



REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804**

**AGENDA
Wednesday, November 19, 2025**

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Whitney Tipton

Board Vice Chair
Sara Cantor

Board Members
Tomasa Espinoza
Jim Hite
Melvin Willis

NOTICE: MASKS ARE STRONGLY ENCOURAGED!!

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, interpretation service or

alternative format requested at least two days before the meeting. Requests should be emailed to cynthia_shaw@ci.richmond.ca.us and rent@ci.richmond.ca.us or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to four minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 4 minutes; 16 to 24 speakers, a maximum of 3 and one-half minutes; and 25 or more speakers, a maximum of 3 minutes.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a

harassing remark at a public meeting that violates the above City policy prohibiting harassment, the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

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REGULAR MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. CONSENT CALENDAR

- | | | |
|-------------|---|---------------------|
| F-1. | APPROVE the minutes of October 15, 2025, Regular Meeting of the Richmond Rent Board. | <i>Cynthia Shaw</i> |
| F-2. | RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through October 2025. | <i>Cynthia Shaw</i> |
| F-3. | RECEIVE the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through October 2025. | <i>Fred Tran</i> |
| F-4. | RECEIVE the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2025. | <i>Fred Tran</i> |

G. CONSIDERATION OF APPEALS

- | | | |
|-------------|--|-------------------------|
| G-1. | APPEAL TO PETITION NO. RC25-T283:
Appellant/Landlord appeals the portions of the Hearing Examiner's Decision that awarded Respondent/Tenant (hereinafter, "Tenant") \$5,053.65, due to habitability conditions that impaired the full use of the Tenant's rental unit. Specifically, the Hearing Examiner found that defective windows, mold, and electrical issues existed in the Tenant's rental unit, which warranted a restitution award. | <i>Charles Oshinuga</i> |
|-------------|--|-------------------------|

On appeal, the Landlord challenges the Hearing Examiner's decision by raising four issues:

1. Electrical [issues] was a PG&E matter.
2. Tenant drop [sic] the demand by text message [on] 2/29.
3. Tenant move[d] in 12/1/2023 unit was newly painted,
4. Repairs requested were done.

H. REGULATIONS

- H-1. ADOPT proposed Regulation 327. Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board.

*Nicolas Traylor
Fred Tran*

I. REPORTS OF OFFICERS

J. ADJOURNMENT

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: The minutes of October 15, 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 October 15, 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, October 15, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:04 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Hite, Willis, Vice Chair Cantor, and Chair 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.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, began by requesting that during Rent Program Appeal Hearings, the attorney and parties speak more slowly to assist the interpreters. He also invited Rent Board Members and staff to the following upcoming events: the Council of Industries Boat Tour, scheduled for October 24, 2025, at the Harbor Master's Building, and the Contra Costa Mayors Conference, held on December 4, 2025, and hosted by the City of Pleasant Hill. He also expressed that it was nice to see former Rent Board Members at the Board Member Recognition held in September and commended them for their time served on the Rent Board.

Monique Taylor, Richmond Property Owner, expressed dissatisfaction with the City's inspection process, stating that inspectors had re-inspected her properties within 18 months, contrary to the expected three-year cycle. She reported that inspections were burdensome and often held landlords accountable

for tenant-related issues, describing the process as "harassment." She requested clarification of the landlord's rights and representation by the Rent Board.

David Taylor, Richmond Property Owner, expressed that he shares similar concerns about the inspection process, noting excessive reinspection fees and fines. He emphasized the challenges with tenant compliance, including blocked windows and maintenance issues. He questioned who represents landlords and sought clarification about the next steps for addressing grievances.

Chair Tipton and General Counsel Oshinuga provided a brief response to the Taylors, clarifying that the Richmond Rent Board does not administer or oversee the City's Rental Inspection Program. That program is housed under the Community Development Department, which oversees and administers the ordinance. They advised the Taylors to direct inspection-related concerns to that department.

A motion was made by Chair Tipton to recess for 5 minutes to speak privately with the Taylors to provide them with additional information on the appropriate contacts, seconded by Board Member Willis. The motion to recess for 5 minutes passed with Board Member Espinoza absent. The meeting adjourned for recess at 5:24 PM. The meeting was called back to order at 5:29 PM.

