

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 16, 2022

Final Decision Date Deadline: February 16, 2022

**STATEMENT OF THE ISSUE:** The minutes of the January 19, 2022, 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 19, 2022, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

***This page intentionally left blank***

**RICHMOND, CALIFORNIA**, January 19, 2022

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/86724914286?pwd=K2t4Sk1WR0U1Z2RqTS9GcUFnYXNvZz09>

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: 867 2491 4286

International numbers available:

<https://us02web.zoom.us/u/kv9mlbeGJ>

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 19, 2022, 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**

**Board Members Present:** Conner, Vasilas, Vice Chair Mishek, and Chair Finlay.

**Staff Present:** General Counsel Charles Oshinuga, Deputy Director Fred Tran, and Executive Director Nicolas Traylor.

**Absent:** Board Member Johnson.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

Executive Director Nicolas Traylor noted for the record a typo in Item F-1, December 15, 2021, Minutes under Consent Calendar, to correct the spelling of past through to pass through and a second typo in Item F-1, under Consideration of Appeals, to correct the spelling of impressible to impermissible. Executive Director Nicolas Traylor acknowledged that the corrections had been made. Since the recommended corrections didn't result in substitutive changes, no formal action was taken on this item.

**PUBLIC FORUM**

Cordell Hindler invited the Board to attend the Counsel of Industries Zoom Webinar at noon on February 16, 2022. He also commented on Item F-6 under Consent Calendar regarding City legislative bodies continuing to meet via videoconference and teleconference. He mentioned that he already expressed his concerns at the December 15, 2021, meeting but wants to readdress this issue. He feels that the Board should consider a hybrid model for Rent Board meetings. He mentioned that the City of Berkeley held their meeting utilizing a hybrid model and feels Richmond Rent Board should also consider a hybrid model. He also expressed that he misses the in-person interaction with Rent Board Members in the Council Chambers. He also mentioned that he agrees with Consent Calendar Items F-1 through F-5 but is unsure about Item F-6. He also added that he hopes the Board considers his comments.

**RENT BOARD CONSENT CALENDAR**

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

\*F-1. Approve the minutes of the December 15, 2021, Regular Meeting of the Richmond Rent Board.

\*F-2. Receive the Fiscal Year 2021-22 Monthly Activity Report through December 2021.

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

\*F-4. Receive the Budgeted versus Actual Revenue and Expenditures Report for the Second Quarter ending December 31, 2021.

\*F-5. Approve Late Fee Waiver(s) for December 2021 pursuant for Regulation 425.

\*F-6. Adopt a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City legislative bodies shall continue to meet via videoconference and teleconference.

**RENT BOARD AS A WHOLE**

G-1. The matter to direct staff members to redact the information from the Agenda on December 16, 2020, in a manner consistent with Attachment 1, was presented by General Counsel Charles Oshinuga. The presentation included an overview about the Request for Proposal (RFP) for interpretation services, discussion, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Board Member Conner, seconded by Vice Chair Mishek, to direct staff members to redact the information from its Agenda on December 16, 2020, in a manner consistent with Attachment 1, passed by the following vote: **Ayes:** Board Members Conner, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Johnson.

**STUDY AND ACTION SESSION**

H-1. The matter to receive an overview and historic timeline of the budget and fee study process and appropriate content was presented by Deputy Director Fred Tran. The presentation included the statement of the issue, fiscal impact, background, Fiscal Year 2022-2023 timeline, Rent Program Budget and Fee Study, discussion, Fees – history, Fee layers and associated tasks, further discussion items and the recommended action. Discussion ensued. There were no public comments on this

item. The Board received the overview and historic timeline of the Budget and Fee Study process and appropriate content, and no formal action was taken on this item.

**REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief report that Rent Program staff finished a special mailer to all Richmond Landlords (approx. 5,700 individuals), informing them of their rights and responsibilities on evictions during the pandemic. It included websites and important information on the new laws associated with the Tenant protections and landlord responsibilities. He also added that this project was funded through the State Emergency Rent Assistance Program (ERAP) \$5,000.00 grant that the Program received.

Chair Finlay gave a brief statement about the budget process. She mentioned that the Budget discussions would begin in February through April, and by May (not at the May meeting), we will need to have a completed budget to proceed. She also added that she hopes that Board Members will take time and read the reports received because it is a complex process and requires many hard decisions. She also added that the prior board had made those hard decisions in the past. Some of those decisions included reductions in the amount of money that we would usually put into our excess fund or budget to cover distress items.

She also added that at one point, staff took a reduction in their salaries to assure that the fees were affordable as possible for our constituents. She said that we have always taken the budget seriously and hoped that everyone would take it seriously as we go through this process. She concluded that she wished everyone good luck because we all know how important this discussion is, and we could only hope that our constituents would understand as well. We must base the budget on keeping our program afloat because of our economic instability. She said we must remember that we are independent, and we don't have the city to back us up and no other financial funding. It's what we do in the budget process that creates the future success of the Program.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:34 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

---

Virginia Finlay, Rent Board Chair

***This page intentionally left blank***