

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 20, 2023

Final Decision Date Deadline: September 20, 2023

STATEMENT OF THE ISSUE: The minutes of the August 16, 2023, 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 August 16, 2023, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, August 16, 2023

The Regular Meeting of the Richmond Rent Board was called to order at 5:10 P.M.

PLEDGE TO THE FLAG

ROLL CALL

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

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

Absent: Board Member Espinoza (*arrived at 5:35 PM*).

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Iiona Clark mentioned that she reviewed the meeting minutes on the August 16th Agenda under the Consent Calendar to be approved, and she didn't see any information about the Board holding hybrid meetings. She said that she knew the topic of hybrid meetings was being discussed, but she didn't see any information on the outcome of the decision mentioned in the previous meeting minutes. Ms. Clark also asked if the changes to the City Council Chambers would mitigate the process of conducting hybrid meetings. She also mentioned that the Rent Program is offering a webinar as part of the public outreach held via Zoom on Friday, August 18th. She wants to know why the Board cannot provide hybrid meetings so people can attend in person or via Zoom but can hold a workshop webinar. Ms. Clark also mentioned that she would like to hear what the status is of holding hybrid meetings and would like to know what the barrier is if the Board cannot consider hybrid meetings.

RENT BOARD CONSENT CALENDAR

On motion from Board Member Hite, seconded by Board Member Dockens, the item(s) marked with an (*) were approved with Board Member Espinoza absent.

***F-1.** Approve the minutes of the June 12, 2023, Special Meeting of the Richmond Rent Board.

***F-2.** Approve the minutes of the June 26, 2023, Special Meeting of the Richmond Rent Board.

***F-3.** Approve the minutes of the July 19, 2023, Regular Meeting of the Richmond Rent Board.

***F-4.** Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

***F-5.** Receive the Fiscal Year 2022-23 Monthly Activity Report through July 2023.

***F-6.** Receive the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through July 2023.

***F-7.** Approve late fee waiver(s) for August 2023 pursuant to Regulation 425.

REGULATIONS

G-1. The matter to amend Regulation 309(A)(11) to continue: (1) increase each public speaker's time limit by 2 minutes and (2) in addition to the increased time limits, double the allowable time for those speakers who require interpretation was presented by Deputy Director Fred Tran. The presentation included the Statement of the Issue, the Recommended Action, the Background of the current Regulation 309 (A)(11), the background - proposal Regulation 309 (A)(11), and the Agenda action. Discussion ensued. There were no public comments on this item. A motion made by Board Member Dockens, seconded by Vice Chair Guadalupe to approve amendment to Regulation 309(A)(11) to continue: (1) increase each public speaker's time limit by 2 minutes and (2) in addition to the increased time limits, double the allowable time for those speakers who require interpretation, direction to staff to include publication of the amended Regulation on Rent Program's website and other social media outlets, staff to prepare and provide a written staff report at the next Rent Board meeting held in September, to include where the amended Regulation was publicized on the website and other outlets, passed by the following vote: **Ayes:**

Board Members Dockens, Hite, Vice Chair Guadalupe and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Espinoza.

RENT BOARD AS A WHOLE

H-1. The matter of accepting the Agenda Report and discussing the development of recognition fitting to the situation was presented by Board Member Hite. The oral presentation discussed different approaches to create a fitting form of recognition for the services performed by past Board Members. Discussion ensued. The following individual gave comments: Ilona Clark. A motion made by Chair Cantor, seconded by Vice Chair Guadalupe to direct staff to bring recommendations for honoring past Rent Board Members' service to the Board at their next meeting held in September, to include the financial impact, Resolutions, Certificate, Proclamation or Declaration, with gold coloring and the cost for adding gold to it, a statuette shaped of a letter "R" for each Board Member, and to include the weight, and the cost for that item, a plaque listing all Rent Board Members, and provide meeting dates and time to invite past Board Members to receive their recognition, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, Vice Chair Guadalupe, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

TRAINING

I-I. General Counsel Charles Oshinuga presented the matter of receiving training on the Richmond Rent Board Appeals Process. The training was a continuation of the Appeals Training provided at the July 19, 2023, Rent Board meeting, which consisted of a discussion/review of a prior appeal case, the General Counsel's corresponding Recommendation, and Regulation 842. Discussion ensued. The following individual gave comments: Ilona Clark. All Board Members received continued training on the Appeals process; no formal action was taken.

REPORTS OF OFFICERS/SCHEDULING

Executive Director Nicolas Traylor gave a brief report about the upcoming Live Webinar titled "Rights and Responsibilities for Richmond Landlords and Tenants held on Friday, August 18, 2023, at 10:00 AM. Mr. Traylor also provided a brief update to the Board to inform them that staff is continuously working to secure a second interpreter for the Rent Board meetings. He mentioned that finding contract interpreters is challenging because of the City's insurance requirements for vendors. Mr. Traylor also said that the Program will

continue to utilize Interpreters Unlimited. He requested that Rent Board Members be patient and respectful to the assigned interpreters providing services at our meetings.

Chair Cantor asked a follow-up question requesting if we could request two interpreters for the September meeting. Executive Director Traylor informed Chair Cantor that we can request two interpreters; however, securing two interpreters for in-person interpretation is challenging. Rent Board Clerk Cynthia Shaw added that securing a second interpreter for in-person services is difficult because most Interpreters Unlimited services are based out of Southern California and are virtual.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:44 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair