

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 18, 2026

Final Decision Date Deadline: February 18, 2026

STATEMENT OF THE ISSUE: Under Richmond Municipal Code 11.100.060 (o), the Rent Board shall review and assess yearly that sufficient number of staff are employed, including an Executive Director, hearing examiners, housing counselors and legal staff, as may be necessary to perform its function efficiently in order to fulfill the purpose of the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (Rent Ordinance). Annually during the budget development process, the Rent Program will present updates and assumptions to the Rent Board for adoption of an annual budget to fund operations for the ensuing fiscal year. Rent Program staff will provide the Rent Board with an update on two impactful employment matters expected for Fiscal Year 2026-27.

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> | |

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|---|--|---------------------------------|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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 a presentation on current staffing levels and recruitment of adopted Rent Board budgeted positions – Rent Board (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

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AGENDA REPORT

DATE: February 18, 2026

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director

SUBJECT: Update on Staffing – Recruitment and Hiring for the Rent Program
Adopted Budget

STATEMENT OF THE ISSUE:

Under Richmond Municipal Code 11.100.060 (o), the Rent Board shall review and assess yearly that sufficient number of staff are employed, including an Executive Director, hearing examiners, housing counselors and legal staff, as may be necessary to perform its function efficiently in order to fulfill the purpose of the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (Rent Ordinance). Annually during the budget development process, the Rent Program will present updates and assumptions to the Rent Board for adoption of an annual budget to fund operations for the ensuing fiscal year. Rent Program staff will provide the Rent Board with an update on two impactful employment matters expected for Fiscal Year 2026-27.

RECOMMENDED ACTION:

RECEIVE a presentation on current staffing levels and recruitment of adopted Rent Board budgeted positions.

FISCAL IMPACT: There is no fiscal impact related to this item.

DISCUSSION:

Background

During the developmental years of the Rent Program, the City of Richmond was extremely responsive and provided crucial support to allow for timely hiring of staff necessary to administer the Rent Ordinance. Unfortunately, over the last three fiscal years, despite staff's diligent efforts to move recruitment forward, the Rent Program has suffered City delays in recruitment and hiring, including an Office Assistant for front desk/in-take support and an Administrative Trainee for hearings/petitions and Board Clerk support. These two roles were originally approved in the Fiscal Year 2023-24

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adopted budget on June 26, 2023. **Attachment 1** is a timeline of Rent Program and City activity and correspondence for the recruitments for the two roles.

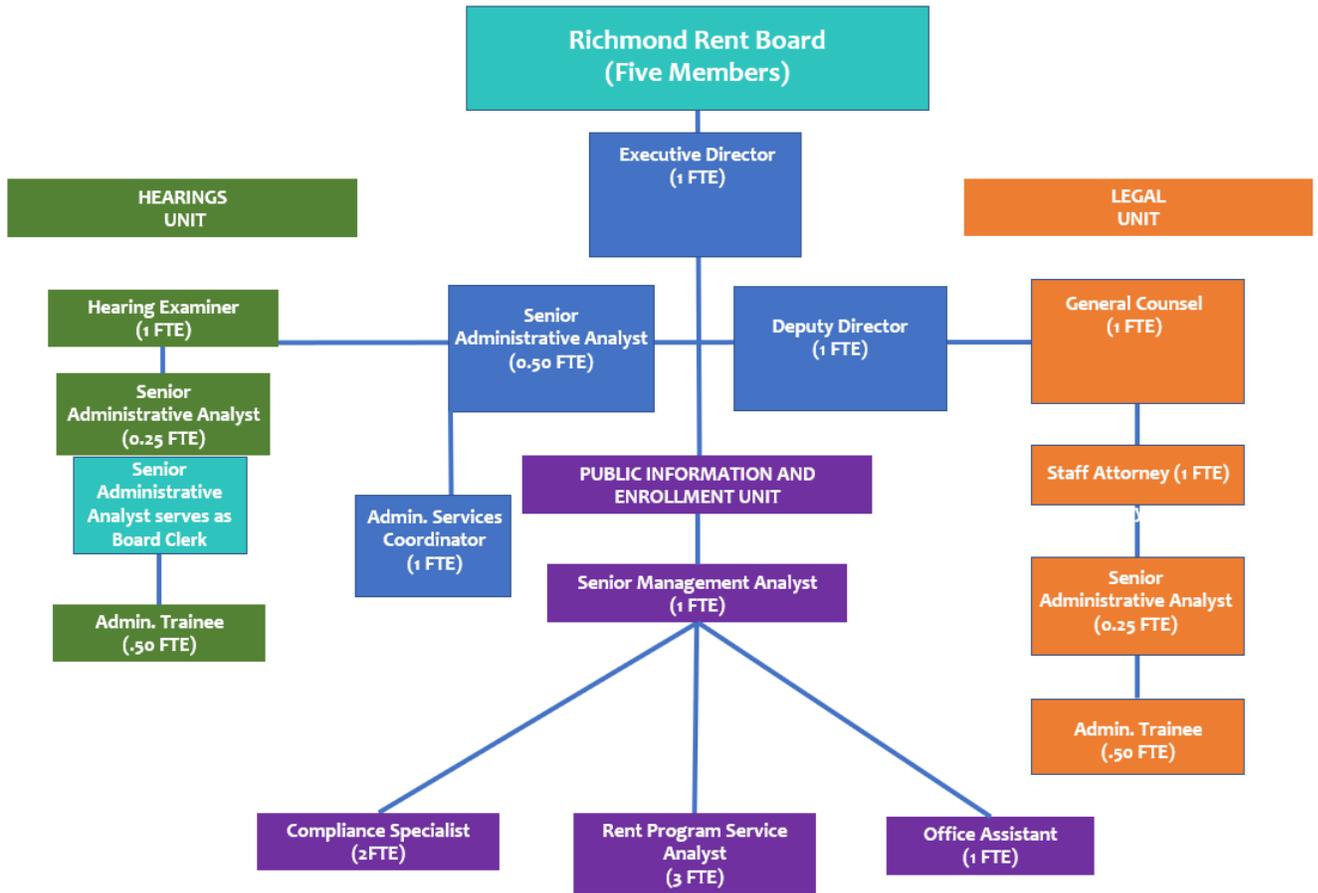
The Rent Program is entering a phase of leadership transition in the coming months. The Executive Director, Nicolas Traylor, will retire at the end of February 2026. The 2025-26 Fiscal Year budget for has salary and benefits included through that duration as well as an estimated accrued vacation pay out. The Rent Board will need to evaluate the interim Executive Director from March 2026 through the end of the fiscal year June 30th. An assessment of the hire and recruitment of a permanent Executive Director also needs to be evaluated and determined. The Fiscal Year 2026-27 budget should consider the added mandates of the City and Rent Board Cooperation Agreement; it is important for the Rent Board to understand the current state of agency's staffing needs and levels.

To maintain sufficient staffing levels, the Rent Program presents its recommended annual staffing needs and corresponding budget for the Board's consideration and possible adoption. After the budget is adopted, staff work with the City's Human Resources department to recruit for and hire budgeted positions. The recruitment process is usually expected to take several months. Unfortunately, despite repeated, ongoing efforts to request approval and recruit for several key positions, the Rent Program has found it challenging to move the process forward due to City delays.

The Fiscal Year 2025-26 Rent Program budget includes funding for 15 full-time positions:

- 1 Office Assistant (resigned in September 2025, requested approval for recruitment)
- 1 Admin. Trainee (reclassified from Office Assistant, requested approval for recruitment)
- 2 Compliance Specialists
- 1 Administrative Services Coordinator
- 1 Deputy Director
- 1 Executive Director (Retiring in Feb 2026)
- 1 General Counsel
- 1 Hearing Examiner
- 1 Senior Administrative Analyst
- 1 Senior Management Analyst
- 1 Staff Attorney (Budgeted Q2 hire, requested approval for recruitment)
- 3 Rent Program Services Analyst (budgeted to hire one in Q2, requested approval for recruitment)

Below is the FY 2025-26 Rent Program Organizational Chart



Conclusion

On January 8, 2026, the Rent Program’s Executive Director and senior staff met with the City Manager to request the City Manager’s approval to move forward with Rent Program recruitments. The City Manager agreed at that meeting that the positions would be approved by her. A follow-up email was sent on January 16, 2026, to the City Manager requesting her written approval to move forward with the recruitment requested. The Rent Program is still awaiting written approval or confirmation from the City Manager.

DOCUMENTS ATTACHED:

Attachment 1 – Timeline of Office Assistant and Admin. Trainee Recruitment

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Timeline of Office Assistant / Admin Trainee Recruitment and Hire

6/26/2023 FY 2023-24 Budget and Fee Study Adopted by Rent Board - hire 2 Office Assistants approved

10/4/2023 City Council approved the two positions for Office Assistant I/II

12/15/2023 Office Assistant Job Bulletin updated to post by Rent Program Staff

2/20/2024 Begin recruitment and interviews for 2 Office Assistant

3/18/2024 Conditional offers extended to RJ and NH - 2 Office Assistant

3/26/2024 Rescind - Conditional offer to NH

3/29/2024 Final written offer extended to RJ

4/4/2024 C Band Office Assistant received from HR for Staff review

4/19/2024 Complete C Band review, no viable candidate

8/30/2024 Amend Position Control to Admin Trainee- role to focus on supporting Hearings Unit and Board Clerk

10/23/2024 Office Assistant to Administrative Trainee was approved at City Council meeting

11/4/2024 Band A - received and reviewed for Admin Trainee

11/14/2024 Band B - received and reviewed for Admin Trainee

1/14/2025 Band C - received and reviewed for Admin Trainee

3/27/2025 HR - advised to revisit list for all Admin Trainee

8/27/2025 Reopen Admin Trainee Recruitment

9/2/2025 Rating submitted to HR for Admin Trainee Recruitment

9/29/2025 Resignation Office Assistant - RJ

10/9/2025 Per HR, request approval from Nickie M (CMO) to begin recruitment

1/15/2026 Per HR, written approval from Shasa (CMO) required to proceed with recruitment activity

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