



Date: July 22, 2019

To: Patrick H. West, City Manager *T.M.*

From: Linda F. Tatum, Director of Development Services *LT*

For: Mayor and Members of the City Council

Subject: **Tenant Relocation Assistance Ordinance – Outreach and Implementation Materials**

On June 11, 2019, the City Council adopted the Tenant Relocation Assistance Ordinance (Ordinance), Long Beach Municipal Code (LBMC) Chapter 8.97. The Ordinance is to take effect August 1, 2019. Per the direction of the City Council, staff is in the process of preparing information and implementation documents including public outreach materials and required forms. The forms will be used to collect Council-requested program data such as landlord payments to tenants and the vacation of an entire building. A draft Tenant Relocation Assistance Ordinance Fact Sheet is attached to provide a sample of what the materials will look like (Attachment A). The materials will be translated in accordance with the City's Language Access Policy. In addition, staff plans to provide public outreach information to landlords and tenants, including:

A) Development Services Website

The following documents will be available on the Development Services website:

- Tenant Relocation Ordinance Fact Sheet.
- Tenant Relocation Process Chart.
- Notice to Tenants (landlords must provide this form/information to tenants).
- Tenant Relocation Assistance Ordinance (PDF).
- Landlord Notice to City of Payment of Relocation Assistance (fillable form to be completed by landlord upon the payment of relocation assistance).
- Landlord Notice to City of Intent to Vacate Entire Building (fillable form to be completed by landlord upon the vacation of an entire building).

B) Information to Landlords

A postcard will be mailed to landlords providing the requirements of the Ordinance and a link to the Development Services Website for program information and forms.

C) Information to Tenants

Information on the Ordinance will be provided to tenants in a variety of ways, including:

- Tenants will receive a Notice to Tenants from their landlord that will provide the requirements of the Ordinance.
- An e-blast will be sent to neighborhood organizations providing information on the Ordinance.

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- Staff will forward the materials to local housing advocates/stakeholders.
- Information will be forwarded to City Council offices to share on their websites and/or newsletters.
- Staff will investigate the possibility of including information with the distribution utility bills.
- Staff will prepare a Press Release.
- Detailed information will be provided on the Development Services Website.

In anticipation of potential changes to the Ordinance that will be considered by the City Council on July 23, 2019, staff is prepared to pause the distribution of these materials. Staff will be seeking direction from the Council regarding the implementation of the Ordinance and notification to tenants and landlords.

If you have questions regarding this matter, please contact Patrick Ure, Housing and Neighborhood Services Bureau Manager at (562) 570-6026 or Patrick.Ure@longbeach.gov.

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ATTACHMENT A: SAMPLE TENANT RELOCATION ASSISTANCE ORDINANCE FACT SHEET

CC: CHARLES PARKIN, CITY ATTORNEY
LAURA L. DOUD, CITY AUDITOR
TOM MODICA, ASSISTANT CITY MANAGER
KEVIN JACKSON, DEPUTY CITY MANAGER
REBECCA GARNER, ASSISTANT TO THE CITY MANAGER
PATRICK URE, HOUSING AND NEIGHBORHOOD SERVICES BUREAU MANAGER
MONIQUE DE LA GARZA, CITY CLERK (REF. FILE #19-0502)

TENANT RELOCATION ASSISTANCE ORDINANCE (LBMC 8.97)

FACT SHEET



Effective August 1, 2019, landlords who own any multi-family residential rental housing in buildings consisting of at least four residential housing units are required to pay relocation assistance to tenants if any of the following occur:

1. A tenant receives notice of rent increases totaling 10% or more in any 12-month period.
2. A tenant receives notice to vacate due to landlord rehabilitating tenant's unit.
3. A tenant in "good standing" receives notice to vacate for any reason. "Good standing" means that the tenant:
 - A. Has resided in the unit for one year or more.
 - B. Is current in payment of rent and not in violation of lease.
 - C. Has not damaged the unit, interfered with other tenants, or used the property for an unlawful purpose.

Landlords are exempt from relocation assistance requirements in the following cases:

- A landlord owns only one building of exactly four units in the City of Long Beach.
- A landlord occupies a unit in the building as their primary residence.
- A landlord issues a notice to vacate for a landlord or immediate family member of the landlord to occupy the unit.
- A landlord is recovering possession to comply with a government order to vacate due to natural disaster.
- The unit is an income-restricted affordable housing unit.
- The unit was built after February 1, 1995.

Relocation payments are required to be equal to two times the citywide average small-area fair market rents published by the Housing Authority of the City of Long Beach, up to a maximum of \$4,500. The payment standard as of January 1, 2019, is shown below. These standards are updated annually.



STUDIO
\$2,706



1 BR
\$3,325



2 BR
\$4,185



3+ BR
\$4,500

If a relocation payment is triggered by a tenant leaving due to a 10% or greater increase in rent, then the tenant must notify the landlord of their intent to stay in the unit at the increased rent within 14 days. If they do not, they must vacate the unit and the landlord must pay the first half of the required relocation assistance within 24 days of the receipt of the initial notice by the tenant, and the remaining half of the relocation assistance within five days of the tenant moving out.

If the relocation payment is required due to rehabilitation of the tenant's unit, or in the case of a tenant in good standing being given a notice of non-renewal or notice to vacate by the landlord, then the landlord must pay the first half of the required relocation assistance within 10 days of the notice and the remaining half within five days of the tenant moving out.

More information, including the full ordinance and required forms, can be found at:

www.longbeach.gov/lbds/hn/tenant-assistance-policies



This information is available in alternative format by request at (562) 570-3807.
For an electronic version of this document, visit our website at www.longbeach.gov/lbds.

