



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, January 17, 2024**

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 December 20, 2023, Regular Meeting of the Richmond Rent Board. | <i>Cynthia Shaw</i> |
| F-2. | RECEIVE the Fiscal Year 2023-24 Monthly Activity Report through December 2023. | <i>Cynthia Shaw</i> |
| F-3. | RECEIVE the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through December 2023. | <i>Fred Tran</i> |
| F-4. | RECEIVE the Budgeted versus Actual Revenue and Expenditures Report for the Second Quarter Ending December 31, 2023. | <i>Fred Tran</i> |
| F-5. | APPROVE late fee waiver(s) for January 2024 pursuant to Regulation 425. | <i>Fred Tran</i> |

G. RENT BOARD AS A WHOLE

- | | | |
|-------------|---|------------------------|
| G-1. | APPROVE Rent Board Resolution 24.01 which creates the Rent Board's policy for honoring past Board members. APPROVE the Proposed Final Proclamation of Appreciation template honoring the service of past Board members. | <i>Nicolas Traylor</i> |
|-------------|---|------------------------|

H. REPORTS OF OFFICERS/SCHEDULING

I. 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: 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:

Rent Board Chair

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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 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

- | | | | | |
|---|---|--|--|---|
| <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 December 2023 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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

ITEM F-2

	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	YTD TOTAL	
	MTD ACTUAL													
Public Information & Enrollment Unit														
Rent/Eviction Counseling Appointments By Phone	122	181	172	181	195	101	-	-	-	-	-	-	952	
Rent/Eviction Counseling Appointments By Walk-ins	35	43	53	61	40	30	-	-	-	-	-	-	262	
Rent/Eviction Counseling Sessions Addressed By Email	102	132	347	262	265	228	-	-	-	-	-	-	1,336	
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	259	356	572	504	500	359	-	-	-	-	-	-	2,550	
Rent/Eviction Counseling Sessions Conducted in Spanish	27	34	32	40	27	27	-	-	-	-	-	-	187	
Rent/Eviction Counseling Sessions Conducted in Mandarin	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rent/Eviction Counseling Sessions Conducted in Cantonese	-	-	-	-	-	-	-	-	-	-	-	-	-	
Rent/Eviction Counseling Sessions Conducted in Another Language	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH	21	34	32	40	27	27	-	-	-	-	-	-	181	
Legal Service Referrals	12	12	9	11	10	13	-	-	-	-	-	-	67	
Mediations Conducted	4	14	2	-	-	-	-	-	-	-	-	-	20	
Assists from Front Office Staff	51	7	18	6	6	2	-	-	-	-	-	-	90	
Courtesy Compliance Letters Sent	38	3	6	1	-	-	-	-	-	-	-	-	48	
Community Workshop Attendees	-	-	-	-	-	-	-	-	-	-	-	-	-	
Hard Copy Rent Increase Notices Processed	8	-	5	1	-	-	-	-	-	-	-	-	14	
Hard Copy Termination of Tenancy Notices Processed	1	-	21	-	-	4	-	-	-	-	-	-	26	
	9	-	26	1	-	4	-	-	-	-	-	-	40	
Billing/Enrollment/Registration Counseling Appointments In-Person	4	13	13	21	15	10	-	-	-	-	-	-	76	
Billing/Enrollment/Registration Counseling Appointments By Phone	20	53	50	48	33	24	-	-	-	-	-	-	228	
Billing/Enrollment/Registration Counseling Questions Addressed By Email	23	28	157	80	20	8	-	-	-	-	-	-	316	
TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	43	81	207	128	53	32	-	-	-	-	-	-	544	
Enrollment/Tenancy Registration Packets Mailed	5	6	-	1	24	20	-	-	-	-	-	-	56	
Enrollment Forms Processed	12	49	10	22	39	23	-	-	-	-	-	-	155	
Rental Housing Fee Invoices Generated	30	7,832	1	37	154	15	-	-	-	-	-	-	8,069	
Checks Processed	3	113	156	76	25	43	-	-	-	-	-	-	416	
Checks Returned	2	1	-	4	25	6	-	-	-	-	-	-	38	
Tenancy Registrations Received	11	51	19	7	35	8	-	-	-	-	-	-	131	
Rental Units Discovered Not in Database	8	6	5	7	5	2	-	-	-	-	-	-	33	
Property Information Updated	5	9	5	377	31	5	-	-	-	-	-	-	432	
Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	74	16	119	16	9	34	-	-	-	-	-	-	268	
Applications for Administrative Determination of Exempt/Inapplicable Status Received	5	2	11	14	25	4	-	-	-	-	-	-	61	
Administrative Determination of Exempt/Inapplicable Status Issued	2	-	2	5	5	1	-	-	-	-	-	-	15	
Declarations of Exemption Processed	-	-	1	-	-	-	-	-	-	-	-	-	1	
LEGAL UNIT														
Public Records Act Requests Received	-	4	3	2	5	1	-	-	-	-	-	-	15	
Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	-	4	-	1	1	-	-	-	-	-	-	8	
Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	-	-	-	-	-	1	-	-	-	-	-	-	1	
Substantial Repairs Termination of Tenancy Notices Reviewed	-	-	-	-	-	-	-	-	-	-	-	-	-	
Appeal Hearings Held	-	-	-	2	-	-	-	-	-	-	-	-	2	
HEARINGS UNIT														
Consultations with Hearings Unit Coordinator By Phone	10	4	6	3	5	4	-	-	-	-	-	-	32	
Hearings-Related Questions Addressed by Email	20	27	30	17	24	28	-	-	-	-	-	-	146	
TOTAL HEARINGS-RELATED CONSULTATIONS	30	31	36	20	29	32	-	-	-	-	-	-	178	
MNOI Petitions Received (Attachment A)	-	-	1	-	-	1	-	-	-	-	-	-	2	
Increase in Occupants Petitions Received (Attachment B)	-	1	-	-	1	-	-	-	-	-	-	-	2	
Increase in Space or Services Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-	
Restoration of Denied AGA Petitions Received (Attachment D)	-	-	-	-	-	-	-	-	-	-	-	-	-	
Landlord Individual Rent Adjustment Petitions Received	-	-	1	-	1	-	-	-	-	-	-	-	2	
Landlord Petition to Determine Exempt Status Received	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL LANDLORD PETITIONS RECEIVED	-	1	2	-	2	1	-	-	-	-	-	-	6	
Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	1	-	4	2	3	1	-	-	-	-	-	-	11	
Decrease in Space/Services or Habitability Petitions Received (Attachment B)	-	-	3	2	3	1	-	-	-	-	-	-	9	
Reduction in Number of Tenants Petitions Received (Attachment C)	-	-	-	-	-	-	-	-	-	-	-	-	-	
Tenant Petition Based on Multiple Grounds	1	-	5	4	4	2	-	-	-	-	-	-	16	
Tenant Petition for Rent Withholding Petitions Received	-	-	-	-	2	-	-	-	-	-	-	-	2	
Tenant Petition for Failure to Pay Relocation Payment Petitions Received	-	1	1	5	-	2	-	-	-	-	-	-	9	
TOTAL TENANT PETITIONS RECEIVED	2	1	13	13	12	6	-	-	-	-	-	-	47	
Petition for Determination of Occupancy Status	-	-	-	-	-	-	-	-	-	-	-	-	-	
Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-	

Rent Program
FY2023-24 Monthly Activity Report

ITEM F-2

	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											
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	2	-	-	-	-	-	-	17
75	Cases Dismissed	1	-	1	-	-	-	-	-	-	-	-	-	2
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	6	3	4	2	6	2	-	-	-	-	-	-	23
78	Appeals Received	1	-	1	-	-	1	-	-	-	-	-	-	3
79	Total Open Cases (Tenant Petitions)	9	10	10	14	19	9	-	-	-	-	-	-	71
80	Total Open Cases (Landlord Petitions)	2	3	2	-	3	2	-	-	-	-	-	-	12
81	Total Open Cases (Other Petitions)	2	-	3	-	-	9	-	-	-	-	-	-	14
82	TOTAL OPEN CASES	13	13	15	14	22	20	-	-	-	-	-	-	97
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	99	-	-	-	-	-	-	345
90	Termination of Tenancy - Nonpayment of Rent	21	100	61	65	76	61	-	-	-	-	-	-	384
91	Termination of Tenancy - Breach of Lease	1	12	6	13	2	4	-	-	-	-	-	-	38
92	Termination of Tenancy - Failure to Give Access	-	-	-	1	-	1	-	-	-	-	-	-	2
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	2	-	-	-	-	-	-	11
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	68	-	-	-	-	-	-	452

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: 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

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

AGENDA ITEM NO:

F-3.

