

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

STATEMENT OF THE ISSUE: The minutes of the September 15, 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 September 15, 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, September 15, 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/89132242606?pwd=WlhjUmJFS3BkRnM2UjIDZmlVMzUyZz09>
Password: rentboard

Or By Telephone:

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or
+1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799
Webinar ID: 891 3224 2606

International numbers available:

<https://us02web.zoom.us/j/kdQGedzAX3>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, September 15, 2021, to the Rent Board Clerk, Cynthia Shaw at cynthia_shaw@ci.richmond.ca.us, to be considered into the record.

PLEDGE TO THE FLAG

ROLL CALL

Boardmembers Present: Conner, Johnson, Vasilas, Vice Chair Mishek, and Chair Finlay.

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

Absent: None.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

At the announcement of Item E for Public Forum, there were no members of the public who requested to make comment under Public Forum. Before proceeding with Item F under Consent Calendar, Staff Oshinuga mentioned to Boardmembers that a participant used the hand raise function, which may have been a request to speak under Public Forum. Rent Board Clerk asked Chair Finlay if the participant could be allowed to speak since the Item for Public Forum was called. Chair Finlay granted the participant's request to speak before proceeding to Item F for Consent Calendar.

Cordell Hindler began his comment with welcoming Deputy Director Fred Tran to the Rent Program. He also invited the Board to attend the performance called "Our Town", held on October 1st through October 31, 2021, located at the Contra Costa Civic Theatre. He also mentioned that he would like to make comment for Item G-2, under Rent Board as a Whole.

RENT BOARD CONSENT CALENDAR

On a motion of Chair Finlay, seconded by Boardmember Vasilas to remove Item F-2 from Consent Calendar for discussion before Item G-1 under Rent Board as a Whole, passed unanimously.

On motion of Boardmember Conner, seconded by Boardmember Johnson, the item(s) marked with an (*) were approved unanimously:

*F-1. Approve the minutes of the August 18, 2021, Regular Meeting of the Richmond Rent Board.

*F-3. Receive the Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through August 2021.

RENT BOARD AS A WHOLE

F-2. The matter to receive the Fiscal Year 2021-22 Monthly Activity Report through August 2021 was presented by Chair Finlay. Chair Finlay requested this item be removed from the Consent Calendar because the August report included calculated figures from the prior fiscal year, when it should only reflect this fiscal. She added that the report should only reflect two months' worth of data. There were no public comment on this item. A motion by Chair Finlay, seconded by Boardmember Vasilas, to direct staff to correct and recalculate the year to date figures, to reflect the current fiscal year figures and present the corrected current report to the Board at the October 20, 2021, Rent Board meeting, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-1. The matter to approve receipt of and authorize use of the \$5,000 ERAP grant by the Richmond Rent Program, was presented by Executive Director Nicolas Traylor. The presentation included the statement of the issue, fiscal impact, background, the purpose of the \$5,000 grant, proposed timeline and the recommended action. There were no public comments on this item. Discussion ensued. A motion by Vice Chair Mishek, seconded by Boardmember Johnson, to approve receipt of and authorize use of the \$5,000 ERAP grant by the Richmond Rent Program, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-2. The matter to receive training on agenda scheduling and appropriate content of said agenda was presented by Staff Attorney Charles Oshinuga. The presentation included agenda overview, staff agendizing items, Rent Board agendizing items, Boardmembers agendizing items, information of what an agenda item is, posting agendas, the Public's place on the agenda, why does it matter what is listed on the agenda, very limited exceptions, Agenda: three main ways about how to agendize an item, when staff agendizes an item, an example of Owner Move-In, Agenda: Rent Board as a whole agendizes an item, Agenda: individual Board Member, and the recommended action. Discussion ensued.

The following gave comments: Cordell Hindler. The Board received the presentation and no formal action was taken on this item.

G-3. The matter to receive the Agenda Report and presentation on the Richmond Rent Program's efforts to assist Landlords who are facing financial hardship due to the COVID-19 pandemic. This report examines the existing Rental Housing Fee deferral and payment plan policy, as well as the Rent Program's role in spearheading the creation of Richmond's first rental assistance program, including other rental assistance outreach efforts. Rent Program Staff seeks the Rent Board's direction regarding a proposed regulation to codify a Rent Program Rental Housing Fee payment plan/payment deferral policy, was presented by Executive Director Nicolas T aylor. The presentation included, the statement of the issue, fiscal impact, background, the purpose of and facts about the payment deferral and payment plan policy, deferral and payment plan numbers, information regarding the Richmond Rent Assistance Program, additional rent program rent assistance outreach to Richmond Landlords, next steps and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Conner, seconded by Boardmember Johnson, Board received the Agenda Report and presentation on the Richmond Rent Program's efforts to assist Landlords who are facing financial hardship due to the COVID-19 pandemic, and examined the existing Rental Housing Fee deferral and payment plan policy, as well as the Rent Program's role in spearheading the creation of Richmond's first rental assistance program, including other rental assistance outreach efforts, the Rent Board's direction to staff is to consider the recommendations made by the Board and prepare proposed regulation to codify a Rent Program Rental Housing Fee payment plan/payment deferral policy, passed by the following vote: Ayes: Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. Noes: None. Abstentions: None. Absent: None.

G-4. The matter to (1) receive presentation on proposed Rent Board Late Fee Waiver Policy and (2) direct staff to prepare proposed regulation(s) to clarify the policy for waiving late fees, including setting standards as to when late fees should be approved in whole or in part, was presented by Executive Director Nicolas T aylor. The presentation included the statement of the issue, fiscal impact, the background, general late fee waiver policy proposal, late fee waive policy research, late fee waiver standards,

Berkeley's late fee waiver standards. Standards for Richmond, proposed standards for Richmond, ministerial waivers, charging Tenant's a portion of the Rental Housing Fee, next steps and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Chair Finlay, seconded by Boardmember Conner, the Board (1) received presentation on proposed Rent Board Late Fee Waiver Policy and (2) directed staff to prepare proposed regulation(s) to clarify the policy for waiving late fees, including setting standards as to when late fees should be approved in whole or in part, and to consider the recommendations made by the Board, passed by the following vote: Ayes: Boardmembers Conner, Johnson, Vasilas, and Chair Finlay. Noes: None. Abstentions: None. Absent: Vice Chair Mishek (*as of 7:33 p.m.*)

REPORTS OF OFFICERS

Executive Director Nicolas Traylor gave a brief update regarding the interviewing of candidates for the Rent Services Analyst position. He mentioned that interviews will start the week of September 20, 2021. He added that we looking to hire another Spanish speaking counselor to assist the community. He also mentioned that staff is gearing up to send out the post cards to all residents and preparing for the high influx of calls due to evictions and rent assistance.

Chair Finlay acknowledge Deputy Director Fred Tran for attending his first Rent Board meeting. She also welcomed him to the Rent Program.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:38 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Virginia Finlay, Rent Board Chair

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