



REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804**

**AGENDA
Wednesday, December 20, 2023**

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Sara Cantor

Board Vice Chair
Karina Guadalupe

Boardmembers
Elaine Dockens
Tomas Espinoza
Jim Hite

NOTICE: MASKS ARE STRONGLY ENCOURAGED!!

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, interpretation service or alternative format requested at least two days before the meeting. Requests should be emailed

to cynthia_shaw@ci.richmond.ca.us and rent@ci.richmond.ca.us or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 4 minutes; 16 to 24 speakers, a maximum of 3 and one-half minutes; and 25 or more speakers, a maximum of 3 minutes.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment,

the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

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REGULAR MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. RENT BOARD CONSENT CALENDAR

- | | |
|---|---------------------|
| F-1. APPROVE the minutes of the October 18, 2023, Regular Meeting of the Richmond Rent Board. | <i>Cynthia Shaw</i> |
| F-2. APPROVE the minutes of the October 25, 2023, Special Meeting of the Richmond Rent Board. | <i>Cynthia Shaw</i> |
| F-3. RECEIVE the Fiscal Year 2023-24 Monthly Activity Report through November 2023. | <i>Cynthia Shaw</i> |
| F-4. RECEIVE the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through November 2023. | <i>Fred Tran</i> |

G. RENT BOARD AS A WHOLE

- | | |
|---|--------------------------------------|
| G-1. APPROVE the Rent Program to work with the Finance Department to set up a new line item "Recognition / Awards" and process a budget transfer not to exceed \$300 from the Miscellaneous (400322) line item to the new line item. <i>This item was continued from the November 15, 2023, Regular Rent Board Meeting.</i> | <i>Nicolas Traylor
Fred Tran</i> |
| G-2. RECEIVE PowerPoint and oral presentation from the Executive Director and Rent Program staff on Rent Program activities since July 1, 2023. | <i>Nicolas Traylor</i> |

H. ADJOURNMENT

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: The minutes of the October 18, 2023, Regular Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

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|---|---|--|--|---|
| <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 October 18, 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, October 18, 2023

The Regular Meeting of the Richmond Rent Board was called to order at 5:05 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Board Members Present: Dockens, Hite, and Chair Cantor.

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

Absent: Board Member Espinoza and Vice Chair Guadalupe.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Elda Fontenot, from Heritage Park Apartments, Tenants Association President, read a letter expressing concerns about how seniors are affected by the upcoming rent increase and that the increase will continue every year. She mentioned that she spoke to the regional director of Heritage Park regarding the rent increase, asking what the purpose of the increase was when residents received one in October 2022. She was told it could increase 5% (maximum cap) annually. She also stated residents paying rent already have difficulty paying the current rate. The upcoming increase hurts because most residents have fixed incomes, such as social security, disability, Section 8, and food vouchers. The increase will force residents to cut down on necessities such as food, utilities, and personal needs. Ms. Fontenot also mentioned Heritage Park Apartments receives tax incentives and relief from the local city, county, and state while other surrounding cities are reducing rents. She feels residents see the rent issue as abusive treatment to seniors at Heritage Park. She also expressed that the service and amenities have been reduced, declined, or illuminated. She stated their private discussions with management have been returned with negative

and racial comments, and residents feel it is offensive. She also said that when she met with the regional director, she was told they were there to support the residents and provide needed services. All that changed and the management's attitude changed. She mentioned the residents had a meeting scheduled with the regional manager on Mondays. She did not attend the meeting on the second Monday of the month. She asked the Board to intervene on their behalf because this abuse must stop.

Susan Singh, a resident of 18 years at Heritage Park, expressed concerns about how the amenities have diminished and how management has taken so many of them away from the residency, especially during COVID-19. She feels it's obvious that they were trying to cut their costs at the residents' expense. Ms. Singh also mentioned that management has become very disrespectful to the Tenants. She said management told them they would discipline them like children. Management used to provide a complete set of everything, which had been taken away to cut costs. She also mentioned that she had an exchange with Ana about the garden and sent copies of the communications to Council Member Melvin Willis and Executive Director Nicolas Traylor. She noted that it was shocking the way Ana was towards her. She stated the residents have been so upset about the lack of management that they organized a Tenants Association in three weeks. Some residents feel the security is a significant issue, but she added that she lived there for 18 years and feels perfectly safe. She feels the biggest problem is the lack of respect from management. She said that the residents deserve respect and to have amenities continually reduced. She also expressed that many residents had to leave due to the massive rent increase years back because they couldn't afford to pay it.

Iiona Clark expressed concerns about contacting staff at the Rent Program regarding the invoice. The response is the same: "Email this address, and we will get back to you." She said it has been months and she emailed several times with no response. She mentioned that paperless billing will save money and assist the budget. She said that it includes more people who communicate via email and not so much snail mail. She asked if the program could get it together for her to get her invoices via email. She also expressed laws have recently changed, and most housing providers can no longer keep up with the costs of inflation, which affects the cost of housing. She mentioned that this body didn't make that law, but the community that the Board serves is affected by it. She said that she has not seen any adjustments or proposals. She gave an example of capital improvement applications

starting with a 20-page form, which is a barrier. She hasn't tried, even though she has made many improvements to the property. She doesn't come to the Rent Program because the process is a barrier. She added that the previous Board asked staff to streamline that process, which has not been discussed or done to her knowledge. She also asked what the Rent Board has done to encourage participation in any process. She noted that they asked for hybrid meetings so people to attend in person or by Zoom. That conversation has died away without a conclusion. She said the meetings were not recorded to her knowledge, and she cannot go back and listen to the meetings. These are basic things that the Board has been asked to find ways to bring to include the community, the Spanish-speaking community, or community members who are not online. There's been minimal effort by people living in Richmond, a diverse group. She asks if the Rent Board would think and work with them outside of the box.

