



**REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND**

**AGENDA**  
**Wednesday, July 21, 2021**

***Link to Rent Board Meeting Agendas and Accompanying Materials:***  
[www.ci.richmond.ca.us/3375/Rent-Board](http://www.ci.richmond.ca.us/3375/Rent-Board)

**Board Chair**  
Virginia Finlay

**Board Vice Chair**  
Shiva Mishek

**Boardmembers**  
Alana Grice Conner  
Carole Johnson  
Michael Vasilas

**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

***REFER TO PAGE 2 FOR INSTRUCTIONS ON HOW TO PARTICIPATE BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC***

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

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.

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing

only. The following provides information on how the public can participate in this meeting.

**How to observe and/or participate in the meeting from home:**

***By Computer, Tablet, or Mobile Device:***

Step 1: Tune in to the videoconference at the following link:

<https://us02web.zoom.us/j/89824405254?pwd=S1Jva1FZbElxVkRrNEIDMGhuNzFaQT09>

Step 2: Enter the following password: rentboard

***By Telephone:***

Step 1: Dial (for higher quality, dial a number based on your current location):

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

Step 2: Webinar ID: 898 2440 5254

International numbers available: <https://us02web.zoom.us/j/kzdDCT9nA>

**How to make a Public Comment during the meeting:**

Members of the public must submit a request to speak during the meeting by sending an email to Rent Board Clerk Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us) by **3:00 PM on Wednesday, July 21, 2021**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters, as more fully described in the Rent Board meeting procedures below. The City cannot guarantee that its network and/or the site will be uninterrupted.

**Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us) or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

**Effect of Advisory on In-Person Public Participation**

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

**NOTICE TO PUBLIC**

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

**Public Comment on Agenda Items:** Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

**Public Forum:** Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16 to 24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

**Conduct at Meetings:** Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

**City Harassment Policy:** The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment,

the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

## REGULAR MEETING OF THE RICHMOND RENT BOARD

### AGENDA

5:00 PM

**A. PLEDGE TO THE FLAG**

**B. ROLL CALL**

**C. STATEMENT OF CONFLICT OF INTEREST**

**D. AGENDA REVIEW**

**E. PUBLIC FORUM**

**F. RENT BOARD CONSENT CALENDAR**

**F-1.** APPROVE the minutes of the June 16, 2021, Regular Meeting of the Richmond Rent Board. *Cynthia Shaw*

**F-2.** RECEIVE the Fiscal Year 2020-21 Monthly Activity Report through June 2021. *Cynthia Shaw*

**F-3.** RECEIVE the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through June 2021. *Nicolas Traylor*

**G. RENT BOARD AS A WHOLE**

**G-1.** RECEIVE presentation on the activities of the Richmond Rent Board and Richmond Rent Program during the COVID-19 Pandemic (February 2020 through June 30, 2021). *Nicolas Traylor*

**H. REPORTS OF OFFICERS**

**I. ADJOURNMENT**

***Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at [www.richmondrent.org](http://www.richmondrent.org).***

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 21, 2021

Final Decision Date Deadline: July 21, 2021

**STATEMENT OF THE ISSUE:** The minutes of the June 16, 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 June 16, 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, June 16, 2021**

The Regular Meeting of the Richmond Rent Board was called to order at 5:01 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/82056074052?pwd=cWhCM0xXSzFkKytzclJSL3ZhVVJuZz09>

Password: rentboard

**Or By Telephone:**

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

Webinar ID: 820 5607 4052

International numbers available:

<https://us02web.zoom.us/j/82056074052?pwd=cWhCM0xXSzFkKytzclJSL3ZhVVJuZz09>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, June 16, 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:** Conner, Johnson, Vasilas and Chair Finlay.

**Staff Present:** Staff Attorney Charles Oshinuga and Executive Director Nicolas Traylor.

**Absent:** Vice Chair Mishek.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

Cordell Hindler commented by email and teleconference to invite the Board to attend the Contra Costa Mayor's Conference, held on August 5, 2021, at 6:30 PM. He added that it would be an in-person event. He also mentioned that he would provide the location information at July 21, 2021, Rent Board Meeting. He also mentioned that he appreciates the Brown Act training provided by Staff Attorney Charles Oshinuga at April 21, 2021, Rent Board Meeting. He feels as a newly appointed Board and Commission member, that it was essential to learn about what could be or could not be said at a public meeting. He feels that the public should have the option to attend Rent Board meetings in person. He also feels that it is an excellent way to interact with people. He also expressed that it has been a year and two months and prefers to be in person.

**RENT BOARD CONSENT CALENDAR**

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

\*F-1. Approved the minutes of the May 19, 2021, 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 Fiscal Year 2020-21 Monthly Activity Report through May 2021.

\*F-4. Recieve the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through May 2021.

### CONSIDERATION OF APPEALS

G-1. Staff Attorney Charles Oshinuga presented on the matter of Appeal regarding Petition number RC20-T107. Appellant appeals a Hearing Examiner's Decision that awarded Respondent Excess Rent in the amount of \$3,532.22, based on the notion that the Appellant failed to maintain installed heating facilities in good working order, and caused a reduction in both refrigeration and ventilation services, impairing Respondent's use and/or benefit of the Rental Unit. On Appeal, Appellant argues that any complained of defects were timely repaired and any otherwise delay was the product of the Respondent's scheduling issues. As to the ventilation services, Appellant contends that Respondent did not meet her burden at the hearing as she failed to demonstrate that she provided Appellant with notice related to the decrease in ventilation services and she failed to demonstrate that the change in skylight contributed to the alleged decrease in ventilation. In sum, Appellant's assertions challenge whether the Record contained substantial evidence to warrant the Hearing Examiner's decision to grant an Excess Rent award based on a failure to maintain installed heating facilities in good working order, decrease in refrigeration services, and a decrease in ventilation services caused by a replaced skylight. There were no public comments on this item. All parties to this case were present. Appellant presented for 5 minutes, then the Respondent presented for 7 minutes and finally the Appellant closed for 2 minutes. The Appeal began and the following individuals presented their case: Lary Hanshaw and [REDACTED]. Discussion ensued. After hearing the issues brought on appeal and considering the arguments of all parties on appeal, the Board voted on the following in three parts:

A motion made by Boardmember Conner, seconded by Boardmember Johnson to affirm the Hearing Examiner's findings that Appellant failed to maintain heating facilities in good working order in conformance with applicable law, and the consequent award of \$1,125.63, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Mishek.

A motion made by Boardmember Conner, seconded by Boardmember Johnson to affirm the Hearing Examiner's findings that Appellant decrease Respondent's refrigeration services and the

consequent award of \$100.73, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, and Chair Finlay. **Noes:** Boardmember Vasilas. **Abstentions:** None. **Absent:** Vice Chair Mishek.

A motion made by Boardmember Johnson to deny the reversal of the Hearing Examiner's findings of decrease in ventilation services due to a replaced skylight and subsequent award of \$2,305.86 to \$0, as Respondent did not raise the claims in her Petition nor does the Record contain substantial evidence that Respondent informed Appellant of the decrease in ventilation due to the replaced skylight, failed due to lack of a second motion.

A new motion made by Boardmember Conner, seconded by Boardmember Vasilas to reverse the Hearing Examiner's findings of decrease in ventilation services due to a replaced skylight and subsequent award of \$2,305.86 to \$0, as Respondent did not raise the claims in her Petition nor does the Record contain substantial evidence that Respondent informed Appellant of the decrease in ventilation due to the replaced skylight, passed by the following vote: **Ayes:** Boardmembers Conner, Vasilas, and Chair Finlay. **Noes:** Boardmember Johnson. **Abstentions:** None. **Absent:** Vice Chair Mishek.

Rent Board Clerk Cynthia Shaw concluded and dismissed the parties for Appeal RC20-T107 and informed them that they will receive a decision within 30 days.

## **REGULATIONS**

H-1. The matter to amend Regulation 904(B)(4)(b), to correct the typo of Civil Code Section 1941, to Civil Code Section 1941.1, and update the nomenclature of Civil Code 1941.1 (b), (c), and (d), to Civil Code Section 1941.1 (a)(2), (a)(3), and (a)(4) was presented by Executive Director Nicolas Traylor. The presentation included the statement of the issue, next steps and the recommended action. There were no public comments on this item. Discussion ensued. A motion by Boardmember Conner, seconded by Boardmember Johnson, to adopt revised Regulation 904 (B) (4), by correcting the typo so that the current iteration which reads Civil Code 1941 is replaced with the amended Civil Code 1941.1 and update the nomenclature of 1941.1 in Regulation 904 (B) (4) to "Civil Code 1941.1 (a) (2), (a) (3), and (a)(4)" replacing what was formerly "Civil Code 1941.1 (b), (c), and (d)", passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** Vice

Chair Mishek.

**REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief update about the recruitment for the Deputy Director position. He mentioned that the interviews will start the week of June 21, 2021 and that there were 12 applicants for consideration for an interview. He also added that the final interview for the invited candidates would be resume the week after the July 4<sup>th</sup> holiday, tentatively scheduled for July 10, 2021. He also added that he is looking forward to bringing on our new Deputy Director, hopefully by the end of July.

Chair Finlay asked Executive Director Nicolas Traylor, if the Rent Program will be reopening our offices to the public soon. He responded that the city and the Rent Program offices would be reopening on June 21, 2021, however, the Rent Program office visits by the public will be by appointment only, during normal business hours, Monday through Friday, 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM. He also added that staff has already set up safety measures to protect staff and members of the public. He also added that we have plastic shields on the reception counter in the lobby as well as on the counseling stations, and PPE materials will be provided to staff. Chair Finlay also asked Executive Director Nicolas Traylor if Rent Board meetings would continue to be virtual or will the July meeting be held in the City Council Chambers. He responded that he is unsure at this time and that more than likely, the Rent Board will mirror what the City Council does in terms of their physical City Council meetings.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:07 P.M.

Cynthia Shaw and Sarah Schaff  
Staff Clerks

(SEAL)

Approved:

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Virginia Finlay, Rent Board Chair

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 21, 2021

Final Decision Date Deadline: July 21, 2021

**STATEMENT OF THE ISSUE:** The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

## 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:** RECEIVE the Fiscal Year 2020-21 Monthly Activity Report through June 2021 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

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**Rent Program  
FY2020-21 Monthly Activity Report**