CONSENT CALENDAR

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

***F-1.** Approve the minutes of September 17, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Approve the minutes of September 30, 2025, Special Meeting of the Richmond Rent Board.

***F-3.** Receive the Fiscal Year 2025-26 Monthly Activity Report through September 2025.

RENT BOARD AS A WHOLE

G-1. Executive Director Nicolas Traylor presented on the matter to 1) direct staff to collaborate with the City Attorney's Office and City of Richmond Staff to draft ordinance language consistent with

existing City lien policy and procedures, and 2) direct staff to return to the Rent Board with a draft proposed ordinance for possible approval and recommendation to the City Council.

The presentation included a Statement of the Issue, goals of a Rent Board specific a lien ordinance, including streamline enforcement, boost compliance, protect revenue stream, leverage cooperative agreement benefits, clarify roles and authority, and provide for due process, recommended features of a Rent Board lien policy, information on how the current City of Richmond lien process works, a proposed outline of Rent Board/Rent Program lien process, Conclusion, implementation roadmap (next steps), the Recommended Action and the City lien process flowchart & Rent Board lien process flowchart. Discussion ensued. There were no public comments on this Item.

A motion was made by Board Member Willis, and seconded by Vice Chair Cantor, directing staff to collaborate with the City Attorney's Office and City of Richmond Staff to draft ordinance language consistent with existing City lien policy and procedures and to return to the Rent Board with a draft proposed ordinance for possible approval and recommendation to the City Council, passed by the following vote: **Ayes:** Board Member Hite, Willis, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza.

REPORTS OF OFFICERS

Board Member Willis suggested that, in light of the public concerns expressed earlier, the Rent Program coordinate with the City to establish clear communication procedures regarding the Rental Inspection Ordinance, thereby minimizing confusion among residents and landlords.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:44 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

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

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|---|--|--|
| <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: RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through October 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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**Rent Program
FY 2025-26 Monthly Activity Report**

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
		MTD ACTUAL	YTD TOTAL											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		84	86	121	96	-	-	-	-	-	-	-	-	387
6 Rent/Eviction Counseling Appointments By Walk-ins		31	48	48	21	-	-	-	-	-	-	-	-	148
7 Rent/Eviction Counseling Questions Addressed By Email		262	139	247	285	-	-	-	-	-	-	-	-	933
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		377	273	416	402	-	-	-	-	-	-	-	-	1,468
9 Rent/Eviction Counseling Sessions Conducted in Spanish		83	61	99	22	-	-	-	-	-	-	-	-	265
10 Rent/Eviction Counseling Sessions Conducted in Mandarin		-	-	-	-	-	-	-	-	-	-	-	-	-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese		-	-	-	-	-	-	-	-	-	-	-	-	-
12 Rent/Eviction Counseling Sessions Conducted in Another Language		-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH		83	61	99	22	-	-	-	-	-	-	-	-	265
14 Legal Service Referrals		14	15	8	14	-	-	-	-	-	-	-	-	51
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		187	199	472	110	-	-	-	-	15	-	-	-	983
19 Courtesy Compliance Letters Sent		370	348	324	321	-	-	-	-	-	-	-	-	1,363
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		66	56	68	12	-	-	-	-	-	-	-	-	202
22 Hard Copy Termination of Tenancy Notices Processed		33	19	22	25	-	-	-	-	-	-	-	-	99
24 TOTAL HARD COPY NOTICES PROCESSED		99	75	90	37	-	-	-	-	-	-	-	-	301
25 Billing/Enrollment/Registration Counseling Appointments In-Person		5	-	-	-	-	-	-	-	-	-	-	-	5
26 Billing/Enrollment/Registration Counseling Appointments By Phone		-	-	92	35	-	-	-	-	-	-	-	-	127
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		-	15	40	6	-	-	-	-	-	-	-	-	61
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		5	15	132	41	-	-	-	-	-	-	-	-	193
29 Enrollment/Tenancy Registration Packets Mailed		-	-	-	15	-	-	-	-	-	-	-	-	15
30 Enrollment Forms Processed		5	1	1	20	-	-	-	-	-	-	-	-	27
31 Rental Housing Fee Invoices Generated		-	4	36	15	-	-	-	-	-	-	-	-	55
32 Checks Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
33 Checks Returned		-	-	-	-	-	-	-	-	-	-	-	-	-
34 Tenancy Registrations Received		-	1	6	1	-	-	-	-	-	-	-	-	8
35 Rental Units Discovered Not in Database		1	1	4	6	-	-	-	-	-	-	-	-	12
36 Property Information Updated		-	-	-	10	-	-	-	-	-	-	-	-	10
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		1	5	12	7	-	-	-	-	-	-	-	-	25
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		-	-	27	64	-	-	-	-	-	-	-	-	91
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	5	4	6	-	-	-	-	-	-	-	-	21
40 Declarations of Exemption Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
41 LEGAL UNIT														
42 Public Records Act Requests Received		5	4	5	4	-	-	-	-	-	-	-	-	18
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	-	-	-	-	-	-	-	-	-	-	-	2
44 Withdrawal from the Rental Market (Ellis Act) Termination of Tenancy Notices Reviewed		-	1	-	-	-	-	-	-	-	-	-	-	1
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	3	1	-	-	-	-	-	-	-	-	4
46 Appeal Hearings Held		-	1	1	-	-	-	-	-	-	-	-	-	2
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		29	41	133	25	-	-	-	-	-	-	-	-	228
51 Hearings-Related Questions Addressed by Email		20	65	55	25	-	-	-	-	-	-	-	-	165
52 TOTAL HEARINGS-RELATED CONSULTATIONS		49	106	188	50	-	-	-	-	-	-	-	-	393
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
54 Increased in Occupants Petitions Received (Attachment B)		-	-	-	-	-	-	-	-	-	-	-	-	-
55 Increase in Space or Services Petitions Received (Attachment C)		1	-	-	-	-	-	-	-	-	-	-	-	1
56 Restoration of Denied AGA Petitions Received (Attachment D)		-	-	-	1	-	-	-	-	-	-	-	-	1
57 Landlord Individual Rent Adjustment Petitions Received		1	-	1	1	-	-	-	-	-	-	-	-	3
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		2	-	1	2	-	-	-	-	-	-	-	-	5
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		-	-	1	2	-	-	-	-	-	-	-	-	3
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		2	1	-	3	-	-	-	-	-	-	-	-	6
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		2	2	1	2	-	-	-	-	-	-	-	-	7
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	-	2	3	-	-	-	-	-	-	-	-	5
66 TOTAL TENANT PETITIONS RECEIVED		4	3	4	10	-	-	-	-	-	-	-	-	21
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

**Rent Program
FY 2025-26 Monthly Activity Report**

ITEM F-2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
2		MTD ACTUAL	YTD TOTAL											
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Subpoena(s)	-	-	-	1	-	-	-	-	-	-	-	-	1
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	1	-	-	-	-	-	-	-	-	1
73	Decisions Ordered	1	-	-	3	-	-	-	-	-	-	-	-	4
74	Cases Settled	2	4	4	2	-	-	-	-	-	-	-	-	12
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	2	-	-	-	-	-	-	-	-	-	2
77	TOTAL CASES CLOSED	4	4	6	5	-	-	-	-	-	-	-	-	19
78	Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
79	Total Open Cases (Tenant Petitions)	10	10	7	12	-	-	-	-	-	-	-	-	39
80	Total Open Cases (Landlord Petitions)	2	1	2	1	-	-	-	-	-	-	-	-	6
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	12	11	9	13	-	-	-	-	-	-	-	-	45
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	2	1	-	-	-	-	-	-	-	-	-	-	3
87	Proof of Temporary Relocation Payment	-	-	-	2	-	-	-	-	-	-	-	-	2
88	Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	148	154	459	676	-	-	-	-	-	-	-	-	1,437
91	Termination of Tenancy - Nonpayment of Rent	143	117	312	156	-	-	-	-	-	-	-	-	728
92	Termination of Tenancy - Breach of Lease	12	5	4	1	-	-	-	-	-	-	-	-	22
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Nuisance	-	1	-	1	-	-	-	-	-	-	-	-	2
95	Termination of Tenancy - Withdrawal from the Rental Market	-	2	-	-	-	-	-	-	-	-	-	-	2
96	Termination of Tenancy - Owner Move-In	2	-	-	-	-	-	-	-	-	-	-	-	2
97	Termination of Tenancy - Substantial Repairs	2	-	3	-	-	-	-	-	-	-	-	-	5
98	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	159	125	319	158	-	-	-	-	-	-	-	-	761
100														