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

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December				
340445 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)	(123,841.95)	-	(2,333,236.43)	(581,708.57)	80.0%
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)	(123,841.95)	-	(2,333,236.43)	(581,708.57)	80.0%
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)	-	-	-	-	-	(26,212.45)	-	(26,212.45)	(23,787.55)	52.4%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000.00)	(50,000.00)	-	-	-	(15.00)	-	(26,212.45)	-	(26,212.45)	(23,787.55)	52.5%
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)	(150,054.40)	-	(2,376,706.05)	(608,238.95)	79.6%
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	73,301.78	-	411,522.76	353,834.24	53.8%
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	33,493.58	-	185,348.16	167,752.84	52.5%
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	19,416.58	-	113,546.92	155,099.08	42.3%
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	4,339.00	-	17,609.57	19,955.43	46.9%
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	933.94	-	7,233.68	4,236.32	63.1%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	350.00	-	2,100.00	2,100.00	50.0%
400053 OTHER PAY/Pension Credit	-	-	1,333.05	1,331.58	1,331.62	1,344.81	1,530.63	1,453.84	-	8,325.53	(8,325.53)	100.0%
400058 400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	2,000.00	-	2,000.00	(2,000.00)	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	135,288.72	-	747,971.22	694,867.78	51.8%
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	1,949.05	-	10,764.01	8,945.99	54.6%
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	20,777.22	-	124,663.32	124,663.68	50.0%
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	1,387.32	-	8,323.92	8,320.08	50.0%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	18.36	18.36	-	110.16	105.84	51.0%
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	166.44	-	998.64	993.36	50.1%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	327.53	327.53	327.53	-	1,965.18	1,965.82	50.0%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	599.32	599.53	606.41	663.60	663.60	-	3,725.52	8,077.48	31.6%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	532.00	608.00	608.00	-	3,306.00	2,166.00	60.4%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	-	-	-	230.48	-	338.80	1,911.20	15.1%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923.00	6,923.00	1,242.56	755.50	728.84	723.96	837.17	836.29	-	5,124.32	1,798.68	74.0%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	8,581.22	8,581.22	9,817.12	9,620.32	-	51,373.96	49,692.04	51.0%
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	1,971.98	-	11,903.37	9,052.63	56.8%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	32.24	56.67	56.42	-	228.97	(228.97)	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	17,660.56	-	98,933.20	88,041.80	52.9%
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	19,509.60	-	121,838.12	112,733.88	51.8%
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	72,097.02	72,529.40	76,085.88	75,783.17	-	443,659.49	424,739.51	51.1%
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	1,250.15	2,350.15	-	14,883.04	235,785.00	12.7%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	-	116,670.00	83,330.00	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	18,088.57	1,064.42	491.07	491.07	-	2,537.63	3,270.37	43.7%
TOTAL PROF & ADMIN SERVICES	547,458.00	554,108.00	-	17,409.64	18,088.57	27,587.02	18,407.22	19,507.22	136,451.96	100,999.67	316,656.37	42.9%
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	362.32	467.79	-	4,957.47	(4,957.47)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	1,393.54	-	35.99	-	4,397.18	11,027.82	28.5%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	186.58	186.58	5,306.06	932.90	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	159.97	-	1,462.46	137.54	91.4%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	191.20	238.55	-	2,241.26	2,758.74	44.8%
TOTAL OTHER OPERATING	33,425.00	33,025.00	3,174.20	2,135.90	4,229.91	2,909.04	874.34	667.88	5,306.06	13,991.27	13,727.67	58.4%
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	-	-	28.11	3.78	56.22	340.00	15.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	8,077.00	-	-	1,158.00	8,077.00	65.00	99.3%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	8,077.00	-	-	1,158.00	8,077.00	65.00	99.3%
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	18,145.00	18,145.00	18,145.00	-	108,874.00	108,870.00	50.0%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	13,124.00	4,373.00	4,373.00	4,373.00	-	26,238.00	26,238.00	50.0%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	5,021.00	5,021.00	5,021.00	-	30,122.00	30,126.00	50.0%
TOTAL COST POOL	330,473.00	330,473.00	-	-	82,622.00	27,539.00	27,539.00	27,539.00	-	165,239.00	165,234.00	50.0%
400601 NONCAP ASST/Comp Hrdware-SK	3,000.00	3,000.00	-	-	-	-	-	-	-	3,000.00	3,000.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	3,000.00	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)	(12,500.00)	-	(75,000.00)	(75,000.00)	50.0%
90 OPER XFERS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	(12,500.00)	(12,500.00)	(12,500.00)	-	(75,000.00)	(75,000.00)	50.0%
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	258,814.10	142,919.80	1,479,993.87	1,619,130.33	50.1%
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	96,259.70	142,919.80	(971,712.18)	935,891.38	-773.9%
CASH BALANCE			1,111,439.76	1,720,174.18	2,371,046.02	2,493,898.47	2,375,452.58	2,278,744.88				

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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: As part of the Fiscal Year 2021-22 budget development process, management staff consulted with Kevin Harper, CPA, to implement a series of budgetary best practices for the Rent Program and Rent Board. As Kevin Harper advised in his March 12, 2020, memorandum, "a key element of an effective budget process is monitoring actual results against the budget throughout the year. This is done on a quarterly basis to allow management time to make adjustments if necessary to expenditures, policies or operations." In accordance with Kevin Harper's advice, staff members have prepared the report for the second quarter ending December 31, 2023, for the Board's receipt.

