

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 19, 2023

Final Decision Date Deadline: July 19, 2023

STATEMENT OF THE ISSUE: The minutes of the May 17, 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 May 17, 2023, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

G-1.

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RICHMOND, CALIFORNIA, May 17, 2023

The Regular Meeting of the Richmond Rent Board was called to order at 5:38 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Board Members Present: Dockens, Espinoza, Hite, Vice Chair Guadalupe and Chair Cantor.

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

Absent: None.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Iлона Clark was allowed to speak for four minutes (to accommodate for interpretation). She expressed concerns about an emailed report regarding WRAP on housing she sent to Board Members in April that should have been agendized for the May Regular meeting agenda or included in the packet but was not. Ms. Clark said she hopes staff will translate everything provided to the Rent Board into Spanish for Board Member Espinoza to read and understand. She thanked Board Members for participating in this process. Ms. Clark also mentioned that she will attempt to send the emailed report to the new Board Members again. She also said it would be nice if Board members would weigh into the Executive Director and make themselves available to the public.

General Counsel Charles Oshinuga made a brief statement about Public Forum. He mentioned that every speaker gets two minutes to address the Board unless the speaker needs interpretation.

RENT BOARD CONSENT CALENDAR

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

*F-1. Approve the minutes of the April 19, 2023, Regular Meeting of the Richmond Rent Board.

*F-2. Approve the minutes of the May 8, 2023, Special Meeting of the Richmond Rent Board.

*F-3. Receive the Fiscal Year 2022-23 Monthly Activity Report through April 2023.

*F-4. Receive the Rent Program FY 2022-23 Monthly Revenue and Expenditure Report through April 2023.

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

RENT BOARD AS A WHOLE

G-1. The matter to (1) receive a draft of the Fiscal Year 2023-24 Rent Program Budget and corresponding Rental Housing Fee Study to provide direction to staff; and (2) consider adoption of the Fiscal Year 2023-24 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 objectives and goals of the Program, proposed Rent Program Organizational Chart, proposed Office Assistant Position Addition, proposed increase in Eviction Defense funding, legal services for both property owners and tenants, the proposed Fiscal Year 2023-24 Budget which included, salaries and wages, fringe benefits, professional and administrative services, travel and training, dues and publications, advertising and promotion, administrative expenses, office expenses, postage and mailing expenses, printing and binding, equipment rental, miscellaneous contributions, office supplies, utilities, and supplemental insurance, Cost Pool and noncapital

assets. A financial update which included an expense and revenue summary, 10-year financial projection, a high-level summary, proposed Rental Housing Fee Study, an introduction and background of the Program, proposed fee structure, example services, applicable unit count, proposed budget and rental housing fees, comparison of proposed FY 2023-24 rental housing fee to prior years, comparison to peer jurisdictions, and the recommended action.

A motion was made by Board Member Hite to recess for 10 minutes before continuing Item G-1, seconded by Board Member Dockens. Board Member Dockens made a friendly amendment to Board Member Hite's motion to recess for 15 minutes. Board Member Hite accepted the friendly amendment. The motion to recess for 15 minutes passed unanimously.

The meeting was adjourned for recess at 6:05 PM. The meeting was called back to order at 6:23 PM.

Discussion ensued. The following individuals gave comments: Larisa Casillas and Josua Mejia.

Board Member Dockens made a motion to receive a draft Fiscal Year 2023-24 Rent Program Budget and corresponding Rental Housing Fee Study and adoption of the Fiscal Year 2023-24 Budget and approval of the Fee Study consistent with Sections 11.100.060(n) and (l) of the Rent Ordinance. General Counsel Oshinuga provided clarification that the Board cannot adopt a budget without announcing it to the public and holding a public hearing to allow the public to comment on it. He recommended that the Board focus on receiving the draft Fiscal Year 2023-24 budget and corresponding Rental Housing Fee Study, disregard the part of the motion adopting the budget, and include direction to staff. Board Member Dockens withdrew her motion.

Vice Chair Guadalupe made a motion to think of creative outreach strategies to reach the public. Board Member Espinoza made a friendly amendment to Vice Chair Guadalupe's motion to consider hybrid meetings, interpretation, and translation services for meetings. Vice Chair Guadalupe accepted the friendly amendment. Motion seconded by Board Member Hite. Motion passes by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, Vice Chair Guadalupe, and Chair.

Cantor. Noes: None. **Abstentions:** None. **Absent:** None.

REPORTS OF OFFICERS/SCHEDULING

Executive Director Nicolas Traylor had nothing to report. He welcomed all Board Members to the Rent Board since there was a complete Board. Executive Director Traylor also said one thing that he would like the Board to consider for the future is to institute a practice to issue a Resolution or a statement by the Board for past Rent Board Member's service to the community. He also said that we had many Rent Board Members who served for many years, and he thinks it would be great for this Board to direct staff to come back with resolutions honoring the service of previous Board Members. He added that we have been so busy as an agency over the past five years that honoring their service was one of the things we never got to do, so it's something to consider for the future.

General Counsel Charles Oshinuga welcomed Board Member Espinoza and informed her that he provides multiple trainings to new Board Members. He mentioned that staff would reach out to Board Member Espinoza to schedule the training which can be very long. He also mentioned that Board Members should have their Rent Board Gmail emails established. Rent Board Clerk Cynthia Shaw added that all Rent Board Members were provided with Gmail accounts that week and informed them to check their emails. General Counsel informed all Board Members that just because they received training doesn't mean they can't call or email him to ask questions. He mentioned that he doesn't expect everyone to learn everything from one training because the trainings are super long with a lot of information to retain. He told them to please feel free to reach out whenever they have any questions. He also said that if the questions are not appropriate for him to answer, he will forward it to the appropriate person who can.

Executive Director Nicolas Traylor mentioned that in addition to the legal training that General Counsel Oshinuga provides, staff also will provide general training on the Rent Program and the Rent Ordinance. He mentioned that most of the Board Members have already completed the general training.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:28 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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