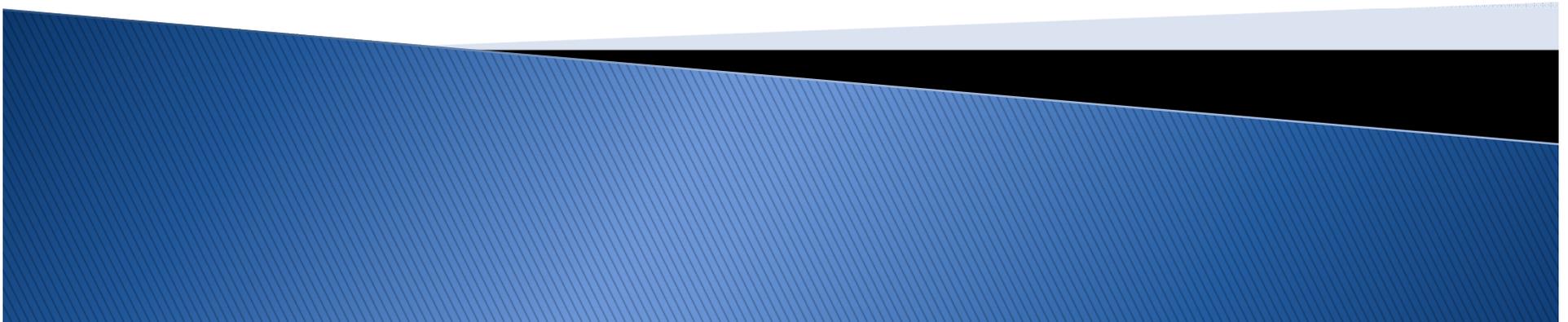


REQUEST TO REDACT PORTIONS OF THE DECEMBER 17, 2021 AGENDA

Charles Oshinuga, Staff Attorney
January 19, 2022, Regular Meeting of the
Richmond Rent Board



Overview

- ▶ In November 2020, staff members issued a Request for Proposal (RFP) for interpretation services to be utilized by Hearings and Public Information Units.
- ▶ After a thorough review of all proposals received in response to the RFP, staff members identified Cal Interpreting and Translation (hereinafter, “CIT”) as the service provider most qualified to meet the needs of the agency.
- ▶ On December 16, 2020, staff members agendized an item for the Board to approve a contract with CIT.

Overview

- ▶ Prior to the item coming before the Board, an appeal was filed challenging staff members award of the contract to CIT. The appeal was granted.
- ▶ Following an appeal of the original evaluation committee's selection of CIT, a newly formed evaluation committee reviewed all proposals received in response to the RFP and identified Interpreters Unlimited (hereinafter, "IU") as the service provider most qualified to meet the needs of the agency.
- ▶ On February 17, 2021, staff members agendaized an item for the Board to approve a contract with IU. As part of the agenda packet and consistent with both the Brown Act and City of Richmond's practices, staff members published IU's proposal.

Overview

- ▶ On December 28, 2021, staff members received a letter from CIT's counsel demanding that CIT's published 2020 proposal either be removed or redacted as such information contained trade secrets and were financially harmful to his client.
- ▶ The Rent Board's General Counsel contacted CIT's counsel and after some back and forth, CIT's counsel agreed to rescind the earlier demand letter and issue a request to the Board to provide CIT a courtesy by redacting information that CIT has deemed to be sensitive.

Discussion

- ▶ Publishing the proposals of an awarded contractor is not only consistent with City of Richmond' past practices, it is required by the Brown Act.

Discussion

- ▶ The Rent Board is free to exercise its discretion by providing a member of the public with a courtesy in the form of removal of particularized information that may be potentially harmful.
- ▶ After reviewing counsel for CIT's request, staff members find it reasonable to want to remove the phone numbers, resume, personal addresses, and other related information from the public eye.

Recommended Action

- ▶ DIRECT staff members to redact information from its December 17, 2020 agenda, in a manner consistent with CIT Counsel's courtesy letter dated January 3, 2022.



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Budget and Fees Overview - Section 11.100.060 (1)

ITEM H-1

JANUARY 19, 2022

FRED TRAN, DEPUTY DIRECTOR

Statement of the Issue



- In accordance with Section 11.100.060 (n) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee will be determined by the City Council after a recommendation by the Board is provided to the City Council. The Board shall, prior to July 1 of each year, hold a public hearing on a **proposed** budget and adopt an annual budget for the ensuing fiscal year.
- (I) Staff members will provide the Rent Board a historic timeline and an overview of the budget and fee study process in preparation for fiscal year 2022-23 requirements.

Fiscal Impact



- There is no fiscal impact related to this item.

Background



Section 11.100.060 (n)

- At least thirty-five days prior to the beginning of each fiscal year, the Board's Executive Director shall submit to the Board the **proposed** budget as prepared by the Executive Director.
- After **reviewing** the same and making such **revisions** as it may **deem advisable**, the Board shall determine the time for the **holding of a public hearing** thereon and shall cause to be published a notice thereof not less than ten days prior to said hearing, by at least one insertion in the official newspaper. Copies of the **proposed budget** shall be available for inspection by the public in the office of the Board **at least ten days prior to said hearing**.
- Upon final **adoption**, the budget shall be in effect for the ensuing fiscal year and the amounts stated therein shall be and become appropriated by the Board for the respective objects and purposes therein specified.
- At any meeting **after the adoption** of the budget the **Board may amend or supplement** the budget by the affirmative votes of **at least three members**. Copies of the adopted budget and any amendments or supplements shall be filed with the City Clerk, and City Manager.
- The City Council and the City Manager shall have no authority to oversee, supervise, or approve this budget.

