

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 17, 2024

Final Decision Date Deadline: January 17, 2024

**STATEMENT OF THE ISSUE:** The minutes of the December 20, 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 December 20, 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, December 20, 2023**

The Regular Meeting of the Richmond Rent Board was called to order at 5:02 P.M.

**PLEDGE TO THE FLAG**

**ROLL CALL**

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

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

**Absent:** Board Member Dockens and Chair Cantor.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

Ilona Clark expressed concerns that when she went on the Rent Programs website to pay the Rental Housing Fee, she was directed to pay using the eTRAKiT system. She feels that eTRAKiT is a nightmare and difficult to navigate. Mrs. Clark also said that others in the Building and IT professions have used the system, and they also feel that eTRAKiT is a nightmare and difficult to use. She mentioned that when she used eTRAKiT to pull permits for a project, she had to contact support during business hours to walk her through navigating the system. Mrs. Clark also said that the tab on the Rent Programs website to eTRAKiT for Housing Providers/Landlords to use to pay the fee does not exist. She feels that the eTRAKiT service is impractical, and she would be amazed at how many payments the Rent Program collects using this system. Mrs. Clark mentioned that she couldn't figure it out and that her husband is in technology and could not figure it out as well. She feels that eTRAKiT is a nightmare and that the Rent Program will regret it. She also mentioned that she would be

coming into the Rent Program office to pay by check because eTRAKiT will not cut it and that the Rent Program needs to come up with another system to collect fees or have better instructions that match how to navigate eTRAKiT. She also recommended that staff go through the instructions instead of assuming that the eTRAKiT system works because it doesn't.

**RENT BOARD CONSENT CALENDAR**

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

**\*F-1.** Approve the minutes of the October 18, 2023, Regular Meeting of the Richmond Rent Board.

**\*F-2.** Approve the minutes of the October 25, 2023, Special Meeting of the Richmond Rent Board.

**\*F-3.** Receive the Fiscal Year 2023-24 Monthly Activity Report through November 2023.

**\*F-4.** Receive the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through November 2023.

**RENT BOARD AS A WHOLE**

G-1. The matter to 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 was presented by Deputy Director Fred Tran. The presentation included the Statement of the Issue, the Fiscal Impact, a Summary of the October 18, 2023, Rent Board meeting discussion about past Board Member recognition, and the Recommended Action. There were no public comments on this item. Discussion ensued. A motion by Board Member Espinoza and seconded by Board Member Hite to 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 a new line item, passed by the following vote: **Ayes:** Board Members Espinoza, Hite, and Vice Chair Guadalupe. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Dockens and Chair Cantor.

G-2. The matter of receiving a PowerPoint and oral presentation from the Executive Director and Rent Program staff on the Rent Program activities from July 1, 2023, was presented by Executive Director, Nicolas Traylor. The presentation included the Statement of the Issue, the Fiscal Impact, a list of key Rent Program activities, data, summaries, information by counselors on the Rent Ordinance, community workshops, education materials, mediation / informal dispute resolution, legal service referrals, outreach related to the rent increases, eviction noticing requirements, billing, enrollment, registration counseling, collection of the Rental Housing Fee, processing Public Records Act requests, administrative determinations, associated no-fault evictions (Owner Move-ins, Withdrawal from the Rental Market), Rent Adjustment Petitions processing, Appeals process, update regarding the upcoming City of Richmond Holiday Closure, and the Recommended Action. There were no public comments on this item. Discussion ensued. The Board received the presentation, and no formal action was taken.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:03 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Rent Board Chair

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