RENT BOARD AS A WHOLE

F-1. The matter of receiving a draft design for proclamation options honoring the service of past Board members and providing feedback on the proposed designs, and direct staff to draft the final proclamation design and associated resolution(s) based on the Board's feedback and to receive quote for the 60-name perpetual plaque made of walnut, was presented by Executive Director Nicolas Traylor. The presentation included a statement of the issue, fiscal impact, proclamation sample designs, walnut perpetual plaque design, and the recommended action. Discussion ensued. The following individual gave comments: Ilona Clark.

A motion made by Board Member Hite seconded the motion with a friendly amendment to Board Member Hite's motion by Board Member Dockens to direct staff to draft the final proclamation, using design 2, which includes the City of Richmond logo on top, a golden seal and associated resolution(s) based on the Board's feedback and to include Board Members before April 4, 2023. Board Member Hite accepted Board Member Dockens's friendly amendment. The motion passed by the following vote: **Ayes:** Board Members Dockens, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza and Vice Chair Guadalupe.

REPORTS OF OFFICERS/SCHEDULING

Executive Director Nicolas Traylor gave a brief report about the upcoming Special Rent Board meeting scheduled for Wednesday, October 25, 2023, to hear appeals. He also recommended that all Rent

Board Members read the appeal packet materials before the appeal hearing and be prepared to ask any questions about the appeal.

Board Member Hite asked if the Board could ask questions at the appeal hearing if they are confused or need clarification. General Counsel Charles Oshinuga responded that the Board could ask questions, but if they are legal questions, he recommends that the Board contact him directly before the meeting because if a legal question is asked in a public setting, he will likely not be able to answer it. If there are questions to the parties to help clarify potential confusion, you are permitted to ask those questions.

Executive Director Nicolas Traylor acknowledged the Rent Program Administrative Student Intern, Lizeth Cortes, who assisted with the Board meeting and attended for the first time and welcomed her to the team.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:40 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: The minutes of the October 25, 2023, Special Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

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|---|---|--|--|---|
| <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

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|---|--|--|
| <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 October 25, 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, October 25, 2023

The Special Meeting of the Richmond Rent Board was called to order at 5:04 P.M.

PLEDGE TO THE FLAG

ROLL CALL

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

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

Absent: Vice Chair Guadalupe.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

None.

RENT BOARD CONSENT CALENDAR

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

***F-1.** Approve the minutes of the September 20, 2023, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive the Fiscal Year 2023-24 Monthly Activity Report through September 2023.

***F-3.** Receive the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through September 2023.

***F-4.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2023.

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

CONSIDERATION OF APPEALS

G-1. Before the appeal hearing began, General Counsel Charles Oshinuga gave a brief PowerPoint overview to Board Members on the key concepts in the appeal recommendation since this was the first Appeal heard by the Board. The presentation included information about the Rent Board as an appellate body, the definition of Maximum Allowable Rent (MAR), base rent, and initial rent, rents in general, and excess rent.

General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC22-T167. The Appellant appealed to the Hearing Examiner's Decision that rejected the Appellant's Excess Rent claim of trash and sewer charges awarded to the Appellant of \$245.76 which included increased security alarm charges. Specifically, the Hearing Examiner found that the Appellant failed to demonstrate that the trash and sewer charges were commercially unreasonable. However, the Hearing Examiner did find that the Respondent engaged in rent overcharges when they increased the Appellant's alarm charges by \$5.12 for 48 months. On Appeal, the Appellant contends the following: The Appellant's lease agreement, which was signed by both the Appellant and Respondent states that the Appellant would pay \$0 for trash and sewer each month. All parties to this case were present. The Appellant spoke for 3:08 minutes and was given 5 minutes. The Respondent's Counsel presented for 4:07 minutes and was given 7 minutes. Finally, the Appellant closed for 2 minutes. The Appeal began, and the following individuals presented their cases: Paul Griffin and Andrew VanSlyke (Attorney for FPI Management, Bella Vista Apartments at Hilltop). Discussion ensued. There were no public comments on this item.

After hearing the issues brought on the Appeal and considering the arguments of both parties, a motion was made by Board Member Hite and seconded by Board Member Dockens regarding Petition No. RC22-T167 to reverse all issues and remand back to the Hearing Examiner. Before taking the vote from Board Members, General Counsel Charles Oshinuga suggested that the motion reflects the adoption of the staff's recommendation. A new motion by Board Member Hite, and seconded by Board Member Dockens, to adopt the staff's recommendation to 1) reverse the Hearing Examiner's Decision in

its entirety, including the award of \$245.76, and 2) remand the matter back to the Hearing Examiner for a reevaluation of all claims and issues raised in both the petition and objections. The Hearing Examiner is to first determine whether the alleged sewer and trash charges were impermissible under the lease, the Rent Ordinance, and/or any other applicable law. If the charges were permissible, the Hearing Examiner is to determine whether those charges exceeded the Appellant's Rental Unit's MAR. The Hearing Examiner's evaluation must adhere to the principles laid out in this decision. The Hearing Examiner may, but not required to hold a hearing on the amount of Rent the Appellant actually paid during the initial term of their tenancy, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Guadalupe.

General Counsel Charles Oshinuga thanked all parties for their participation. He explained what the Board approved and informed them that they would be hearing from our office in the upcoming days with a letter on the next steps.

