



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, August 21, 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
Vacant

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 four 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

5:30 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 June 28, 2024, Special Meeting of the Richmond Rent Board. *Cynthia Shaw*
- F-2.** RECEIVE letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100. *Cynthia Shaw*
- F-3.** RECEIVE the Fiscal Year 2024-25 Monthly Activity Report through July 2024. *Cynthia Shaw*
- F-4.** RECEIVE the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through July 2024. *Fred Tran*

G. REPORTS OF OFFICERS

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.

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 21, 2024

Final Decision Date Deadline: August 21, 2024

STATEMENT OF THE ISSUE: The minutes of the June 28, 2024, Special Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input checked="" type="checkbox"/> Other: <u>CONSENT CALENDAR</u> |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: APPROVE the minutes of the June 28, 2024, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, June 28, 2024

The Open Session to Hear Public Comments before Closed Session was called to order at 5:35 PM.

ROLL CALL

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

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

Absent: Chair Cantor.

PUBLIC COMMENT BEFORE CLOSED SESSION

None.

ADJOURN TO CLOSED SESSION

The Open Session to Hear Public Comments Before Closed Session adjourned at 5:37 PM.

CLOSED SESSION – Shimada Room, City Council Chambers

The Special Meeting of the Richmond Rent Board was called to order at 6:00 PM.

PLEDGE TO THE FLAG

ROLL CALL

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

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

Absent: Chair Cantor.

STATEMENT OF CONFLICT OF INTEREST

None.

REPORT FROM LEGAL COUNSEL OF FINAL DECISIONS MADE IN CLOSED SESSION

General Counsel Charles Oshinuga reported that there were no final decisions made during closed session.

AGENDA REVIEW

None.

PUBLIC FORUM

Iлона Clark expressed concerns about rent control's implementation in Richmond, expressing that her initial hopes for a balanced approach were not realized. She highlighted unmet promises regarding historically low rent (HLR) increases and capital improvement raises. Ms. Clark also expressed that the rent adjustment petition process starts with a 20-page document, which is cumbersome and time-consuming, and mentioned that the staff is disorganized. She also pointed out issues with paying fees online, suggesting that these inefficiencies might hinder fee collection. Ms. Clark called for better communication and collaboration among Housing Providers and staff, offering her help to improve the situation.

Kimberly Graves, a "mom and pop" landlord, expressed concerns about the rent board's rules and procedures, which she believes are unfairly targeting small landlords like herself. She acknowledges the need to protect tenants and vulnerable populations but argues that the current system is excessively burdensome for landlords. Ms. Graves highlights how tenants can exploit the system by obtaining fee waivers and free legal representation without income verification and requesting costly jury trials that can financially devastate mom-and-pop landlords. She shared her personal experience of attempting an owner move-in, where her tenant, advised by an attorney, stopped paying rent, causing her significant emotional and financial distress. Ms. Graves also recounts her negative experience with a lawyer who charged her over \$20,000 without a resolution. She mentioned that the system is designed to favor tenants at the expense of small landlords, ultimately leading to their financial ruin.

Christina Redse, a longtime Richmond resident and small landlord, expressed concerns about the direction rent control has taken in the city. When Measure L first passed, she and others worked closely with city officials, hoping for a fair implementation that would unify the community. However, she feels that the focus has increasingly shifted towards legal battles rather than mediation, which she believes would be a more effective and less costly approach. Ms. Redse is concerned that the current system is driving out small, working-class landlords, making it difficult for them to operate. She hopes to collaborate with the new Rent Board to find more balanced and community-oriented solutions.

Linda Newton, a property owner in Point Richmond, expressed concerns about the limitations on rent increases, which she feels are insufficient to cover the costs of maintaining her property. She mentioned that she has tenants who have lived in her building for about 15 years, including a woman with health issues who cannot afford a significant rent increase. While she has kept the rent reasonable for this tenant, she finds the current 1.4% cap on rent increases inadequate, especially compared to higher rates in previous years. Ms. Newton is worried about managing her property's expenses under these constraints and is concerned about the rising costs imposed by the rent control organization. She hopes to find a balanced solution that works for both her and her tenants without having to bear increasing financial burdens.

