



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Vice Mayor Chappie Jones

**SUBJECT:** Amendments to the  
Administrative Citation Schedule  
of Fines for Violations of the Apartment  
Rent Ordinance, Tenant Protection  
Ordinance and Ellis Act Ordinance.

**DATE:** December 3, 2019

Approved

Date 12/3/19

## RECOMMENDATION

Accept staff recommendation and allow owners or the property manager:

- 1) for incurable violations, on their first violation, to be given the option to take a course on the Apartment Rent Ordinance in lieu of paying the fine.
- 2) for curable violations, require the course in addition to other required action to “cure” the violation.

## BACKGROUND

Thank you to staff for their work on this fee schedule for violations of the Apartment Rent Ordinance (ARO). For violations deemed “curable” this course would be a requirement to ensure the property owner/manager is educated on the policy going forward. In the case of incurable violations, the option to take a class in lieu of paying a citation would be a one-time concession. The City’s Housing Department would determine the nature and content of the course, as well as the fee associated with such a course.

The goal of an ARO citation is not to punish the property owners, but rather to achieve compliance of the ARO to ensure its success in upholding City policy. Therefore, allowing owners or property managers who are subject to incurable fines the opportunity to learn about these policies will encourage sustainable compliance and cooperation between owners and the City.