**ITEM F-2**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021	
		MTD ACTUAL	YTD TOTAL											
3	<b>Public Information &amp; Enrollment Unit</b>													
5	Rent/Eviction Counseling Appointments By Phone	197	195	224	249	191	176	218	185	221	269	139	179	2,443
6	Rent/Eviction Counseling Appointments By Walk-ins												12	12
7	Rent/Eviction Counseling Questions Addressed By Email	308	341	135	434	363	242	194	155	166	203	123	182	2,846
8	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS</b>	<b>505</b>	<b>536</b>	<b>359</b>	<b>683</b>	<b>554</b>	<b>418</b>	<b>412</b>	<b>340</b>	<b>387</b>	<b>472</b>	<b>262</b>	<b>373</b>	<b>5,301</b>
12	Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	-	-	-	-	15	15
13	<b>TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH</b>	<b>105</b>	<b>155</b>	<b>135</b>	<b>217</b>	<b>155</b>	<b>105</b>	<b>157</b>	<b>131</b>	<b>155</b>	<b>155</b>	<b>35</b>	<b>15</b>	<b>1,520</b>
14	Legal Service Referrals	9	5	15	26	13	7	9	11	9	7	7	5	123
15	Written Legal Referrals													-
16	Verbal Legal Referrals													-
17	Mediations Conducted	-	-	-	-	-	-	2	3	1	-	2	1	9
18	Assists from Front Office Staff	123	217	172	123	212	179	212	216	66	212	187	215	2,134
19	Courtesy Compliance Letters Sent	78	62	8	50	12	27	24	11	2	-	5	3	282
20	Community Workshop Attendees	38	40	11	12	39	-	-	127	1	31	15	2	316
21	Hard Copy Rent Increase Notices Processed	8	62	22	6	3	5	-	-	-	4	-	2	112
22	Hard Copy Termination of Tenancy Notices Processed	1	-	26	9	3	2	6	-	11	62	41	29	190
24	Billing/Enrollment/Registration Counseling Appointments In-Person	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Billing/Enrollment/Registration Counseling Appointments By Phone	19	119	76	41	22	32	15	14	44	80	93	56	611
26	Billing/Enrollment/Registration Counseling Questions Addressed By Email	62	152	73	28	20	71	81	27	25	94	105	105	843
27	<b>TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS</b>	<b>81</b>	<b>271</b>	<b>149</b>	<b>69</b>	<b>42</b>	<b>103</b>	<b>96</b>	<b>41</b>	<b>69</b>	<b>174</b>	<b>198</b>	<b>161</b>	<b>1,454</b>
28	Enrollment/Tenancy Registration Packets Mailed	13	108	4	21	-	4	4	55	120	12	42	5	388
29	Enrollment Forms Processed	16	19	9	5	1	8	13	12	15	10	9	4	121
30	Rental Housing Fee Invoices Generated	175	10,751	672	55	8	247	27	154	207	4,427	33	12,294	29,050
31	Checks Processed	8	148	1,084	142	46	8	21	20	20	23	70	45	1,635
32	Checks Returned	1	1	3	5	4	2	2	2	1	2	1	-	24
33	Rental Units Discovered Not in Database	3	-	-	1	-	-	-	18	-	1	5	8	36
34	Property Information Updated	20	6	55	13	9	9	-	40	8	7	14	39	220
35	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	135	53	-	15	32	-	194	37	233	194	236	5	1,134
36	Applications for Administrative Determination of Exempt/Inapplicable Status Received	1	16	20	4	2	4	4	2	2	1	3	3	62
37	Administrative Determination of Exempt/Inapplicable Status Issued	-	-	4	2	1	4	2	-	3	4	1	3	24
38	Declarations of Exemption Processed	-	-	7	-	4	-	7	13	6	23	4	10	74
39	<b>LEGAL UNIT</b>													-
40	Public Records Act Requests Received	1	2	-	4	3	2	1	3	1	1	-	2	20
41	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	1	-	-	2	1	2	1	2	1	-	-	1	11
42	Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	1	-	-	2	-	1	1	5
43	Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	1	-	-	-	1
44	Appeal Hearings Held	-	-	-	-	1	-	-	1	-	-	-	1	3
45	<b>HEARINGS UNIT</b>													-
47	DUES & PUB/Subscription													-
48	Consultations with Hearings Unit Coordinator By Phone	21	10	22	17	9	7	9	8	7	2	5	-	117
49	Hearings-Related Questions Addressed by Email	73	53	59	34	35	38	31	27	20	15	13	18	416
50	<b>TOTAL HEARINGS-RELATED CONSULTATIONS</b>	<b>94</b>	<b>63</b>	<b>81</b>	<b>51</b>	<b>44</b>	<b>45</b>	<b>40</b>	<b>35</b>	<b>27</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>533</b>
53	Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
55	Landlord Multiple Grounds Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
56	Landlord Petition to Determine Exempt Status Received	-	-	1	1	-	2	1	-	-	-	-	-	5
57	<b>TOTAL LANDLORD PETITIONS RECEIVED</b>	<b>2</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9</b>
58	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	-	1	2	-	-	-	-	-	-	-	-	-	3

