

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 May 28, 2025, 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 May 28, 2025, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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RICHMOND, CALIFORNIA, May 28, 2025

The Special Meeting of the Richmond Rent Board was called to order at 5:15 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Hite, Espinoza, and Chair Tipton.

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

Absent: Vice Chair Cantor.

Arrived at 5:18 PM after Roll Call Item was called

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler congratulated Chair Tipton on her reappointment. He also invited the Rent Board Members to the Contra Costa Mayors Conference in Brentwood on July 10th. He requested that the Board agendize recognizing past Rent Board Members and praised the Rent Program's work and public outreach.

RENT BOARD AS A WHOLE

F-1. Finance Director Andrea Miller presented on the matter to approve a Cooperative Cost Pool Agreement between the Richmond Rent Board and the City of Richmond. The presentation included the Statement of the Issue, the Recommended Action, the Fiscal Impact, and the Discussion with key terms which included the Rent Board to administer Relocation, Tenant Buyout, Real Estate disclosure ordinances, parts of the Richmond Rental Inspection Program, and a possible Lien Ordinance. The City will forgive unpaid cost pool charges, Rent Board

will issue annual rental housing reports, the City will assist in collecting delinquent fees (Board retains 90%) with the agreement duration established for 3 years with option to extend two more years. Discussion ensued. There were no public comments on this item. A motion was made by Vice Chair Cantor and seconded by Board Member Espinoza to approve a Cooperative Cost Pool Agreement between the Richmond Rent Board and the City of Richmond, passed by the following vote: **Ayes:** Board Members Hite, Espinoza, Vice Chair Cantor, and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

BUDGET

G-1. Executive Director Nicolas Traylor presented on the matter to RECEIVE a draft Fiscal Year 2025–26 Rent Program Budget, DIRECT staff to schedule a public hearing for review and potential adoption of the final Budget, RECEIVE a draft 10-year budget and revenue projections, RECEIVE analysis of financial impacts of: Adding a compliance-focused analyst and One-time leave payouts related to the Executive Director’s retirement. The presentation included the Statement of the Issue, the Fiscal Impact, budget allocations, updates on proposed staff promotions, the compliance-focused analyst role, FY 2026-27 projections, Executive Director retirement payouts, fringe benefits assumptions, and the Recommended Action. Discussion ensued. The following individual made a public comment: Cordell Hindler.

A motion was made by Vice Chair Cantor and seconded by Board Member Hite, with the following direction to staff to schedule a public hearing in June for the final review and adoption of the Fiscal Year 2025-26 Rent Program Budget and to return to the Board in July with landlord and number of units data, passed by the following vote: **Ayes:** Board Members Hite, Espinoza, Vice Chair Cantor, and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

REPORTS OF OFFICERS

Executive Director Traylor reported on the departure of Staff Attorney Palomar Sanchez on May 8th, who was offered a Deputy City Attorney position at the City of Oakland. He said that he didn’t mention it at the last Rent Board meeting because he was still going through the exit process with the City. He also thanked Palomar for his many years of service. He also mentioned that the Staff Attorney position is planned to be backfilled which is included in the Fiscal Year 2025-26 budget.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:01 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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