

# Recognition of Prior Board Members

Item G-1

Nicolas Traylor, Executive Director

Regular Meeting of the Richmond Rent Board

September 20, 2023

# Statement of the Issue

The impact of recognizing community members for their public service

The success of any public sector organization in part depends on recruiting public servants who are willing to devote a significant part of their lives and energy towards effectuating the mission of that organization. Recognizing those who have served as Rent Board members encourages participation, increases morale, retention, and interest in serving.

Finding community members to volunteer for the Rent Board can be challenge

The Richmond Rent Board is a volunteer Board of community members who invest their time providing governance for a complex regulatory ordinance and agency (the Richmond Rent Program).

Cost is a key factor in deciding which form of recognition to utilize

Cost should be a key factor. In recognizing members of the public for their service, public agencies and those who govern such agencies, have a fiduciary responsibility to employ forms of recognition that are reasonable in cost.

Rent Board members proposed various options for recognizing the service of past Rent Board members and directed staff to return with examples and costs related to those options. Staff have researched various ways that the Board can honor past Board members and recommend that any form of recognition be reasonable in cost, reflecting established forms of recognition utilized by similarly situated organizations.

# Fiscal Impact

The cost of establishing and maintaining policy and practice of honoring the service of past Board members depends on the type, and form of recognition chosen. Cost associated with honoring past Board members service ranges from \$38.00 to \$40.00 for individual plaques (approx. \$400 total) and \$280.00 to \$400.00 for one perpetual plaque (containing all the names of past Board members). Plaques or statuettes that are customized to a certain shape or design would cost between \$200-\$300 each or \$2,000-\$3,000 total.

# Discussion:

## OPTION 1- Proclamations/Resolutions

Proclamations/resolutions are one of the most common forms of recognition for public organizations.

Cost associated with issuing proclamations is minimal but can be of high quality

A single proclamation/resolution could honor all past Board members to date at a future Board meeting

Proclamations utilize “Whereas” and “Therefore” statements. Whereas/therefore statements provide background information regarding the individual(s) being honored, including when they served, the role they played, and any other noteworthy facts regarding their service.

The cost associated with issuing proclamations is minimal, accounting for very little in staff time and supplies. Rent Program staff have the appropriate templates needed to produce proclamations, modeled off the proclamation template used by the City of Richmond’s City Clerk’s Office.

Proclamations would be on official City of Richmond letterhead, printed on high quality certificate paper. Proclamations would be approved by vote the Board and signed by the current Board Chair and/or Executive Director.

The Board could recognize all past Board members individually with one resolution/proclamation. Recognized past Board members would receive an individually customized framed proclamation. Past Board members being honored could be invited to receive their proclamation in-person at a Rent Board meeting in which the proclamations are approved or receive them by mail if they cannot attend.

CITY OF RICHMOND, CALIFORNIA

**PROCLAMATION**

Recognizing the Service of Rent Board Member X  
who served on the Richmond Rent Board between  
April X, 2017 – March X, 2023

**WHEREAS** ; and

**WHEREAS,** ; and

**WHEREAS,** ; and

**WHEREAS,** ; and

**WHEREAS,** ; and

**NOW, THEREFORE BE IT RESOLVED,** that on **date, X,** the City of Richmond acknowledges the

\_\_\_\_\_  
Sara Cantor, Chair of the Richmond Rent Board

\_\_\_\_\_  
Nicolas Traylor, Rent Program Executive Director

Sample  
Proclamation  
Template

# Discussion continued:

## OPTION 2-Other Forms of Recognition

Recognizing past Board members with a plaque/statuette

One concept mentioned by Board members at the August 16, 2023, Rent Board meeting was recognizing past Board members with a statuette or something similar. Based on a quote by a local (Richmond) business, which currently provides its services to the City of Richmond, a wood/metal plaque is estimated to cost anywhere from \$38.00 to \$40.00 each

Customized statuettes/plaques can be designed but at a much higher cost than a standard one

One idea mentioned by a Board member was a customized statuette (e.g., a plaque or statuette shaped like the letter “R” for Rent Board). A customized statuette or plaque made to resemble the letter “R” would cost upwards to \$300 each (or up to \$3,000 total).

A large plaque with all past Board members listed

Another concept mentioned by the Board was to have a large plaque with all past Board member’s names on it. Staff estimate that it would cost approximately \$280.00 to \$400.00 to purchase one large plaque that would list all former Rent Board members (to be housed at the Rent Program Office), with space to add additional names after current or future Board members no longer serve. Each additional name added would cost approximately \$5.00.

# Sample Plaques

ITEM G-1  
ATTACHMENT 2



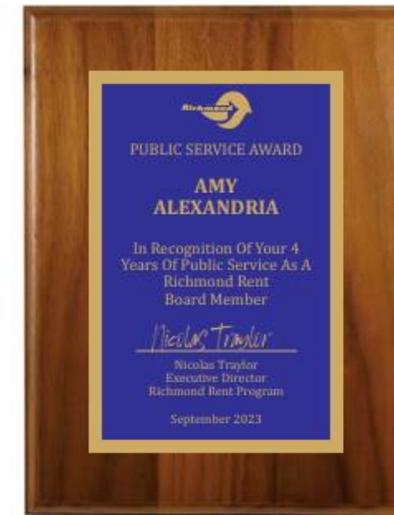
Genuine Walnut Plaque with Blue Marble/Gold Brass Plated Steel Marble Mist Plaque Plate



