

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 17, 2021

Final Decision Date Deadline: November 17, 2021

**STATEMENT OF THE ISSUE:** The minutes of the October 20, 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 October 20, 2021, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

**G-1.**

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**RICHMOND, CALIFORNIA, October 20, 2021**

The Regular Meeting of the Richmond Rent Board was called to order at 5:00 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/87969574460?pwd=QzU3L0UwU25nczQvZnFma2VyTGRzdz09>  
Password: rentboard

**Or By Telephone:**

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or  
+1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592  
Webinar ID: 879 6957 4460

International numbers available:

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

Community members who wished to make a public comment were required to submit their comments via email by 3:00 p.m. on Wednesday, October 20, 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, Johnson, Vasilas, Vice Chair Mishek, and Chair Finlay.

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

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

Executive Director Nicolas Traylor recommended removing Item F-3 from Consent Calendar to correct the spelling of the month September under Period 3 column on the FY 2021-22 Monthly Revenue and Expenditure Report through September 2021. Staff Attorney Charles Oshinuga responded that if it is a clerical error, staff can correct it after the meeting and the item is approved as long as the correction doesn't result in substitutive change. Executive Director Nicolas Traylor agreed to make the change and no formal action was taken on this item.

**PUBLIC FORUM**

Cordell Hindler emailed his request to speak under Public Forum but was not present.

**RENT BOARD CONSENT CALENDAR**

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

\*F-1. Approve the minutes of the September 15, 2021, Regular Meeting of the Richmond Rent Board.

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

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

\*F-4. Receive the budgeted versus actual revenue and expenditures report for the first quarter ending September 30, 2021.

**RENT BOARD AS A WHOLE**

G-1. The matter to 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 was presented by Staff Attorney Charles Oshinuga. The presentation included an overview about the Resolution, information about Assembly Bill 361, findings pursuant to the Government Code, and the recommended action. Discussion ensued. The following individual gave comment: Ilona Clark. A motion by Boardmember Conner, seconded by Boardmember Johnson, to adopt a resolution making findings to continue to provide via videoconference and teleconference meetings pursuant to Assembly Bill 361, passed by the following vote: **Ayes:** Boardmembers Conner, Johnson, Vasilas, Vice Chair Mishek and Chair Finlay. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-2. The matter to adopt a Records Retention Schedule and direct staff to work with the City Attorney's Office to have the Rent Board's Retention Schedule integrated into the City of Richmond overall Record Retention Schedule was presented by Staff Attorney Charles Oshinuga. The presentation included an overview about records and the City of Richmond's Record Retention, the rationale about the retention schedule, and the recommended action. Discussion ensued. There were no public comments on this item. A motion by Boardmember Conner, seconded by Vice Chair Mishek, to direct staff to return to the Board with a modified Retention Schedule, to reflect the addition of the contact information that is required by Regulation 1010, passed by the following vote: **Ayes:** Boardmembers 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 about Rent Program activities, workshops, and webinars since the September Rent Board Meeting related to the expiration of the eviction moratorium on September 30, 2021. He reported about the pre-recorded workshop held on September 10, 2021, titled "Rent Assistance and Covid-19 Rental Related Laws", a webinar held on September 30, 2021, titled "Non-Payment of Rent Questions and Answers Session for Landlord and Tenants," and a webinar held on

October 15, 2021, titled "Information about California Emergency Rental Relief Program: Housing is Key." He also reported on the upcoming pre-recorded workshop held on October 29, 2021, titled "Handling Habitability Problems in Richmond." He also mentioned that Boardmembers should anticipate the November 17, 2021, Rent Board meeting to be a longer meeting time due to the presentation of the Annual Report, which will include two fiscal years and an appeal hearing on the agenda.

He also mentioned that staff could answer questions or concerns once the Annual Report and the appeal are published. He also mentioned that our Administrative Student Interns had gathered data about how community members heard about contacting the Rent Program. He mentioned that the data shows that 48% was Google Search, 18% was word of mouth, 12 ½% was from the Post Card mailing, and a smaller amount was from referrals, front door or building, and other department visits at city hall. He also mentioned that we would continue to track this type of information since it helps with outreach planning.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:52 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Virginia Finlay, Rent Board Chair