Rent Board Clerk Cynthia Shaw concluded the hearing and informed the parties that they would receive a Notice of Remand Hearing within 10 days and a Rent Board Decision within 30 days. Parties were dismissed for Appeal RC22-T167.

G-2. General Counsel Charles Oshinuga presented the matter of Appeal regarding Petition No. RC23-T169. The Appellant appealed to the Hearing Examiner's Decision that rejected a claim of Excess Rent due to the Respondent's alleged improper Rent increase notice which awarded the Appellant \$632.70 due to Respondent's excessive rent charge. Specifically, the Hearing Examiner found that the Appellant failed to demonstrate by preponderance of the evidence that Respondent's 2021 rent increase notice was void due to Respondent's alleged failure to file a copy of said rent increase notice with the Rent Program. The Hearing Examiner reviewed the Respondent's multiple rent charges and found that the Respondent charged the Appellant excessive rents in the amount of \$632.70. On appeal, the Appellant contended the following: the evidence was insufficient. There were emails dated January 2023 submitted that addressed the matter after the fact. The Rent increase notice was supposed to be submitted in 2020/2021. Supposedly there was an error submitting the rent increase to the rent board and she wasn't initially privy to. She also mentioned if the rent increase was submitted it would have been rejected because the

amount was incorrect. She requested to have everything re-evaluated and reconsidered. All parties to this case were present. The Appellant presented for 2:15 minutes and was given 5 minutes. Then, the Respondent's Counsel presented for 3:57 minutes and was given 7 minutes. Finally, the Appellant closed for 2:02 minutes and was given 2 minutes. The Appeal began, and the following individuals presented their cases: Whitney Smith and Andrew VanSlyke (Attorney for FPI Management, Bella Vista Apartments at Hilltop). Discussion ensued. There were no public comments on this item.

After hearing the issues brought on the Appeal and considering the arguments of both parties, a motion was made by Board Member Hite, and seconded by Chair Cantor to accept staff's recommendation failed due to lack of a quorum.

A new motion made by Board Member Hite, and seconded by Board Member Dockens to adopt staff's recommendation to 1) affirm, in part, the Hearing Examiner's Decision that found the Appellant failed to meet their burden in demonstrating that the Respondent failed to timely file their 2021 rent increase notice and 2) reverse, in part, the Hearing Examiner's Decision that found the Respondent charged the Appellant rent in excess of the Maximum Allowable Rent, as the Hearing Examiner applied the incorrect analysis when evaluating Appellant's Maximum Allowable Rent and 3) remand the matter back to the Hearing Examiner for a determination of Appellant's Maximum Allowable Rent and whether the Rent was in excess of the Maximum Allowable Rents. The Hearing Examiner's evaluation must adhere to the principles laid out in this decision. The Hearing Examiner may, but is not required to, hold a hearing on the limited issue of Rent the Appellant actually paid during the initial term of their tenancy, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Guadalupe.

Chair Cantor summarized what the Board voted on regarding affirming that the recommendation in part, reversing it in part, and remanding the matter back to the Hearing Examiner to determine the Appellant's Maximum Allowable Rent (MAR).

Rent Board Clerk Cynthia Shaw concluded the hearing and informed parties that they would receive a Notice of Remand Hearing within ten days and a Rent Board Decision within 30 days. Parties were dismissed for Appeal RC23-T169.

General Counsel Oshinuga stated the remand hearing is at the discretion of the Hearing Examiner. If the Hearing Examiner determines that a hearing is unnecessary, he will decide based on the record. He also added that the Rent Board Decision will be provided no later than 30 days, and it will be based on what was decided at the appeal hearing held tonight.

REGULATIONS

H-1. The matter to amend Chapter 2 Regulations to include a definition of nonprofit homes for the aged, residential care facilities for the elderly, and other related dwellings, was presented by General Counsel Charles Oshinuga. The presentation included the statement of the issue, the fiscal impact, discussion regarding the background and purpose of revised Chapter 2 Regulations, amended Regulation 201, and the recommendation action. There were no public comments on this item. Discussion ensued. A motion by Board Member Hite, and seconded by Board Member Espinoza, to adopt the amendment to Chapter 2 Regulations to include a definition of nonprofit homes for the aged, residential care facilities for the elderly, and other related dwellings, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Vice Chair Guadalupe.

REPORTS OF OFFICERS/SCHEDULING

The Deputy Director gave a brief report about the live webinar scheduled for Friday, October 27, 2023, at 10:00 AM, titled “Handling Habitability Issues in Richmond”.

Chair Cantor confirmed the date of the next Regular Rent Board meeting since it may interact with the Thanksgiving Holiday. General Counsel Oshinuga confirmed that it will be held on Wednesday, November 15, 2023, and no other meetings will be held that month. Chair Cantor also asked if the date for the December meeting was available. Rent Board Clerk Cynthia Shaw confirmed that it will be held on Wednesday, December 20, 2023. Board Clerk Shaw also added that we should confirm everyone’s availability since the meeting is the week before Christmas. General Counsel Oshinuga mentioned that at the November 15th meeting staff can adgendize an item for the Board to discuss moving or canceling the December meeting. He also added the Ordinance requires the Board to meet once a year, and it’s discretionary in terms of what the Board decides. Chair Cantor asked if an option could be included to change the December meeting date to earlier in the month. General Counsel Oshinuga responded that the

Board will have an open discussion at the November meeting and direct staff.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:00 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

INDICATE APPROPRIATE BODY

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|---|---|--|--|---|
| <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

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|---|--|--|
| <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: RECEIVE the Fiscal Year 2023-24 Monthly Activity Report through November 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-3.

