

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 17, 2023

Final Decision Date Deadline: May 17, 2023

STATEMENT OF THE ISSUE: The minutes of the May 8, 2023, Special 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 May 8, 2023, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-2.

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RICHMOND, CALIFORNIA, May 8, 2023

The Special Meeting of the Richmond Rent Board was called to order at 5:09 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Board Members Present: Cantor, Dockens, Guadalupe, and Hite.

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

Absent: Board Member Espinoza and Staff Attorney Palomar Sanchez.

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. Board Members and staff also gave brief introductions and provided background information about their roles and expertise working with the community.

SWEARING IN OF NEW BOARD MEMBERS

Rent Board Clerk Cynthia Shaw swore in new Board Members, Sara Cantor, Elaine Dockens, Karina Guadalupe and Jim Hite.

ELECT CHAIR AND VICE CHAIR

A motion made by Board Member Cantor to close nominations and to elect Board Member Cantor as Rent Board Chair, seconded by Board Member Hite, passed with Board Member Espinoza absent.

A motion made by Board Member Hite to close nominations and to elect Board Member Guadalupe as Rent Board Vice Chair, seconded by Board Member Dockens, passed with Board Member Espinoza absent.

PUBLIC FORUM

None.

BROWN ACT TRAINING

I. The matter to receive training on the Brown Act and Rosenberg’s Rules of Order was presented by General Counsel Charles Oshinuga. The presentation included an overview of 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 on where the public resides on the agenda, why does it matter what is listed on the agenda, very limited expectations, the 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 which included information about the subject to debate or discussion and the requirement for a simple majority vote to pass, motion to reconsider, and courtesy and decorum. Discussion ensued. There were no public comments on this item. The Board received the item, and no formal action was taken.

CONFLICT OF INTEREST TRAINING

J. The matter to receive training on the Fair Political Practices Commission was presented by General Counsel Charles Oshinuga. The presentation included background about the Political Reform Act and the Fair Political Practices Commission, Political Reform Act about Conflict of Interest Basic Rule, Disqualifying Financial Interest 4-step analysis, Seeking Legal Advice, Other Conflicts of Interest, Government Code § 1090, Common Law Conflicts of Interest, what happens where there is a conflict, Fiduciary Duty, Gifts and Select Other Ethics Considerations, Honoraria, Behest Payments, and Form 700 for Statement of Economic Interests. Discussion ensued. There were no public comments on this item. The Board received the item, and

no formal action was taken.

AGENDIZING ITEMS & STAFF ROLES

K. The matter to receive training on agenda scheduling and appropriate content of said agenda was presented by General Counsel Charles Oshinuga. The presentation included an overview of what an Agenda Item is, why it matters what is listed on the agenda, how to agendize an item, Staff agendizing items, Rent Board as Whole agendizing items, an individual Board Member agendizing items, and the recommended action. Discussion ensued. There were no public comments on this item. The Board received the item, and no formal action was taken.

APPEALS TRAINING

L. The matter to receive training on the Richmond Rent Board Appeals Process was presented by General Counsel Charles Oshinuga. The presentation included a general overview of the appeal process, an overview of Rent Board appeals terms, the appeal process, appeal steps, submitting an appeal form, responding to an appeal, what happens when appeals are filed, the 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. The Board received the item, and no formal action was taken.

A motion made by Board Member Hite to recess for 10 minutes before hearing the next item, seconded by Board Member Dockens, passed with Board Member Espinoza absent.

The meeting was adjourned for recess at 7:15 PM. The meeting was called back to order at 7:28 PM.

RENT BOARD AS A WHOLE

M-1. The matter to receive a presentation regarding the Rent Program budget process and requirements for the Fiscal Year 2023-24 Rent Program Operating Budget and corresponding Rental Housing Fee Study and discuss scheduling a Special meeting to review a preliminary proposed Rent Program Budget and corresponding Fee Study for the Fiscal Year 2023-24 Budget, was presented by Deputy Director Fred Tran. The presentation

included the Rent Program Mission Statement, Rent Program Organizational Chart, Proposed Fiscal Year 2023-24 Goals, Budget and Rental Housing Fee Requirements, Proposed Budget and Fee Study Timeline, Expense and Revenue Summary, Comparison to Peer Jurisdictions, Rental Housing Fees from Prior Years, Adopted Fiscal Year 2022-23 Budget, 10-Year Financial Projection, and the Recommended Action. Discussion ensued. There were no public comments on this item. The Board received the item, and no formal action was taken.

REPORTS OF OFFICERS/SCHEDULING

General Counsel Charles Oshinuga acknowledged Former Board Members Conner, Johnson, Vasilas, and Chair Finlay for their time commitment and service to the community.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:58 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair