

Item I-1: PROPOSAL TO AMEND CHAPTER 4 REGULATIONS

Fred Tran, Deputy Director

March 19, 2025 | Regular Meeting of the Richmond Rent Board

Item I-1: Statement of the Issue

The purpose of Chapter 4 Regulations is to enable the Rent Board to monitor and control allowable rents as mandated by the Ordinance, and to charge and collect fees for the purposes of covering the cost of administering the Ordinance. All registration requirements are subject to California Civil Code Section 1947.7 et.seq, as may be amended.

The City is implementing a new land management system to enable Landlords (or Landlord's representative) to submit data electronically through the City's new digital platform.

Item I-1: Background – Current Chapter 4

Chapter 4. REGISTRATION AND FEES

Chapter 4 of the Rent Board Regulations titled “REGISTRATION AND FEES” was initially adopted to clarify the essential enrollment and registration requirements to monitor Rental Properties and Rental Units in accordance with the Rent Ordinance. The Rent Board finds that in order to monitor compliance with Annual General Adjustments and provide for Individual Rent Adjustments as required under the Rent Ordinance it is essential that registration of Rental Units include information on Base Rents and notification of increases. Only tenancies in Controlled Rental Unit(s) need to be Registered with the Richmond Rent Board.

Item I-1: Background – Current Chapter 4 (continued)

Currently, paper Enrollment and Tenancy Registration forms are submitted to the Rent Program in accordance with the language of Chapter 4 Regulations. The City implementing a new land management system - Allow Landlords (or Landlord's representative) to submit data electronically
Rent Program - new database to replace the existing TRAKiT system
The new digital platform will allow Landlords (or Landlord's representative) to submit data electronically.

Example below:

402. Required Rent Registration

A. Only tenancies in Controlled Rental Unit(s) need to be Registered with the Richmond Rent Board. A Controlled Rental Unit is properly Registered in accordance with this Chapter if the Landlord or Landlord's representative has:

- (1) Filed with the Board completed Tenancy Registration Forms provided by the Board for the Controlled Rental Unit and all the Controlled Rental Units on the same property that include:

Item I-1: Recommended Action

APPROVE Staff to create language to amend Chapter 4 Regulations to allow Landlords digital submissions for Enrollment and Registration electronically.

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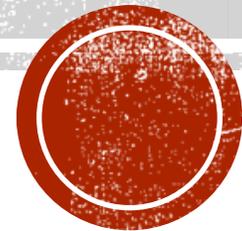
FISCAL YEAR 2025-26 BUDGET DISCUSSION

Nicolas Traylor- Executive Director

Richmond Rent Program

March 19, 2025

ITEM # J-2



STATEMENT OF THE ISSUE

- In accordance with Section 11.100.060(1) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year. Prior to the Board adopting a budget, staff will provide statistics and an update on activities to allow productive discussion with the Board on its priorities. To inform the discussion on the Board's priorities, Staff have prepared a presentation that:
 - 1. Reviews the Board's Budget priorities for the current fiscal year (2024-25)
 - 2. Provides statistics on key Rent Program services and activities and how these numbers inform budget considerations.
 - 3. Reviews budget requirements and timeline necessary to adopt Budget by July 1, 2025, deadline



OVERVIEW OF PRESENTATION

- Review of Fiscal Year 2024-25 Program Budget Priorities and Goals
- Notable Current Fiscal Year (FY2024-25) Program Activity
- Status Quo FY 2025-26 Budget and Fees
- Budget Considerations for FY 2025-26



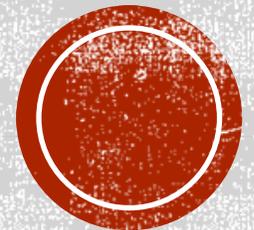
REVIEW OF FISCAL YEAR 2024-25 PROGRAM PRIORITIES AND GOALS

- **Program Development**
- **Outreach**
- **Program Sustainability
and Compliance**



ACTIVITY	STATUS
Provide Comprehensive Staff Training	COMPLETED <ul style="list-style-type: none"> • Comprehensive PIE trainings conducted • Special Legal Trainings for staff conducted
Enhance Online Services (New IMS Database)	NEARLY COMPLETED <ul style="list-style-type: none"> • New IMS Database to launch in April 2024
Develop and Launch Legal Services Program For Richmond Landlord and Tenants	NEARLY COMPLETED <ul style="list-style-type: none"> • Board contracted with Project Sentinel for LL/T Legal Services Program. • Program currently being launched.
Secure New Interpretation Vendor	COMPLETED <ul style="list-style-type: none"> • Board contracted with local firm “Accent on Languages” to provide onsite interpretation services for Board meetings.

PROGRAM DEVELOPMENT GOALS



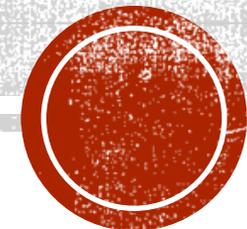
ACTIVITY	STATUS
Enhance Public Awareness	NEARLY COMPLETE AND ONGOING <ul style="list-style-type: none"> • Know Your Rights Guide completed • Mass mailings doubled • Reinstitute In-Person Workshops • Conducted community canvassing
Launch Tenancy Registration(MAR) Outreach	NEARLY COMPLETE <ul style="list-style-type: none"> • New IMS Database to launch in April 2024, with roll out of MAR Outreach in FY 25-26
Tenant Survey	NEARLY COMPLETE <ul style="list-style-type: none"> • Raw survey data compiled • Analysis to be presented FY 25-26
Targeted Outreach and Education	NEARLY COMPLETE AND ONGOING <ul style="list-style-type: none"> • Community canvassing conducted • Special targeted workshops scheduled • Affordable Housing site/management visits and training conducted

FY 2024-25 OUTREACH GOALS



PROGRAM SUSTAINABILITY & COMPLIANCE	STATUS
Sufficiently Fund Agency to Provide Quality Service	<p>COMPLETED</p> <ul style="list-style-type: none"> • 95% + compliance achieved in FY 24-25 <p>PROGRESS ONGOING</p> <ul style="list-style-type: none"> • There are still X in outstanding fees owed from current and previous fiscal years
Improve Agency (Staffing) Sustainability	<p>NEARLY COMPLETED</p> <ul style="list-style-type: none"> • Office Assistant hired to provide consistent dedicated front desk/in-take customer service • Recruitment of Admin. Trainee to support Hearings delayed but recruitment process underway.
Enhance Interdepartmental Collaboration	<p>NEARLY COMPLETE</p> <ul style="list-style-type: none"> • Cost Pool Cooperation Agreement is nearly finalized

PROGRAM SUSTAINABILITY & COMPLIANCE GOALS

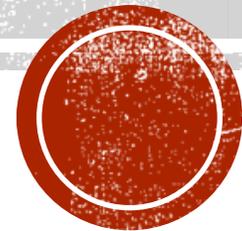


FY 24-25 Budget Priorities	Progress Towards Achievement
Enhance Community Outreach through Comprehensive Outreach Plan	<p>Ongoing: Comprehensive Outreach Plan developed, and implementation is ongoing. Notable achievements have been:</p> <ul style="list-style-type: none"> • Mass mailings doubled • Know Your Rights Guide Completed • Community engaged through canvassing • Reinstitution of in-person workshops
Add staffing to support the Public Information and Enrollment Unit (PIE) and Hearings Unit	<ul style="list-style-type: none"> • Nearly Completed: • One Office Assistant hired to support Rent Program office (in-take, appointments, etc.) • Recruitment for Admin. Trainee to support Hearings delayed but underway
Enhance interpretation services	<p>Completed: “Accent on Languages” contracted to provide interpretation services for Rent Board meetings and Rent Program in-person events</p>
Legal Services for Richmond Landlords and Tenants	<p>Nearly Completed: Project Sentinel contracted to provide legal services for landlords and tenants. Program is currently in launch phase.</p>

SUMMARY OF FY 24-25 BUDGET PRIORITIES



**FISCAL YEAR 2025-26 RENT
PROGRAM BUDGET**



FISCAL YEAR 2025-26 STATUS QUO BUDGET

Status Quo
Budget for
Fiscal Year
2025-26

\$3,660,764

Based on last years budget with no additional staff or non-staff resources added, prior year's MOU mandated increases. Cost Pool Charges Net \$0. COLA increase in January 2026. Nicolas Traylor Retirement March 2026 with Leave Payouts, Fringe Benefits at 62% of Total Salaries.