RENT BOARD CONSENT CALENDAR

Rent Board Clerk Cynthia Shaw read the Consent Calendar items. These items were continued from the June 17, 2024, Regular Rent Board Meeting.

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

- ***G-1.** Approve the minutes of the May 7, 2024, Special Meeting of the Richmond Rent Board.
- ***G-2.** Approve the minutes of the May 15, 2024, Regular Meeting of the Richmond Rent Board.
- ***G-3.** Approve the minutes of the May 31, 2024, Special Meeting of the Richmond Rent Board.
- ***G-4.** Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.
- ***G-5.** Receive the Fiscal Year 2023-24 Monthly Activity Report through May 2024.
- ***G-6.** Receive the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through May 2024.
- ***G-7.** Approve late fee waiver(s) for June 2024 pursuant to Regulation 425.
- ***G-8.** Approve an amendment to the contract for community legal services with the Eviction Defense Center, increasing the contract amount by \$200,000 for Fiscal Year 2024-25, to a total not to exceed \$981,2441, and modifying the term to commence on July 1, 2024, through June 30, 2025.
- ***G-9.** Approve an amendment to the contract for interpretation services with Interpreters Unlimited, increasing the contract amount by \$15,000 for Fiscal Year 2024-25, to a total not to exceed \$47,000 and modifying the term to commence on July 1, 2024, through June 30, 2025.
- ***G-10.** Approve an amendment to the contract for translation services with The Spanish Group, LLC increasing the contract amount by \$19,000 for Fiscal Year 2024-25, to a total not to exceed \$48,6001 for the Fiscal Year 2024-25 (July 1, 2024-June 30, 2025).

REGULATIONS

H-1. The matter to adopt Regulation 613, establishing the 2024 Annual General Adjustment in the amount of 1.44% for tenancies commencing prior to September 1, 2023, was presented by Executive Director Nicolas Traylor. The presentation included the statement of the issue, the fiscal impact, the background, the calculation of the maximum allowable rent, the next steps, and the recommended action. Discussion ensued. There were no public comments on this item. A motion

made by Board Member Hite, seconded by Board Member Espinoza to adopt Regulation 613 establishing the 2024 Annual General Adjustment in the amount of 1.4% for tenancies commencing prior to September 1, 2023, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Vice Chair Guadalupe. **Noes:** None. **Abstentions:** None. **Absent:** Chair Cantor.

RENT BOARD AS A WHOLE

I-1. The matter of Staff recommends that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve as described in the Reserve Policy was presented by Deputy Director Fred Tran. The presentation included the Reserve Policy background, objectives of the Reserve Policy, a chart that consists of the reserve levels, a chart of the status of existing fund balances, proposed next steps, and recommended action. Discussions ensued. The following individual requested gave public comments: Ilona Clark. A motion made by Board Member Hite, seconded by Board Member Espinoza, to approve replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve as described in the Reserve Policy, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Vice Chair Guadalupe. **Noes:** None. **Abstentions:** None. **Absent:** Chair Cantor.

A motion was made by Board Member Hite to recess for 5 minutes before continuing Item J-1, seconded by Board Member Espinoza. The motion to recess for 5 minutes passed with Chair Cantor absent. The meeting was adjourned for recess at 7:30 PM. The meeting was called back to order at 7:46 PM.

