



REGULAR MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804**

**AGENDA
Wednesday, October 18, 2023**

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Sara Cantor

Board Vice Chair
Karina Guadalupe

Boardmembers
Elaine Dockens
Tomas Espinoza
Jim Hite

NOTICE: SEATING IN THE CHAMBERS WILL BE LIMITED TO THE FIRST 39 PEOPLE AND MASKS ARE STRONGLY ENCOURAGED.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, interpretation service or alternative format requested at least two days before the meeting. Requests should be emailed

to cynthia_shaw@ci.richmond.ca.us and rent@ci.richmond.ca.us or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 4 minutes; 16 to 24 speakers, a maximum of 3 and one-half minutes; and 25 or more speakers, a maximum of 3 minutes.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment,

the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

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REGULAR MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

- A. PLEDGE TO THE FLAG
- B. ROLL CALL
- C. STATEMENT OF CONFLICT OF INTEREST
- D. AGENDA REVIEW
- E. PUBLIC FORUM
- F. RENT BOARD AS A WHOLE

- F-1. RECEIVE draft design options for proclamations honoring the service of past Board members and provide feedback on the proposed design options, and DIRECT staff to draft final proclamation design and associated resolution(s) based on the Board's feedback. RECEIVE quote for the 60-name perpetual plaque made of walnut.

Nicolas Traylor

- G. REPORTS OF OFFICERS/SCHEDULING
- H. ADJOURNMENT

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 18, 2023

Final Decision Date Deadline: October 18, 2023

STATEMENT OF THE ISSUE: At the September 18, 2023, Regular Meeting of the Richmond Rent Board, staff presented options for recognizing the service of past Board members. Among the options presented by staff were proclamations/resolutions, individual plaques, and perpetual plaques (displaying all past Board members names). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation design and the specific (quoted) cost of the 60-name perpetual plaque made of walnut. This report provides the Board with two design options for the proclamation certificate and a quote for the 60-name perpetual plaque made of walnut.

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

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- Contract/Agreement Rent Board As Whole
- Grant Application/Acceptance Claims Filed Against City of Richmond
- Resolution Video/PowerPoint Presentation (contact KCRT @ 620.6759)

RECOMMENDED ACTION: RECEIVE draft design options for proclamations honoring the service of past Board members and provide feedback on the proposed design options, and DIRECT staff to draft final proclamation design and associated resolution(s) based on the Board's feedback. RECEIVE quote for the 60-name perpetual plaque made of walnut.
– Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

F-1.

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AGENDA REPORT

DATE: October 18, 2023
TO: Chair Cantor and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: UPDATE ON RECOGNITION OF PRIOR BOARD MEMBERS PROJECT

STATEMENT OF THE ISSUE:

At the September 18, 2023, Regular Meeting of the Richmond Rent Board, staff presented options for recognizing the service of past Board members. Among the options presented by staff were proclamations/resolutions, individual plaques, and perpetual plaques (displaying all past Board members names). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation design and the specific (quoted) cost of the 60-name perpetual plaque made of walnut. This report provides the Board with two design options for the proclamation certificate and a quote for the 60-name perpetual plaque made of walnut.

RECOMMENDED ACTION:

RECEIVE draft design options for proclamations honoring the service of past Board members and provide feedback on the proposed design options, and DIRECT staff to draft final proclamation design and associated resolution(s) based on the Board's feedback. RECEIVE quote for the 60-name perpetual plaque made of walnut.

FISCAL IMPACT:

There are no additional staff or supply costs associated with drafting resolutions and designing and printing Rent Board proclamations. The quoted cost for the 60-name perpetual plaque made of walnut is \$260. Staff recommend that prior to the Rent Board authorizing Staff to move forward with purchasing the approved perpetual plaque, the Board amend the Fiscal Year 2023-24 Rent Program budget to reallocate \$260 from the Miscellaneous budget line item and a new line item associated with Past Board Member Recognition.