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 Budgeted versus Actual Revenue and Expenditures Report for the second quarter ending December 31, 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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RICHMOND RENT PROGRAM
 BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES
 QUARTER ENDED DECEMBER 31, 2023

	QUARTER ENDED 12/31/2023			YEAR-TO-DATE 6/30/2024			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (751,175)	\$ (608,201)	\$ 142,973	\$ (2,704,228)	\$ (2,333,236)	\$ 370,992	
Other Income	(17,500)	(43,470)	(25,970)	(35,000)	(43,470)	(8,470)	Finance Department has not booked interest income earned for cash balance
TOTAL REVENUES	(768,675)	(651,671)	117,003	(2,739,228)	(2,376,706)	362,522	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	211,559	214,959	(3,400)	423,117	411,523	11,594	
SALARIES & WAGES/Mgmt.-Local 21	91,806	96,736	(4,930)	183,613	185,348	(1,736)	
SALARIES & WAGES/Local 1021	84,413	57,512	26,902	168,826	113,547	55,280	2 Office Assistant hires have been delayed, awaiting HR to provide list of candidates
SALARIES & WAGES/PT- Temp	9,391	11,176	(1,785)	18,782	17,610	1,173	
OVERTIME/General	625	-	625	1,250	285	965	Less overtime was needed in August and September for invoicing
OTHER PAY/Bilingual Pay	2,868	4,409	(1,542)	5,735	7,234	(1,499)	Staff was approved for bilingual pay during fiscal year
OTHER PAY/Auto Allowance	1,050	1,050	-	2,100	2,100	-	
OTHER PAY/Medical- in Lieu of	-	4,329	(4,329)	-	8,326	(8,326)	Medical-in Lieu of was not budgeted for FY 2023-24
OTHER PAY/Bonuses	15,904	2,000	13,904	31,808	2,000	29,808	Retro pay was paid out for staff in the prior fiscal year
Subtotal Salaries & Wages	417,615	392,171	25,444	835,231	747,971	87,260	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	5,194	5,642	(449)	10,387	10,764	(377)	
P-ROLL BEN/Health Insurance Benefit	67,832	62,332	5,501	135,665	124,663	11,001	
P-ROLL BEN/Dental Insurance	4,508	4,162	346	9,016	8,324	692	
P-ROLL BEN/Employee Assistance	59	55	3	117	110	7	
P-ROLL BEN/Professional Dev-Mg	1,875	-	1,875	3,750	250	3,500	To date, Staff has utilized less professional development allocated for the fiscal year
P-ROLL BEN/Vision	540	499	40	1,079	999	80	
P-ROLL BEN/Life Insurance	983	983	0	1,966	1,965	1	
P-ROLL BEN/Long Term Disability	2,999	1,934	1,065	5,998	3,726	2,272	Less LTD Insurance paid due to date and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,482	1,748	(266)	2,964	3,306	(342)	
P-ROLL BEN/Personal/Prof Dev	563	230	332	1,125	339	786	To date, Staff has utilized less professional development
P-ROLL BEN/Worker Comp-Clerical	-	2,397	(2,397)	-	5,124	(5,124)	Program did not budget for any Worker Comp - Clerical due to Cost Pool Study pending
P-ROLL BEN/Worker Comp-Prof	1,731	28,078	(26,347)	3,462	51,638	(48,176)	Program did not budget for any Worker Comp - Clerical due to Cost Pool Study pending
P-ROLL BEN/OPEB	8,032	5,769	2,263	16,064	11,903	4,160	OPEB was budgeted at a higher rate by HR and Finance
P-ROLL BEN/PARS Benefits	-	145	(145)	-	229	(229)	PARS charge was not originally budgeted
P-ROLL BEN/PERS-Misc.	46,744	51,895	(5,151)	93,488	98,933	(5,446)	
P-ROLL BEN/PERS-Misc. (UAL)	77,474	58,529	18,945	154,947	121,386	33,561	
Subtotal Benefits	220,013	224,398	(4,386)	440,025	443,659	(3,634)	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	35,225	12,808	22,417	70,450	14,483	55,967	Professional Service for new software and legal fees have not been charged to date
PROF SVCS/Legal Serv Cost	68,750	49,998	18,752	137,500	83,330	54,170	Legal Service Cost have been encumbered, not yet charged to Program
Travel & Trng/Tuition Rmb/Cert	600	-	600	1,200	-	1,200	Staff did not utilize training expenditure in current quarter
Travel & Trng/Registration Fee	200	-	200	400	-	400	Staff did not utilize training expenditure in current quarter
Ad & Promo/Advertising & Promo Materials	200	649	(449)	400	649	(249)	Ads and promotion paid in current quarter will cover the next quarter allocation
Adm Exp/Program Supplies	1,452	2,047	(595)	2,904	2,538	366	
Subtotal Professional, Travel, & Admin Services	106,427	65,501	40,926	212,854	101,000	111,854	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	3,839	521	3,318	7,678	4,957	2,720	Mailing project for pamphlets have not began in the current quarter
OFF EXP/Printing & Binding	3,856	1,430	2,427	7,713	4,397	3,315	Mailing project for pamphlets have not began in the current quarter
OFF EXP/Copying & Duplicating	-	-	-	-	-	-	
RENTAL EXP/Equipment Rental	2,250	746	1,504	4,500	933	3,567	Charges for copier shared with the City have not been charged to the Program
MISC EXP/Misc. Contrib	500	-	500	1,000	-	1,000	No Misc. expenditures used in current quarter
MISC EXP/Misc. Exp	1,250	1,125	125	2,500	1,462	1,038	Plaque for past Board Members has not been purchased
OFF SUPP/Office Supplies	1,250	629	621	2,500	2,241	259	
UTILITIES/Tel & Telegraph	125	-	125	250	-	250	Expenditures for line item have not been utilized in current quarter
CONTRACT SVCS/Oth Cntrc	-	28	(28)	-	56	(56)	Expenditures for line item have not been utilized in current quarter
PROV FR INS LOSS/Ins Gen Liab	2,325	8,077	(5,752)	4,650	8,077	(3,427)	Majority of the Insurance premium paid in 2nd quarter for annual amount
COST POOL/(ISF)-Gen Liability	-	54,435	(54,435)	-	108,874	(108,874)	Cost Pool charges discussed with the City for General Liability, Admin. Charges, and Workers Comp
COST POOL/(CAP)- Admin Charges	-	13,119	(13,119)	-	26,243	(26,243)	Cost Pool charges discussed with the City for General Liability, Admin. Charges, and Workers Comp
COST POOL/(IND)Civic Ctr Alloc	15,062	15,063	(1)	30,124	30,122	2	
NONCAP ASST/Comp Hrdware<5K	1,250	-	1,250	2,500	-	2,500	Technology has not been purchased
90 OPER XFRS IN	-	(37,500)	37,500	-	(75,000)	75,000	Cost Pool charges discussed with the City for General Liability, Admin. Charges, and Workers Comp
Subtotal Other Operating Expenditures	31,707	57,673	(25,966)	63,414	112,363	(48,949)	
TOTAL EXPENDITURES	775,762	739,744	36,018	1,551,524	1,404,994	146,530	
EXCESS OF (REVENUES) OVER EXPENDITURES	\$ 7,087	\$ 88,073	\$ (80,986)	\$ (1,187,704)	\$ (971,712)	\$ (215,992)	

(a) Variance explanations are provided where the actual expenditures varies from the budgeted amount by twenty five percent or more.

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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: At the November 17, 2021, Regular Meeting of the Richmond Rent Board, the Board adopted Regulation 425, titled, "Waiver of Delinquent Residential Housing Fee Assessment. As required by Regulation 425, the Executive Director or his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord's reason for requesting the waiver and their payment history. Attached to this recommendation for the month of January 2024, are the compiled late fee waiver requests and associated documentation.

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> | |

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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 late fee waiver(s) for January 2024 pursuant to Regulation 425 - Rent Program (Fred Tran/510-620-6537).

AGENDA ITEM NO:

F-5.

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ITEM F-5

Late Fee Waiver Summary – January 2024 Board Meeting

Property Street	Property Owner	Date of Request	Reason for Request	Recommendation to Approve or Deny	Late Fee Amount	Total Late Fees Waived if Approved	Recommended Late Fee Amount (if any)
1 1109 Pennsylvania Avenue	Syd S. Najeeb	January 17, 2023	Owner believed property was exempt	Full waiver of late fees	\$123.50	\$123.50	None

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To: Members of the Richmond Rent Board

From: Fred Tran, Deputy Director

Re: Late Fee Waiver Recommendation – 1109 Pennsylvania Avenue

Date: January 17, 2024

Late Fee Waiver Recommendations Pursuant to Regulation 425

As required by Regulation 425, the Executive Director or his or her designee shall review all late fee waiver requests and issue a recommendation for the Rent Board to approve the waiver, in full or in part, or deny the waiver, based on the Landlord’s reason for requesting the waiver and their payment history. Attached to this recommendation are the compiled late fee waiver requests and associated documentation including the table below with details on each month’s request.

Summary of Late Fee Waiver Requests and Recommendation for January 2024:

Property Owner	Date of Request	Reason for Request	Recommendation to Approve or Deny	Late Fee Amount	Total Late Fees Waived if Approved	Recommended Late Fee Amount (if any)
Syd S. Najeeb	January 17, 2023	Owner believed property was exempt	Full waiver of late fees	\$123.50	\$123.50	None

Good Cause and Late Payment History

Regulation 425 requires a showing of Good Cause prior to waiving any late fee assessment. Good Cause is defined as the taking of reasonable efforts, while acting with due diligence to remit timely payment of the Residential Rental Housing Fee. In other words, it is an evaluation of whether the Landlord took reasonable efforts and acted with due diligence in their attempt to pay the Residential Rental Housing Fee. Regulation 425 guides this inquiry by requiring the Executive Director evaluate applicable enumerated factors (Attachment 1) prior to deciding of whether there exists Good Cause to grant the request. Finally, Regulation 425 establishes that a Rent Program billing error would always constitute Good Cause to waive the late fee assessment.

Claim of “Good Cause”

In the request dated January 17, 2023, (Attachment 1) Syd S. Najeeb the property owner of 1109 Pennsylvania Avenue indicated that he believed that the property was

exempt from the Rent Program and did not receive any Rental Housing Fee invoices. In January 2023 the owner contacted the City of Richmond to inquire about the Program. Rent Program staff informed him of the outstanding invoices and confirmed that the property has been enrolled since January 2023 once the requirements were explained.

Payment History

Where a requestor has made timely payments in the prior two (2) fiscal years, their request shall be ministerially granted. Such requests do not require a showing of Good Cause and are not subject to the provisions of Regulation 425 (D) and Regulation 425 (E). Regulation 425 (D) and (E), provide the factors required when making a determining of good cause.

In this case, the owner had not previously submitted a Late Fee Waiver request.

Evaluation of Owner's Claim of Good Cause

No Late Fee waiver request shall be granted unless there is a sufficient demonstration of Good Cause. In their consideration, the Executive Director must evaluate the following factors, whenever present, when making a determination of Good Cause:

1. *Whether the failure to remit timely payment was due to a Rent Program billing error, such as an incorrect address, an incomplete invoice, or an invoice sent to the wrong owner;*
2. *Whether the requestor is a successor in interest who has not received an invoice.*
3. *Whether the requestor is experiencing a financial hardship that is caused by circumstances beyond the Landlord's control;*
4. *Whether the requestor experienced a medical emergency, medical treatment, hospitalization, or death in the family within the billing period;*
5. *Whether the requestor had submitted a request for an Administrative Determination of Exempt/Applicability Status within the billing period;*
6. *Whether the requestor's Tenant(s) have experienced a COVID-19 related financial hardship that has impacted the Tenant's ability to pay Rent;*
7. *Late payment History.*
8. *Any other circumstances relevant to the inquiry of Good Cause.*

Rent Program staff confirmed Syd S. Najeeb paid the base Residential Rental Housing Fees for all outstanding Fiscal Years on January 17, 2023 when notified of the amount due.

Rent Program staff verified with Contra Costa County records that the property is designated as a Single-Family Home built in 1915.

Syd S. Najeeb demonstrated Good Cause that warrants a waiver of late fees with a timely payment when he received the invoice. Syd S. Najeeb paid the balance immediately once informed of the outstanding amount.

Staff Recommendation

Syd S. Najeeb demonstrated good faith efforts to come into compliance by contacting the Rent Program to inquire about the Program, paying the Residential Rental Housing Fees when the invoice was provided, and enrolling with the Program. Considering these factors, staff recommend that a full waiver of late fees in the amount of \$123.50 be granted.

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Request to Remove Late Fees

Property Owner Name: Syd S. Najeeb, Sole Member of Property Owner (Xenosys, LLC)

FRJC #: 1109 Pennsylvania Ave

Property Owner Phone Number or Email: _____

The Property Owner has requested the removal of late fees on their account totaling \$ 123.50 for the following reason:

- New Owner, did not receive invoice
- Wrong Mailing Address
- Owner believed property was exempt from the Rent Ordinance
- Financial hardship, caused by circumstances beyond the Landlord's control, such as natural disaster, destruction or major damage to the Rental Property not due to the Landlords actions, bankruptcies and disputes over ownership of the property.
- Hospitalizations or medical treatments of the Landlord or Landlord's family during the fee billing period, or a death in the family within the fee billing period
- The landlord was billed for a fewer number of units because of errors in property records maintained by the Rent Program where the error was not attributable to information supplied by the Landlord. The penalties are waived only for unbilled units; the billed units should be paid on time.
- A previously enrolled property was not billed as a result of staff error.
- An invalid or erroneous account number was assigned, which resulted in billing errors or improper crediting of payments by the landlord.
- The determination of whether or not the property was subject to the Ordinance required an analysis through the existing Administrative Determination of Exempt Status process. Penalties will be waived only while the determinations pending. If the Landlord raised the issue requiring administrative determination, penalties will be waived only from the date of the first written contact with the Board in which the issue was raised. Waiver of penalties will not be granted if the staff determines that the issue raised is already settled and/or has no substantial merit. If the issue was raised by Rent Board staff, the waiver period commences on the date on which the administrative determination was requested by the staff. In all situations in which a determination was requested, the waiver period terminates when the Landlord is notified of the determination regarding the status of his/her property.
- The property owner was unable to collect some or all of the rent due to the COVID-19 pandemic and the resulting hardship led to non-payment of the Rental Housing Fee. In this case, the property owner must declare under penalty of perjury, in detail, how COVID-19 has impacted their business (i.e. how many month's tenants didn't pay rent, illness in the family or self, etc.)
- Other: _____

Declaration & Signature:

I declare under penalty of perjury under the laws of the State of California that every statement in this Late Fee Waiver Request is true and correct to the best of my knowledge and belief.