**Rent Program  
FY2020-21 Monthly Activity Report**

**ITEM F-2**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021	
2		MTD ACTUAL	YTD TOTAL											
60	Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-
62	Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	-	-	-	-	-	-	-	-	-
63	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	1	1	-	-	2	-	1	1	-	-	-	-	6
67	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
68	Request for a Continuance of the Hearing Process	-	-	-	3	-	-	1	-	1	1	-	-	6
69	Subpoena(s)	-	-	1	-	-	-	-	-	2	-	-	-	3
70	<b>TOTAL OTHER PETITIONS RECEIVED</b>	-	-	1	3	-	-	1	-	3	1	-	-	9
71	Decisions Ordered	-	3	-	1	-	1	1	-	1	-	1	-	8
72	Cases Settled	2	4	1	1	1	1	4	1	-	1	-	-	16
73	Cases Dismissed	-	-	-	1	1	-	1	-	-	-	-	-	3
74	Petitions Withdrawn	-	1	-	-	-	-	2	-	1	-	-	-	4
75	<b>TOTAL CASES CLOSED</b>	2	8	1	3	2	2	8	1	2	1	1	-	31
76	Appeals Received	-	-	1	-	1	1	1	-	-	-	-	-	4
77	Total Open Cases (Tenant Petitions)	18	14	12	10	10	11	5	1	6	5	5	3	100
78	Total Open Cases (Landlord Petitions)	3	4	4	4	2	2	2	-	1	-	-	-	22
79	Total Open Cases (Other Petitions)	1	-	-	-	-	-	-	-	-	-	-	-	1
80	<b>TOTAL OPEN CASES</b>	22	18	16	14	12	13	7	6	7	5	5	3	128
81	<b>Form Submissions</b>													
82	Agent Authorization	-	-	-	-	-	1	-	-	1	-	-	1	3
83	Proof of Excess Rent Refund	-	-	-	-	-	-	-	1	-	3	-	-	4
85	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Change in Terms of Tenancy	-	2	25	39	-	-	1	2	2	-	2	1	74
87	<b>TOTAL RENT INCREASE NOTICES FILED</b>	58	28	59	46	49	92	125	48	13	8	46	49	621
88	Termination of Tenancy - Nonpayment of Rent	-	-	5	111	8	65	28	104	44	29	46	3	443
89	Termination of Tenancy - Breach of Lease	9	1	1	8	5	3	9	4	6	-	-	3	49
90	Termination of Tenancy - Failure to Give Access	-	-	2	-	-	-	-	-	-	-	-	-	2
91	Termination of Tenancy - Nuisance	8	1	-	6	3	1	10	-	5	1	2	1	38
92	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	1	-	-	-	-	-	1
93	Termination of Tenancy - Owner Move-In	1	-	-	3	1	1	2	3	2	-	-	1	14
94	Termination of Tenancy - Substantial Repairs	-	-	-	-	-	-	-	-	1	-	-	-	1
95	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	1	-	-	-	1
96	<b>TOTAL TERMINATION OF TENANCY NOTICES FILED</b>	18	2	8	128	17	70	50	111	59	30	48	8	549

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 21, 2021

Final Decision Date Deadline: July 21, 2021

**STATEMENT OF THE ISSUE:** Utilizing the City's MUNIS software system, management staff are able to generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

## 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:** RECEIVE the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through June 2021 – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

**F-3.**

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**Rent Program  
FY2020-21 Monthly Revenue and Expenditure Report**

**ITEM F-3**

CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11	Per 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED	
				Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021					
34	LICENSES, PRIMITS&FEES	34045	34045	(2,609,056.00)	(2,609,056.00)	(210,035.00)	(210,035.00)	(932,667.60)	(234,276.50)	(32,757.95)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(54,315.90)	(126,912.64)	(270,369.80)	(2,764,961.44)	155,905.44	106.0%
36	INTEREST INCOME	361701	361701	(2,609,056.00)	(2,609,056.00)	(7,785.37)	(7,785.37)	(932,667.60)	(234,276.50)	(32,757.95)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(54,315.90)	(126,912.64)	(270,369.80)	(2,764,961.44)	155,905.44	106.0%
38	OTHER REV/Bad Debt Recovery	364867	364867	-	-	(7,785.37)	(7,785.37)	(932,667.60)	(234,276.50)	(32,757.95)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(54,315.90)	(126,912.64)	(270,369.80)	(2,764,961.44)	155,905.44	106.0%
				(2,609,056.00)	(2,609,056.00)	(217,820.37)	(217,820.37)	(935,207.88)	(242,298.51)	(32,757.95)	(63,630.08)	(66,283.82)	(24,456.00)	(43,908.90)	(55,526.07)	(126,972.64)	(270,369.80)	(2,820,825.39)	179,313.62	107.4%
40	SALARIES AND WAGES	40001	40001	667,048.00	667,048.00	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	649,355.76	17,692.24	97.3%
40	SALARIES AND WAGES	40002	40002	303,316.00	303,316.00	15,501.88	15,501.88	15,501.88	16,821.77	17,159.39	16,821.77	16,821.77	16,821.77	16,821.77	16,821.77	16,821.77	16,821.77	183,838.28	119,477.72	60.6%
40	SALARIES AND WAGES	40003	40003	195,857.00	195,857.00	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	168,423.37	27,433.63	86.0%
40	SALARIES AND WAGES	40006	40006	43,036.00	43,036.00	1,712.36	1,712.36	2,508.88	2,327.58	2,389.27	2,508.88	2,327.58	2,327.58	2,327.58	2,327.58	2,327.58	2,327.58	31,499.35	3,686.17	100.0%
40	SALARIES AND WAGES	400031	400031	6,000.00	6,000.00	-	-	264.88	36.12	-	108.36	168.56	50.46	297.85	277.54	108.42	-	1,312.19	4,687.81	100.0%
40	SALARIES AND WAGES	400048	400048	9,402.00	9,402.00	773.68	854.23	827.38	900.53	900.53	827.38	869.74	855.41	842.96	742.96	642.96	350.00	9,718.86	(316.84)	103.8%
40	SALARIES AND WAGES	400049	400049	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00	-	100.0%
40	SALARIES AND WAGES	400050	400050	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0%
40	SALARIES AND WAGES	400079	400079	1,228,859.00	1,228,859.00	89,757.96	87,274.56	88,866.06	91,856.04	92,219.23	83,274.75	89,462.73	92,242.68	89,950.79	90,977.41	79,129.89	73,334.69	1,048,346.79	180,512.21	85.3%
41	FRINGE BENEFITS	400103	400103	16,122.00	16,122.00	1,304.81	1,268.80	1,313.62	1,340.12	1,340.49	1,213.12	1,309.14	1,340.99	1,323.78	1,322.63	1,150.51	1,066.48	15,294.49	872.51	94.9%
41	FRINGE BENEFITS	400105	400105	148,142.00	148,142.00	10,441.39	10,441.39	10,441.39	10,441.39	10,441.39	11,417.92	11,417.92	11,417.92	11,417.92	11,417.92	11,417.92	11,417.92	128,610.92	19,531.08	86.8%
41	FRINGE BENEFITS	400106	400106	16,258.00	16,258.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	17,534.10	(1,276.10)	107.8%
41	FRINGE BENEFITS	400109	400109	484.00	484.00	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	36.40	422.24	61.76	87.2%
41	FRINGE BENEFITS	400110	400110	6,000.00	6,000.00	-	-	-	-	-	159.36	590.64	-	750.00	-	-	-	1,500.00	4,500.00	25.0%
41	FRINGE BENEFITS	400111	400111	2,123.00	2,123.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	161.00	2,049.31	73.69	96.5%
41	FRINGE BENEFITS	400112	400112	3,717.00	3,717.00	291.40	291.40	291.40	291.40	291.40	291.40	291.40	305.81	305.81	305.81	305.81	305.81	3,433.03	283.97	92.4%
41	FRINGE BENEFITS	400114	400114	11,132.00	11,132.00	788.51	790.93	790.93	790.93	790.93	790.93	790.93	823.43	823.43	823.43	823.43	823.43	9,258.78	1,873.22	83.3%