DISCUSSION:

Sample Proclamations/Resolution by the Rent Board

Attached to this report are two sample proclamations. Note: The City of Richmond gold seal would be converted into a gold seal sticker that would be adhered to the proclamation certificate (Attachment 1)

Sample Perpetual Plaque

Attached to this report is an image and cost quote of the sample 60-name, walnut perpetual plaque. (Attachment 2)

DOCUMENTS ATTACHED:

Attachment 1 – Sample Proclamation Options

Attachment 2 – Image of the 60-name Walnut Perpetual Plaque and associated quote

PROCLAMTION OF APPRECIATION

To Prior Board Member
for her service to the community

WHEREAS, Prior Board member served on the Richmond Rent Board between YEAR and YEAR and was among the first five Rent Board members appointed to the Richmond’s first 5-member Rent Board ; and

WHEREAS, Prior Board member was Chair of the Rent Board between 20XX and 20XX; and

WHEREAS, Prior Board member was instrumental in the creation of a new public agency, the Richmond Rent Program; and

WHEREAS, Prior Board member brought to the Rent Board, her many years of experience working in the housing sector, serving on the City of Richmond commission; and

WHEREAS, Prior Board member’s leadership and service were key to the success of the Richmond Rent Board and the Rent Program,

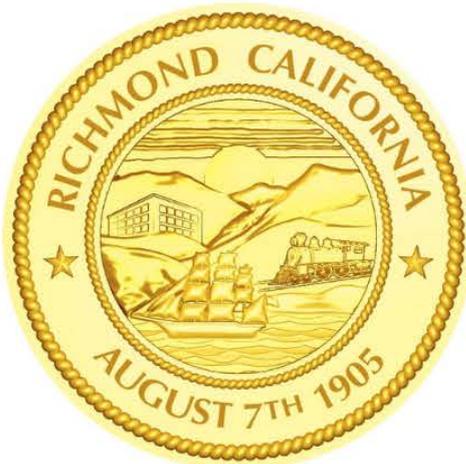
NOW, THEREFORE BE IT RESOLVED, that on _____, 2023, the City of Richmond Rent Board acknowledges Prior Board Member’s dedication and service to her community as a founding member of the Richmond Rent Board.

SARA CANTOR

Chair of the
Richmond Rent Board

NICOLAS TRAYLOR

Executive Director of the
Richmond Rent Program



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PROCLAMATION

In appreciation to *Prior Board Member*
for her service to the community

- WHEREAS, Prior Board member served on the Richmond Rent Board between YEAR and YEAR and was among the first five Rent Board members appointed to the Richmond's first 5-member Rent Board ; and
- WHEREAS, Prior Board member was Chair of the Rent Board between 20XX and 20XX; and
- WHEREAS, Prior Board member was instrumental in the creation of a new public agency, the Richmond Rent Program; and
- WHEREAS, Prior Board member brought to the Rent Board, her many years of experience working in the housing sector, serving on the City of Richmond commission; and
- WHEREAS, Prior Board member's leadership and service were key to the success of the Richmond Rent Board and the Rent Program,

NOW, THEREFORE BE IT RESOLVED, that on _____, 2023, the City of Richmond Rent Board acknowledges Prior Board Member's dedication and service to her community as a founding member of the Richmond Rent Board.

SARA CANTOR

Chair of the
Richmond Rent Board

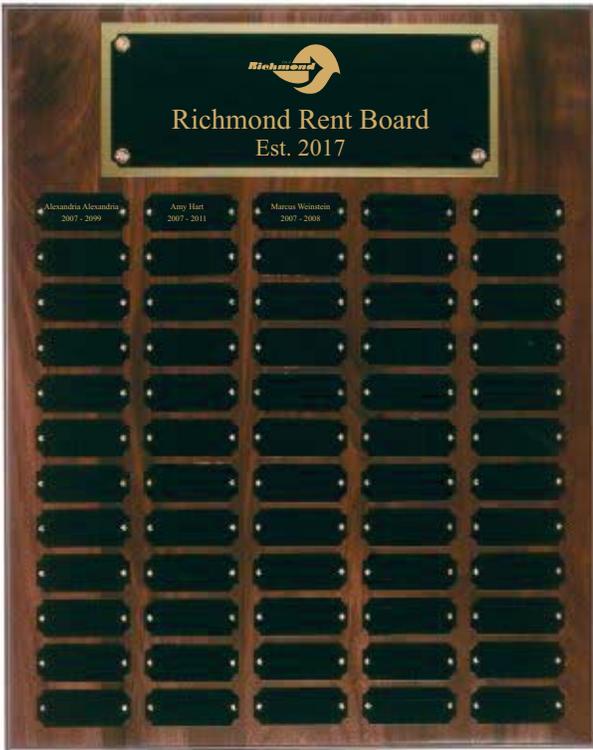
NICOLAS TRAYLOR

Executive Director of the
Richmond Rent Program



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ITEM F-1
ATTACHMENT 2



Walnut 60 = \$282.00



Rosewood 60 = \$364.00

All Plaques Measure 16"w x 20"t

Walnut 45 = \$260.00

Rosewood 45 = \$316.00



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