

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 18, 2025

Final Decision Date Deadline: June 18, 2025

STATEMENT OF THE ISSUE: The minutes of the April 16, 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 April 16, 2025, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, April 16, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:18 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Hite, Cantor, and Tipton.

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

Absent: Board Member Espinoza.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

ELECT CHAIR AND VICE CHAIR

A motion made by Board Member Cantor to close nominations and to elect Board Member Tipton as Rent Board Chair, seconded by Board Member Hite, passed with Board Member Espinoza absent.

A motion made by Board Member Hite to close nominations and to elect Board Member Cantor as Rent Board Vice Chair, seconded by Chair Tipton, passed with Board Member Espinoza absent.

PUBLIC FORUM

Cordell Hindler congratulated Vice Chair Cantor and Board Member Hite on their reappointment. He also invited the Rent Board Members to the Contra Costa Mayors Conference in Pleasant Hill on May 1st, the Bayfront Chamber Mixer on April 22nd, and the Richmond Community Foundation Connects Kickoff on April 26, 2025, at Contra Costa College. He also requested that

the Board agendize a resolution recognizing past Rent Board Members.

RENT BOARD CONSENT CALENDAR

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

***G-1.** Approve the minutes of the March 19, 2025, Regular Meeting of the Richmond Rent Board.

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

***G-3.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the third quarter ending March 31, 2025.

***G-4.** Receive the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through March 2025.

***G-5.** Approve late fee waiver(s) for April 2025 pursuant to Regulation 425.

CONSIDERATION OF APPEALS

H-1. General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC24-T256: Appellant appeals the Hearing Examiner’s Decision that found that Respondent was entitled to relocation payments in the amount of \$6,630.33, because Appellant took an action to terminate Respondent’s tenancy to move into the unit. On appeal, the Appellant argues that since the tenant has already moved out of the unit, there is no need for the relocation payment. Additionally, the Appellant asserts that she is experiencing financial hardship and the amount that she is required to pay is outside of her means.

The Appellant, in this case, was absent. The Respondent, in this case, was present. The Respondent was given the entire 7 minutes to present his case, as the Appellant was not present; however, the Respondent declined to present his case and instead asked questions for 5 minutes. General Counsel Oshinuga recommended that the Respondent contact the Rent Program to speak with a Rent Services Analyst. The Appeal hearing began, and the following individual commented on their case: Madison Bohrer. 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 Vice Chair Cantor to affirm the Hearing Examiner's decision finding that Respondent was entitled to a permanent relocation payment in the amount of \$6,630.33, as the Appellant took an action to terminate Respondent's tenancy by sending May 13, 2024, to terminate Respondent's tenancy in order to move into the unit. The relocation payment amount cannot be offset by a security deposit. Board Member Hite seconded the motion. The motion passed by the following vote: **Ayes:** Board Members Hite, Vice Chair Cantor, and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza.

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

BUDGET

I-1. Executive Director Nicolas Traylor presented on the matter to RECEIVE and review the proposed high-level Status Quo Budget for FY 2025–26. CONSIDER additional budget options that address resource needs for the Public Information and Enrollment and Hearings Units. PROVIDE DIRECTION to staff on which components to include in the draft FY 2025–26 Rent Program budget to be brought back to the Board for possible adoption. The presentation included the Statement of the Issue, the Fiscal Impact, the status quo budget which included Option 1: proposed staff promotions/Landlord survey/security, and the impact on fees; Option 2: increasing compliance resources, revenue generation by increasing unit count, a new rental unit discovery project, increasing rental unit count through targeted outreach to single-family home/condos, collecting delinquent rental housing fees, and a summary of estimated annual revenue generation with the impact on fees; Option 3: increasing Hearings resources and the impact on fees, next steps and the Recommended Action. Discussion ensued. There were no public comments on this item.

A motion was made by Vice Chair Cantor and seconded by Chair Tipton, with the following direction to staff to proceed with Options 1 and 2 and return in May to include a fee projection for FY 2026–27 with the increased compliance revenue, given the work of the Rent Services Analyst and incorporate the Executive Director's one-time leave payout, passed by the following vote: **Ayes:** Board Member Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza.

REPORTS OF OFFICERS

Senior Management Analyst Monica Bejarano Eacret reported on the upcoming webinar titled “Purchasing a Rental in Richmond” on April 29, 2025, at 5:00 PM.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:01 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair