

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 15, 2022

Final Decision Date Deadline: June 15, 2022

**STATEMENT OF THE ISSUE:** The minutes of the May 31, 2022, Special 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 May 31, 2022, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-2.**

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**RICHMOND, CALIFORNIA, May 31, 2022**

The Special 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/82989912247?pwd=NEdGTFZuekRnWTdzZDFyTlNUdmlQdz09>

Password: rentboard

**Or By Telephone:**

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

Webinar ID: 829 8991 2247

International numbers available:

<https://us02web.zoom.us/j/kdA4oyeUYf>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Tuesday, May 31, 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, Johnson, Vasilas, Vice Chair Mishek, and Chair Finlay.

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

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

None.

**PUBLIC HEARING**

F-1. The matter to (1) receive a draft Fiscal Year 2022-23 Rent Program Budget, corresponding Rental Housing Fee study, and a prior 10-year financial projection and provide direction to staff; and (2) determine adoption of the Fiscal Year 2022-23 Budget and approval of the fee study consistent with Sections 11.100.060(n) and (l) of the Rent Ordinance was presented by Executive Director Nicolas Traylor. The presentation included the background, the Rent Program Proposed Organizational Chart, information regarding the proposed Senior Administrative Analyst Reclassification, information about the proposed Public Information & Enrollment Unit, The Proposed FY 2022-23 Budget which included line item information about Salaries & Wages, Fringe Benefits, Administrative Services, Travel and Training, Dues and Publications, Advertising and Promotion, Administrative Expenses, Postage & Mailing, Printing & Binding, Equipment Rental, Miscellaneous Contributions and Expenses, Office Supplies, Utilities, and Supplemental Insurance, Cost Pool and Non Capital Assets, 10-Year Projections which included an expense and revenue summary, the background and a high-level summary, the proposed Housing Fee Study which included the introduction and background, proposed fee structure and program services, applicable unit counts, proposed Budget and Rental Housing Fees, comparison of proposed FY 2022-23 Rental Housing Fee to prior years, and the recommended action. There were no public comments on this item. Discussion ensued.

A motion by Vice Chair Mishek to approve the Proposed Fiscal Year 2022-23 Rental Housing Fee Study and to direct staff to prepare a resolution, consistent with the Rent Board's approved Rental Housing Fee Study and Budget, to recommend to the City Council to adopt a two-tier fee structure for Fiscal Year 2022-23 of \$226 for Fully Covered Rental Units and \$127 for Partially Covered Rental Units. A friendly amendment recommendation by General Counsel Charles Oshinuga to Vice Chair Mishek to read the staff's recommendation from the beginning. Vice Chair Mishek accepted the recommendation and agreed to reread the entire recommended action from the beginning.

An amended motion by Vice Chair Mishek, seconded by Board Member Johnson, to adopt the proposed Fiscal Year 2022-23 Rent Program Budget and corresponding ten year financial projection; and approve proposed Fiscal Year 2022-23 Rental Housing Fee Study; and direct staff to prepare a resolution, consistent with the Rent Board's approved Rental Housing Fee Study and Budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2022-23 of \$226 for fully covered rental units and \$127 for partially covered rental units, passed by the following vote: **Ayes:** Board Member Johnson, Vice Chair Mishek and Chair Finlay. **Noes:** Board Members Conner and Vasilas. **Abstentions:** None. **Absent:** None.

**RENT BOARD AS A WHOLE**

G-1. The matter to direct Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to Special Revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures was presented by Deputy Director Fred Tran. The presentation included a summary of the 2022-23 Fiscal Year Budget and Fees, update regarding Fringe Benefits and Cost Pool Allocations, development of a Resolution proposal, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Vice Chair Mishek, seconded by Board Member Johnson, to direct Rent Program staff to work with City Council Member Jimenez to propose a Resolution to the City of Richmond City Council that would cap all charges assessed by the City, to Special Revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures, passed by the following vote: **Ayes:** Board

Members Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-2. The matter whereby Staff recommends that the Rent Board authorize replenishing the reserve account to a minimum of eighteen percent (18%) of current year budgeted expenditures as described in the Reserve Policy, was presented by Deputy Director Fred Tran. The presentation included the Reserve Policy background, objectives of reserve policy, a chart of reserve levels, a chart about the status of existing fund balances, proposed next steps, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Board Member Johnson, seconded by Chair Finlay, that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures as directed in the Reserve Policy, passed by the following vote: **Ayes:** Board Members Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

**REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief report that the pre-recorded workshop titled “How to Assert Your Rights as a Tenant in Richmond” was posted on the website Friday, May 27th. He also mentioned that the next pre-recorded workshop would be held on Friday, July 29th, and it is a landlord-oriented workshop titled “How to Increase Rents in Richmond”. The workshop will include information on how to properly take the Annual General Adjustment, banking, and filing petitions, including the Landlord Petition Attachment A for Maintenance of Net Operating Income. He also reported that we are finalizing the interviews for the two Rent Program Services Analyst positions by the end of the week, and we should be ready to make an offer by the following week.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 6:47 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Virginia Finlay, Rent Board Chair

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