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**Rent Program
FY2023-24 Monthly Activity Report**

ITEM F-3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24		
	MTD ACTUAL	YTD TOTAL												
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone	122	181	172	181	195	-	-	-	-	-	-	-	-	851
6 Rent/Eviction Counseling Appointments By Walk-ins	35	43	53	61	40	-	-	-	-	-	-	-	-	232
7 Rent/Eviction Counseling Questions Addressed By Email	102	132	347	262	265	-	-	-	-	-	-	-	-	1,108
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	259	356	572	504	500	-	-	-	-	-	-	-	-	2,191
9 Rent/Eviction Counseling Sessions Conducted in Spanish	27	34	32	40	27	-	-	-	-	-	-	-	-	160
10 Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12 Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	21	34	32	40	27	-	-	-	-	-	-	-	-	154
14 Legal Service Referrals	12	12	9	11	10	-	-	-	-	-	-	-	-	54
17 Mediations Conducted	4	14	2	-	-	-	-	-	-	-	-	-	-	20
18 Assists from Front Office Staff	51	7	18	6	6	-	-	-	-	-	-	-	-	88
19 Courtesy Compliance Letters Sent	38	3	6	1	-	-	-	-	-	-	-	-	-	48
20 Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed	8	-	5	1	-	-	-	-	-	-	-	-	-	14
22 Hard Copy Termination of Tenancy Notices Processed	1	-	21	-	-	-	-	-	-	-	-	-	-	22
24	9	-	26	1	-	-	-	-	-	-	-	-	-	36
25 Billing/Enrollment/Registration Counseling Appointments In-Person	4	13	13	21	15	-	-	-	-	-	-	-	-	66
26 Billing/Enrollment/Registration Counseling Appointments By Phone	20	53	50	48	33	-	-	-	-	-	-	-	-	204
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email	23	28	157	80	20	-	-	-	-	-	-	-	-	308
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	43	81	207	128	53	-	-	-	-	-	-	-	-	512
29 Enrollment/Tenancy Registration Packets Mailed	5	6	-	1	24	-	-	-	-	-	-	-	-	36
30 Enrollment Forms Processed	12	49	10	22	39	-	-	-	-	-	-	-	-	132
31 Rental Housing Fee Invoices Generated	30	7,832	1	37	150	-	-	-	-	-	-	-	-	8,050
32 Checks Processed	3	113	156	76	25	-	-	-	-	-	-	-	-	373
33 Checks Returned	2	1	-	4	25	-	-	-	-	-	-	-	-	32
34 Tenancy Registrations Received	11	51	19	7	35	-	-	-	-	-	-	-	-	123
35 Rental Units Discovered Not in Database	8	6	5	7	5	-	-	-	-	-	-	-	-	31
36 Property Information Updated	5	9	5	377	31	-	-	-	-	-	-	-	-	427
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	74	16	119	16	-	-	-	-	-	-	-	-	-	225
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received	5	2	11	14	25	-	-	-	-	-	-	-	-	57
39 Administrative Determination of Exempt/Inapplicable Status Issued	2	-	2	5	5	-	-	-	-	-	-	-	-	14
40 Declarations of Exemption Processed	-	-	1	-	-	-	-	-	-	-	-	-	-	1
41 LEGAL UNIT														
42 Public Records Act Requests Received	-	4	3	2	5	-	-	-	-	-	-	-	-	14
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	4	-	1	-	-	-	-	-	-	-	-	7
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
45 Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46 Appeal Hearings Held	-	-	-	2	-	-	-	-	-	-	-	-	-	2
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone	10	4	6	3	5	-	-	-	-	-	-	-	-	28
51 Hearings-Related Questions Addressed by Email	20	27	30	17	24	-	-	-	-	-	-	-	-	118
52 TOTAL HEARINGS-RELATED CONSULTATIONS	30	31	36	20	29	-	-	-	-	-	-	-	-	146
53 MNOI Petitions Received (Attachment A)	-	-	1	-	-	-	-	-	-	-	-	-	-	1
54 Increased in Occupants Petitions Received (Attachment B)	-	1	-	-	1	-	-	-	-	-	-	-	-	2
55 Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
56 Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
57 Landlord Individual Rent Adjustment Petitions Received	-	-	1	-	1	-	-	-	-	-	-	-	-	2
58 Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED	-	1	2	-	2	-	5							
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	1	-	4	2	3	-	-	-	-	-	-	-	-	10
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)	-	-	3	2	3	-	-	-	-	-	-	-	-	8
62 Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds	1	-	5	4	4	-	-	-	-	-	-	-	-	14
64 Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	2	-	-	-	-	-	-	-	-	2
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	1	1	5	-	-	-	-	-	-	-	-	-	7
66 TOTAL TENANT PETITIONS RECEIVED	2	1	13	13	12	-	41							
67 Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program
FY2023-24 Monthly Activity Report**

