be effective only by written execution signed by both City and Provider.

**25. CAPTIONS:**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement.

**26. NONDISCRIMINATION – FEDERAL REQUIREMENTS:**

a. Provider certifies and agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, sex, age, or condition or physical or mental handicap (as defined in 41 C.F.R. Section 60-741, et. seq.), in



accordance with requirement of state or federal law. Provider shall take affirmative action to ensure that qualified applicants are employed and that employees are treated during employment without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap in accordance with requirements of state and federal law. Such shall include, but not be limited to, the following:

A. Employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation.

B. Selection for training, including interns and apprentices.

(i) Provider agrees to post in conspicuous places in each of Provider's facilities providing services hereunder, available and open to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(ii) Provider shall, in all solicitations or advertisements for employees placed by or on behalf of Provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap, in accordance with requirements of state and federal law.

(iii) Provider shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of Provider's commitments under this paragraph.

(iv) Provider certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap, in accordance with requirement of state and federal law.

(v) In accordance with applicable state and federal law, Provider shall allow duly authorized county, state and federal representatives access to its employment records during regular business hours in order to verify compliance with the anti-discrimination provisions of this paragraph. Provider shall provide such other information and records as such representatives may require in order to verify compliance with the anti-discrimination provisions of this paragraph.

b. If the City finds that any of the provisions of this paragraph have been violated, the same shall constitute a material breach of Agreement upon which City may determine to cancel, terminate, or suspend this Agreement. City reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated. In addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Provider has violated state and federal anti-discrimination laws shall constitute a finding by City that Provider has violated the anti-discrimination provisions of Agreement.

c. The parties agree that in the event Provider violates any of the anti-discrimination provisions of this paragraph, City shall be entitled, at its option, to the sum of \$500.00 pursuant to

California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Agreement.

d. Provider hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), all requirements imposed by the applicable regulations (45 C.F.R.), and all guidelines and interpretations issued pursuant thereto, to the end that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Provider receiving Federal Financial Assistance. In addition, Provider shall comply with the Uniform Federal Accessibility Standards, and Provider, Engineer, or Architect responsible for any design, construction or alteration shall certify compliance with those Standards.

e. Provider's attention is directed to laws, including but not limited to:

A. CIVIL RIGHTS/EQUAL OPPORTUNITY

(i) Civil Rights Act of 1964. Under Title VII of the Civil Rights Act of 1964, no person shall, on the grounds of race, sex, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

(ii) Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

(iii) Section 109 of the Act further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) shall also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act.

B. PROGRAM ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

This Agreement is subject to laws and regulations concerning the rights of otherwise qualified individuals with handicaps for equal participation in, and benefit from federally assisted programs and activities, including but not limited to:

(i) Americans with Disabilities Act of 1990 (ADA) (28 C.F.R. 35). Title II, Subpart A of the Americans with Disabilities Act of 1990 applies to all publicly funded activities and programs. Provider shall also comply with the public accommodations requirements of Title III of the ADA, as applicable.

(ii) Nondiscrimination on the Basis of Handicap (24 CFR 8). These regulations, which implement Section 504 of the Rehabilitation Act of 1973, as amended, and as

cited in Section 109 of the Housing and Community Development Act, apply to all federally assisted activities and programs and are implemented through the regulations at 24 C.F.R. 8.

(iii) Architectural Barrier Act of 1968. Any building or facility, excluding privately owned residential structures, designed, constructed, or altered with federal funds, shall comply with the Uniform Federal Accessibility Standards, 1984 (41 C.F.R. 3) and the Handicapped Accessibility Requirements of the State of California Title 24. The Consultant, Engineer or Architect responsible for such design, construction or alteration shall certify compliance with the above standards.

(iv) In resolving any conflict between the accessibility standards cited in paragraphs (i), (ii) and (iii) above, the more stringent standard shall apply.]

