

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Bill Lindsay

Phone: 620-6512

Meeting Date: May 24, 2017

Final Decision Date Deadline: May 24, 2017

**STATEMENT OF THE ISSUE:** The minutes of the April 5, 2017, and April 26, 2017, special meetings of the Richmond Rent Board require approval.

## INDICATE APPROPRIATE BODY

- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> City Council               | <input type="checkbox"/> Redevelopment Agency                             | <input type="checkbox"/> Housing Authority     | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input type="checkbox"/> Other: <u>Rent Board</u>   |   |

## ITEM

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |   |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Ordinance   | <input type="checkbox"/> Other: <u>Training</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Council As Whole  |   |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |   |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |   |

**RECOMMENDED ACTION:** APPROVE the minutes of the April 5, 2017, and April 26, 2017, special meetings – Rent Program (Mariah Fairley/David Padilla 620-6576).

AGENDA ITEM NO:

**G-1.**

**RICHMOND, CALIFORNIA, April 5, 2017**

The Special Meeting of the Richmond Rent Board was called to order at 4:02 PM.

**ROLL CALL**

**Present:** Rent Boardmembers Nancy Combs, Virginia Finlay, Emma Gerould, David Gray, Lauren Maddock.

**Absent:** None.

**PUBLIC FORUM**

Robert Keller spoke on behalf of 10 families who are facing a 100% rent increase and would like to take part in an appeal process regarding this case.

Peter Thelin also spoke on behalf of the 10 families who are currently facing a 100% rent increase and gave comments on Point San Pablo Yacht Harbor's floating homes.

**CONSENT CALENDAR: NONE**

**RENT BOARD AS A WHOLE**

D-1. The matter of welcome and introductions was presented by City Manager Bill Lindsay.

D-2. The matter to elect Chair and Vice Chair was led by City Manager Bill Lindsay. Discussion ensued. A motion made by Boardmember Finlay, seconded by Boardmember Maddock, nominated and elected Boardmember Gray as Chair by the unanimous vote of the Rent Board. A motion made by Boardmember Combs, seconded by Maddock, nominated Boardmember Gerould to serve as Vice Chair. A motion made by Boardmember Maddock, seconded by Boardmember Combs, elected Boardmember Gerould as Vice Chair by the unanimous vote of the Rent Board.

D-3. The matter to receive a presentation from the City Manager regarding the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and Rent Program was presented by City Manager Bill Lindsay. The presentation highlighted the following: adoption of Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and its progress as of April 5<sup>th</sup> 2017; Rent Board budget to be established; Rent Program goals. Discussion ensued.

D-4. The matter to receive an update from Rent Program interim staff regarding progress to date in implementing the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and providing community education was presented by Administrative Chief Shasa Curl, Management Analyst Paige Roosa, and Management Analyst Gabino Arredondo. The presentation highlighted the following: community education workshops; the development of the Rent Program website; previously approved items by the City Council. Discussion ensued. The following speakers gave comments: Melvin Willis, Charles Oshinuga. No action required.

D-5. The matter to review and approve the Proposed 2017 Rent Program Transition Plan for establishing an independent department was presented by Administrative Chief Shasa Curl. The presentation highlighted a proposed timeline for receiving, approving, and publishing the FY 17-18 Budget and approving other items within the Proposed 2017 Rent Program Transition Plan. Discussion ensued. Chair Gray proposes discussing items D-5, D-6, and D-7 together. The Rent Board unanimously agreed.

D-6. The matter to approve the process and schedule for hiring the Rent Board Executive Director was presented by City Manager Bill Lindsay. Donna Newton, HR Personnel, made comments on the process for hiring the Rent Board Executive Director. Discussion ensued including Items D-5 and D-7.