ITEM F-3

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	
		MTD ACTUAL	YTD TOTAL											
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	-	-	1	-	-	-	-	-	-	-	-	1
71	Subpoena(s)	-	-	-	5	-	-	-	-	-	-	-	-	5
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	6	-	-	-	-	-	-	-	-	6
73	Decisions Ordered	2	1	-	-	1	-	-	-	-	-	-	-	4
74	Cases Settled	3	2	3	2	5	-	-	-	-	-	-	-	15
75	Cases Dismissed	1	-	1	-	-	-	-	-	-	-	-	-	2
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	6	3	4	2	6	-	-	-	-	-	-	-	21
78	Appeals Received	1	-	1	-	-	-	-	-	-	-	-	-	2
79	Total Open Cases (Tenant Petitions)	9	10	10	14	19	-	-	-	-	-	-	-	62
80	Total Open Cases (Landlord Petitions)	2	3	2	-	3	-	-	-	-	-	-	-	10
81	Total Open Cases (Other Petitions)	2	-	3	-	-	-	-	-	-	-	-	-	5
82	TOTAL OPEN CASES	13	13	15	14	22	-	-	-	-	-	-	-	77
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	9	-	-	-	-	-	-	-	-	-	-	-	9
89	TOTAL RENT INCREASE NOTICES FILED	95	-	-	72	79	-	-	-	-	-	-	-	246
90	Termination of Tenancy - Nonpayment of Rent	21	100	61	65	76	-	-	-	-	-	-	-	323
91	Termination of Tenancy - Breach of Lease	1	12	6	13	2	-	-	-	-	-	-	-	34
92	Termination of Tenancy - Failure to Give Access	-	-	-	1	-	-	-	-	-	-	-	-	1
93	Termination of Tenancy - Nuisance	-	4	1	5	3	-	-	-	-	-	-	-	13
94	Termination of Tenancy - Withdrawal from the Rental Market	-	-	-	-	-	-	-	-	-	-	-	-	-
95	Termination of Tenancy - Owner Move-In	3	1	4	-	1	-	-	-	-	-	-	-	9
96	Termination of Tenancy - Substantial Repairs	-	-	-	-	3	-	-	-	-	-	-	-	3
97	Termination of Tenancy - Temporary Tenancy	-	1	-	-	-	-	-	-	-	-	-	-	1
98	TOTAL TERMINATION OF TENANCY NOTICES FILED	25	118	72	84	85	-	-	-	-	-	-	-	384

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: Utilizing the City's MUNIS software system, management staff can generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

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: RECEIVE the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through November 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2023-24

ITEM F-4

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
340045 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	-	(2,209,394.48)	(705,550.52)	75.8%
TOTAL LICENSES, PRMITS&FEES	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	-	(2,209,394.48)	(705,550.52)	75.8%
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(17,242.17)	(2,757.83)	86.2%
361705 Realized Gain	-	-	-	-	-	-	-	-	-	-	0.0%
TOTAL INTEREST & REALIZED INCOME	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(17,242.17)	(2,757.83)	86.2%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	(15.00)	-	-	(15.00)	15.00	0.0%
364867 Revenue from Collections Agency	(50,000.00)	(50,000.00)	-	-	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000.00)	(50,000.00)	-	-	-	(15.00)	-	-	(15.00)	(50,000.00)	0.0%
TOTAL REVENUE	(2,984,945.00)	(2,984,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(362,188.92)	(139,427.75)	-	(2,226,651.65)	(758,293.35)	74.6%
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	65,521.38	65,523.38	66,182.86	75,473.98	-	338,220.98	427,136.02	44.2%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	29,749.00	29,749.00	29,749.00	33,493.58	-	151,854.58	201,246.42	43.0%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	18,678.44	18,678.44	18,678.44	19,416.58	-	94,130.34	174,515.66	35.0%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	3,146.24	2,040.90	2,479.43	4,357.79	-	13,270.57	24,294.43	35.3%
400031 OVERTIME/General	2,500.00	2,500.00	284.60	-	-	-	-	-	284.60	2,215.40	11.4%
400048 OTHER PAY/Bilingual Pay	11,470.00	11,470.00	968.02	928.26	928.26	2,541.26	933.94	-	6,299.74	5,170.26	54.9%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	-	1,750.00	2,450.00	41.7%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	1,331.58	1,331.62	1,344.81	1,530.63	-	6,871.69	(6,871.69)	100.0%
TOTAL SALARIES AND WAGES	1,442,839.00	1,442,839.00	117,493.70	119,704.90	118,601.60	121,325.80	135,556.50	-	612,682.50	830,156.50	42.5%
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	1,721.51	1,705.50	1,744.83	1,948.50	-	8,814.96	10,895.04	44.7%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	20,777.22	20,777.22	20,777.22	20,777.22	-	103,886.10	145,440.90	41.7%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	-	6,936.60	9,707.40	41.7%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	18.36	-	91.80	124.20	42.5%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	250.00	-	-	-	-	-	250.00	6,500.00	3.7%
400111 P-ROLL BEN/Vision	1,992.00	1,992.00	166.44	166.44	166.44	166.44	166.44	-	832.20	1,159.80	41.8%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	327.53	327.53	-	1,637.65	2,293.35	41.7%
400114 P-ROLL BEN/Long Term Disabillt	11,803.00	11,803.00	593.06	599.32	599.53	606.41	663.60	-	3,061.92	8,741.08	25.9%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	532.00	608.00	-	2,698.00	2,774.00	49.3%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	-	-	-	-	108.32	2,141.68	4.8%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923.00	6,923.00	1,242.56	755.50	728.84	723.96	837.17	-	4,288.03	2,634.97	61.9%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	8,581.22	8,640.62	9,817.12	-	42,017.64	59,312.36	41.5%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	1,780.24	1,780.24	1,790.53	2,006.08	-	9,931.39	11,024.61	47.4%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	32.24	56.67	-	172.55	(172.55)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	15,956.41	15,956.68	16,272.34	17,962.27	-	81,272.64	105,702.36	43.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	19,509.60	19,509.60	19,509.60	19,509.60	-	101,876.52	132,243.48	43.5%
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	72,097.02	72,529.40	76,085.88	-	367,876.32	500,522.68	42.4%
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	1,250.15	20,162.11	12,132.89	237,755.00	12.0%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	16,666.00	16,666.00	-	66,666.00	75,000.00	72.7%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	-	-	1,650.00	0.0%
400271 AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	649.00	-	-	649.00	151.00	81.1%
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	491.07	-	1,064.42	491.07	-	2,046.56	3,761.44	35.2%
TOTAL PROF & ADMIN SERVICES	547,458.00	554,108.00	-	17,409.64	18,088.57	27,587.02	18,407.22	153,498.11	81,492.45	319,117.44	42.4%
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	362.32	-	4,910.68	(4,910.68)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	1,393.54	-	-	4,361.19	11,063.81	28.3%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	186.58	5,492.64	746.32	2,761.04	69.3%
400321 MISC EXP/Misc Contrib	2,000.00	2,000.00	-	-	-	-	-	-	-	2,000.00	0.0%
400322 MISC EXP/Misc Exp	2,000.00	1,600.00	-	337.43	-	830.82	134.24	-	1,302.49	297.51	81.4%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	191.20	-	2,002.71	2,997.29	40.1%
TOTAL OTHER OPERATING	33,425.00	33,025.00	3,174.20	2,135.90	4,229.91	2,909.04	874.34	5,492.64	13,323.39	14,208.97	57.0%
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	-	-	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500.00	500.00	-	-	-	-	-	-	-	500.00	0.0%
400538 CONTRACT SVCS/Oth Cntrc	-	400.00	-	-	28.11	-	-	31.89	28.11	340.00	15.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	8,077.00	-	8.00	8,077.00	1,215.00	86.9%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	8,077.00	-	8.00	8,077.00	1,215.00	86.9%
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	18,145.00	18,145.00	-	90,729.00	127,015.00	41.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	13,124.00	4,373.00	4,373.00	-	21,870.00	30,611.00	41.7%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	5,021.00	5,021.00	-	25,101.00	35,147.00	41.7%
TOTAL COST POOL	330,473.00	330,473.00	-	-	82,622.00	27,539.00	27,539.00	-	137,700.00	192,773.00	41.7%
400601 NONCAP ASST/Comp Hrdware<SK	3,000.00	3,000.00	-	-	-	-	-	-	-	3,000.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	3,000.00	3,000.00	-	-	-	-	-	-	-	3,000.00	0.0%
391994 391994 TRANSFER IN/From Gen Fund	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	(12,500.00)	(12,500.00)	-	(62,500.00)	(87,500.00)	41.7%
90 OPER XFERS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	(12,500.00)	(12,500.00)	-	(62,500.00)	(87,500.00)	41.7%
TOTAL EXPENDITURES	3,235,394.00	3,242,044.00	195,678.35	211,404.01	295,667.21	259,967.26	258,462.94	159,030.64	1,221,179.77	1,861,833.59	42.6%
NET OPERATING (SURPLUS)/DEFICIT	100,449.00	107,099.00	165,592.85	(576,471.97)	(648,906.29)	(114,721.66)	106,535.19	159,030.64	(1,067,971.88)	1,016,040.24	-848.7%
CASH BALANCE			1,111,439.76	1,720,174.18	2,371,046.02	2,493,898.47	2,375,452.58				

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: On October 18, 2023, the Richmond Rent Board approved a policy to honor past Board members with proclamations of appreciation and a perpetual plaque to be housed at the Rent Program office or other appropriate space. The total cost associated with honoring past Board members is anticipated to be approximately \$280, the cost to purchase a perpetual plaque. The cost of developing and producing proclamations will be staff time and actual costs of printing will be charged to the Office Expense/Printing & Binding (400232) line item. Currently there is no line item for "Recognition / Awards", Staff are requesting approval from the Board to work with the Finance Department to set up a new line item. Once created, Staff recommend a Budget Transfer not to exceed \$300 from the Miscellaneous (400322) line item to the new "Recognition / Awards" line item. Because the proposed budget transfer is not increasing the overall Budget, but rather reallocating funds, there will be no impact on the Residential Rental Housing Fee for Fiscal Year 2023-24.

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 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"/> Regulation | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |
| <input type="checkbox"/> Resolution | | |

RECOMMENDED ACTION: APPROVE the Rent Program to work with the Finance Department to set up a new line item "Recognition / Awards" and process a budget transfer not to exceed \$300 from the Miscellaneous (400322) line item to the new line item. – Rent Program (Nicolas Traylor/Fred Tran – 620-6564).

AGENDA ITEM NO:

G-1.

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AGENDA REPORT

DATE: December 20, 2023

TO: Chair Cantor and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: BUDGET TRANSFER FOR BOARD MEMBER RECOGNITION

STATEMENT OF THE ISSUE:

On October 18, 2023, the Richmond Rent Board approved a policy to honor past Board members with proclamations of appreciation and a perpetual plaque to be housed at the Rent Program office or other appropriate space. The total cost associated with honoring past Board members is anticipated to be approximately \$282, the cost to purchase a perpetual plaque. The cost of developing and producing proclamations will be staff time and actual costs of printing will be charged to the Office Expense/Printing & Binding (400232) line item. Currently there is no line item for "Recognition / Awards". Staff are requesting approval from the Board to work with the Finance Department to set up a new line item. Once created, Staff recommend a Budget Transfer not to exceed \$300 from the Miscellaneous (400322) line item to the new "Recognition / Awards" line item. Because the proposed budget transfer is not increasing the overall Budget, but rather reallocating funds, there will be no impact on the Residential Rental Housing Fee for Fiscal Year 2023-24.

RECOMMENDED ACTION:

APPROVE the Rent Program to work with the Finance Department to set up a new line item "Recognition / Awards" and process a budget transfer not to exceed \$300 from the Miscellaneous (400322) line item to the new line item. – Rent Program (Nicolas Traylor/Fred Tran – 620-6564).