BUDGET

J-1. The matter to (1) adopt the Revised Fiscal Year 2024-25 Rent Program Budget; (2) receive and approve Fiscal Year 2024-25 Rental Housing Fee Study; and (3) direct staff to prepare a resolution consistent with the Rent Board's approved Rental Housing Fee Study and Budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2024-25 of \$239 for Fully Covered Rental Units and \$136 for Partially Covered Rental Units, was presented by Executive Director Nicolas Traylor. The 2024-25 Budget and Rental Housing Fee Study presentation included the Statement of the Issue, the Fiscal Impact, the proposed fiscal year 2024-25 labor summary, proposed Rent Program Organizational Chart, information about the approved Office Assistant in FY 2023-24 to be reclassified to Administrative Trainee or Equivalent in FY 2024-25, proposed Fiscal Year 2024-25 agency goals, program development, outreach, program sustainability & compliance, salaries and wages chart which includes permanent employee salaries, overtime, bilingual pay, auto allowance, other pay/pension credits (deferred compensation), fringe benefits, translation, interpretation & other professional services, supplemental insurance, IT services, legal services, Bar Association dues, property & legal information subscriptions, advertising & promotional materials, program supplies & expenses, postage & mailing, printing and

binding, equipment rental recognition & awards, office supplies, utilities, cost pool, expense & revenue projections, and 10-year financial projections, introduction and background to the Fiscal Year 2024-25 Rental Housing Fee Study, proposed fee structure and example services, a chart of applicable unit counts, Fiscal Year 2024-25 proposed budget and Rental Housing Fees, comparison of proposed FY 2024-25 Rental Housing Fee to prior years, a chart of fees with other rent stabilization jurisdictions, and the recommended action. Discussion ensued. The following individuals gave public comments: Ilona Clark, Marilyn Langlois, and Kimberly Graves.

A motion by Board Member Hite, and seconded by Board Member Espinoza, (1) adopt the Fiscal Year 2024-25 Rent Program Budget; (2) approve Fiscal Year 2024-25 Rental Housing Fee Study; and (3) direct staff to prepare a resolution, consistent with the Rent Board’s approved Rental Housing Fee Study and Budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2024-25 of \$239 for Fully Covered Rental Units and \$136 for Partially Covered Rental Units, and direct staff to remove the \$10,000 for the 360 Evaluation for the Executive Director, which would result in a \$1.00 reduction in the Rental Housing Fee to \$238 for Fully Covered Rental Units and \$135 for Partially Covered Rental Units, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Vice Chair Guadalupe. **Noes:** None. **Abstentions:** None. **Absent:** Chair Cantor.

ANNOUNCEMENTS & SCHEDULING

Executive Nicolas Traylor briefly reported that we had a successful outreach event, with staff engaging with community members at the Juneteenth event held on Saturday, June 22nd, at Nicole Park.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:03 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: August 21, 2024

Final Decision Date Deadline: August 21, 2024

STATEMENT OF THE ISSUE: Members of the community have sent letters to the Rent Board and Rent Program staff members. Staff members recommend letters that do not pertain to a specific item on the Rent Board agenda be included as consent items for consideration by the Rent Board.

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 letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100 – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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Cynthia Shaw

From: [REDACTED]
Sent: Sunday, June 16, 2024 9:46 PM
To: Sara Cantor; Rent Program; Cynthia Shaw; Karina Guadalupe; Paul Cohen; Elaine Dockens; Nicolas Traylor; Jim Hite; Tomasa Espinoza
Subject: Raises for Executive staff are not what the staff is claiming in their Proposed Budget

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

To the Richmond Rent Board:

Please DO NOT approve the proposed budget for FY 24/25. The raises for the executive staff are 16% higher than the previous year, ranging from 8.6% to 22.4% (see below). Worse yet, these raises are being mis-labeled as 5 to 7% increases only.



