

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 17, 2023

Final Decision Date Deadline: May 17, 2023

STATEMENT OF THE ISSUE: The minutes of the April 19, 2023, 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 April 19, 2023, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, April 19, 2023

The Regular Meeting of the Richmond Rent Board was called to order at 5:01 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Board Members Present: Conner, Dockens, Hite, Johnson, and Vasilas.

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

Rent Board Clerk Cynthia Shaw announced to the Board that they should elect a Presiding Officer to lead the meeting. A motion made by Board Member Vasilas to nominate and elect Board Member Conner as the Presiding Officer for the April 19, 2023, meeting, seconded by Board Member Hite, passed unanimously.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Iona Clark began by introducing herself and welcomed the new Rent Board Members. She mentioned that she is a small property owner of a duplex in Richmond. Ms. Clark also said that the Board Regulations and Program are ideal for serving and guiding people with common sense and balanced approaches when dealing with each other, renters with each other, or with providers, and everyone in between. Also, to discourage or prevent abuses, which could exist on “both sides” because she feels we are all in this together because providers would not exist without renters. Renters would not have a place to live without providers. She added that they have tried and have not succeeded in working with Rent

Program Staff to create balanced Regulations, but there's always today and the future, and we welcome the new Board Members to get involved and get us forward.

RENT BOARD CONSENT CALENDAR

On motion from Board Member Johnson, seconded by Board Member Hite, the item(s) marked with an (*) were approved unanimously.

***F-1.** Approve the minutes of the March 15, 2023, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive the Fiscal Year 2022-23 Monthly Activity Report through March 2023.

***F-3.** Receive the Rent Program FY 2022-23 Monthly Revenue and Expenditure Report through March 2023.

***F-4.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the third quarter ending March 31, 2023.

***F-5.** Approve late fee waiver(s) for April 2023 pursuant to Regulation 425.

RENT BOARD AS A WHOLE

G-1. The matter to receive a presentation regarding the Rent Program budget process and requirements for the Fiscal Year 2023-24 Rent Program Operating Budget and corresponding Rental Housing Fee Study and discuss scheduling a Special meeting to review a preliminary proposed Rent Program Budget and corresponding Fee Study for the Fiscal Year 2023-24 Budget, was presented by Deputy Director Fred Tran. The presentation included the Rent Program Mission Statement, Rent Program Organizational Chart, Proposed Fiscal Year 2023-24 Goals, Budget and Rental Housing Fee Requirements, Proposed Budget and Fee Study Timeline, Expense and Revenue Summary, Comparison to Peer Jurisdictions, Rental Housing Fees from Prior Years, Adopted Fiscal Year 2022-23 Budget, 10-Year Financial Projection, and the Recommended Action. The following individual gave comments: Iona Clark. Discussion ensued. Staff Attorney Palomar Sanchez mentioned to the Board that a part of the recommended action was to schedule a special meeting to review a preliminary proposed Rent Program Budget and to add the meeting date to the motion or staff will contact Board Members

about meeting dates. Presiding Officer Conner mentioned that since the Board received the presentation, there is no motion to be made should the dates be stated for the record. Staff Attorney Palomar Sanchez said it did not need to be on the record unless we wanted to add it. Presiding Officer Conner mentioned whichever method is efficient. Board Clerk Cynthia Shaw asked Board Members to send her their availability for the end of April or early May. Ms. Shaw also mentioned that she would email Board Members with possible dates. The Board received the item, and no formal action was taken.

REPORTS OF OFFICERS/SCHEDULING

Executive Director Nicolas Traylor gave a brief report about the upcoming pre-recorded micro-workshop titled "Understanding Lease Agreements," which will be posted to the website on Friday, April 28, 2023.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:31 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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