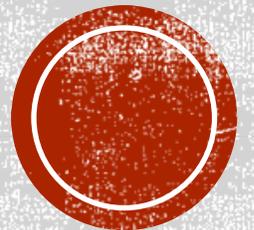
Estimated
Residential
Rental Housing
Fee for
FY 25-26

Fully Covered \$272 from \$238
Partially Covered \$153 from \$135



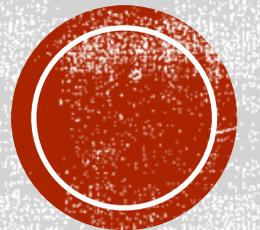
Key Program Activity	Status of Activity
Counseling	Counseling activity has stabilized. There was a 11% increase in counseling activity from FY 22-23 to FY 23-24 and 0.3% increase in FY 24-25.
Property Enrollment/Billing/Collection	Total Rental Units that Owe FY 2024-2025 Residential Rental Housing Fee: 2,030 Fully Covered Units 2,030 Partially Covered Units 722 Governmentally Subsidized Units
Tenant petitions (i.e., rent overcharges, rent reduction, failure to pay relocation assistance)	388% increase between FY 2022-23 & FY 2023-24 17% increase between FY 2023-24 & FY 2024-25

NOTABLE RENT PROGRAM ACTIVITY IN FISCAL YEAR 2024-25



Program Priority	Resource Prioritization	Increase in Budget
<p>COMPLIANCE: Continue to increase collection of delinquent fees and focus on discovery of rental properties</p>	<p>Add Rent Program Services Analyst to focus on compliance (collections and discovery of rental properties not currently enrolled with the Rent Program) to start in 2nd Quarter.</p>	<ul style="list-style-type: none"> • Adds approx. \$116,364 to budget
<p>HEARINGS: Allocate additional resources to address substantial increase in Hearings activity.</p>	<p>Add 0.5 FTE Hearing Examiner resources to keep up with Hearings demand. Staff recommend position be contracted out.</p> <p>Alternative: reallocate Staff Attorney Public Record Act (PRA) duties to General Counsel. This would allow Staff Attorney to take on more Hearings duties.</p> <p>Recommend additional step increase for Senior Administrative Analyst to account for additional supervision duties.</p>	<ul style="list-style-type: none"> • Adds approx. \$100,000 to budget. • Adds \$4,681 to budget. To account for shifting Staff Attorney duties to Hearings, staff recommend additional 2% merit increase in addition to regular 5% merit salary increase for Staff Attorney. • Adds \$10,251 to budget
<p>PUBLIC INFORMATION/COUNSELING</p>	<p>Promote existing Rent Program Services 1 to a Rent Program Services Analyst 2. Existing RPSA 1 will not be backfilled.</p>	<ul style="list-style-type: none"> • Adds \$7,594 to budget

FY 2025-26 PRIORITIES AND POTENTIAL CORRESPONDING BUDGET IMPACT



ADDITIONAL BUDGET CONSIDERATIONS

- Budget line adjustment - Administrative Student Intern in the Fiscal Year 2024-25 Budget.
- Administrative Student Intern has reached 1,000 hours and the City has informed the Rent Program that they must be enrolled in regular CalPERS from the PARS plan.
- The employer rate for CalPERS is 13.27%, an increase of 11.97% for the employer portion in contributions in the Fiscal Year 2024-25 Budget.



Date	Task
February 1, 2025	Budget Kickoff Meeting with Rent Program – Review Proposed Timeline
February/March Regular Rent Board Meeting	Board Receives Budget Presentation and Timeline for Budget Adoption/Fee Study Approval/Approval of Fee/Billing
April 1, 2025	Newspaper announcement is sent to be published in the paper on Wednesday, April 5 & Saturday, April 8, 2025
April Regular Rent Board Meeting (4/16/2025) Packet published 4/11/2025	PUBLIC HEARING HELD: Board receives revised FY 25/26 Budget and Fee Study and considers adoption (if not adopted, item may be continued in April and May, potential Special Meetings required)
City Council Meeting in April – April 29, 2025 (staff will insert placeholder for subsequent meetings in the event item requires several meetings) (Item request due in eSCRIBE 4/11/22, supporting docs due 4/16)	City Council Adopts Resolution Approving FY 25/26 Rental Housing Fee
May 2025	Rent Program staff notify Finance Department staff of adopted fee for inclusion in the City's Master Fee Schedule

BUDGET TIMELINE AND PROCESS



RECOMMENDED ACTION

- **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.
- **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.



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