Rent Program staff Packet holds the following information:

p 244 agenda packet



But the rent program staff are mislabeling the percentage of raises, making it appear they are asking for reasonable amounts

p 246 agenda packet:



Thank you for your consideration

**Ilona Clark, RN
Richmond resident and concerned citizen**

--
Healing is figuring out how to coexist with the pain that will always live inside of you, without pretending it isn't there or allowing it to hijack your day. It is learning to confront ghosts and carry what lingers.
- *Suleika Jaouad*

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Richmond Rent Board

ITEM F-2

	Fiscal Year 2023-24 Salary	Fiscal Year 2024-25 Salary	actual % increase	labeled as
Executive Director	\$188,080	\$204,303	8.63%	5% Increase, Merit, and Longevity 2%
Hearing Examiner	\$173,239	\$200,986	16.02%	5% Increase, Merit, and Longevity 2%
General Counsel	\$181,901	\$222,697	22.43%	5% Increase, Merit, and Longevity 2%
Deputy Director	\$163,547	\$190,835	16.69%	5% Increase & Merit
Staff Attorney	\$139,467	\$165,882	18.94%	5% Increase & Merit
subtotals	\$846,234	\$984,703	16.36%	
total salaries including positions not above	\$1,588,677	\$1,859,742	17.06%	

II. PROPOSED FY 2024-25 BUDGET

The figure below contains the Fiscal Year 2024-25 budget based on feedback provided by the Rent Board at its June 17, 2024, meeting. Detailed descriptions of the components within each line item are contained in the sections that follow.

City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ACTUALS	FY 23-24 ADOPTED	FY 24-25 PROPOSED	Notes
REVENUES								
040000	2,088,703	2,461,689	2,754,917	2,732,479	2,553,651	3,304,094	3,798,071	(1)
301771	367	11,517	6,288	4,619	37,447	20,300	50,300	
301772	133	13,042	24,796	13,841	50,218	50,300	50,300	
TOTAL REVENUES	2,089,203	2,706,248	2,785,901	2,750,949	2,641,316	3,374,694	3,898,671	
EXPENSES								
400001	556,002	636,004	648,356	676,653	704,436	840,714	884,333	(2)
400002	294,152	363,560	143,810	147,038	307,366	367,325	497,344	(2)
400003	128,868	150,317	168,422	152,835	208,948	337,651	360,875	(2)
400006	49,557	45,905	32,244	36,734	21,647	17,565	47,000	(2)
400007	4,778	2,054	3,022	1,793	960	2,540	2,590	(2)
400048	6,293	8,854	9,719	7,250	37,713	11,412	14,389	(2)
400049	4,200	4,200	4,200	4,200	4,200	4,200	4,200	(2)
400050	2,750	1,500	-	-	-	-	-	
400051	-	-	-	-	-	-	18,684	(2)
400052	1,488	5,528	-	-	-	-	-	
400068	-	-	-	34,200	-	-	63,615	
Subtotal - Salaries & Wages	1,022,823	1,121,684	1,048,991	1,088,710	1,317,872	1,619,462	1,808,638	
400101	14,837	18,389	15,313	15,435	19,219	20,714	26,457	(3)
400102	146,527	158,575	128,611	168,130	218,838	271,529	308,818	(3)
400106	16,452	17,681	17,134	17,528	18,814	18,711	19,818	(3)
400108	430	427	422	244	217	214	252	(3)
400110	3,728	5,200	1,500	250	1,500	7,500	6,750	(3)
400111	2,306	2,899	2,249	1,589	1,885	2,158	2,324	(3)
400112	6,543	4,838	3,413	3,338	3,884	3,251	4,467	(3)
400114	9,438	53,130	9,719	6,392	6,472	11,868	13,025	(3)
400116	1,860	5,130	4,960	4,440	6,540	5,898	6,384	(3)
400117	750	1,493	1,520	1,140	2,250	2,250	3,750	(3)
400118	-	-	182	-	-	-	-	
400121	13,808	37,134	14,141	9,942	14,802	8,923	-	
400122	69,352	60,744	74,891	47,762	72,880	-	-	
400127	38,338	43,623	42,145	40,276	34,620	32,127	81,614	(1)(3)
400130	642	434	50	389	290	-	-	
400149	173,021	146,676	139,714	129,389	162,482	186,875	243,125	(3)
400151	162,895	216,483	217,274	252,644	282,284	301,884	274,967	(3)
Subtotal Fringe Benefits	611,127	691,704	727,847	694,201	884,135	893,850	1,068,734	
400201	32,112	32,441	30,957	15,480	140,800	80,700	80,700	(4)
400206	137,614	193,742	149,894	181,304	184,576	275,300	275,000	(5)
400220	3,375	-	2,142	2,295	-	2,400	2,580	(5)
400241	399	-	-	-	-	-	-	
400242	5,284	37	-	-	-	-	-	
400243	280	-	-	-	-	-	-	
400245	800	800	-	-	3,250	800	-	
400247	824	1,510	1,453	1,437	1,689	1,610	2,025	(7)
400263	1,500	-	-	-	-	-	7,500	(8)
400271	1,019	2,106	1,702	3,928	649	800	3,060	(9)
400272	1,563	7,722	-	-	-	-	-	
400280	6,282	1,600	3,432	1,126	6,374	1,804	6,881	(10)
Subtotal Prof & Admin Services	188,943	228,819	189,820	202,481	187,187	427,318	387,656	
400231	10,840	1,905	6,578	14,941	5,794	15,761	30,900	(11)
400232	12,073	3,295	3,478	7,285	2,217	15,425	30,900	(12)
400233	66	-	798	-	-	-	-	
400304	8,721	4,152	3,468	2,164	3,256	9,300	9,500	(13)
400321	3,000	-	1,500	1,610	-	2,300	-	
400322	3,961	2,262	-	171	427	-	-	
400338	-	-	-	-	-	-	300	
400341	8,721	6,024	1,891	6,452	6,326	5,900	6,000	(14)
400344	18	763	-	-	-	-	-	
Subtotal Other Operating	46,486	22,801	14,872	26,400	18,349	51,780	77,000	
400325	-	-	-	-	-	-	100,300	
400340	254	474	651	698	-	500	500	
400348	-	-	103	150	432	-	-	
400352	8,020	8,761	9,547	8,991	9,193	9,300	9,500	
400374	55,291	75,144	68,513	79,937	83,334	80,880	80,880	(15)
400381	51,454	51,454	51,454	52,491	52,491	-	52,491	(16)
400384	52,420	47,038	50,289	50,296	48,217	60,249	56,315	(16)
301784	-	-	-	-	-	-	(290,387)	(16)
400385	-	6,426	-	-	-	-	5,900	
400386	-	-	-	-	-	-	-	
TOTAL EXPENSES	2,047,196	2,364,738	2,143,246	2,178,258	2,881,521	3,064,648	3,299,511	
NET BUDGET BALANCE	142,007	441,510	642,655	572,691	760,095	310,046	599,160	