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: Utilizing the City's MUNIS software system, management staff can generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

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: RECEIVE the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report for September and October 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

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RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2025-26

ITEM F-3
ATTACHMENT 1

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	-	(1,019,589.00)	(2,574,669.29)	28.4%
TOTAL LICENSES, PRMITS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	-	(1,019,589.00)	(2,574,669.29)	28.4%
361701 Interest	(50,000)	(50,000)	-	(5,609.62)	-	-	(5,609.62)	(44,390.38)	11.2%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	3,884.88	(3,884.88)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	5,284.25	-	(7,008.99)	-	(1,724.74)	(48,275.26)	3.4%
364855 OTHER REV/Misc Other Re	-	-	-	-	(36.00)	-	(36.00)	36.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	(36.00)	-	(36.00)	(50,000.00)	0.1%
TOTAL REVENUE	(3,694,258)	(3,694,258)	(10,654.75)	(28,648.50)	(982,046.49)	-	(1,021,349.74)	(2,672,908.55)	27.6%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	-	212,177.94	763,800.06	21.7%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	-	121,916.00	458,996.75	21.0%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	-	82,727.58	321,267.29	20.5%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	-	34,564.24	35,435.76	49.4%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	-	221.80	2,278.20	8.9%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	-	6,535.92	(6,535.92)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	-	2,544.54	12,955.46	16.4%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	-	1,050.00	1,750.00	37.5%
400053 OTHER PAY/Pension Credi	18,356	18,356	1,393.22	1,393.22	1,393.22	-	4,179.66	14,175.96	22.8%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	22,800.00	0.0%
TOTAL SALARIES AND WAGES	2,092,841	2,092,841	147,630.15	153,980.24	164,307.29	-	465,917.68	1,604,123.56	22.3%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	-	6,736.45	22,455.26	23.1%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	-	72,392.91	288,228.48	20.1%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	-	4,161.96	17,263.17	19.4%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	-	55.08	222.97	19.8%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	-	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	166.44	166.44	-	499.32	2,064.90	19.5%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	-	1,324.65	3,140.67	29.7%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	727.28	-	2,175.04	12,196.28	15.1%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	-	1,824.00	5,219.88	25.9%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	624.39	3,125.23	16.7%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	7,141.25	7,141.25	-	21,423.75	64,271.25	25.0%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	-	278.25	(278.25)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	-	54,218.16	210,782.36	20.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	-	71,189.04	231,419.66	23.5%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	79,386.75	79,006.71	-	237,313.00	871,892.85	21.4%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	51,504.68	4,682.32	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	166,668.00	33,332.00	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	-	389.75	7,110.25	5.2%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	-	420.39	6,460.61	6.1%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,825.40	17,840.16	17,158.90	218,172.68	38,824.46	133,608.86	65.8%
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	-	-	30,000.00	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	-	-	30,000.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	559.73	-	-	559.73	8,440.27	6.2%
400338 Recognition	300	300	459.51	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	-	(120.10)	8,120.10	-1.5%
TOTAL OTHER OPERATING	77,300	77,300	459.51	559.73	(120.10)	-	899.14	76,400.86	1.2%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	8,500.00	-	-	8,500.00	1,000.00	89.5%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	8,500.00	-	-	8,500.00	1,000.00	89.5%
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	8,748.00	8,748.00	-	26,244.30	78,735.00	25.0%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	-	13,119.00	39,362.00	25.0%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,685.00	-	14,053.00	42,165.00	25.0%
TOTAL COST POOL	213,678	213,678	17,805.30	17,805.00	17,806.00	-	53,416.30	160,262.00	25.0%
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	-	(24,948.30)	(274,425.00)	8.3%
90 OPER XFRS IN	(299,373)	(299,373)	(24,948.30)	-	-	-	(24,948.30)	(274,425.00)	8.3%
TOTAL EXPENDITURES	3,594,258	3,594,258	223,691.60	278,071.88	278,158.80	218,172.68	779,922.28	2,573,363.13	27.8%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	213,036.85	249,423.38	-703,887.69	218,172.68	-241,427.46	(99,545)	
CASH BALANCE			1,262,443.54	982,765.47	1,688,600.89				