D-7. The matter to discuss next steps which include establishing meeting schedule and Brown Act orientation was presented by Administrative Chief Shasa Curl, Management Analyst Paige Roosa. Discussion ensued with Items D-5 and D-6. A motion made by Boardmember Maddock, seconded by Vice Chair Gerould, approved the proposed 2017 Rent Program Transition Plan for establishing an independent department with the following amendments: re-poll for the next Rent Board meeting; work with Human Resources to compile questions for Executive Director; review Executive Director applications and discuss in closed session at next meeting; receive Brown Act training at next meeting; receive Executive Director compensation comparisons; receive fee study and interim budget concurrently at next meeting (if possible); staff will proceed with retaining interim staff; City Manager will proceed with professional services contracts outlined in Task G; proceed with timeline for adopting preliminary regulations for Rent Board approval in May; present process maps to Rent Board in May; proceed with community engagement timeline once Executive Director is hired.

**ADJOURNMENT**

There being no further business, the meeting  
adjourned at 6:58 p.m.

Mariah Fairley, David Padilla  
Staff Clerks

(SEAL)

Approved:

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Rent Board Chair

**RICHMOND, CALIFORNIA, April 26, 2017**

The Open Session to Hear Public Comment before Closed Session was called to order at 4:02 PM.

**ROLL CALL**

**Present:** Rent Boardmembers Nancy Combs, Virginia Finlay, Lauren Maddock.

**Absent:** Chair Gray and Vice Chair Gerould.

**PUBLIC COMMENT BEFORE CLOSED SESSION**

Cordell Hindler gave comments on the importance of choosing an Executive Director for the Rent Program.

**ADJOURN TO CLOSED SESSION**

The Open Session to Hear Public Comment before Closed Session was closed at 4:04 PM.

**CLOSED SESSION**

The Special Meeting of the Richmond Rent Board was called to order at 4:58 PM.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Present:** Rent Boardmembers Nancy Combs, Virginia Finlay, Lauren Maddock.

**Absent:** Chair Gray and Vice Chair Gerould.

A motion made by Boardmember Combs to nominate and elect Boardmember Finlay as temporary Chair, seconded by Boardmember Maddock passed unanimously with Chair Gray and Vice Chair Gerould absent.

## **STATEMENT OF CONFLICT OF INTEREST**

None.

## **AGENDA REVIEW**

Interim Rent Program legal counsel Michael Roush stated that the Rent Board met in closed session to consider the appointment of the Executive Director. No action was taken by the Board in closed session; direction was given by staff considering the matter.

## **PUBLIC FORUM**

Cordell Hindler announced an invitation to join the City of Richmond's Crime Prevention meeting and Block Captain training on May 17<sup>th</sup>.

Eduardo Beacon gave comments on his case regarding his property in Richmond and wished the Rent Board luck moving forward.

Amelia Alff spoke about her experience coming to previous Rent Program meetings and expressed concern about how a Rent Program fee amount has yet to be established.

Aloyouis Bruce gave comments as a fourplex property owner in Richmond and wants the Rent Board to consider what a fair rate of return is for landlords.

Carla Pecoraro expressed interest in a screening process for subletting and voiced the possibility of the Rent Program fee possibly being incorporated with tenants' rents.

Linda Newton gave comments as a triplex property owner in Richmond and requested that the Rent Board be impartial with its decision-making process.

## **RENT BOARD AS A WHOLE**

F-1. The matter to receive training in the requirements of the Ralph M. Brown Act was led by Assistant City Attorney Rachel Sommovilla. The presentation included an overview of meetings, agendas, closed sessions, penalties, and the Public Records Act. Discussion ensued. Cordell Hindler gave comments.

F-2. The matter to receive the amended Fiscal Year 16-17 and draft Fiscal Year 17-18 Rent Program Budgets was presented by Administrative Chief Shasa Curl. The presentation included an overview of staffing and personnel, professional services contracts, departmental operations costs, and cost pool. Discussion ensued. Amelia Alff gave comments. A motion by Boardmember Maddock, seconded by Boardmember Combs, acknowledged receipt of the amended Fiscal Year 16-17 and draft Fiscal Year 17-18 Rent Program Budgets. The motion passed unanimously with Chair Gray and Vice Chair Gerould absent.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:14 PM.

Mariah Fairley, David Padilla  
Staff Clerks

(SEAL)

Approved:

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Rent Board Chair