ITEM F-2

SALARIES AND WAGES

400001 – 400006 Permanent Employees	Proposed Allocation: \$1,859,742
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The allocation reflects salary-related costs for all budgeted positions which includes the Memorandum of Understanding negotiated monthly pay rate increase per each Bargaining Unit for Executive Staff Local 21, Mid-Management Local 21, and SEIU Local 1021. The rate increases took effect on January 1, 2024, at 4% and 5% per Bargaining Unit. The City will also increase the monthly pay rate by 4% and 5% on January 1, 2025 for each unit.

Position	Fiscal Year 2023-24 Salary	Fiscal Year 2024-25 Salary	Notes
Executive Director	\$188,080	\$204,303	5% Increase, Merit, and Longevity 2%
Hearing Examiner	\$173,239	\$200,986	5% Increase, Merit, and Longevity 2%
General Counsel	\$181,901	\$222,697	5% Increase, Merit, and Longevity 2%
Deputy Director	\$163,547	\$190,835	5% Increase & Merit
Staff Attorney	\$139,467	\$165,882	5% Increase & Merit
Subtotal Executive Staff	\$846,234	\$984,703	
Rent Program Services Analyst II	\$88,874	\$110,994	Step 3 and 4% Increase
Senior Administrative Analyst	\$98,339	\$120,050	Step 3 and 4% Increase
Rent Program Services Analyst I	\$78,763	\$111,500	Step 5 and 4% Increase
Senior Management Analyst	\$101,248	\$124,620	Step 2 - 4% Increase
Subtotal Local 21 Mid-Management Staff	\$367,225	\$467,164	
Administrative Assistant	\$78,494	\$93,249	Transitioned Admin. Aide - 4% Increase
Compliance Specialist	\$72,603	\$80,951	Step 5 and 4% Increase
Compliance Specialist	\$77,405	\$85,256	4% Increase
Office Assistant	\$54,575	\$58,635	
Vacant - Hire in Q2	\$54,575	\$42,784	Budget at Step 2
Subtotal SEIU 1021 Staff	\$337,653	\$360,875	
Administrative Student Interns	\$37,565	\$47,000	
Subtotal Part Time/Temp Staff	\$37,565	\$47,000	
TOTAL SALARIES	\$1,588,677	\$1,859,742	

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 21, 2024

Final Decision Date Deadline: August 21, 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 2024-25 Monthly Activity Report through July 2024 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-3.

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**Rent Program
FY2024-25 Monthly Activity Report**

ITEM F-3

	A	B	N
1		Jul-24	
2		MTD ACTUAL	YTD TOTAL
3	Public Information & Enrollment Unit		
5	Rent/Eviction Counseling Appointments By Phone	124	124
6	Rent/Eviction Counseling Appointments By Walk-ins	30	30
7	Rent/Eviction Counseling Questions Addressed By Email	293	293
8	TOTAL RENT/EVICTION COUNSELING APPOINTMENTS	447	447
9	Rent/Eviction Counseling Sessions Conducted in Spanish	60	60
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	60	60
14	Legal Service Referrals	15	15
17	Mediations Conducted	-	-
18	Assists from Front Office Staff	221	221
19	Courtesy Compliance Letters Sent	349	349
20	Community Workshop Attendees	1	1
21	Hard Copy Rent Increase Notices Processed	61	61
22	Hard Copy Termination of Tenancy Notices Processed	19	19
24		80	80
25	Billing/Enrollment/Registration Counseling Appointments In-Person	-	-
26	Billing/Enrollment/Registration Counseling Appointments By Phone	7	7
27	Billing/Enrollment/Registration Counseling Questions Addressed By Email	31	31
28	TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS	38	38
29	Enrollment/Tenancy Registration Packets Mailed	-	-
30	Enrollment Forms Processed	51	51
31	Rental Housing Fee Invoices Generated	3	3
32	Checks Processed	-	-
33	Checks Returned	-	-
34	Tenancy Registrations Received	24	24
35	Rental Units Discovered Not in Database	3	3
36	Property Information Updated	146	146
37	Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)	119	119
38	Applications for Administrative Determination of Exempt/Inapplicable Status Received	4	4
39	Administrative Determination of Exempt/Inapplicable Status Issued	6	6
40	Declarations of Exemption Processed	41	41
41	LEGAL UNIT		
42	Public Records Act Requests Received	7	7
43	Owner Move-In Eviction Termination of Tenancy Notices Reviewed	2	2
44	Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed	1	1
45	Substantial Repairs Termination of Tenancy Notices Reviewed	-	-
46	Appeal Hearings Held	-	-
47	HEARINGS UNIT		
50	Consultations with Hearings Unit Coordinator By Phone	10	10
51	Hearings-Related Questions Addressed by Email	35	35