Note: TRANSFER IN/From Gen Fund for the month of August and September had not been recorded, Staff has inputted the monthly amount assume Finance Depart will complete monthly close 10/10/25 - Finance Department will record the entries once FY2024-25 Year-End close is complete, catch up entry in October of 2025

RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2025-26

ITEM F-3
ATTACHMENT 2

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	-	(1,722,342.10)	(1,871,915.90)	47.9%
TOTAL LICENSES, PRMITS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	-	(1,722,342.10)	(1,871,915.90)	47.9%
361701 Interest	(50,000)	(50,000)	-	-	(5,609.62)	-	-	(5,609.62)	(44,390.38)	11.2%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	-	3,884.88	(3,884.88)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	5,284.25	-	(7,008.99)	-	-	(1,724.74)	(48,275.26)	3.4%
364855 OTHER REV/Misc Other Re	-	-	-	-	(36.00)	(15.00)	-	(51.00)	51.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	-	-	-	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	(36.00)	(15.00)	-	(51.00)	(49,949.00)	0.1%
TOTAL REVENUE	(3,694,258)	(3,694,258)	(10,654.75)	(28,648.50)	(982,046.49)	(702,768.10)	-	(1,724,117.84)	(1,970,140.16)	46.7%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	70,725.98	-	282,903.92	693,074.08	29.0%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	46,439.55	-	168,355.55	412,557.20	29.0%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	20,356.51	-	103,084.09	300,910.78	25.5%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	9,826.93	-	44,391.17	25,608.83	63.4%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	292.55	-	514.35	1,985.65	20.6%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	2,125.62	-	8,661.54	(8,661.54)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	783.02	-	3,327.56	12,172.44	21.5%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	350.00	-	1,400.00	1,400.00	50.0%
400053 OTHER PAY/Pension Credi	18,356	18,356	1,393.22	1,393.22	1,393.22	1,393.22	-	5,572.88	12,782.74	30.4%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	-	22,800.00	0.0%
TOTAL SALARIES AND WAGES	2,092,841	2,092,841	147,630.15	153,980.24	164,307.29	152,293.38	-	618,211.06	1,451,830.18	29.5%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	2,197.79	-	8,934.24	20,257.47	30.6%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	24,130.97	-	96,523.88	264,097.51	26.8%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	1,387.32	-	5,549.28	15,875.85	25.9%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	18.36	-	73.44	204.61	26.4%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	-	-	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	166.44	166.44	166.44	-	665.76	1,898.46	26.0%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	472.20	-	1,796.85	2,668.47	40.2%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	709.54	709.54	-	2,884.58	11,486.74	20.1%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	608.00	-	2,432.00	4,611.88	34.5%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	-	624.39	3,125.23	16.7%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	7,141.25	7,141.25	7,141.25	-	28,565.00	57,130.00	33.3%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	83.15	-	361.40	(361.40)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	17,929.40	-	72,147.56	192,852.96	27.2%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	23,729.68	-	94,918.72	207,689.98	31.4%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	79,386.75	79,006.71	78,574.10	-	315,887.10	793,318.75	28.5%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	4,000.82	47,503.86	8,683.14	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	16,666.00	150,002.00	49,998.00	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	389.75	-	779.50	6,720.50	10.4%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	-	3,000.00	0.0%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	280.33	-	700.72	6,180.28	10.2%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,825.40	17,840.16	17,158.90	21,336.90	197,505.86	60,161.36	132,938.78	66.0%
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	1,157.86	-	1,157.86	28,842.14	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	-	-	-	30,000.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	559.73	-	-	-	559.73	8,440.27	6.2%
400338 Recognition	300	300	459.51	-	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	520.80	-	400.70	7,599.30	5.0%
TOTAL OTHER OPERATING	77,300	77,300	459.51	559.73	(120.10)	1,678.66	-	2,577.80	74,722.20	3.3%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	8,500.00	-	-	-	8,500.00	1,000.00	89.5%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	8,500.00	-	-	-	8,500.00	1,000.00	89.5%
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	8,748.00	8,748.00	8,748.00	-	34,992.30	69,987.00	33.3%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	4,373.00	-	17,492.00	34,989.00	33.3%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,684.00	4,684.00	-	18,738.00	37,480.00	33.3%
TOTAL COST POOL	213,678	213,678	17,805.30	17,805.00	17,806.00	17,806.00	-	71,222.30	142,456.00	33.3%
391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	-	(99,792.30)	(199,581.00)	33.3%
90 OPER XFERS IN	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	-	(99,792.30)	(199,581.00)	33.3%
TOTAL EXPENDITURES	3,594,258	3,594,258	223,691.60	278,071.88	278,158.80	196,845.04	197,505.86	976,767.32	2,397,184.91	32.7%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	213,036.85	249,423.38	-703,887.69	-505,923.06	197,505.86	-747,350.52	427,045	
CASH BALANCE			1,262,443.54	982,765.47	1,688,600.89	2,195,563.95				

