

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 19, 2025

Final Decision Date Deadline: February 19, 2025

STATEMENT OF THE ISSUE: The minutes of the December 18, 2024, 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 18, 2024, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552). ***This item was continued from the January 15, Regular Rent Board Meeting.***

AGENDA ITEM NO:

F-1.

This page intentionally left blank

RICHMOND, CALIFORNIA, December 18, 2024

The Regular Meeting of the Richmond Rent Board was called to order at 5:13 P.M.

PLEDGE TO THE FLAG

ROLL CALL

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

Staff Present: Executive Director Nicolas Traylor, Deputy Director Fred Tran, and General Counsel Charles Oshinuga. Staff Attorney Palomar Sanchez arrived at 5:20 PM

Absent: None.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

Board Member Dockens, recommended to move Item F-4 under the Consent Calendar for discussion after Item H-1, under Rent Board as a Whole. A motion by Board Member Dockens, and seconded by Chair Cantor, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

PUBLIC FORUM

Cordell Hindler invited the Board and staff to the Contra Costa Mayors Conference on January 9th, hosted by the City of Oakley. He expressed suggestions about the Board meeting structure regarding separating public hearings from regular agenda items in future meetings. He believes holding hearings in a special meeting after regular agenda items would be more effective. He also proposed that a vice chair for the Board should be elected as a future agenda item to ensure leadership continuity when the chair is unavailable. He also announced that the City Council appointed

Whitney Tipton to the Rent Board and that she will join the Board as a new member next month.

Elsa Stevens was called to speak under Public Forum, but the Item she wanted to comment on was moved for discussion after Item H-1, and she will comment under that Item.

RENT BOARD CONSENT CALENDAR

On motion from Board Member Hite, seconded by Board Member Dockens, the Item(s) marked with an (*) were approved unanimously.

***F-1.** Approve the minutes of the November 20, 2024, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive the Fiscal Year 2024-25 Monthly Activity Report through November 2024.

***F-3.** Receive the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through November 2024.

REGULATIONS

G-1. The matter to approve staff to create language to amend Regulation 205 to clarify that applications for Administrative Determinations have a statute of limitations to prevent applications beyond a specified number of fiscal or calendar years in the past (amount to be determined). The amended language will be presented at the January or February regular Rent Board meeting, was presented by Staff Attorney Palomar Sanchez. The presentation included the statement of the issue, the background regarding the current Regulation 205, the recommended action, and the agenda action. Discussion ensued. The following individual made a public comment: Elsa Stevens. A motion was made by Chair Cantor and seconded by Board Member Espinoza, directing staff to return to the Board with a proposal to amend Regulation 205 to clarify that applications for Administrative Determinations have a statute of limitations to prevent applications beyond a specified number of fiscal or calendar years in the past (amount to be determined) and to include as part of that the presentation of that proposal information about how new property owners who have inherited debt outside of the statute or who have inherited rent program debt will be affected by the proposed change language. The amended language will be presented at February's

regular Rent Board meeting, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

RENT BOARD AS A WHOLE

H-1. The matter to approve direct Staff to start the research necessary to provide credible guidelines for the Board to follow to identify appropriate donor foundations and submit a written report containing the proposed guidelines to the Board at the December 2024 Regular Meeting of the Rent Board and thereafter on a quarterly basis and direct Staff to identify in the written report all expert sources used to support the guidelines presented to the Board. For example, if Staff adopts a recommendation from the Haas Business Institute of the University of California, Berkeley, this source should be identified in full, presented by Board Member Dockens. The presentation included the statement of the issue, the background, discussion topics to consider, a vote by the Board after the discussion, and the recommended action. Discussion ensued. The following individual made a public comment: Elsa Stevens.

Chair Cantor made a motion to allow a break for the interpreters. The interpreters responded that a break was not necessary. Chair Cantor withdrew her motion.

Chair Cantor made a motion to direct Staff to return with a presentation outlining potential solutions for additional funding, including private and government sources, increasing compliance, and partnering with the City. A friendly amendment to her motion made by Board Member Dockens to include a date to return to the Board by February. Chair Cantor accepted the friendly amendment to include the presentation to be presented by the February Regular Rent Board meeting. Motion seconded by Board Member Dockens, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

Consent Calendar Item Pulled for Discussion

F-4. The matter Staff recommends that the Rent Board adopt the following: Add to the Note to Reader Section of the Rent Board Regulations following the Table of Contents and appropriate language in that section that The West County Times is designated as the official newspaper for publishing notices of public hearings and legal notices unless specified otherwise by the Executive Director was presented by

Executive Director Nicolas Traylor. The presentation included the statement of the issue, the fiscal impact, the background, the purpose, identifying the official newspaper of the Richmond Rent Program/ Rent Board, proposed language identifying the official newspaper of the Richmond Rent Program/Rent Board, and the recommended action. Discussion ensued. The following individual made a public comment: Elsa Stevens.

Chair Cantor made a motion to direct staff to add to the Note to Reader Section of the Rent Board Regulations following the Table of Contents and appropriate language in that section that: The West County Times is designated as the official newspaper for publishing notices of public hearings and legal notices and to remove the phrase "unless specified otherwise by the Executive Director" and to update the Note to Reader if the official newspaper name changes, and seconded by Board Member Dockens, passed by the following vote: passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

REPORTS OF OFFICERS

Executive Director Nicolas Traylor reported that Whitney Tipton would join the Rent Board in January.

Deputy Director Fred Tran reported the holiday closure of City offices from December 24, 2024, through January 1, 2025.

Board Clerk Cynthia Shaw reminded board members about the upcoming Form 700 filing due by April 1st. She also mentioned that Board Member terms are ending soon, and that Board Members can reapply if they are interested or, if they know other community members interested in serving on the Rent Board, to visit the City Clerk’s website to apply or ask for additional information or questions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:46 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

This page intentionally left blank