Rent Program
FY2024-25 Monthly Activity Report

ITEM F-3

	A	B	N
1		Jul-24	
2		MTD ACTUAL	YTD TOTAL
52	TOTAL HEARINGS-RELATED CONSULTATIONS	45	45
53	MNOI Petitions Received (Attachment A)	-	-
54	Increased in Occupants Petitions Received (Attachment B)	-	-
55	Increase in Space or Services Petitions Received (Attachment C)	1	1
56	Restoration of Denied AGA Petitions Received (Attachment D)	-	-
57	Landlord Individual Rent Adjustment Petitions Received	-	-
58	Landlord Petition to Determine Exempt Status Received	-	-
59	TOTAL LANDLORD PETITIONS RECEIVED	1	1
60	Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)	2	2
61	Decrease in Space/Services or Habitability Petitions Received (Attachment B)	4	4
62	Reduction in Number of Tenants Petitions Received (Attachment C)	-	-
63	Tenant Petition Based on Multiple Grounds	5	5
64	Tenant Petition for Rent Withholding Petitions Received	-	-
65	Tenant Petition for Failure to Pay Relocation Payment Petitions Received	4	4
66	TOTAL TENANT PETITIONS RECEIVED	15	15
67	Petition for Determination of Occupancy Status	-	-
68	Petition for Initial Rent Determination	-	-
69	Request to Expedite Hearing Process	-	-
70	Request for a Continuance of the Hearing Process	-	-
71	Subpoena(s)	-	-
72	TOTAL OTHER PETITIONS RECEIVED	-	-
73	Decisions Ordered	-	-
74	Cases Settled	-	-
75	Cases Dismissed	-	-
76	Petitions Withdrawn	-	-
77	TOTAL CASES CLOSED	-	-
78	Appeals Received	-	-
79	Total Open Cases (Tenant Petitions)	22	22
80	Total Open Cases (Landlord Petitions)	2	2
81	Total Open Cases (Other Petitions)	-	-
82	TOTAL OPEN CASES	24	24
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	-	-
89	Tenancy Registration Forms Processed		
90	TOTAL RENT INCREASE NOTICES FILED	212	212
91	Termination of Tenancy - Nonpayment of Rent	93	93
92	Termination of Tenancy - Breach of Lease	6	6
93	Termination of Tenancy - Failure to Give Access	-	-
94	Termination of Tenancy - Nuisance	2	2
95	Termination of Tenancy - Withdrawal from the Rental Market	1	1
96	Termination of Tenancy - Owner Move-In	6	6
97	Termination of Tenancy - Substantial Repairs	-	-
98	Termination of Tenancy - Temporary Tenancy	-	-
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	108	108

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 21, 2024

Final Decision Date Deadline: August 21, 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) | | |
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| <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 2024-25 Monthly Revenue and Expenditure Report through July 2024 – 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 2024-25