FISCAL IMPACT:

There is no fiscal impact for this item.
The proposed budget transfer will not increase the Fiscal Year 2023-24 Rent Program Budget, but rather reallocate funds from one budget line item to another.

DISCUSSION:

Past Board member Recognition Policy

On October 18, 2023, the Richmond Rent Board approved a policy to honor past Board members with proclamations of appreciation and a perpetual plaque with the past Board member names and terms to be housed at the Rent Program office or other appropriate space. The Board must approve a Budget Transfer and reallocating an amount not to exceed \$300 from the Miscellaneous (400322) line item to a new line item. It is anticipated that approximately \$282 be allocated for Past Board Member recognition is a one-time cost (to purchase the perpetual plaque) and that in future fiscal years, only the cost of adding at most 5 additional Board member's name and term to the plaque will be budgeted in future fiscal years.

DOCUMENTS ATTACHED:

Attachment 1 - 2023-2024 BUDGET ADOPTED June 26, 2023

ITEM G-1 ATTACHMENT 1

ADOPTED FY 2023 - 2024 RENT PROGRAM BUDGET AND FEE STUDY

FEE STUDY														
		Type	# UNITS	Proposed Fee	Revenue	(a) + (b) + (c)	Program Fee	Just Cause Fee	Rent Control Fee					
		Fully-Covered	7,749	\$220	\$1,706,273	(a) + (b) + (c)	\$84	\$41	\$95					
		Partially-Covered	10,385	\$125	\$1,298,425	(a) + (b)	(a)	(b)	(c)					
		Total Units	18,134		\$3,004,698									
BUDGET														
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ADOPTED	FY 23-24 PROPOSED	Notes	Program Allocation (%)	Program Allocation (\$)	Just Cause Allocation (%)	Just Cause Allocation (\$)	Rent Control Allocation (%)	Rent Control Allocation (\$)
REVENUES														
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	3,062,687	3,004,698	(1)						
361701	Int & Invest/Pool-All Other	367	11,537	6,096	4,619	14,000	20,000							
364867	Revenue from Collections & Other	133	13,042	24,796	19,641	30,000	50,000							
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,356,688	3,106,687	3,074,698							
EXPENSES														
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	724,848	846,234	(2)	55%	465,429	20%	169,247	25%	211,559
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	324,846	367,225	(2)	55%	201,974	20%	73,445	25%	91,806
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	202,332	337,653	(2)	55%	185,709	20%	67,531	25%	84,413
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	35,776	37,565	(2)	55%	20,661	20%	7,513	25%	9,391
400031	Overtime/General	4,778	2,094	1,312	1,793	2,500	2,500	(2)	55%	1,375	20%	500	25%	625
400048	Other Pay/Billingual Pay	6,993	9,064	9,719	7,910	11,172	11,470	(2)	55%	6,309	20%	2,294	25%	2,868
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200	(2)	55%	2,310	20%	840	25%	1,050
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-		55%	-	20%	-	25%	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-		55%	-	20%	-	25%	-
400058	OTHER PAY/Retro Pay 2022-23 and Prior	-	-	-	34,200	-	63,615		55%	34,988	20%	12,723	25%	15,904
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,305,674	1,670,462			918,754		334,092		417,615
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	18,207	20,774	(3)	55%	11,426	20%	4,155	25%	5,194
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	232,291	271,329	(3)	55%	149,231	20%	54,266	25%	67,832
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	17,520	18,031	(3)	55%	9,917	20%	3,606	25%	4,508
400109	P-Roll Ben/Employee Assistance	430	473	422	244	216	234	(3)	55%	129	20%	47	25%	59
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	6,750	7,500	(3)	55%	4,125	20%	1,500	25%	1,875
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	2,052	2,158	(3)	55%	1,187	20%	432	25%	540
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	4,139	3,931	(3)	55%	2,162	20%	786	25%	983
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	12,342	11,996	(3)	55%	6,598	20%	2,399	25%	2,999
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	5,472	5,928	(3)	55%	3,280	20%	1,186	25%	1,482
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	2,250	(3)	55%	1,238	20%	450	25%	563
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-		55%	-	20%	-	25%	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	24,001	6,923	(3)	55%	3,808	20%	1,385	25%	1,731
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	-	-	(14)	55%	-	20%	-	25%	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	40,723	32,127	(3)	55%	17,670	20%	6,425	25%	8,032
400130	P-Roll Ben/PARS Benefits	642	434	50	398	-	-		55%	-	20%	-	25%	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	156,287	186,975	(3)	55%	102,836	20%	37,395	25%	46,744
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	287,268	309,894	(3)	55%	170,442	20%	61,979	25%	77,474
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	809,518	880,050			484,028		176,010		220,013
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	143,455	140,900	(4)	55%	77,495	20%	28,180	25%	35,225
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	210,000	275,000	(5)	10%	27,500	70%	192,500	20%	55,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	2,400	(4)	55%	1,320	20%	480	25%	600
400241	Travel & Trng/Meal Allowance	359	-	-	-	-	-		55%	-	20%	-	25%	-
400242	Travel & Trng/Mileage	1,284	17	-	-	-	-		55%	-	20%	-	25%	-
400243	Travel & Trng/Conf, Mtng Trng	280	-	-	-	-	-		55%	-	20%	-	25%	-
400245	Travel & Trng/Tuition Rmb/Cert	800	800	-	-	800	800	(6)	55%	440	20%	160	25%	200
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,650	1,650	(7)	55%	908	20%	330	25%	413
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-		55%	-	20%	-	25%	-
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	800	800	(8)	55%	440	20%	160	25%	200
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	-		55%	-	20%	-	25%	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	5,380	5,808	(9)	55%	3,194	20%	1,162	25%	1,452
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	362,085	427,358			111,297		222,972		93,090
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	17,300	15,355	(10)	55%	8,445	20%	3,071	25%	3,839
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	24,404	15,425	(11)	55%	8,484	20%	3,085	25%	3,856
400233	Off Exp/Copying & Duplicating	46	-	236	-	500	-		55%	-	20%	-	25%	-
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	9,000	9,000	(12)	55%	4,950	20%	1,800	25%	2,250
400321	Misc. Exp/Misc. Contrib	3,000	-	1,500	1,500	2,000	2,000	(13)	55%	1,100	20%	400	25%	500
400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	2,000	5,000		55%	2,750	20%	1,000	25%	1,250
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	5,000	5,000		55%	2,750	20%	1,000	25%	1,250
400344	Off Supp/Computer Supplies	18	783	-	-	-	-		55%	-	20%	-	25%	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	60,204	51,780			28,479		10,356		12,945
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	(100,000)	(4)	55%	(55,000)	20%	(20,000)	25%	(25,000)
400401	Utilities/Tel & Telegraph	254	414	551	498	500	500		55%	275	20%	100	25%	125
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	-	-		55%	-	20%	-	25%	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,300	9,300		55%	5,115	20%	1,860	25%	2,325
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	-	(14)	55%	-	20%	-	25%	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	-	(14)	55%	-	20%	-	25%	-
400591	Cost Pool/(IND)/Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248	(14)	55%	33,136	20%	12,050	25%	15,062
400601	Noncap Asst/Comp Hardware<5K	-	6,526	-	-	-	5,000	(15)	55%	2,750	20%	1,000	25%	1,250
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	-		55%	-	20%	-	25%	-
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,595,497	3,004,698			1,528,834		738,440		737,424
	NET BUDGET BALANCE	143,017	441,530	652,608	181,431	511,190	70,000			1,528,834		738,440		737,424

