

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 21, 2018

Final Decision Date Deadline: February 21, 2018

**STATEMENT OF THE ISSUE:** The minutes of the January 24, 2018, Special 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 January 24, 2018 Special Meeting – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

**RICHMOND, CALIFORNIA, January 24, 2018**

The Special Meeting of the Richmond Rent Board was called to order at 6:01 P.M.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Present:** Boardmembers Combs, Finlay, Maddock, and Chair Gray

**Absent:** Vice Chair Gerould (*present as of 6:27 PM*)

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

None.

**RENT BOARD CONSENT CALENDAR**

On motion of Chair Gray, seconded by Boardmember Combs, the item(s) marked with an (\*) were approved with Vice Chair Gerould absent and Boardmember Finlay abstaining from the vote for Item F-1.

\*F-1. Approve the minutes of the January 17, 2018, Regular Meeting of the Richmond Rent Board.

\*F-2. Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

**REGULATIONS**

G-1. The matter to adopt Regulations for Subchapter A (Petition Process) and Subchapter B (Hearing Procedure) was presented by Executive Director, Nicolas Traylor. The presentation included a brief presentation and a flow chart on the Proposed Petition and Hearing Process. The flow chart included the process

of when a petition is filed, accepted or unacceptable, incorrect then corrected, Hearing Examiner review, the objection notice mailed or no objection notice received, objection notice received, scheduling of hearing, continuance, settlement conference and /or hearing conducted, decision issued, and the appeal process. Discussion ensued. There were no public comments. A motion by Boardmember Maddock, seconded by Boardmember Combs to adopt Regulations for Subchapter A (Petition Process) and Subchapter B (Hearing Procedure) with the following amendments to Regulations 805, 823, 842 and 843, passed by the following vote: **Ayes:** Boardmembers Combs, Finlay, Maddock, and Chair Gray. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Gerould.

### **STUDY AND ACTION SESSION**

H-1. The matter to receive proposed Substantive Rent Adjustment Regulations (Subchapter C: Standards for Individual Rent Ceiling Adjustments), Vacancy Rent Increase Regulations (Chapter 7) and Rent Registration Regulations (Chapter 4) was presented by Deputy Director, Paige Roosa. The presentation included the scope of the proposed Regulations, proposed Rent Registration Regulations, Chapter 4 (400-404), proposed Vacancy Rent Increase Regulations, Chapter 7 (701-708), proposed Standards for Individual Rent Ceiling Adjustments due to Changes in Occupants, Space or Service, Chapter 8, Subchapter C, (871-882), and the recommended action. Discussion ensued. The following individuals gave comments (the Board unanimously agreed to extend the public comment time to four minutes): Marilyn Langlois and Ilona Clark. No action was taken. The Board received the proposed Substantive Rent Adjustment Regulations (Subchapter C: Standards for Individual Rent Ceiling Adjustments), Vacancy Rent Increase Regulations (Chapter 7) and Rent Registrations Regulations (Chapter 4), with direction to staff to include the suggested feedback received from Boardmembers and Community Members in the final version.

### **REPORTS OF OFFICERS**

Deputy Director, Paige Roosa, gave a general report on the published 2018 Community Workshops calendar and the staff directory. She also reminded Boardmembers about the Affordable Housing Seminar held on January 27<sup>th</sup>, presented by Dr. Stephen Barton. Nicolas Traylor, Executive Director, commended staff for their great work and dedication to the program.

**ADJOURNMENT**

There being no further business, the meeting adjourned at  
8:16 P.M.

Cynthia Shaw and Andrea Zuniga  
Staff Clerks

(SEAL)

Approved:

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David Gray, Chair