Fiscal Year 2022-2023 Timeline



Date	Task
February 1, 2022	Budget Kickoff Meeting – Review Proposed Timeline
February Regular Rent Board Meeting (2/16/22) <i>Packet published 2/11/22</i>	Board Receives Timeline for Budget Adoption/Fee Study Approval/Approval of Fee/Billing
March 1, 2022	Newspaper announcement is sent to be published in the paper on Wednesday, March 2 & Saturday, March 5, 2022
March Regular Rent Board Meeting (3/16/22) <i>Packet published 3/11/22</i>	PUBLIC HEARING HELD: Board receives revised FY 22/23 Budget and Fee Study and considers adoption (if not adopted, item may be continued in April)
City Council Meeting in April – April 19, 2022 (staff will insert placeholder for subsequent meetings in the event item requires several meetings) <i>(Item request due in eSCRIBE 3/31/22, supporting docs due 4/7)</i>	City Council Adopts Resolution Approving FY 22/23 Rental Housing Fee
May 2022	Rent Program staff notify Finance Department staff (Belinda Warner and Antonio Banuelos) of adopted fee for inclusion in the City's Master Fee Schedule

Rent Program Budget and Fee Study



Budgets and Reports

Rent Program Budgets and Corresponding Fee Studies

Section 11.100.060(n) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance requires the Executive Director to prepare an annual budget for the Rent Board's consideration and adoption.

Access historic, current, and proposed budgets and corresponding fee studies using the links below.

Budget Year	Corresponding Fee Study	Date of Adoption
Fiscal Year 2021-22 Rent Program Budget	FY 2021-22 Fee Study	March 9, 2021
Fiscal Year 2020-21 Rent Program Budget	FY 2020-21 Fee Study	May 20, 2020
Fiscal Year 2019-20 Rent Program Budget	FY 2019-20 Fee Study	March 20, 2019
Fiscal Year 2018-19 Rent Program Budget	FY 2018-19 Fee Study	April 23, 2018
Amended Fiscal Year 2017-18 Rent Program Budget	Combined FY 2016-17 & FY 2017-18 Fee Study	September 20, 2017
Fiscal Year 2017-18 Rent Program Budget	Combined FY 2016-17 & FY 2017-18 Fee Study	May 24, 2017
Fiscal Year 2016-17 (Partial) Rent Program Budget	Combined FY 2016-17 & FY 2017-18 Fee Study	May 24, 2017

Discussion



Mission of the Rent Program

The Rent Program was established in January 2017 following approval of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance by a majority of Richmond voters in November 2016. The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return.

CONTACT THE RICHMOND RENT PROGRAM

Rent Program staff members remain available to assist members of the public by phone (510-234-RENT [7368]) and email (rent@ci.richmond.ca.us) during Rent Program business hours (Monday-Friday, 9 AM - 12 PM and 1 PM - 4 PM.)

Tenants



Landlords



Forms



Fees



Rent Board



Laws & Regulations



Resources



Workshops



Fees - History



Fiscal Year	Fully Covered Units	Partially Covered Units	Governmentally Subsidized Units
2021-2022 <i>(Applicable to Rental Units rented or available for rent at any point between July 1, 2021 - June 30, 2022)</i>	\$218 per Rental Unit	\$123 per Rental Unit	\$123 per Rental Unit
2020-21 <i>(Applicable to Rental Units rented or available for rent at any point between July 1, 2020 - June 30, 2021)</i>	\$219 per Rental Unit	\$124 per Rental Unit	\$124 per Rental Unit
2019-20 <i>(Applicable to Rental Units rented or available for rent at any point between July 1, 2019 - June 30, 2020)</i>	\$212 per Rental Unit	\$112 per Rental Unit	\$112 per Rental Unit
2018-19 <i>(Applicable to Rental Units rented or available for rent at any point between July 1, 2018 - June 30, 2019)</i>	\$207 per Rental Unit	\$100 per Rental Unit	\$50 per Rental Unit
2016-17 (Partial Year) & 2017-18 <i>(Applicable to Rental Units rented or available for rent at any point between December 30, 2016 - June 30, 2018)</i>	\$145 per Rental Unit	\$145 per Rental Unit	\$145 per Rental Unit

Fee Layers and Associated Tasks



Fee Layers and Associated Tasks

Program Layer (55%)

- Agency administration and management
- Legal defense of the Rent Ordinance and agency policies
- Preparing studies, regulations, and reports as directed by the Rent Board
- Database development and maintenance
- Billing and collection of the Rental Housing Fee
- Website maintenance
- Development of informational materials
- Interdepartmental coordination

Just Cause for Eviction Layer (20%)

- Public education and outreach (includes counseling)
- Legal services referrals to community services agencies
- Administration of Relocation Ordinance
- Administration of eviction-related complaints
- Processing of termination of tenancy notices and development of templates

Rent Control Layer (25%)

- Public education and outreach (includes counseling)
- Legal services referrals to community services agencies
- Administration of petition and hearings to adjudicate Rent Adjustment Petitions and Excess Rent Complaints
- Rent Registration and tracking of the Maximum Allowable Rent
- Processing of rent increase notices and development of templates

Further Discussion Items



- Rent Program Operating Budget – In depth Discussion Meeting #2
- Rental Housing Fee Study – Brief Discussion - In depth Meeting #3
- 10-Year Fiscal Projection and Financial Recommendation
- Special Revenue Fund Operating Reserve Policy
- Other subjects or topics as requested by Rent Board

Recommended Action



RECEIVE an overview and historic timeline of the budget and fee study process and appropriate content.

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