**27. NONDISCRIMINATION – HUD REQUIREMENTS:**

a. Provider certifies and agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, sex, age, or condition or physical or mental handicap (as defined in 41 C.F.R. Section 60-741, et. seq.), in accordance with requirement of state or federal law. Provider shall take affirmative action to ensure that qualified applicants are employed and that employees are treated during employment without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap in accordance with requirements of state and federal law. Such shall include, but not be limited to, the following:

A. Employment upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation.

B. Selection for training, including interns and apprentices.

(i) Provider agrees to post in conspicuous places in each of Provider's facilities providing services hereunder, available and open to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(ii) Provider shall, in all solicitations or advertisements for employees placed by or on behalf of Provider, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap, in accordance with requirements of state and federal law.

(iii) Provider shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice advising the labor union or workers' representative of Provider's commitments under this paragraph.

(iv) Provider certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to race, color, religion, national origin, ancestry, sex, age, or condition of physical or mental handicap, in accordance with requirement of state and federal law.

(v) In accordance with applicable state and federal law, Provider shall allow duly authorized county, state and federal representatives access to its employment records during regular business hours in order to verify compliance with the anti-discrimination provisions of this paragraph. Provider shall provide such other information and records as such representatives may require in order to verify compliance with the anti-discrimination provisions of this paragraph.

b. If the City finds that any of the provisions of this paragraph have been violated, the same shall constitute a material breach of Agreement upon which City may determine to cancel, terminate, or suspend this Agreement. City reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated. In addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that Provider has violated state and federal anti-discrimination laws shall constitute a finding by City that Provider has violated the anti-discrimination provisions of this Agreement.

c. The parties agree that in the event Provider violates any of the anti-discrimination provisions of this paragraph, City shall be entitled, at its option, to the sum of \$500.00 pursuant to California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Agreement.

d. Provider hereby agrees that it will comply with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), all requirements imposed by the applicable regulations (45 C.F.R.), and all guidelines and interpretations issued pursuant thereto, to the end that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of Provider receiving Federal Financial Assistance. In addition, Provider shall comply with the Uniform Federal Accessibility Standards, and Provider, Engineer, or Architect responsible for any design, construction or alteration shall certify compliance with those Standards.

e. Provider's attention is directed to laws, including but not limited to:

A. CIVIL RIGHTS/EQUAL OPPORTUNITY

(i) Civil Rights Act of 1964. Under Title VII of the Civil Rights Act of 1964, no person shall, on the grounds of race, sex, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

(ii) Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

(iii) Section 109 of the Act further provides that any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified handicapped individual as provided in Section 504

of the Rehabilitation Act of 1973 (29 U.S.C. 794) shall also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act.

## B. EMPLOYMENT AND CONTRACTING OPPORTUNITIES

(i) Section 3. The work to be performed under this Agreement is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development Department and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the area of the Section 3 covered project, and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the Section 3 covered project.

(ii) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of the Housing and Urban Development set forth in 24 Part C.F.R. 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Agreement. The parties to this Agreement certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

(iii) Provider will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

(iv) Provider will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 C.F.R. Part 135. Provider will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

(v) Compliance with the provisions of Section 3, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement, is a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 C.F.R. Part 135.

## C. PROGRAM ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

This Agreement is subject to laws and regulations concerning the rights of otherwise qualified individuals with handicaps for equal participation in, and benefit from federally assisted programs and activities including but not limited to:

(i) Americans with Disabilities Act of 1990 (ADA) (28 C.F.R. 35). Title II, Subpart A of the Americans with Disabilities Act of 1990 applies to all publicly funded activities and programs. Provider shall also comply with the public accommodations requirements of Title III of the ADA, as applicable.

(ii) Nondiscrimination on the Basis of Handicap (24 C.F.R. 8). These regulations, which implement Section 504 of the Rehabilitation Act of 1973, as amended, and as cited in Section 109 of the Housing and Community Development Act, apply to all federally assisted activities and programs and are implemented through the regulations at 24 C.F.R. 8.

(iii) Architectural Barrier Act of 1968. Any building or facility, excluding privately owned residential structures, designed, constructed, or altered with federal funds, shall comply with the Uniform Federal Accessibility Standards, 1984 (41 C.F.R. 3) and the Handicapped Accessibility Requirements of the State of California Title 24. The Consultant, Engineer or Architect responsible for such design, construction or alteration shall certify compliance with the above standards.

(iv) In resolving any conflict between the accessibility standards cited in paragraphs (i), (ii) and (iii) above, the more stringent standard shall apply.]

### **28. RESTRICTIONS ON LOBBYING – FEDERAL REQUIREMENT:**

This Agreement is subject to 24 C.F.R. 87 which prohibits the payment of Federal funds to any person for influencing or attempting to influence, any public officer or employee in connection with the award, making, entering into, extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or agreement.]

*Signatures on next page*

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

COMPANY  
(A California corporation, partnership,  
sole proprietor, individual)

CITY OF ALAMEDA  
A Municipal Corporation

\_\_\_\_\_  
NAME  
TITLE

\_\_\_\_\_  
Elizabeth D. Warmerdam  
Acting City Manager

RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
NAME  
TITLE

\_\_\_\_\_  
[DEPARTMENT HEAD NAME]  
[DEPARTMENT HEAD TITLE]

APPROVED AS TO FORM:  
City Attorney

\_\_\_\_\_  
[NAME]  
[Assistant] City Attorney

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 10 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED - OWNERS, LESSEES or PROVIDERS FORM B

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Alameda  
Public Works Department  
Alameda Point, Building 1  
950 West Mall Square, Room 110  
Alameda, CA 94501-7558

**SAMPLE**  
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

**REF:**

**The City of Alameda, its City Council, boards and commissions, officers & employees are additional insured for work done on their behalf by the named insured.**

PRIMARY INSURANCE:

IT IS UNDERSTOOD AND AGREED THAT THIS INSURANCE IS PRIMARY AND ANY OTHER INSURANCE MAINTAINED BY THE ADDITIONAL INSURED SHALL BE EXCESS ONLY AND NOT CONTRIBUTING WITH THIS INSURANCE.

SEVERABILITY OF INTEREST:

IT IS AGREED THAT EXCEPT WITH RESPECT TO THE LIMIT OF INSURANCE, THIS COVERAGE SHALL APPLY AS IF EACH ADDITIONAL INSURED WERE THE ONLY INSURED AND SEPARATELY TO EACH INSURED AGAINST WHOM CLAIM IS MADE OR SUIT IS BROUGHT.

WAIVER OF SUBROGATION:

IT IS UNDERSTOOD AND AGREED THAT THE COMPANY WAIVES THE RIGHT OF SUBROGATION AGAINST THE ABOVE ADDITIONAL INSURED (S), BUT ONLY AS RESPECTS THE JOB OR PREMISES DESCRIBED IN THE CERTIFICATE ATTACHED HERETO.

NOTICE OF CANCELLATION:

IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.



POLICY NUMBER:

COMMERCIAL AUTO  
CG 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

- BUSINESS AUTO COVERAGE FORM
- GARAGE COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM
- TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provisions of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective:	Countersigned By:  (Authorized Representative)
Named Insured:	

SCHEDULE

**SAMPLE**

Name of Person or Organization:  
 City of Alameda  
 Public Works Department  
 950 West Mall Square, Room 110  
 Alameda, CA 94501-7558

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

**REF:** \_\_\_\_\_  
**The City of Alameda, its City Council, boards and commissions, officers, employees and volunteers are additional insured for work done on their behalf by the named insured.**

NOTICE OF CANCELLATION:  
IT IS UNDERSTOOD AND AGREED THAT IN THE EVENT OF CANCELLATION OF THE POLICY FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, 30 DAYS WRITTEN NOTICE WILL BE SENT TO THE CERTIFICATE HOLDER BY MAIL. IN THE EVENT THE POLICY IS CANCELED FOR NON-PAYMENT OF PREMIUM, 10 DAYS WRITTEN NOTICE WILL BE SENT TO THE ABOVE.

Attachment 4

(Rent Program Brochure)



The Housing Authority of the City of Alameda is the Program Administrator for

the City of Alameda's Rent Review, Rent Stabilization and Limitations on Evictions Ordinance no. 3148.

