

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 25, 2023

Final Decision Date Deadline: October 25, 2023

STATEMENT OF THE ISSUE: The minutes of the September 20, 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 September 20, 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, September 20, 2023

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

PLEDGE TO THE FLAG

ROLL CALL

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

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

Absent: Board Member Hite.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

On a motion of Chair Cantor, seconded by Vice Chair Guadalupe, to move Item G-3 under Rent Board as a Whole for discussion before Item G-1, after Consent Calendar, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Vice Chair Guadalupe, and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Hite.

PUBLIC FORUM

None.

RENT BOARD CONSENT CALENDAR

On motion from Chair Cantor, seconded by Vice Chair Guadalupe, the item(s) marked with an (*) were approved with Board Member Hite absent.

*F-1. Approve the minutes of the August 16, 2023, Regular Meeting of the Richmond Rent Board.

*F-2. Receive the Fiscal Year 2022-23 Monthly Activity Report through August 2023.

*F-3. Receive the Rent Program FY 2023-24 Monthly Revenue and Expenditure Report through August 2023.

RENT BOARD AS A WHOLE

G-3. The matter to authorize Rent Program staff to participate in discussions and meetings with City staff and stakeholders on potential revisions to Richmond Municipal Code 6.40 Residential Rental Dwelling Unit Inspection and Maintenance, which may include evaluating potential participation in administering certain program provisions, was presented by Lina Velasco, Director of Community Development and Chris Castanchoa, City Building Official. The presentation included the statement of the issue, fiscal impact, the background and discussion, key requirements of the Residential Rental Inspection Program (RRIP), a summary of proposed key revisions, information about the Tenant Habitability Plan, and the recommended action. Discussion ensued. There were no public comments on this item. A motion made by Vice Chair Guadalupe, seconded by Board Member Espinoza to Authorize Rent Program staff to participate in discussions and meetings with City staff and stakeholders on potential revisions to Richmond Municipal Code 6.40 Residential Rental Dwelling Unit Inspection and Maintenance, which may include evaluating potential participation in administering certain program provisions, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Vice Chair Guadalupe and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Hite.

G-1. The matter of receiving options and staff recommendation(s) for honoring the service of past Board members and direct staff to move forward with the appropriate option(s) that fulfills the goal of recognizing the service of past Board members at a reasonable cost was presented by Executive Director Nicolas Traylor. The presentation included a statement of the issue, the fiscal impact, options 1 and 2, which included a sample proclamation template, other forms of recognition to recognize past Board Members with a plaque/statuette, customized statuettes/plaques, a large perpetual plaque that will include all past Board Members names listed, photos of sample plaques, and perpetual plaques, staff recommendations, and the recommended action. Discussion ensued. There were no public comments on this item. A motion made by Chair Cantor, seconded by Board Member Dockens, to direct staff to return to the Board at their next meeting in October with a proposal to include a draft of a proclamation with illustrations and gold and include specific costing of the perpetual plaques, specifically the Walnut #60, passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Vice Chair Guadalupe,

and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Hite.

G-2. The matter of receiving a report on outreach activities related to publicizing amended Regulation 309 (A) (11) was presented by Executive Director Nicolas Traylor. The presentation included a statement of the issue, information about the fiscal impact, and discussion regarding the outreach activities related to publicizing amended Regulation 309 (A)(11), which included the announcement on the City's Listserv email message blast, Rent Program website, Rent Program social media platforms (Facebook and Instagram), which were announced in English and Spanish, announcement in the City Manager's Weekly Report, and the recommended action. Discussion ensued. There were no public comments on this item. Board Members received the report on outreach activities related to publicizing amended Regulation 309 (A)(11); no formal action was taken.

REPORTS OF OFFICERS/SCHEDULING

General Counsel Charles Oshinuga reported to the Board about the upcoming Special Rent Board Meeting held on Wednesday, October 25, 2023, at 5:00 PM in the City Council Chambers. At this meeting, the Board will hear two Appeal cases.

Board Member Dockens asked Executive Director Nicolas Traylor if he would mention an email, she received regarding the Rent Program sharing Landlord information in the city's database. Mr. Traylor began to respond, but General Counsel Charles Oshinuga reminded the Board and staff that before responding to those questions, it must be within the parameters of the agendized item about Reports and Scheduling to avoid violating the Brown Act. If the topic of discussion is different, it will need to be agendized.

Deputy Director Fred Tran reported on the upcoming workshop scheduled on Friday, September 29th, titled "How to Ensure Your Rental Property is in Compliance with the Richmond Rent Ordinance."

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:24P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair