

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 16, 2025

Final Decision Date Deadline: April 16, 2025

STATEMENT OF THE ISSUE: The minutes of the March 19, 2025, 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 March 19, 2025, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

G-1.

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RICHMOND, CALIFORNIA, March 19, 2025

The Open Session to Hear Public Comments before Closed Session was called to order at 5:06 PM.

ROLL CALL

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

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

Absent: Board Member Tipton.

PUBLIC COMMENT BEFORE CLOSED SESSION

None.

ADJOURN TO CLOSED SESSION

The Open Session to Hear Public Comments Before Closed Session adjourned at 5:08 PM.

CLOSED SESSION – Shimada Room, City Council Chambers

The Regular Meeting of the Richmond Rent Board was called to order at 5:47 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

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

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

Absent: Board Member Tipton.

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

Cordell Hindler invited the Rent Board Members to the Contra Costa Mayors Conference in the City of Pleasant Hill on May 1, 2025, and the Bayfront Chamber Mixer on April 22nd. He also requested that the Board add two items to the next Rent Board Agenda: the election of a Vice-Chair and the awards item that was previously scheduled but not discussed.

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 Tipton absent.

***G-1.** Approve the Minutes from February 19, 2025, Regular Meeting of the Richmond Rent Board.

***G-2.** Receive the Fiscal Year 2024-25 Monthly Activity Report through February 2025.

***G-3.** Receive the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through February 2025.

***G-4.** Approve late fee waiver(s) for March 2025 pursuant to Regulation 425.

CONSIDERATION OF APPEALS

H-1. General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC23-T211: Appellant appeals the Hearing Examiner's Decision that awarded Respondent Excess Rent restitution in the amount of \$10,962.19, based on the theory of Original

Occupancy. On appeal, the Appellant challenges the basis of the Hearing Examiner's findings and subsequent award.

The Appellant(s) in this case were present. The Respondent in this case was not present. The Appellant was given the entire 7 minutes to present since the Respondent was not present and presented for 4:28 minutes. The Appeal hearing began, and the following individual presented their case: Freddie Morrisette. Discussion ensued. There were no public comments on this item.

After hearing the issues brought on appeal and discussing the matter amongst themselves, a motion was made by Board Member Hite to reverse the Hearing Examiner's decision and Excess Rent award from \$10,962.19 to \$0, as the Record does not contain substantial evidence supporting a finding that Respondent was an Original Occupant. Board Member Espinoza seconded the motion. The motion passed by the following vote: **Ayes:** Board Members Espinoza, Hite, Dockens, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Tipton.

After the vote of appeal, Mr. Morrisette expressed frustration about the length of time for the appeal process and his unresolved property issues. Executive Director Traylor directed staff to contact him to schedule an appointment with a Housing Counselor for further assistance.

Rent Board Clerk Cynthia Shaw concluded the hearing and informed the Appellant that all parties would receive a Rent Board Decision within 30 days.

REGULATIONS

I-1. Deputy Director Fred Tran presented on the matter to approve Staff to create language to amend Chapter 4 Regulations to allow landlords to make digital submissions for enrollment and registration electronically. The presentation included the Statement of the Issue, the Background about the current Chapter 4, and a Recommended Action. Discussion ensued. There were no public comments on this item. A motion was made by Board Member Espinoza and seconded by Board Member Dockens to approve Staff to create language to amend Chapter 4 Regulations to allow Landlords digital submissions for Enrollment and Registration electronically passed by the following vote: **Ayes:** Board Members Espinoza, Hite, Dockens, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Tipton.