ITEM F-4

Period 1

July

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
340445 Rental Housing Fees	(3,299,011)	(3,299,011)	(28,917.00)	-	(28,917.00)	(3,270,094.00)	0.9%
TOTAL LICENSES, PRMITS&FEES	(3,299,011)	(3,299,011)	(28,917.00)	-	(28,917.00)	(3,270,094.00)	0.9%
361701 Interest	(50,000)	(50,000)	-	-	-	(50,000.00)	0.0%
361705 Realized Gain	-	-	914.66	-	914.66	(914.66)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	914.66	(50,914.66)	-1.8%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	(50,000.00)	0.0%
TOTAL REVENUE	(3,399,011)	(3,399,011)	(28,002.34)	-	(28,002.34)	(3,371,008.66)	0.8%
400001 SALARIES & WAGES/Executive	984,703	984,703	80,343.73	-	80,343.73	904,359.64	8.2%
400002 SALARIES & WAGES/Mgmt-Local 21	467,164	467,164	36,198.82	-	36,198.82	430,965.05	7.7%
400003 SALARIES & WAGES/Local 1021	360,875	360,875	23,492.68	-	23,492.68	337,382.32	6.5%
400006 SALARIES & WAGES/PT- Temp	47,000	47,000	2,561.11	-	2,561.11	44,438.89	5.4%
400031 OVERTIME/General	2,500	2,500	288.63	-	288.63	2,211.37	11.5%
400048 OTHER PAY/Bilingual Pay	14,289	14,289	939.30	-	939.30	13,349.46	6.6%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	-	350.00	3,850.00	8.3%
400053 OTHER PAY/Pension Credi	19,694	19,694	1,586.19	-	1,586.19	18,107.81	8.1%
400058 400058 OTHER PAY/Bonuses	-	-	-	-	-	-	100.0%
TOTAL SALARIES AND WAGES	1,900,425	1,900,425	145,760.46	-	145,760.46	1,754,664.54	7.7%
400103 P-ROLL BEN/Medicare Tax-ER Shr	26,457	26,457	2,106.52	-	2,106.52	24,350.48	8.0%
400105 P-ROLL BEN/Health Insurance Be	326,838	326,838	24,162.60	-	24,162.60	302,675.40	7.4%
400106 P-ROLL BEN/Dental Insurance	19,418	19,418	1,502.93	-	1,502.93	17,915.07	7.7%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	-	19.89	232.11	7.9%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	6,750	750.00	-	750.00	6,000.00	11.1%
400111 P-ROLL BEN/Vision	2,324	2,324	180.31	-	180.31	2,143.69	7.8%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	-	332.33	3,714.67	8.2%
400114 P-ROLL BEN/Long Term Disabilit	13,025	13,025	711.25	-	711.25	12,313.75	5.5%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	-	608.00	5,776.00	9.5%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	-	-	3,750.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	-	-	634.05	-	634.05	(634.05)	100.0%
400122 P-ROLL BEN/Worker Comp-Prof	81,614	81,614	5,097.37	-	5,097.37	76,516.93	6.2%
400127 P-ROLL BEN/OPEB	-	-	2,182.33	-	2,182.33	(2,182.33)	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.06	-	34.06	(34.06)	100.0%
400149 P-ROLL BEN/PERS-Misc	240,175	240,175	18,721.45	-	18,721.45	221,453.55	7.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	274,260	274,260	24,753.82	-	24,753.82	249,506.18	9.0%
TOTAL FRINGE BENEFITS	1,005,294	1,005,294	81,796.91	-	81,796.91	923,497.39	8.1%
400201 PROF SVCS/Professional Svcs	90,700	90,700	-	18,000.00	-	72,700.00	19.8%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	-	-	275,000.00	0.0%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	2,500.00	0.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	-	-	-	7,500.00	0.0%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	-	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	-	-	-	6,881.00	0.0%
TOTAL PROF & ADMIN SERVICES	387,606	387,606	-	18,000.00	-	369,606.00	4.6%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	3,280.95	26,719.05	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	30,000.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	-	9,000.00	0.0%
400338 Recognition	300	300	-	-	-	300.00	0.0%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	-	8,000.00	0.0%
TOTAL OTHER OPERATING	77,300	77,300	3,280.95	-	3,280.95	74,019.05	4.2%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	-	-	9,500.00	0.0%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	-	-	9,500.00	0.0%
400574 COST POOL/(ISF)-Gen Liability	99,980	99,980	8,328.29	-	8,328.29	91,652.00	8.3%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,378.00	-	4,378.00	48,103.00	8.3%
400591 COST POOL/(IND)Civic Ctr Alloc	56,315	56,315	4,692.00	-	4,692.00	51,623.00	8.3%
TOTAL COST POOL	208,776	208,776	17,398.29	-	17,398.29	191,378.00	8.3%
391994 391994 TRANSFER IN/From Gen Fund	(290,391)	(290,391)	(24,190.59)	-	(24,190.59)	(266,200.00)	8.3%
90 OPER XFERS IN	(290,391)	(290,391)	(24,190.59)	-	(24,190.59)	(266,200.00)	8.3%
TOTAL EXPENDITURES	3,299,011	3,299,011	224,046.02	18,000.00	224,046.02	3,056,964.98	7.3%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	196,043.68	18,000.00	196,043.68	-314,043.68	-214.0%
CASH BALANCE			1,385,693.52				

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