## Services

### HOURS:

Monday - Thursday 8:30am to 4:00pm

### CONTACT INFORMATION:

Phone 510-747-4346  
 Email [rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)  
 Fax 510-864-0879  
 Address 701 Atlantic Avenue  
 Alameda, CA 94501

### RESOURCES:

[www.alamedarentprogram.org](http://www.alamedarentprogram.org)

*The Housing Authority does not provide legal advice. Landlords and tenants are responsible for seeking the advice of legal counsel on any matters related to their specific circumstances.*

This is an important document, please have it translated.

Este es un documento importante, hágalo traducir.

本文件為重要文件，請做好翻譯。我們免費提供翻譯服務

Đây là tài liệu quan trọng, vui lòng biên dịch.

Ito ay isang mahalagang dokumento, mangyaring ipasalin ito.

### EXCLUDED UNITS

All rental units in the City of Alameda are subject to Ordinance no. 3148 except:

- Units in which the current rents are regulated by federal law or by regulatory agreements between the landlord and the government (ex: Section 8 Housing Choice Voucher program).
- Units rented or leased for 30 days or less (month-to-month rental agreements do not apply)
- Accommodations (ex: hotels)
- Commercial units (ex: storage units)
- Institutions (ex: hospitals)
- Mobile homes



Housing Authority of the City of Alameda  
 Rent and Community Programs

## Landlord and Tenant Responsibilities & Protections



*Rent Review, Rent Stabilization and Limitations on Evictions (Ordinance no. 3148) Effective March 31, 2016*



[www.alamedarentprogram.org](http://www.alamedarentprogram.org)

510-747-4346

[rrac@alamedahsg.org](mailto:rrac@alamedahsg.org)

# Rent Increases



There can be only one rent increase in any 12 month period.



All rent increase notices must include required text from Ordinance no. 3148.



There are two options for requesting rent increases:

## 1. Rent Review Advisory Committee (RRAC) process

RRAC decides allowable rent increase after considering factors set forth in Ordinance no. 3148.



RRAC members are volunteers and Alameda residents: 2 landlords, 2 tenants, 1 homeowner

Increase = 5% or less

- Text of notice must meet requirements of Ordinance no. 3148
- Tenant has the option to request review of increase before RRAC.
- RRAC decisions are non-binding.

Increase = above 5%

- Text of notice must meet requirements of Ordinance no. 3148
- Landlord is required to file with the program the rent increase notice for RRAC review.
- The RRAC renders decisions on the rent increase amount. The decisions are binding or non-binding based on the unit type. (See below.)

Units exempt from binding decisions

- ❖ Single-family homes
- ❖ Condominiums
- ❖ Multi-family units built after Feb. '95

Units subject to binding decisions

- ❖ Multi-family units built before Feb. '95

### Alternative to RRAC decisions:

After a valid rent increase notice is served, parties can reach an agreement prior to the RRAC hearing.

Free & private mediation available!

## 2. Capital Improvement Plans (CIP) process

Allowable rent increase is determined by a formula. See Resolution 15138.

- To qualify, improvements must be
  - a) major, long term improvements and
  - b) be of a certain value

# Terminations of tenancy

## Allowable grounds for termination:

- ✓ Failure to pay rent
- ✓ Breach of the lease
- ✓ Nuisance
- ✓ Failure to give access
- ✓ No cause
- ✓ Owner move-in
- ✓ Demolition
- ✓ Capital improvement plan
- ✓ Withdrawal from the rental market
- ✓ Compliance with governmental order

Grounds in the box have certain requirements:

- Landlords must file with the program a copy of the termination notice
- Notices must have specific information
- Restrictions are placed on the unit
- Relocation assistance owed
  - relocation amount is based on length of tenancy and monthly rent
- Relocation payment schedule
  - 1<sup>st</sup> half owed when the tenant confirms to the landlord in writing the tenant will vacate the unit;
  - 2<sup>nd</sup> half owed when the tenant vacates the unit