

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 20, 2018

Final Decision Date Deadline: June 20, 2018

**STATEMENT OF THE ISSUE:** The minutes of the May 16, 2018, 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 May 16, 2018 Regular Meeting – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

**RICHMOND, CALIFORNIA, May 16, 2018**

The Regular Meeting of the Richmond Rent Board was called to order at 5:00 P.M.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Present:** Boardmembers Combs, Finlay, Maddock and Vice Chair Gerould.

**Absent:** Chair Gray.

*(Chair Gray present as of 6:30 P.M.)*

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**INTRODUCTIONS FROM RENT PROGRAM STAFF MEMBERS**

**PUBLIC FORUM**

Cordell Hindler invited the Rent Board to attend several community events in the month of May. He also mentioned that at the Richmond Neighborhood Coordinating Council meeting, the members voted and the date is confirmed, that Nicolas Traylor will provide a presentation on Rent Control at their July meeting.

**RENT BOARD CONSENT CALENDAR**

On motion of Boardmember Combs, seconded by Boardmember Finlay, the item(s) marked with an (\*) were approved.

\*G-1. Approve the minutes of the April 18, 2018, Regular Meeting of the Richmond Rent Board.

\*G-2. Approve the minutes of the April 23, 2018, Special Meeting of the Richmond Rent Board.

\*G-3. Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

\*G-4. Rescind, by motion, Regulation 17-02, regarding Petitions for a Rent Adjustment and Administrative Complaints for Excess Rent, as its been rendered obsolete by Chapter 8 (Subchapter A and B) of the Regulations– Regarding the Petition Process and the Hearing Procedure.

\*G-5. Receive the April 2018 Rent Program Monthly Report.

### **RENT BOARD AS A WHOLE**

H-1. The matter to receive and approve the 2017-18 Rent Program Annual Report and direct staff to present the report to the City Council in June 2018 was presented by Deputy Director, Paige Roosa. The presentation included the background, contents of the 2017-18 Annual Report, acknowledgements, Rent Program mission statement, purpose of the Rent Ordinance, main components of the Rent Ordinance, main components of the Rent Program Department, rental units regulated by the Rent Program Department, number of termination of tenancy notices filed with the Rent Program in 2017-18,, the number of rent increases filed with the Rent Program in 2017-18, elements of active enforcement, fiscal year 2018-19 goals, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Vice Chair Gerould, seconded by Boardmember Maddock, to approve the 2017-18 Rent Program Annual Report and direct staff to present the report to the City Council in June 2018, passed by the following vote: **Ayes:** Boardmembers Combs, Finlay, Maddock and Vice Chair Gerould. **Noes:** None. **Abstentions:** None. **Absent:** Chair Gray.

H-2. The matter to discuss resident concerns about rent increases, refuse removal, and security at Heritage Park at Hilltop Apartments, a Low Income Housing Tax Credit (LIHTC) development located at 3801-3815 Lakeside Drive, Richmond, CA 94806 and provide direction to staff was presented by Executive Director, Nicolas Traylor. Discussion ensued. The following individuals gave comment: Mary Louise, Stephen Heninger, Robin Lape, Elaine Dockens, Doris Denson, James Daniels, Susan Singh,

Marilyn (no last name provided), Hermon Hudson, Betty E., and Elda Fontenot. A motion by Boardmember Finlay, seconded by Boardmember Maddock, to direct staff members to (1) continue investigating the matter; (2) attend the conference call with affordable housing providers scheduled for Friday, May 18, 2018; (3) discuss the issue with the Richmond Housing Authority and inquire about their ability to provide assistance; (4) provide an update to the Board regarding the outcome of the May 15, 2018, conference call with affordable housing providers and discussions with the Richmond Housing Authority as an agenda item for the June 20, 2018, Regular Meeting; and (5) prepare and transmit to the Board a document with a legal analysis of the issue the issue, passed by the following vote: **Ayes:** Boardmembers Combs, Finlay, Maddock and Vice Chair Gerould. **Noes:** None. **Abstentions:** None. **Absent:** Chair Gray.

H-3. The matter to receive a memo from the Executive Director regarding the adoption of a policy permitting a partial pass through of the Rental Housing Fee to be paid by Tenants over a 12-month period and provide direction to staff was presented by Deputy Director, Paige Roosa. The presentation included the statement of the issue, types of units a pass-through policy would apply to, fiscal impact, discussion of fee pass-through policy considerations, arguments against a pass-through, arguments to support a limited pass-through, policy recommendations if and when the Board decides to adopt a pass-through of the fee, a table of pass-through of registration fees for peer rent control agencies similar to the Richmond Rent Program and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Vice Chair Gerould, seconded by Chair Gary, to receive a memo from the Executive Director regarding the adoption of a policy permitting a partial pass through of the Rental Housing Fee to be paid by Tenants over a 12-month period and accept the recommendation that there will be no pass through of the Rental Housing Fee to be paid by Tenants at this time, passed by the following vote: **Ayes:** Boardmembers Combs, Finlay, Maddock, Vice Chair Gerould and Chair Gray. **Noes:** None. **Abstentions:** None. **Absent:** None.

## **REPORTS OF OFFICERS**

Executive Director, Nicolas Traylor welcomed Staff Attorney Charles Oshinuga to the Rent Program team and expressed how he has already contributed great expertise to the Rent Program since he began his employment. He also thanked Legal Counsel, Michael Roush for his service with the Rent

Program and for working with Charles during the transition of legal duties. He also gave a brief report on the success of the Landlord oriented, Security Deposit – Rights and Responsibilities Community Workshop held on May 12, 2018. He also mentioned how the need of educating our community members on our laws and state laws is a great need and how the Rent Program will continue to provide outreach to the community. He mentioned that the Hearing Examiner, along with other staff members, is working on the Richmond’s Guide to Rent Control and it should be completed within the next few months. He also gave a brief update on the progress of the petition forms process and that the forms will ready to send to petitioners soon.

Deputy Director, Paige Roosa gave a brief update about the May 15, 2018 City Council meeting, noting that the City Council approved the second reading of the amended Relocation Ordinance and the Fiscal Year 2018-19 Rental Housing Fee.

Chair Gray apologized for being late to the meeting and thanked Vice Chair Gerould for chairing the meeting.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:48 P.M.

Cynthia Shaw and Ramona Howell  
Staff Clerks

(SEAL)

Approved:

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David Gray, Chair