

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 16, 2023

Final Decision Date Deadline: August 16, 2023

STATEMENT OF THE ISSUE: The minutes of the June 26, 2023, 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 June 26, 2023, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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RICHMOND, CALIFORNIA, June 26, 2023

The Special Meeting of the Richmond Rent Board was called to order at 5:07 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, and General Counsel Charles Oshinuga.

Absent: None.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Marilyn Langlois, a 21-year resident of Richmond and a founding member of the Richmond Progressive Alliance, welcomed the new Rent Board Members to the Rent Board and thanked them for their service for providing advice and oversight to our incredibly competent, conscientious Rent Program Staff. She mentioned that she thinks the Rent Board's work would benefit everyone in Richmond involved with Rental Housing, whether as Tenants or Landlords. She also said that, ultimately, it would be a great benefit to our whole city. She concluded by welcoming and thanking the Board once more.

RENT BOARD CONSENT CALENDAR

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

***F-1.** Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

***F-2.** Approve an amendment to the contract for community legal services with the Eviction Defense Center, increasing the contract amount by \$200,000 for Fiscal Year 2023-24, to a total not to exceed \$781,244, and modifying the term to commence on July 1, 2023, through June 30, 2024.

***F-3.** Approve an amendment to the contract for interpretation services with Interpreters Unlimited, increasing the contract amount by \$15,000 for Fiscal Year 2023-24, to a total not to exceed \$32,000 and modifying the term to commence on July 1, 2023, through June 30, 2024.

PUBLIC HEARING

G-1. The matter to (1) adopt the Revised Fiscal Year 2023-24 Rent Program budget; (2) receive and approve Revised Fiscal Year 2023-24 Rental Housing Fee Study; and (3) 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 2023-24 of \$220 for Fully Covered Rental Units and \$125 for Partially Covered Rental Units was presented by Executive Director Nicolas Traylor. The presentation included the background and the content of the presentation, which included the Rent Program Organizational Chart, which included the Proposed Additions for Two Office Assistants, Salary Adjustment Per MOU and Class and Compensation Study, Proposed Increase in Eviction Defense Funding, and Legal Services for both Small Rental Property Owners and Tenants; The Proposed Fiscal Year 2022-23 Budget, that included salaries and wages, benefits, Professional & Administrative Services, travel and training, dues and publications, advertising, and promotions; administrative expenses, office expenses which includes postage and mailing, printing and binding, and equipment rental; miscellaneous contributions and expenses, which includes office supplies, utilities, and supplemental insurance; cost pool and noncapital assets which includes computer hardware and tablets; expense and revenue which included the expense and revenue summary.

The presentation also included the Draft Fiscal Year 2022-23 Rental Housing Fee Study, which included the introduction and background, structure of the Rental Housing Fee, proposed fees applicable to fully, partially, and exempt rental units, applicable unit counts, budget and rental housing fees, comparison of proposed FY 2023-24 Rental Housing Fee to prior year fees, a chart of Comparison of Program Budgets, Unit Counts, Fees, and Median Rents in Case Study Cities, and the recommended action. Discussion ensued. There were no

public comments on this item. A motion made by Vice Chair Guadalupe, seconded by Board Member Dockens, to (1) adopt Revised Fiscal Year 2023-24 Rent Program budget; (2) and approved Revised Fiscal Year 2023-24 Rental Housing Fee Study; and (3) 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 2023-24 of \$220 for Fully Covered Rental Units and \$125 for Partially Covered Rental Units, passed by the following vote: **Ayes:** Board Members Dockens, Hite, Vice Chair Guadalupe and Chair Cantor. **Noes:** Board Member Espinoza. **Abstentions:** None. **Absent:** None.

RENT BOARD AS A WHOLE

H-1. The matter that staff recommends the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve 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 that included the status of existing fund balances by category and amounts, proposed next steps, and recommended action. Discussion ensued. There were no public comments on this item. A motion made by Vice Chair Guadalupe, seconded by Board Member Hite, to approve staff recommendation to authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve as described in the Reserve Policy, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, Vice Chair Guadalupe and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

H-2. The matter to adopt Regulation 612, establishing the 2023 Annual General Adjustment in the amount of 3.0% for tenancies commencing prior to September 1, 2022, was presented by Executive Director Nicolas Traylor. The presentation included the statement of the issue, the fiscal impact, the background, the calculation of the maximum allowable rent, the next steps, and the recommended action. Discussion ensued. There were no public comments on this item. A motion made by Board Member Hite, seconded by Vice Chair Guadalupe, to adopt Regulation 612, establishing the 2023 Annual General Adjustment in the amount of 3.0% for tenancies commencing prior to September 1, 2022, passed 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

Vice Chair Guadalupe asked if she could comment on the interpretation under the Reports of Officers/Scheduling item so that it could be discussed on the record or at a later meeting. General Counsel Oshinuga responded and informed her to comment; it would have to be in conjunction with an item currently being discussed. He also said that if there is no item related to the comment she wants to make, in that case, she can speak to a staff member after the meeting to assist her with agendizing her issues and bring that issue as an individual Board Member to the Board for further discussion around interpretation and translation.

Executive Director Nicolas Traylor informed the Board that Staff will present in front of the City Council on June 27th if they want to tune in. He thanked everyone for working hard with staff members to get through the Budget. Mr. Traylor also said that this was a hefty lift for the Board and for staff to redesign the budget within a month, along with the Board learning their roles as Board Members. He thanked the Board again and appreciated their patience as we navigated this challenging period.

Chair Cantor wanted to confirm the next Rent Board Meeting for Wednesday, July 19th, in Council Chambers at 5:00 PM. Rent Board Clerk confirmed.

Board Member Hite responded to Executive Director Traylor and expressed his gratitude and appreciation to the staff and the Board. Chair Cantor added that she agreed with Board Member Hite and expressed gratitude and appreciation to the staff and the Board for their hard work and efforts.

Board Member Espinoza asked if staff would present the budget at the City Council. Executive Director Traylor responded that we would present the proposed fees, not the budget. He informed the Board that they do not have a say regarding our budget, but the City Council approves our fee.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:45 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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