Signature of Landlord/Property Manager: Syd Najeeb Digitally signed by: Syd Najeeb
DN: CN = Syd Najeeb email = snajeeb@codinc.org C = US
Date: 2023.01.17 01:26:41 -0800 Date: 01 / 17 / 2023

Printed Name: _____

Rent Program Staff Use Only:

This request has been conditionally granted by the Rent Board, provided the owner pays the Rental Housing Fee before _____.

Executive Director Signature: _____ Staff Initials: _____

Date: ____ / ____ / ____

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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: At the September 20, 2023, Regular Meeting of the Richmond Rent Board, staff presented options and costs to recognize the service of past Board members. Among the options presented by staff were Proclamations/Resolutions, individual plaques, and perpetual plaques (displaying all past Board members names and service term). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation template and the specific (quoted) cost of a 60-name perpetual plaque made of walnut. At the October 18, 2023, Board meeting, the Board approved a policy honoring past Board members through a Resolution, Proclamations for each past Board member, and a perpetual plaque housed at the Rent Program office made of maple with the names and terms of those past Board members. At the December 20, 2023, meeting the Board authorized a new Budget line-item titled Recognition / Awards and the transfer of \$300 from the Miscellaneous (400322) to the new line item. Staff have prepared a Proposed Resolution 24.01 and a final template (language) for the Proclamation of Appreciation for Board approval. At the January 17, 2023, Regular Meeting of the Rent Board, staff prepared the Proposed Resolution 24.01 to honor past Board members and the and Proposed Final Proclamation of Appreciation template.

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> | |

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|---|--|---------------------------------|
| <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: APPROVE Rent Board Resolution 24.01 which creates the Rent Board's policy for honoring past Board members. APPROVE the Proposed Final Proclamation of Appreciation template honoring the service of past Board members. - (Nicolas Traylor, 510-620-6564).

AGENDA ITEM NO:

G-1.

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AGENDA REPORT

DATE: January 17, 2024
TO: Chair Cantor and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: Resolution to Honor Past Board Members

STATEMENT OF THE ISSUE:

At the September 20, 2023, Regular Meeting of the Richmond Rent Board, staff presented options and costs to recognize the service of past Board members. Among the options presented by staff were Proclamations/Resolutions, individual plaques, and perpetual plaques (displaying all past Board members names and service term). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation template and the specific (quoted) cost of a 60-name perpetual plaque made of walnut. At the October 18, 2023, Board meeting, the Board approved a policy honoring past Board members through a Resolution, Proclamations for each past Board member, and a perpetual plaque housed at the Rent Program office made of maple with the names and terms of those past Board members. At the December 20, 2023, meeting the Board authorized a new Budget line-item titled Recognition/Awards and the transfer of \$300 from the Miscellaneous (400322) to the new line item. Staff have prepared a Proposed Resolution 24.01 and a final template (language) for the Proclamation of Appreciation for Board approval. At the January 17, 2023, Regular Meeting of the Rent Board, staff prepared the Proposed Resolution 24.01 to honor past Board members and the and Proposed Final Proclamation of Appreciation template.

RECOMMENDED ACTION:

APPROVE Rent Board Resolution 24.01 which creates the Rent Board's policy for honoring past Board members. **APPROVE** the Proposed Final Proclamation of Appreciation template honoring the service of past Board members.

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Proposed Resolution 24.01

Proposed Resolution 24.01 will honor past Rent Board members and establishes:

1. Each Rent Board member shall receive a Proclamation of Appreciation at the end of their service.
2. At the end of each Rent Board members' service, their name and term shall be placed on a perpetual plaque (location of the Rent Board's choosing) at an area for public viewing.