Note: TRANSFER IN/From Gen Fund for the month of August and September had not been recorded in, Staff has inputted the monthly amount assume Finance Depart will complete monthly close 10/10/25 - Finance Department will record the entries once FY2024-25 Year-End close is complete, catch up entry in October of 2025

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: As part of the Fiscal Year 2021-22 budget development process, management staff consulted with Kevin Harper, CPA, to implement a series of budgetary best practices for the Rent Program and Rent Board. As Kevin Harper advised in his March 12, 2020, memorandum, "a key element of an effective budget process is monitoring actual results against the budget throughout the year. This is done on a quarterly basis to allow management time to make adjustments if necessary to expenditures, policies or operations." In accordance with Kevin Harper's advice, staff members have prepared the report for the first quarter ending September 30, 2025, for the Board's receipt.

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

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|---|--|--|
| <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: RECEIVE the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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**RICHMOND RENT PROGRAM
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES
QUARTER ENDED JUNE 30, 2026**

	QUARTER ENDED for 9/30/2025			YEAR-TO-DATE as of 6/30/2026			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (1,319,604)	\$ (1,019,589)	\$ 300,015	\$ (1,319,604)	\$ (1,019,589)	\$ 300,015	Less collections due to implementation of new Land Management System, Invoices sent out in September 2025
Other Income	(25,000)	(1,761)	23,239	(25,000)	(1,761)	23,239	Collections efforts have not begun for late invoices and City has not recorded Interest and Gain income
TOTAL REVENUES	(1,344,604)	(1,021,350)	323,255	(1,344,604)	(1,021,350)	323,255	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	243,995	212,178	31,817	243,995	212,178	31,817	
SALARIES & WAGES/Mgmt.-Local 21	145,228	121,916	23,312	145,228	121,916	23,312	
SALARIES & WAGES/Local 1021	100,999	82,728	18,271	100,999	82,728	18,271	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
SALARIES & WAGES/PT- Temp	17,500	34,564	(17,064)	17,500	34,564	(17,064)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OVERTIME/General	625	222	403	625	222	403	Less overtime requested to invoice in current fiscal year
OTHER PAY/Acting	-	6,536	(6,536)	-	6,536	(6,536)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OTHER PAY/Bilingual Pay	3,875	2,545	1,330	3,875	2,545	1,330	Staff Attorney resigned, less bilingual pay in current quarter
OTHER PAY/Auto Allowance	700	1,050	(350)	700	1,050	(350)	Budgeted Auto Expense is annualized, pay will go through February 2026
OTHER PAY/Pension Credit	4,589	4,180	409	4,589	4,180	409	
OTHER PAY/Bonuses	5,700	-	5,700	5,700	-	5,700	No bonus paid in current quarter, MOUs negotiation continue
Subtotal Salaries & Wages	523,210	465,918	57,293	523,210	465,918	57,293	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shri	7,298	6,736	561	7,298	6,736	561	
P-ROLL BEN/Health Insurance Benefit	90,155	72,393	17,762	90,155	72,393	17,762	
P-ROLL BEN/Dental Insurance	5,356	4,162	1,194	5,356	4,162	1,194	
P-ROLL BEN/Employee Assistance	70	55	14	70	55	14	
P-ROLL BEN/Professional Dev-Mg	1,875	410	1,465	1,875	410	1,465	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Vision	641	499	142	641	499	142	
P-ROLL BEN/Life Insurance	1,116	1,325	(208)	1,116	1,325	(208)	
P-ROLL BEN/Long Term Disability	3,593	2,175	1,418	3,593	2,175	1,418	Less LTD Insurance paid and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,761	1,824	(63)	1,761	1,824	(63)	
P-ROLL BEN/Personal/Prof Dev	937	624	313	937	624	313	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Worker Comp-Clerical	1,173	-	1,173	1,173	-	1,173	Finance Department did not record Clerical Workers Comp for current quarter
P-ROLL BEN/Worker Comp-Prof	21,424	21,424	-	21,424	21,424	-	
P-ROLL BEN/OPEB	-	-	-	-	-	-	
P-ROLL BEN/PARS Benefits	-	278	(278)	-	278	(278)	PARS charge was not originally budgeted by HR and Finance
P-ROLL BEN/PERS-Misc.	66,250	54,218	12,032	66,250	54,218	12,032	
P-ROLL BEN/PERS-Misc. (UAL)	75,652	71,189	4,463	75,652	71,189	4,463	
Subtotal Benefits	277,301	237,313	39,988	277,301	237,313	39,988	
Professional & Administrative Services							
PROF SVCS/Professional Sacs	23,425	4,682	18,743	23,425	4,682	18,743	Less interpretation and translation services used in the current quarter
PROF SVCS/Legal Serv Cost	68,750	33,332	35,418	68,750	33,332	35,418	Legal Services with one vendor was delayed due to contract negotiation with agency
PROF SVCS/Info Tech Ser	625	-	625	625	-	625	City has not invoiced for quarterly TRAKIT subscription
TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	
DUES & PUB/Memberships & Dues	506	-	506	506	-	506	Staff did not utilize all legal dues in current quarter
DUES & PUB/Memberships & Dues	1,875	390	1,485	1,875	390	1,485	Property subscription was deferred for part of the year due to new land management system implementation
Ad & Promo/Advertising & Promo Materials	750	-	750	750	-	750	No outreach materials purchased in current quarter
Adm Exp/Program Supplies	1,720	420	1,300	1,720	420	1,300	Less admin expenses in current quarter
Subtotal Professional, Travel, & Admin Services	97,652	38,824	58,827	97,652	38,824	58,827	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	7,500	-	7,500	7,500	-	7,500	No Guides have been printed and sent out in current year
OFF EXP/Printing & Binding	7,500	-	7,500	7,500	-	7,500	No Guides have been printed and sent out in current year
RENTAL EXP/Equipment Rental	2,250	560	1,690	2,250	560	1,690	Full charges for copier shared with the City have not been charged to the Program, awaiting invoice

RECOGNITION	75	339	(264)	75	339	(264)	Recognition in the current quarter for entire year expenditure for meeting on September 30, 2025
OFF SUPP/Office Supplies	2,000	-	2,000	2,000	-	2,000	No office supplies were purchased in current quarter
UTILITIES/Tel & Telegraph	125	-	125	125	-	125	Expenditures for phone line been charged
PROV FR INS LOSS/Ins Gen Liability	2,375	8,500	(6,125)	2,375	8,500	(6,125)	Annual invoice for insurance premium paid in current quarter
COST POOL/(ISF)-Gen Liability	26,245	26,244	1	26,245	26,244	1	
COST POOL/(CAP)- Admin Charges	13,120	13,119	1	13,120	13,119	1	
COST POOL/(IND)Civic Ctr Alok	14,055	14,053	2	14,055	14,053	2	
90 OPER XFERS IN	(74,843)	(24,948)	(49,895)	(74,843)	(24,948)	(49,895)	Finance Department recorded the credit for Cost Pool Charges in October 2025
Subtotal Other Operating Expenditures	401	37,867	(37,466)	401	37,867	(37,466)	
TOTAL EXPENDITURES	898,565	779,922	118,642	898,565	779,922	118,642	
NET (REVENUES) TO EXPENDITURES	\$ (446,040)	\$ (241,427)	\$ (204,612)	\$ (446,040)	\$ (241,427)	\$ (204,612)	Less fees collected in quarter due to new land management system implementation delayed collections

(a) Variance explanations are provided where the actual expenditures varies from the budgeted amount by twenty five percent or more.

