

**RICHMOND, CALIFORNIA**, February 16, 2022

The Regular Meeting of the Richmond Rent Board was called to order at 5:01 P.M.

Due to the coronavirus (Covid-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing.

Public comments were confined to items appeared on the agenda and were limited to the methods provided below. DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, the meeting utilized video/teleconferencing only. The following provides information on how the public participated in this meeting.

The public was able to view the meeting using Zoom at the following link:

<https://us02web.zoom.us/j/88689590195?pwd=YU5TNmxHWXJkT1NWK3E2cXNYd2h6UT09>

Password: rentboard

**Or By Telephone:**

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or  
+1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 886 8959 0195

International numbers available:

<https://us02web.zoom.us/j/k5G6s5Jul>

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, February 16, 2022, to the Rent Board Clerk, Cynthia Shaw at [cynthia\\_shaw@ci.richmond.ca.us](mailto:cynthia_shaw@ci.richmond.ca.us), to be considered into the record.

**PLEDGE TO THE FLAG**

**ROLL CALL**

**Board Members Present:** Conner, Johnson, Vasilas, Vice Chair Mishek, and Chair Finlay.

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

**Absent:** None.

### **STATEMENT OF CONFLICT OF INTEREST**

None.

### **AGENDA REVIEW**

None.

### **PUBLIC FORUM**

Cordell Hindler began his comment that he reviewed the February 16, 2022, agenda packet and explained Item F-5 under Consent Calendar regarding City legislative bodies continuing to meet via videoconference and teleconference at the City of Pinole Council meeting. He expressed his concern that the Public should return to in-person Rent Board meetings. He also said he hoped that one day soon, the Board would consider holding Hybrid meetings, similar to the City of Berkeley Council meetings. He also expressed that he misses the in-person interaction with Rent Board Members in the Council Chambers. He also mentioned that he reviewed the January 19, 2022, meeting minutes and noticed a typo in Item F-1 under Public Forum to correct the spelling of Counsel of Industries to Council of Industries. He also invited the Board to attend a performance titled “As You Like It,” located at the Masquers Playhouse, held on Friday and Saturday evening at 8:00 PM.

### **RENT BOARD CONSENT CALENDAR**

On motion of Board Member Vasilas, seconded by Vice Chair Mishek, the item(s) marked with an (\*) were approved unanimously:

\*F-1. Approve the minutes of the January 19, 2022, Regular Meeting of the Richmond Rent Board.

\*F-2. Receive the Fiscal Year 2021-22 Monthly Activity Report through January.

\*F-3. Receive the Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through January.

\*F-4. Approve late fee waiver(s) for January 2022 pursuant for Regulation 425.

\*F-5. Adopt a resolution making the required findings pursuant to Government Code Section 54953(e)(3) and determining that as a result of the continued threat to public health and safety posed by the spread of COVID-19, City legislative bodies shall continue to meet via videoconference and teleconference.

### **STUDY AND ACTION SESSION**

G-1. The matter to receive an overview and discuss the objective of the Fiscal Year 2022-23 Rent Program operating budget options and corresponding Rental Housing Fee Study and provide direction to staff was presented by Deputy Director Fred Tran. The presentation included the statement of the issue, Rent Program Mission Statement, proposed FY 2022-23 goals, expense, and revenue summary, proposed Rent Program organizational chart, proposed budget priorities, proposed budget priorities – Option B, proposed budget options and corresponding estimated Rental Housing Fee (comparison), comparison to peer jurisdictions, 10-year Financial Projection, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Chair Finlay, to adopt the proposed Fiscal Year 2021-22 Rent Program Budget to provide support for continued development of all Rent Program operations, and adopt a 2-tiered fee structure for the FY 2021-22, \$228.00 for fully covered rental units and \$129.00 for partially covered rental units, and acknowledge that the Board received and approved the revised 2021-22 Rental Housing Fee Study and direct staff to prepare a Resolution consistent with the Rent Board’s approval and budget when presented at the next Rent Board meeting.

General Counsel Charles Oshinuga informed Chair Finlay that before adopting a fee study and fee, the Board would have to pass the budget or do them simultaneously. He added that it was not the time to pass the budget at this meeting because it was not properly noticed, and there hasn’t been a public hearing held on the budget. He recommended she amend her motion to reflect the recommended action and select which budget options to direct staff to return for consideration.

Chair Finlay mentioned that she made the mistake of jumping to the recommendation at the back of the proposal and information received.

Chair Finlay accepted the recommendations by General Counsel Charles Oshinuga.

An amended motion by Chair Finlay, seconded by Board Member Johnson, to receive the proposed Fiscal Year 2022-23 Rent Program operating budget options and corresponding Rental Housing Fee and direct staff to return to the next meeting with Option B for consideration, passed by the following vote: **Ayes:** Board Member Johnson, Vice Chair Mishek and Chair Finlay. **Noes:** Board Members Conner and Vasilas. **Abstentions:** None. **Absent:** None.

General Counsel Charles Oshinuga made a statement to the Board Members and the Public that this motion does not bind the Board to Option B. It requires staff to come back to the Board with Option B with a detailed budget with every line item to critique. If you find that option B is no longer appropriate because perhaps the Cost Pool of the City has increased the bottom-line fee, you can reject Option B and tweak it or any line item as you see fit. It's a public hearing, so the public also gets to weigh in.

#### **REPORTS OF OFFICERS**

Executive Director Nicolas Traylor informed the Board that we are currently interviewing for three key positions, a Senior Management Analyst, who will be overseeing Public Information and Registration and Enrollment units and providing information to the public. We are also interviewing for a Rent Services Analyst. We recently interviewed a candidate for one of our clerical positions and sent out an offer letter. He added that we are gradually staffing up again, which is a relief.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 6:20 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

VIRGINIA FINLAY  
Virginia Finlay, Rent Board Chair