Final Proclamation of Appreciation Template (i.e. language and design)

Attachment 2 is the Final Proclamation of Appreciation template, including the standard language to recognize past Rent Board Members as follows:

***WHEREAS**, the Fair Rent Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance) was adopted by Richmond voters on November 8, 2016, to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return; and*

***WHEREAS**, **Board Member Name**]... served on the five-member Richmond Rent Board between 202X-202X (mention if they acted as Vice Chair or Chair) to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and*

***WHEREAS**, **Board Member Name**]... was instrumental in successfully developing a public agency, the Richmond Rent Program. The agency administers and enforces the first new voter-approved rent control initiative in the San Francisco Bay Area in over 30 years at the time of its passage; and*

***WHEREAS**, **Board Member Name**]’s... leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating in Regular and Special Rent Board meetings; and*

***WHEREAS**, **Board Member Name**]... was vital in directing staff, shaping public policy, and working in conjunction with staff to achieve the high functioning level of the Rent Program, and its consequent implementation of the Richmond Rent Ordinance; and*

***WHEREAS**, **Board Member Name**]’s... services rendered as a member of the Rent Board significantly contributed to the stabilization of the rental community in the City of Richmond.*

ITEM G-1

***NOW, THEREFORE, BE IT RESOLVED** that on _____, 2024, the City of Richmond Rent Board acknowledges [Prior Board Member Name]'s dedication and service to the Richmond Community.*

Next Steps

Staff will prepare individual proclamations of appreciation to the 10 past Board members to be included as an agenda item at an upcoming Board meeting. Past Board members will be invited to attend the Board meeting to receive their Proclamation of Appreciation personally (or send a representative) or instead choose to receive their Proclamation of Appreciation via US postal mail.

DOCUMENTS ATTACHED:

Attachment 1 - Resolution No. 24.01

Attachment 2 - Final Rent Board Proclamation of Appreciation Template (with standard language)

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CITY OF RICHMOND RENT BOARD RESOLUTION NO. 24-01

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing the provisions of the Rent Ordinance; and

WHEREAS, this independent agency is the Rent Board and its affiliated agent, the Rent Program; and

WHEREAS, the Rent Board is comprised of five (5) City of Richmond residents who are appointed by the Mayor and City Council; and

WHEREAS, Rent Board members “serve terms of two (2) years and may be reappointed for a total of four (4) full terms for a total of fewer than ten (10) years”; and

WHEREAS, service on the Rent Board requires extensive time spent in reading and understanding a complex and niche area of public policy, as well as participating in public meetings that often times last several hours; and

WHEREAS, Rent Board members—many of whom have full-time employment outside of the Rent Board— are volunteers who are not monetarily compensated for their time and effort spent serving the City of Richmond as Rent Board members; and

WHEREAS, given the time, effort, complexity, and lack of monetary compensation, it has been difficult to recruit an adequate number of community volunteers to serve on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that service on the Rent Board is integral in ensuring that the Richmond Rent Ordinance is properly effectuated; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that since the inception of the Rent Program, Rent Board members played a vital role in directing staff, shaping policy, and working in conjunction with staff to achieve the current high functioning level of the Rent Program, and its consequent implementation of the Rent Ordinance; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that one of several ways to enhance recruitment efforts for Rent Board service is to recognize the invaluable contributions Rent Board members make when serving on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board concluded the best form of recognition for Rent Board service is to provide Rent Board members a Proclamation of Appreciation and place the names of Rent Board members on a plaque to be hung in an area of public viewing;

NOW, THEREFORE, BE IT RESOLVED THAT:

THE CITY OF RICHMOND RENT BOARD DECLARES THE FOLLOWING:

1. Each Rent Board member to have ever served on the Rent Board shall receive a Proclamation Appreciation at the end of their service.
2. At the end of a Rent Board members' service, their name shall be placed on a plaque of the Rent Board's choosing and said plaque shall be hung in an area of public viewing.

Dated: January 17, 2024

Adopted by the Richmond Rent Board of the City of Richmond by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Cynthia Shaw, Rent Board Clerk

Chair

Approved as to form:

Rent Board General Counsel



PROCLAMATION

In appreciation to (Name Here)

- WHEREAS, the Fair Rent Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance) was adopted by Richmond voters on November 8, 2016, to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return; and
- WHEREAS, [Board Member Name]... served on the five-member Richmond Rent Board between 202X-202X (mention if they acted as Vice Chair or Chair) to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and
- WHEREAS, [Board Member Name]... was instrumental in successfully developing a public agency, the Richmond Rent Program. The agency administers and enforces the first new voter-approved rent control initiative in the San Francisco Bay Area in over 30 years at the time of its passage; and
- WHEREAS, [Board Member Name]'s... leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating in Regular and Special Rent Board meetings; and
- WHEREAS, [Board Member Name]... was vital in directing staff, shaping public policy, and working in conjunction with staff to achieve the high functioning level of the Rent Program, and its consequent implementation of the Richmond Rent Ordinance; and
- WHEREAS, [Board Member Name]'s... services rendered as a member of the Rent Board significantly contributed to the stabilization of the rental community in the City of Richmond.

NOW, THEREFORE, BE IT RESOLVED that on _____, 2024, the City of Richmond Rent Board acknowledges [Board Members Name]'s dedication and service to the Richmond Community.

SARA CANTOR
Chair of the
Richmond Rent Board

NICOLAS TRAYLOR
Executive Director
Richmond Rent Program



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