RENT BOARD AS A WHOLE

J-1. Board Member Dockens presented on the matter to direct Staff to read their Report at this meeting, Jan 15, 2025, for each contract previously approved at the November 20, 2024, Regular Meeting and discuss the pros and cons of each contract. Through detailed questions, each Board member will gain an understanding of the features of each contract and how each vendor was chosen. In addition, this discussion will yield a strong knowledge of the process of issuing contracts for Rent Program services. Most importantly, this discussion will inform the public that this Board takes seriously its role as a fiduciary and willingly fulfills the various duties required of a fiduciary, a sincere demonstration to the citizens of Richmond of the Board's respect for its legal obligation to act as a fiduciary on their behalf. She presented concerns over the lack of public discussion before voting on contracts in November 2024 and emphasized the Board's duty of care, loyalty, accountability, transparency, and the recommended action. Discussion ensued. There were no public comments on this item. The Board received the presentation, and no formal action was taken.

J-2. Executive Director Nicolas Traylor presented on the matter to receive a presentation regarding the Rent Program Budget priorities for the current fiscal year, statistics on Rent Program activities in Fiscal Year 2024-25, high-level overview of Rent Program resource needs for Fiscal Year 2025-26 associated with Program statistics and activities with an overview of the budget timeline for Fiscal Year 2025-26 and approve a budget line-item adjustment for an Administrative Student Intern and the employer portion of the CalPERS contribution in the Fiscal Year 2024-25 Budget. The presentation included the statement of the issue, an overview of the presentation, a review of fiscal year 2024-25 program priorities and goals, program development goals, Fiscal Year 2024-25 outreach goals, program sustainability and compliance, a summary of fiscal year 2024-25 budget priorities, Fiscal Year 2025-26 Rent Program Budget to include a status quo budget, notable Rent Program activity in Fiscal Year 2024-25, Fiscal Year 2025-26 priorities and potential corresponding budget impact, additional budget considerations, budget timeline, the recommended action and a chart of budget and fees for additional staff resources. Discussion ensued. The following individual gave public comments: Cordell Hindler. The Board received the presentation regarding the Rent Program Budget priorities for the current fiscal year, statistics on

Rent Program activities in Fiscal Year 2024-25, a high-level overview of Rent Program resource needs for Fiscal Year 2025-26 associated with Program statistics and activities with an overview of the budget timeline for Fiscal Year 2025-26 and approved a budget line-item adjustment for an Administrative Student Intern and the employer portion of the CalPERS contribution in the Fiscal Year 2024-25 Budget and directed staff to bring unit leads to next meeting for outreach and hearings updates. A motion was made by Chair Cantor and seconded by Board Member Hite, passed by the following vote: **Ayes:** Board Members Espinoza, Hite, Dockens, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Tipton.

Before moving to Item J-3 under Rent Board as a Whole, the Board discussed taking a 10-minute break and extending the meeting. A motion by Board Member Hite to allow a 10-minute break from 8:00 – 8:10 PM and to extend the meeting past the 3-hour time limit to adjourn by 8:40 PM to hear Item J-3 under Rent Board as a Whole and Item K under Reports of Officers, and seconded by Board Member Espinoza, passed by the following vote: **Ayes:** Board Members Espinoza, Hite, Dockens, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Tipton.

J-3. Executive Director Nicolas Traylor presented on the matter to receive and approve the Fiscal Years 2021-22 through 2023-24 Rent Program Annual Report infographic video and directed staff to present the report to the Richmond City Council. The infographic video presentation included a report on Rent Program activities covering fiscal years 2021-22, 2022-23 and 2023-24. Discussion ensued. There were no public comments on this item. A motion made by Board Member Hite and seconded by Board Member Espinoza that the Board received and to approve the Fiscal Years 2021-22 through 2023-24 Rent Program Annual Report infographic video and direct staff to present the report to the Richmond City Council and offered feedback on volume balance, slide pacing, and captioning for accessibility and Spanish interpretation, passed by the following vote: **Ayes:** Board Members Espinoza, Hite, Dockens, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Tipton.

REPORTS OF OFFICERS

Board Member Dockens provided farewell remarks upon concluding her term, reflecting on her experience and emphasizing thoughtful discourse and public service. Fellow Board Members and staff expressed their appreciation and thanked her for her service.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair