

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 16, 2025

Final Decision Date Deadline: July 16, 2025

STATEMENT OF THE ISSUE: The minutes of the June 18, 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 June 18, 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, June 18, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:03 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

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

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

Absent: None.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

Executive Director Nicolas Traylor announced that there were minor clerical errors in Item G1 and Item I1 in the agenda packet. He also mentioned that updated copies were provided to Board Members, and staff will make necessary corrections to the Item on the website.

Vice Chair Cantor recommended moving Item F-1, for the Consent Calendar, to discuss after the Budget Item. Discussion ensued regarding the order of approving contract items before the budget. General Counsel Oshinuga recommended that although legally permissible, it would be more prudent to approve the budget first.

A motion was made by Vice Chair Cantor and seconded by Board Member Espinoza to suspend the rules requiring the Consent Calendar to be heard first and move the Item for discussion to the end of the meeting, after the Budget Item.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, suggested holding Special Meetings solely for public hearings. He also mentioned that there is a vacancy on the Rent Board, which is expected to be on the

City Council's August Agenda. He also Invited Board Members to the Contra Costa Mayor's Conference in El Cerrito on September 4th. He also requested that the Board agenda recognize former Rent Board Members at a future meeting.

REGULATIONS

G-1. General Counsel Charles Oshinuga provided an oral presentation on the adoption of the 2025 Annual General Adjustment (AGA) of 1.62% for tenancies commencing prior to September 1, 2024. Discussion ensued. There were no public comments on this item. A motion was made by Vice Chair Cantor and seconded by Board Member Hite, adopting Regulation 614, establishing the 2025 Annual General Adjustment in the amount of 1.62% for tenancies commencing prior to September 1, 2024, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

RENT BOARD AS A WHOLE

H-1. Deputy Director Fred Tran presented the matter, recommending that the Rent Board authorize replenishing the Reserves to a minimum of eighteen percent (18%) of the current year's budgeted expenditure for the Operating and Stability Reserve, as described in the Reserve Policy. The presentation included background information on the Reserve Policy, its objectives, a chart of Reserve levels, the status of existing fund balances, proposed next steps, and Recommended Action. 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 authorize replenishing the Reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve as described in the Reserve Policy, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

BUDGET

I-1. Executive Director Nicolas Traylor presented the matter to adopt Revised Fiscal Year 2025-26 Rent Program Budget; receive and approve Fiscal Year 2025-26 Rental Housing Fee Study; and direct staff to prepare a resolution consistent with the Rent Board's approved Rental Housing Fee Study and Budget, recommending to

the City Council adoption of a two-tier fee structure for Fiscal Year 2025-26 of \$267 for Fully Covered Rental Units and \$151 for Partially Covered Rental Units. The presentation included the statement of the issue, the Fiscal Impact, a list of the proposed fiscal year 2025-26 goals, the Program Development, Outreach and Education, Program Sustainability and Compliance, information about the approved hiring of the Rent Program Services Analyst in FY 2025-26, information about Staff promotions in FY 2025-26, information about budgeting for salaries per updated class and comp study on union agreements, included the Rent Program position chart, proposed fiscal year 2025-26 budget summary, Budget and Fee study, a chart of the applicable unit counts, a chart of the proposed budget and corresponding Rental Housing Fees, proposed FY 2025-26 Rental Housing Fees compared to prior year fees, update on city cost pool charges and Cooperation Agreement 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 Board Member Espinoza to adopt the revised Fiscal Year 2025-26 Rent Program Budget and approve the Fiscal Year 2025-26 Rental Housing Fee Study and directed Staff to prepare a resolution consistent with the Rent Board's approved Rental Housing Fee Study and Budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2025-26 of \$267 for Fully Covered Rental Units and \$151 for Partially Covered Rental Units, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

RENT BOARD CONSENT CALENDAR

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

***F-1.** Approve the minutes of April 16, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Approve the minutes of May 28, 2025, Special Meeting of the Richmond Rent Board.

***F-3.** Receive the Fiscal Year 2024-25 Monthly Activity Report through May 2025.

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

***F-5.** Approve an amendment to the contract for community legal services with the Eviction Defense Center, increasing the contract amount by \$200,000 for Fiscal Year 2025-2026, to a total not to exceed \$1,181,244, and modifying the term to commence on July 1, 2025, through June 30, 2026.

***F-6.** Approve an amendment to the contract for translation services with The Spanish Group, LLC, increasing the contract amount by \$19,000 for Fiscal Year 2025-2026, to a total not to exceed \$67,600 for the Fiscal Year 2025-2026 (July 1, 2025- June 30, 2026).

***F-7.** Approve an amendment to the contract for legal services with Project Sentinel, increasing the contract amount by \$75,000 for Fiscal Year, 2025-2026, to a total not to exceed \$150,000, and modifying the term to commence on July 1, 2025, through June 30, 2026.

***F-8.** Approve an amendment to the contract for interpretation services with Interpreters Unlimited, increasing the contract amount by \$15,000 for Fiscal Year 2025-26, to a total not to exceed \$62,000 and modifying the term to commence on July 1, 2025, through June 30, 2026.

***F-9.** Approve contract amendment for interpretation services with Accent on Languages with a payment limit not to exceed \$26,200 for Fiscal Year 2025-26 (July 1, 2025 – June 30, 2026).

REPORTS OF OFFICERS

Executive Director Nicolas Traylor reported that Rent Program staff will be tabling the Juneteenth Festival at Nicholl Park on Saturday, June 21, 2025.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:58 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair