

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 15, 2017

Final Decision Date Deadline: November 15, 2017

**STATEMENT OF THE ISSUE:** The minutes of the October 18, 2017, Regular Meeting 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 checked="" 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"/> Regulation  | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement   | <input type="checkbox"/> Rent Board 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 October 18, 2017, Regular Meeting – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

**F-1.**

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**RICHMOND, CALIFORNIA, October 18, 2017**

The Regular Meeting of the Richmond Rent Board was called to order at 4:05 PM.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Present:** Chair Gray, Vice Chair Gerould, Boardmembers Combs, Finlay, Maddock, and Acting Executive Director Paige Roosa  
**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

Item G-2 was pulled from the consent calendar to be discussed at the end of the meeting.

**INTRODUCTIONS FROM RENT PROGRAM STAFF**

**PUBLIC FORUM**

Cordell Hindler proposed that the time of the Rent Board meeting be changed to a later time so as to accommodate more community members. He also invited the board to a Crime Prevention meeting taking place at the recreation center. He also commented on the Brown Act presentation provided to the Boardmembers.

Brian Fisher gave a comment on item G-5, regarding the pass through fees. He asked the Board to consider a partial pass through of the fee so the Landlord and Tenant share the cost of the Rental Housing Fee.

**RENT BOARD CONSENT CALENDAR**

On motion of Boardmember Maddock, seconded by Vice Chair Gerould, the item(s) marked with an (\*) were approved by the unanimous vote of the Rent Board, with item G-2 held over to the end of the meeting:

## ITEM F-1 ATTACHMENT 1

\*G-1. APPROVE the minutes of the September 20, 2017, Regular Meeting of the Richmond Rent Board.

G-2. APPROVE a contract with Minuteman Press to provide printing and mailing services for a letter mailed to residential rental property owners in an amount not to exceed \$15,000, with a term extending through June 30, 2017 (*moved to the end of the agenda*).

\*G-3. RECEIVE memoranda from Executive Directors in peer jurisdictions with rent stabilization policies regarding the impacts of restricting a landlord's ability to "bank" Annual General Adjustment rent increases.

\*G-4. RECEIVE a memorandum from Michael Roush, Rent Board Legal Counsel, regarding whether a Landlord who withdraws Rental Units from the rental market in accordance with Rent Board Regulation 17-07 for the purposes of demolition and then constructs affordable housing on the site is nevertheless required to offer such units to displaced tenants who may be ineligible for the affordable housing unit. This item is in response to questions from the Board raised at the September 20, 2017, Regular Meeting.

\*G-5. (1) RECEIVE a memorandum from Nicolas Traylor, Executive Director, and Michael Roush, Rent Board Legal Counsel, concerning the status of the "Pass-Through" of the Residential Rental Housing Fee; and (2) DIRECT STAFF to study policy options for a possible "Pass-Through."

\*G-6. RECEIVE letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

### **H. REGULATIONS**

H-1. The matter to adopt Regulation 17-08, regarding Written Warning Notices to Cease before Terminating Tenancies due to a Breach of Lease or Creating Nuisance was presented by Legal Counsel Michael Roush. The presentation included information

about what constitutes a nuisance; subleasing provisions; and written warning notice requirements. Discussion ensued. Cordell Hindler, David Sharples, Edith Pastrano, Melvin Willis, and Olivia Lopez gave comments. A motion by Chair Gray seconded by Boardmember Combs, moved to direct staff to revise Regulation 17-08, regarding Written Warning Notices to Cease before Terminating Tenancies due to a Breach of Lease or Creating Nuisance and return in November with a revised regulation. The motion passed unanimously.

**RENT BOARD AS A WHOLE**

I-1. The matter to approve by motion a Reimbursement Agreement between the Rent Board and the City of Richmond was presented by Acting Executive Director Paige Roosa. Discussion ensued. Boardmember Finlay expressed firm opposition to the short duration of the repayment period. A motion by Chair Gray, seconded by Vice Chair Gerould, moved to continue the Reimbursement Agreement between the Rent Board and the City of Richmond at the end of the meeting. The motion passed unanimously.

I-2. The matter to receive a presentation from Rent Program staff members regarding enrollment and other compliance efforts related to the requirements of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance was presented by Acting Executive Director Paige Roosa. The presentation included a status update of enrolled Rental Units; the number of Rent Program enrollment form submissions by month; number of courtesy compliance, warning, and violation letters sent by Rent Program staff members; number of excess rent and unpaid relocation payment complaints received; amount of excess rent refunded to Tenants; and a qualitative review of inquiries received by the Rent Program; and next steps. Discussion ensued. No action was taken.

I-3. The matter to receive and recommend to the Richmond City Council proposed amendments to Chapter 11.102 of the Richmond Municipal Code, and a revised resolution, concerning relocation requirements for Tenants of residential Rental Units was presented by Legal Counsel Michael Roush. The presentation included a review of

## ITEM F-1 ATTACHMENT 1

proposed significant changes, including (1) when relocation payment is required; (2) the amount of the Relocation Payment; (3) distribution of the Relocation Payment to Eligible Tenants; (4) recovery of costs by the City; and (5) a number of housekeeping items. Discussion ensued. A motion by Chair Gray, seconded by Boardmember Maddock, moved to direct staff to revise the proposed amendments to Chapter 11.102 of the Richmond Municipal Code, and a revised resolution, concerning relocation requirements for Tenants of residential Rental Units, consistent with the direction provided by the Board, and for the item to be placed on the Consent Calendar for the next meeting. The motion passed unanimously.

I-4. The matter to receive a proposed syllabus for the anticipated Rent Control and Just Cause for Eviction seminar series, anticipated to be provided to the Rent Board and members of the public in November and December, 2017 was presented by Acting Executive Director Paige Roosa. Discussion ensued. No action was taken.

G-2. The matter to approve a contract with Minuteman Press to provide printing and mailing services for a letter mailed to residential rental property owners in an amount not to exceed \$15,000, with a term extending through June 30, 2017 was presented by Acting Executive Director Paige Roosa. Discussion ensued. A motion by Chair Gray, seconded by Vice Chair Gerould, moved to approve a contract with Minuteman Press to provide printing and mailing services for a letter mailed to residential rental property owners in an amount not to exceed \$15,000, with a term extending through June 30, 2017, and direct staff to prepare a memorandum about the City's existing procurement policies. The motion passed unanimously.

I-1. The matter to approve by motion a Reimbursement Agreement between the Rent Board and the City of Richmond was presented by Acting Executive Director Paige Roosa. Discussion ensued. A motion by Chair Gray, seconded by Boardmember Finlay, moved to direct staff to discuss revised terms with the City and report back with proposed revisions or a new Reimbursement Agreement between the Rent Board and the City of Richmond. The motion passed unanimously.

**ADJOURNMENT**

There being no further business, the meeting adjourned at  
6:50 PM.

Debra Holter, Brenda Ogutu  
Staff Clerks

(SEAL)

Approved:

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Rent Board Chair

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