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: Political bodies (e.g. City Councils, Boards, Legislatures, etc.) may hold a recess or break during a fiscal or calendar year. This can be during the end of summer for practical, policy related, and/or institutional reasons. Some of the benefits for a recess include improving administrative efficiency and effectiveness, sufficient time to offer staff development and training and supporting work-life balance for board members and staff (preventing burnout).

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 |
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|---|--|---------------------------------|--|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | | |
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| <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: ADOPT proposed Regulation 327. Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board – Rent Board (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

H-1.

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AGENDA REPORT

DATE: November 19, 2025

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: Regulation 327. Out of Session: Establishing December Recess from Regular and/or Special Meetings of the Richmond Rent Board

STATEMENT OF THE ISSUE:

Political bodies (e.g. City Councils, Boards, Legislatures, etc.) may hold a recess or break during a fiscal or calendar year. This can be during the end of summer for practical, policy related, and/or institutional reasons. Some of the benefits for a recess include improving administrative efficiency and effectiveness, sufficient time to offer staff development and training and supporting work-life balance for board members and staff (preventing burnout).

RECOMMENDED ACTION:

ADOPT proposed **Regulation 327. Out of Session**, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board – Rent Board (Nicolas Traylor 620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Background

Richmond's Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance, RMC 11.100.060 (h) Meetings, mandates the Rent Board hold at a minimum one meeting per year: *"The Board shall hold such regularly scheduled meetings as are necessary to ensure the timely performance of its duties under this Chapter. All regular and special meetings shall be called and conducted in accordance with state law. There shall be minimally one (1) meeting a year so that the Board may comply with*

11.100.070.” Since the Board’s inception, staff have held one (1) regular Board meeting per month, on the 3rd Wednesday of each month for a total of 12 Regular Boards meetings per year.

Staff recommend the Rent Board adopt a regulation that establishes a recess or “out of session” period during the month of December each year, when no regular or special meetings are scheduled. The regulation would still allow the Rent Board and/or Program to schedule a meeting during the month of December, if an emergency arises pursuant Government Code 54956.5.

Why Establish a Recess Period in December?

Multiple reasons exist on why establishing a recess period during the month of December is recommended for the Richmond Rent Board. The first is to align with best practices associated with legislative or pseudo-legislative bodies (i.e. boards/commissions), where a recess period allows Board members and staff to pause after major fiscal decisions and allowing staff to adopt budgets and operational changes without constant new directives. For example, the City Council recesses in August, after the City budget is adopted by or around July 1. For the Rent Program, after the Rent Program budget is adopted, staff focuses on billing and collecting the newly established Residential Rental Housing Fees (Rent Program fees). This intense work period encompasses the months of August through November, when thousands of invoices are sent out and checks and electronic payments are processed by staff.

The month of December is also a month for staff to focus their energies internally on staff training, teambuilding and pre-budget planning (internal meetings among staff to determine next fiscal year’s goals). The City of Richmond at times, as a cost-saving measure, furloughs City staff during the last week of the month into January of the following year. Finally, December is a month where it is more common for Board members and staff to request personal time off to travel or spend time with family during the City holidays (Christmas and New Year’s Day).

The policy goal of the annual recess is to promote effective governance by balancing active policymaking with a period to pause, plan, and engage with staff to improve the quality and efficiency of public decision-making over the full year.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Draft Regulation 327. Out of Session

327. Out of Session

Unless authorized in a prior meeting, the Board shall not hold a regular and/or special meeting in the month of December. This regulation does not apply to emergency meetings authorized pursuant to Government Code 54956.5.

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