

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 19, 2021

Final Decision Date Deadline: May 19, 2021

**STATEMENT OF THE ISSUE:** The minutes of the April 21, 2021, 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 April 21, 2021, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**F-1.**

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**RICHMOND, CALIFORNIA, April 21, 2021**

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/82085415783?pwd=eHFYZkJla2JUNzRxcTZvVnRqNlhPZz09>

Password: rentboard

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

Step 2: Webinar ID: 820 8541 5783

International numbers available:

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

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, April 21, 2021, 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**

**Boardmembers Present:** Conner, Finlay, Johnson, Mishek and Vasilas.

**Staff Present:** Staff Attorney Charles Oshinuga, Deputy Director Paige Roosa and Executive Director Nicolas Traylor.

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**WELCOME AND INTRODUCTIONS**

Executive Director Nicolas Traylor welcomed the newly appointed Rent Board members to the Rent Board. Boardmembers and staff also gave brief introductions and provided background information about their roles and expertise working with the community.

**SWEARING IN OF NEW BOARDMEMBERS**

Rent Board Clerk Cynthia Shaw swore in new Boardmembers Carole Johnson, Shiva Mishek and Michael Vasilas.

**ELECT CHAIR AND VICE CHAIR**

A motion made by Boardmember Conner to nominate and elect Boardmember Finlay as Rent Board Chair, seconded by Boardmember Vasilas, passed unanimously.

A motion made by Chair Finlay to close nominations and to elect Boardmember Mishek as Rent Board Vice Chair, seconded by Boardmember Johnson, passed unanimously.

**PUBLIC FORUM**

Cordell Hindler commented by email and by teleconference, to invite the Board to attend the Council of Industries luncheon meeting, held on the third Wednesday in May and the presenters will be Management Partners, who will provide an overview on budget principles. He also invited the Board to attend the Contra Costa Mayor's Conference held on May 6, 2021 at 6:30 PM. He added that Alison McKee, new County Librarian, would provide information about how the Library System became a more vital service during the pandemic and she will provide information on pending service changes in the wake of higher vaccination levels, and other issues of interest regarding libraries in

our cities and towns. He also feels that the public should have the option to attend Rent Board meetings in person. He also feels that it is a good way to interact with people. He also expressed that it has been a year and two months and that he prefers to be in person. He also requested that the topic of stipends for Rent Boardmembers for their service to the community should be considered as a future meeting agenda item in June or July. He also mentioned that other commissions and boards within the City receive some sort of stipend.

Marilyn Langlois welcomed the reappointed Rent Boardmembers Conner and Finlay and she thanked them for all of their service to the community. She added especially Boardmember Finlay, was one of the original Boardmembers since the beginning, who was a part of the huge effort to get all of the Regulations in place. She also welcomed and congratulated the newly appointed Rent Boardmembers Johnson, Mishek and Vasilas. She also added that she looks forward to attending the Rent Board meetings and working with the Board. She also gave a brief introduction, that she is a member of the Richmond Progressive Alliance, which is a part of the Fair and Affordable Richmond Coalition, which put together the Ordinance and brought it to the Richmond Voters to help get it passed, along with ACE, SEIU 1021 and other coalition partners. She also added that she is very excited to see how well this Board and staff have been able to implement the ordinance in a fair way that serves the residence of Richmond, both Tenants and Landlords. She also thanked Board and staff providing information and their great work. She concluded that she looks forward to working with the Board and staff on future endeavors.

### **BROWN ACT TRAINING**

The matter to receive training on the Brown Act and Rosenberg's Rules of Order was presented by Staff Attorney Charles Oshinuga. The presentation included an overview about Government Transparency, which provided the definition of the Brown Act, a meeting, unlawful meetings, types of serial meetings, posting the agenda, description of an agenda item, information about the public's place on the agenda, why does it matter what is listed on the agenda, very limited expectations, definition of Brown Act Closed Session, Penalties and Remedies, Public Records Act, Conflicts of Interest, Rosenberg's Rules of Order, the purpose of the rules, the role of the Chair, basic format for an agenda item, voting, counting Abstain votes, Motions, basic rules about Motions are subject to debate or discussion, Motion to

Reconsider, and Courtesy and Decorum. Discussion ensued. The following individual gave comments by email: Cordell Hindler. No action taken on this item.

**RENT BOARD CONSENT CALENDAR**

On motion of Boardmember Conner, seconded by Boardmember Johnson, the item(s) marked with an (\*) were approved:

\*J-1. Approve the minutes of the February 17, 2021, Regular Meeting of the Richmond Rent Board.

\*J-2. Approve the minutes of the March 9, 2021, Regular Meeting of the Richmond Rent Board.

**RENT BOARD AS A WHOLE**

K-1. The matter to receive the Fiscal Year 2020-21 Monthly Activity Report through March 2021 was presented by Deputy Director Paige Roosa. The presentation included the purpose of the monthly activity report, March 2021 highlights, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Chair Finlay, seconded by Vice Chair Mishek, to receive the Fiscal Year 2020-21 Monthly Activity Report through March 2021, passed by the following vote: **Ayes:** Boardmember Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

K-2. The matter to receive the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through March 2021 was presented by Deputy Director Paige Roosa. The presentation included the purpose of the monthly revenue and expenditure report, summary of period 9 (March) revenue and expenditure report, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Johnson, seconded by Boardmember Conner, to receive the Rent Program FY 2020-21 Monthly Revenue and Expenditure Report through March 2021, passed by the following vote: **Ayes:** Boardmember Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

K-3. The matter to receive the budgeted versus actual revenue and expenditures report for the third quarter ending March 31, 2021 was presented by Deputy Director Paige Roosa. The

presentation included the purpose of budgeted versus actual reports, description of variances, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Conner, seconded by Boardmember Johnson, to receive the budgeted versus actual revenue and expenditures report for the third quarter ending March 31, 2021, passed by the following vote: **Ayes:** Boardmember Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

### **APPEALS TRAINING**

L-1. The matter to receive training on the Richmond Rent Board Appeals Process was presented by Staff Attorney Charles Oshinuga. The presentation included a general overview of the Appeal process, overview of Rent Board Appeals terms, the Appeal process, Appeal steps, submitting Appeal form, responding to an Appeal, what happens when Appeals are filed, general structure of an Appeal hearing, Appeal hearing that is not De Novo, De Novo Appeal hearing, ruling on an Appeal, and decorum. Discussion ensued. There were no public comments on this item. A motion by Boardmember Vasilas, seconded by Boardmember Johnson, to receive training on the Richmond Rent Board Appeals Process, passed by the following vote: **Ayes:** Boardmember Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

### **REPORTS OF OFFICERS**

Executive Director Nicolas Traylor gave a brief report on the upcoming Community Workshop Webinar titled “Navigating the Eviction Process in Richmond”, to be held on Friday, April 23, 2021 from 4-6 pm. He added that it will include information regarding state and local eviction moratorium and Staff Attorney, Palomar Sanchez, will conduct the webinar presentation.

Deputy Director Paige Roosa announced that she will be resigning from the Rent Program to accept a position with the County of Santa Barbara and her last day will be Friday, May 7, 2021. She added that it has been a tremendous honor to have served the City of Richmond in this capacity, over the past 4 ½ years and that she is really confident that the foundation that we’ve laid for the Rent Program will support its continued success for many years to come. She also added that she is very proud of all the accomplishments we have made, the team we have built and she trusts that the Rent Board and the Rent Program Staff will

continue to advance the implementation and enforcement of the Rent Ordinance in the community's interest. She also added that she remains dedicated to the Rent Program's success and on that until her formal last day, May 7<sup>th</sup> she will continue to be available to answer any questions and assist with the transfer of essential functions. She thanked everyone for the opportunity to serve in this role and she sincerely looks forward to watching the program flourish.

Executive Director Nicolas Traylor acknowledged Deputy Director Paige Roosa and thanked her on the behalf of staff for her service to the community and leadership while serving as the Deputy Director. He added that we all have been extremely lucky to have her as a leader in the agency. He also added that she has been instrumental in helping implement the Rent Ordinance and continued to be very community oriented; making sure that the community was informed and involved about any policies or laws. He also added that she has played a major role in the Rent Program's fiscal sustainability and making it possible for us to act financially independent from the City of Richmond. He also added that she has excellent analytical skills and amazing budget expertise. He wished her the best of luck and that she will be missed.

Staff Attorney Charles Oshinuga and Board Clerk Cynthia Shaw also acknowledged and congratulated Deputy Director Paige Roosa on her new position in Santa Barbara. They thanked her for her service and expressed gratitude for working with her. Staff Attorney Charles Oshinuga added that it has been an honor to work with someone who is extremely gifted with knowledge, who presents impressive work, skills and dedication to the Rent Program and wished her the best of luck.

Boardmembers Conner and Finlay also acknowledged Deputy Director Paige Roosa expressing that it has been an honor working with her the past years. Boardmember Conner added that it has been a pleasure working for her, with her and around her and that, she has such a light presence. She also expressed gratitude to both Nicolas and Paige for welcoming her with open arms when she came to the Rent Board and provided so much information and guidance. She also added that she wishes her the best of luck in Santa Barbara. Chair Finlay added that she exceeds expectations and that she is so proud for her and of her and that, she will be truly missed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at  
7:24 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Rent Board Chair

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