AGENDA ITEM REQUEST FORM

Department: Rent Program **Department Head:** Nicolas Traylor **Phone:** 620-6564

Meeting Date: June 17, 2024 **Final Decision Date Deadline:** June 17, 2024

STATEMENT OF THE ISSUE: The minutes of the May 7, 2024, Special Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

- ☐ **City Council**
- ☐ **Redevelopment Agency**
- ☐ **Housing Authority**
- ☐ **Surplus Property Authority**
- ☐ **Joint Powers Financing Authority**
- ☐ **Finance Standing Committee**
- ☐ **Public Safety Public Services Standing Committee**
- ☐ **Local Reuse Authority**
- ☒ **Other: Rent Board**

ITEM

- ☐ **Presentation/Proclamation/Commendation (3-Minute Time Limit)**
- ☐ **Public Hearing**
- ☐ **Regulation**
- ☒ **Other: CONSENT CALENDAR**
- ☐ **Contract/Agreement**
- ☐ **Rent Board As Whole**
- ☐ **Grant Application/Acceptance**
- ☐ **Claims Filed Against City of Richmond**
- ☐ **Resolution**
- ☐ **Video/PowerPoint Presentation** (contact KCRT @ 620.6759)

RECOMMENDED ACTION: APPROVE the minutes of the May 7, 2024, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

G-1.

RICHMOND, CALIFORNIA, May 7, 2024

The Special Meeting of the Richmond Rent Board was called to order at 5:34 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Board Members Present: Dockens, Espinoza, and Hite.

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

Absent: Chair Cantor and Vice Chair Guadalupe.

STATEMENT OF CONFLICT OF INTEREST

None.

Before the announcement of Item D for Agenda Review, Rent Board Clerk Cynthia Shaw announced to the Board that they should elect a Presiding Officer to lead the meeting. A motion by Board Member Dockens to nominate and elect Board Member Hite as the Presiding Officer for the May 7, 2024, meeting, seconded by Board Member Espinoza, passed unanimously.

AGENDA REVIEW

None.

PUBLIC FORUM

Marilyn Langlois thanked the Board and staff for the work they have been doing for the city, and she appreciates the work as a Richmond resident. She mentioned she was glad that this meeting was happening and that Spanish interpretation was possible because she knew it had been a challenge in the past meetings. She also mentioned that she hopes the Board can obtain a reliable source of Spanish language interpretation, which is very important for Board Members and the community to follow. She also mentioned that regarding the budget, she hoped the Board could find a way to maximize compliance with the rental fees. She noted that the staff is doing a pretty good job but can be challenging. She also encourages staff to find strategies to get as close as 100 percent payment of all landlord housing fees because that money could be put to good community use.

BUDGET

F-1. The matter to receive a presentation regarding the Rent Program's current financial situation and budget options and direct staff to prepare a draft budget for the fiscal year 2024-25, reflecting Budget Option 1 and Budget Option 2 with the Board's budget priorities incorporated in both options was presented by Executive Director. The presentation included an update on current financials and budget options, which included a positions chart, a recap of key program activities that included a chart of the key program activities and the status of activities compared to last fiscal year that included information about a substantial increase in outreach/education and petition activity, there is a sizable backlog in processing property enrollment, late fee waivers, and collection of the rental housing fee from delinquent accounts, a review of board priorities that included an overview of expanded outreach and community education, the comprehensive outreach plan, the statement of the issue, the fiscal impact, a discussion regarding the deficit factors around collections and cost pool charges, an overview of budget Option 2 to that included information about the strategic investment in increasing the collection rate, a chart of budget options and financial impact that included option one that included the enhanced status quo budget and the budget impact and Option 2 that included Option 1 plus the addition of one position and reclassify one position and the budget impact, the recommended action and a chart of the projected deficit. Discussion ensued. There were no public comment on this item. A motion by Board Member Dockens, and seconded by Board Member Espinoza, directed staff to prepare a draft budget for the fiscal year 2024-25, reflecting Budget Option 2, and return to the Board with the draft budget at the next Rent Board meeting on May 15th, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, and Hite. **Noes:** None. **Abstentions:** None. **Absent:** Chair Cantor and Vice Chair Guadalupe.

REPORTS OF OFFICERS

Executive Director Nicolas Traylor asked Board Members for their availability for the May 15th Regular Rent Board Meeting and a special meeting on May 30th or May 31st, June 11th, and the June 17th Regular Meeting because there may not be a quorum. He also requested that Board Members let staff know if they can attend to help us prepare for the meetings as soon as possible. Rent Board Clerk Cynthia Shaw added that the Regular Meeting is scheduled for June 19th. However, the City may observe Juneteenth as a holiday, Wednesday, June 19th, and city offices will be closed. Staff have reserved June

17th as a placeholder in case the City approves the Juneteenth holiday. She added that the Juneteenth holiday fell on the 3rd Wednesday of the month this year when our Regular meetings are held, so we wanted to poll Board Members for their availability for Monday, June 17th. She added that May 30th and May 31st are also placeholder dates in case some Board Members are unavailable to meet for the June 11th and 17th meetings. Executive Nicolas Traylor added that staff will email Board Members about their availability for those dates mentioned.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:32 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

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Rent Board Chair

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