41	FRINGE BENEFITS	400116	400116	5,016.00	5,016.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00	3,800.00	1,144.00	102.3%
41	FRINGE BENEFITS	400117	400117	2,250.00	2,250.00	-	-	1,500.00	-	-	-	-	-	-	-	-	-	1,500.00	750.00	66.7%
41	FRINGE BENEFITS	400118	400118	14,330.00	14,330.00	1,330.40	1,267.57	1,418.35	1,398.93	1,405.80	1,614.00	1,465.44	933.93	804.08	949.91	945.00	1,007.69	14,541.10	(211.10)	101.5%
41	FRINGE BENEFITS	400122	400122	80,557.00	80,557.00	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	6,224.94	74,890.65	5,727.94	100.0%
41	FRINGE BENEFITS	400124	400124	10,500.00	10,500.00	-	-	-	-	-	-	-	-	-	-	-	-	10,500.00	-	0.0%
41	FRINGE BENEFITS	400127	400127	44,703.00	44,703.00	3,550.81	3,527.68	3,584.03	3,563.89	3,580.26	3,630.19	3,604.18	3,711.79	3,627.70	3,648.07	3,179.05	2,937.69	42,145.34	2,557.66	94.3%
41	FRINGE BENEFITS	400130	400130	0.00	0.00	0.80	0.80	0.53	0.27	0.27	12.24	3.16	6.17	7.32	5.46	9.33	-	46.35	(46.35)	100.0%
41	FRINGE BENEFITS	400131	400131	9,600.00	9,600.00	-	-	-	-	-	-	-	-	-	-	-	-	9,600.00	-	0.0%
41	FRINGE BENEFITS	400149	400149	147,443.00	147,443.00	11,723.63	11,657.01	11,818.82	11,827.20	11,990.63	11,990.63	11,905.48	12,263.35	12,033.84	12,051.21	10,502.89	9,699.71	139,313.23	8,129.47	94.5%
41	FRINGE BENEFITS	400151	400151	223,322.00	223,322.00	21,460.45	19,509.50	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	21,460.45	271,233.53	(47,911.53)	121.5%
41	FRINGE BENEFITS	400152	400152	701,499.00	701,499.00	58,987.54	56,850.42	60,697.60	59,508.84	59,195.53	60,675.58	60,896.08	61,022.07	61,485.73	60,624.33	55,134.49	72,517.42	727,595.63	(26,096.63)	103.7%
42	PROF & ADMIN SERVICES	400201	400201	17,500.00	17,500.00	50.63	762.75	899.63	1,573.08	1,573.08	995.07	839.26	844.96	435.26	1,650.23	-	10,598.88	17,500.00	-	100.0%
42	PROF & ADMIN SERVICES	400206	400206	210,000.00	210,000.00	-	-	-	-	10,416.00	22,916.00	6,250.00	14,582.00	16,666.00	16,666.00	10,416.00	33,332.00	270,822.00	(60,822.00)	129.0%
42	PROF & ADMIN SERVICES	400220	400220	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	NDV/0
42	PROF & ADMIN SERVICES	400241	400241	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	NDV/0
42	PROF & ADMIN SERVICES	400242	400242	204.00	204.00	-	-	-	-	-	-	-	-	-	-	-	-	204.00	-	0.0%
42	PROF & ADMIN SERVICES	400243	400243	1,224.00	1,224.00	-	-	-	-	-	-	-	-	-	-	-	-	1,224.00	-	0.0%
42	PROF & ADMIN SERVICES	400245	400245	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	1,500.00	-	100.0%
42	PROF & ADMIN SERVICES	400261	400261	800.00	800.00	-	-	-	-	-	-	-	1,452.58	-	-	-	-	1,452.58	(652.58)	181.6%
42	PROF & ADMIN SERVICES	400262	400262	1,650.00	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	1,650.00	-	0.0%
42	PROF & ADMIN SERVICES	400271	400271	200.00	200.00	-	-	279.66	143.59	-	113.39	178.00	-	377.00	89.00	335.88	96.00	1,612.52	(1,412.52)	86.3%
42	PROF & ADMIN SERVICES	400272	400272	3,513.00	3,513.00	-	-	-	-	-	-	-	-	-	-	-	-	3,513.00	-	0.0%
42	PROF & ADMIN SERVICES	400280	400280	3,525.00	3,525.00	-	-	291.96	96.00	-	195.96	1,565.86	-	585.60	89.00	89.00	3,009.38	515.62	100.0%	
42	PROF & ADMIN SERVICES	400281	400281	240,116.00	240,116.00	50.63	762.75	1,812.67	11,005.40	24,329.89	8,988.93	16,630.57	18,461.46	17,286.26	11,685.84	37,309.68	150,176.88	299,972.21	(59,856.21)	124.9%
43	OTHER OPERATING	400231	400231	25,432.00	25,432.00	-	-	3,063.35	-	-	173.14	162.90	329.86	782.66	139.93	1,588.73	6,240.57	19,191.43	24.5%	
43	OTHER OPERATING	400232	400232	27,181.00	27,181.00	-	-	1,335.46	102.40	385.66	-	79.34	-	131.13	314.83	1,190.42	3,530.24	23,650.76	100.0%	
43	OTHER OPERATING	400233	400233	-	-	-	-	235.94	-	-	-	-	-	-	-	-	235.94	(235.94)	100.0%	
43	OTHER OPERATING	400304																		

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# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 21, 2021

Final Decision Date Deadline: July 21, 2021

**STATEMENT OF THE ISSUE:** Through the Richmond Rent Program, the Richmond Rent Board administers the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (hereafter "Rent Ordinance"), which seeks to provide Richmond residents community stability and housing stability by regulating those matters that reasonably relate to rents and evictions to the greatest extent allowable under the law. During the COVID-19 pandemic, the Rent Program has continued to fulfill their responsibility to effectuate the purpose of the Rent Ordinance. This report provides a high-level summary of the Rent Program activities and accomplishments during the COVID-19 pandemic (February 2020 through June 30, 2021).

## 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 type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement   | <input checked="" 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:** RECEIVE presentation on the activities of the Richmond Rent Board and Richmond Rent Program during the COVID-19 Pandemic (February 2020 through June 30, 2021) – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

**G-1.**

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# AGENDA REPORT

**DATE:** July 21, 2021  
**TO:** Chair Finlay and Members of the Rent Board  
**FROM:** Nicolas Traylor, Executive Director  
**SUBJECT:** Rent Board and Rent Program Activities During the COVID-19 Pandemic

## **STATEMENT OF THE ISSUE:**

Through the Richmond Rent Program, the Richmond Rent Board administers the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (hereafter "Rent Ordinance"), which seeks to provide Richmond residents community stability and housing stability by regulating those matters that reasonably relate to rents and evictions to the greatest extent allowable under the law. During the COVID-19 pandemic, the Rent Program has continued to fulfill their responsibility to effectuate the purpose of the Rent Ordinance. This report provides a high-level summary of the Rent Program activities and accomplishments during the COVID-19 pandemic (February 2020 through June 30, 2021).

## **RECOMMENDED ACTION:**

RECEIVE presentation on the activities of the Richmond Rent Board and Richmond Rent Program during the COVID-19 Pandemic (February 2020 through June 30, 2021) (Nicolas Traylor, 510-620-6564).

## **FISCAL IMPACT:**

There is no fiscal impact related to this item.

## **DISCUSSION:**

**Receive a PowerPoint and oral presentation on Rent Board and Rent Program activities during the COVID-19 pandemic.**

## **DOCUMENTS ATTACHED:**

None.

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