Notes:

- (1) Assumes a Fiscal Year 2023-24 Rental Housing Fee of \$220 for Fully Covered unit and \$125 for Partially Covered units and Carry forward \$100,000 for cloud-based solution - IT charge from previous fiscal year
- (2) Refer to the Budget and Fee Study for detailed salary and wage assumptions
- (3) The Rent Program received budgeted Fringe Benefits amounts from the City's Finance - Budget Division with the except for Workers Compensation
- (4) Includes \$100,000 for cloud-based solution (2022-23 Carry forward), \$4,500 for a property information subscription, \$3,000 for a legal research subscription, \$23,400 for scheduled interpretation, \$9,500 for written translation, and \$500 for on-demand interpretation services = \$140,900 total; for Object 400220 - \$2,400 TRAKIT annual fee for IT charge
- (5) Includes \$200,000 contract with the Eviction Defense Center to assist with Unlawful Detainer cases, \$75,000 to contract legal services for small landlords
- (6) In accordance with City personnel policies, eligible employees may receive reimbursement of up to \$800 for higher education tuition
- (7) Anticipated cost of Bar Association dues for three attorneys (\$550 per Attorney)
- (8) Budgeted amount includes funds to satisfy the requirement to publish notices in the newspaper for public hearings as part of the budget adoption process and social media promotions
- (9) Budgeted amount includes the cost of email accounts for Rent Board Members, business cards, and videoconference/webinar accounts
- (10) Budgeted amount reflects anticipated postage costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control
- (11) Budgeted amount reflects anticipated printing costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control
- (12) Lease of copy machines including a cost-per-copy amount
- (13) Stipends for UC Berkeley Public Service Center interns, ranging from \$1,000 - \$1,500 per intern and \$500 for tenant survey to be conducted
- (14) Rent Program is working with the City to determine the proper methodology of Cost Pool allocation, the methodology and allocation is under review
- (15) Budgeted technology for the Rent Board Members - computer or tablet hardware

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 20, 2023

STATEMENT OF THE ISSUE: Each month the Richmond Rent Program publishes, as part of its agenda packet, a summary of monthly activities. While these numbers, such as the number of counseling sessions, tell a story quantitatively about Rent Program activities, they cannot fully describe the depth of work performed by Rent Program staff. Providing a more holistic explanation of Rent Program activities, provides the Board and members of the public a better understanding about how the Rent Program administers, enforces, and effectuates the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance).

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 type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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: RECEIVE PowerPoint and oral presentation from the Executive Director and Rent Program staff on Rent Program activities since July 1, 2023 (Nicolas Traylor, 510-620-6564).

AGENDA ITEM NO:

G-2.

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AGENDA REPORT

DATE: December 20, 2023

TO: Chair Cantor and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director

SUBJECT: Executive Director's Update on Rent Program Activities Since July 1, 2023

STATEMENT OF THE ISSUE:

Each month the Richmond Rent Program publishes, as part of its agenda packet, a summary of monthly activities. While these numbers, such as the number of counseling sessions, tell a story quantitatively about Rent Program activities, they cannot fully describe the depth of work performed by Rent Program staff. Providing a more holistic explanation of Rent Program activities, provides the Board and members of the public a better understanding about how the Rent Program administers, enforces, and effectuates the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance).

RECOMMENDED ACTION:

RECEIVE PowerPoint and oral presentation from the Executive Director and Rent Program staff on Rent Program activities since July 1, 2023 (Nicolas Traylor, 510-620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Receive a PowerPoint and oral presentation on Rent Program activities since July 1, 2023.

DOCUMENTS ATTACHED:

None.

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