

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 17, 2021

Final Decision Date Deadline: February 17, 2021

**STATEMENT OF THE ISSUE:** The minutes of the January 20, 2021, 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 January 20, 2021, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

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**RICHMOND, CALIFORNIA, January 20, 2021**

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

Due to the coronavirus (Covid-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing.

Public comments were confined to items appeared on the agenda and were limited to the methods provided below. DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, the meeting utilized video/teleconferencing only. The following provides information on how the public participated in this meeting.

The public was able to view the meeting using Zoom at the following link:

<https://us02web.zoom.us/j/89345050449?pwd=d1UyemdRR0tudk0rajlxQkdRSE1tQT09>  
Password: rentboard

**Or By Telephone:**

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or  
+1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 893 4505 0449

International numbers available:

<https://us02web.zoom.us/j/89345050449?pwd=d1UyemdRR0tudk0rajlxQkdRSE1tQT09>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, January 20, 2021, to the Rent Board Clerk, Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us), to be considered into the record.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Boardmembers Present:** Finlay, Conner and Chair Maddock.

**Staff Present:** Staff Attorney Charles Oshinuga, Deputy Director Paige Roosa and Executive Director Nicolas Traylor.

**Absent:** Vice Chair Gerould

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

Item F-5 was removed from the Consent Calendar for discussion before Item I, Reports of Officers.

**PUBLIC FORUM**

Cordell Hindler commented by email, expressing that he feels that the public should be allowed to attend Rent Board meetings so that the public can address their concerns about their rental units. He also invited Boardmembers to attend the Contra Costa Mayors Conference held on February 4, 2021, at 6:30 PM.

Iiona Clark expressed concerns regarding item G-1 under Rent Board as a Whole, requesting that this item be removed from the Consent Calendar and request that the Board not approve it. She also expressed that a reserve of 30% is much higher than reasonable and necessary. She feels that this item requires more discussion. *Rent Board Clerk Cynthia Shaw clarified that Item G-1 was under Rent Board as a Whole and was not on the Consent Calendar.*

**RENT BOARD CONSENT CALENDAR**

On motion of Boardmember Conner, seconded by Boardmember Finlay, the item(s) marked with an (\*) were approved with Vice Chair Gerould absent:

\*F-1. Approve the minutes of the December 16, 2020, 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.

\*F-3. Receive the December 2020 Rent Program Monthly Report.

\*F-4. Receive the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through December 2020.

**RENT BOARD AS A WHOLE**

G-1. The matter to (1) receive and adopt the Richmond Rent Board Special Revenue Fund Operating Reserve Policy; and (2) direct staff to prepare a plan to phase in contributions to the reserves to meet the targeted levels over the next three years for the Board's consideration during the Fiscal Year 2021-22 budget adoption process was presented by Deputy Director Paige Roosa. The presentation included the Reserve Policy background information, the purpose of the Reserve Policy, case study research, a proposed Reserve Policy, a proposed Reserve Compliance Policy, a proposed funding strategy and conditions for use of reserves, a periodic review of reserve targets, the status of existing fund balances, proposed next steps, and the recommended action. Discussion ensued. The following individual gave comment: Ilona Clark. A motion by Boardmember Finlay, seconded by Boardmember Conner, to receive the Richmond Rent Board Special Revenue Fund Operating Reserve Policy and direct staff to revise the policy to require that the Rent Board maintain a minimum reserve balance equivalent to 18 percent of current year budgeted operating expenses, not to exceed 25 percent of current year budgeted operating expenses, held in the three categories of reserves presented by staff, passed by the following vote: **Ayes:** Boardmember Conner, Finlay and Chair Maddock. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Gerould.

**REGULATIONS**

H-1. The matter to adopt revised proposed Regulation 1009, clarifying the definition of a natural person, the number of allowable evictions, and good faith requirements as they relate to Owner Move-In (OMI) evictions pursuant to Section 11.100.060(a)(6) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, was presented by Executive Director Nicolas Traylor. The presentation included background information, policy direction provided by the Rent Board concerning Regulation 1009, a summary of proposed Regulation 1009, Section A of proposed Regulation 1009, which included the purpose, Section B of proposed Regulation 1009, which included the definition of a Natural Person, Section C of proposed Regulation 1009, which included the number of allowable evictions, a summary of proposed Regulation 1009 which included an illustrative example of "Good Faith," proposed next steps, and the recommended action. The following individuals gave comments: Marilyn Langlois and Ilana Clark. Discussion ensued. A motion by Boardmember Finlay, seconded by

Boardmember Conner, to adopt revised proposed Regulation 1009, clarifying the definition of a natural person, the number of allowable evictions, and good faith requirements as they relate to Owner Move-In (OMI) evictions pursuant to Section 11.100.060(a)(6) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, passed by the following vote: **Ayes:** Boardmember Conner, Finlay and Chair Maddock. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Gerould.

F-5. The matter to receive the budgeted versus actual revenue and expenditures report for the second quarter ending December 31, 2020, was presented by Deputy Director Paige Roosa. The presentation included the purpose of budgeted verses actual reports, description of variances, a correction to the published report, and the recommended action. There were no public comments on this item. Discussion ensued. A motion by Boardmember Finlay, seconded by Boardmember Conner, to receive the corrected budgeted versus actual revenue and expenditures report for the second quarter ending December 31, 2020, passed by the following vote: **Ayes:** Boardmember Conner, Finlay and Chair Maddock. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Gerould.

### **REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief report about the upcoming Community Workshop Webinar titled “Rights & Responsibilities for Tenants & Landlords during COVID-19 Pandemic” to be held on Friday, January 29, 2021 from 4-6pm. He also added that the annual calendar for the remaining workshops has been posted on the website. He also added that the agency is in the process of training a new Housing Counselor and that he has been assisting with counseling. He added that there is a significant uptick in threats of eviction, Owner Move-in evictions, and desperation on the part of Landlords and Tenants trying to figure out how to navigate the present situation. He also added that the need to educate the community has never been greater and he invited the Boardmembers to attend the upcoming community workshop webinar.

Deputy Director Paige Roosa announced that that the Richmond Rapid Response Fund (R3F) received a \$40,000 grant from East Bay Community Foundation to support the Rent Assistance Program for Homelessness and Displacement Prevention and indicated that community partners will be working

on disbursing these funds to Richmond landlords whose tenants have been financially impacted by the Covid-19 pandemic.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 7:04 P.M.

Cynthia Shaw and Sarah Schaff  
Staff Clerks

(SEAL)

Approved:

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Lauren Maddock, Chair

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