Genuine Walnut Plaque with Blue Marble/Gold Hi-Relief Plaque Plate



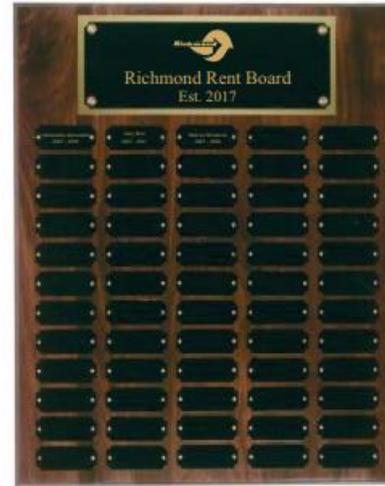
Genuine Walnut Plaque with Black/Gold



Genuine Walnut Plaque with Blue/Gold

# Sample Perpetual Plaques

ITEM G-1  
ATTACHMENT 3



Walnut 60 = [REDACTED]



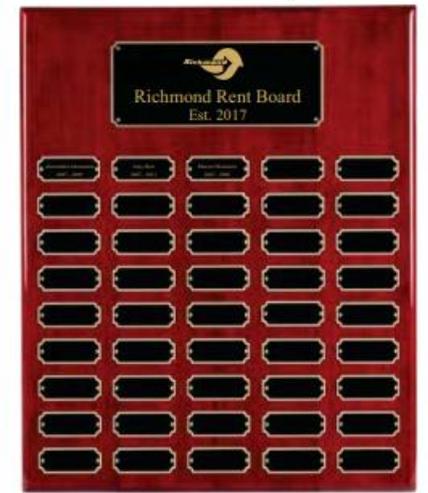
Rosewood 60 = [REDACTED]

All Plaques Measure 16"w x 20"h

Walnut 45 = [REDACTED]



Rosewood 45 = [REDACTED]



# Staff Recommendation

Due to its minimal cost and universal status as an appropriate way to honor public service, staff recommend honoring past Rent Board members with written proclamations and associated resolutions.

Also universally recognized as an appropriate way to honor public service, and at a cost that is reasonable, are wooden/metal engraved plaques.

In addition to each past Board member receiving a small wood/metal engraved plaque, staff recommend purchasing a large plaque, that holds the names, title, and terms of previous Board members. The large plaque with past Board member names would be displayed at the Rent Program Office or some other authorized and appropriate location.

Considering the less costly alternatives, staff do not recommend purchasing customized statuettes or plaques, as the cost would likely be in the range of \$2,000-\$3,000 for 10 statuettes or plaques.

# Recommendation Action

RECEIVE 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.

# Report on Outreach Activities Related to Publicizing Amended Regulation 309 (A) (11)

Item G-2

Nicolas Traylor, Executive Director

Regular Meeting of the Richmond Rent Board

September 20, 2023

# Statement of the Issue

On July 19, 2023, Rent Board member Elaine Dockens presented an agenda item proposing the lengthening of public speaking times at Rent Board meetings. At that same meeting, the Rent Board directed staff to amend Regulation 309(A)(11), to increase the allowable time for public speakers. Consistent with Rent Board direction, staff members presented a proposed amended Regulation 309(A)(11) which increases the time limit for each public speaker by two minutes. If a speaker needs interpretation, their time limit will be doubled beyond the proposed increase. At the August 16, 2023, Regular Meeting of the Rent Board, the Board adopted the amended Regulation 309(A)(11). The Board also directed staff to present the types of outreach methods used to publicize the new regulation. This report outlines the outreach staff have conducted to spread the word about the new regulation that allows for more public speaking time at Rent Board meetings.

# Fiscal Impact

There is no fiscal impact related to this item.

# Discussion: Outreach Activities Related to Publicizing Amended Regulation 309 (A)(11)

## Listserv

### Message:

Members of the community who have signed up to receive alerts from the Rent Program received email alerting them of the amended regulation

## Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes

*At their Regular Meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board. The time allowed under the current version of Regulation 309(A)(11) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.*

*Please visit the [Laws and Regulations](#) page for more information.*

*Questions? Visit the [Richmond Rent Program](http://www.richmondrent.org) website at [www.richmondrent.org](http://www.richmondrent.org) or contact staff by calling (510) 234-RENT (7368) or emailing [rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us)*



## Richmond Rent Board Adopts Amendment to Regulation 309

[View this in your browser](#)

### **Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes**

**At their Regular Meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board. The time allowed under the current version of Regulation 309(A)(11) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.**

Please visit the [Laws and Regulations](#) page for more information.

Questions? Visit the Richmond Rent Program website at [www.richmondrent.org](http://www.richmondrent.org) or contact staff by calling (510) 234-RENT(7368) or emailing [rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us)

\*\*\*\*\*

This complimentary message is being sent to opt-in subscribers who might be interested in its content. If you do not wish to continue receiving these messages, please accept our apologies, and unsubscribe by visiting our website at:

<http://www.ci.richmond.ca.us/list.asp?mode=del>

Please note, we will not sell or give your e-mail address to any organization without your explicit permission.

You are receiving this message because you are subscribed to Rent Program on [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us). To unsubscribe, click the following link:

[Unsubscribe](#)

# Discussion: Outreach Activities Related to Publicizing Amended Regulation 309 (A)(11)

## Rent Program Website

Members of the public who visit the Rent Program website can view an announcement titled, “Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes.”



# Rent Program Website

- COVID-19 Rental Related Information
- Rent Assistance Resources +
- Tenants
- Landlords
- Resources
- Workshops +**
- Rent Increase
- Termination of Tenancy +
- Rent Board
- Laws and Regulations
- Budgets and Reports
- Contracts
- Forms and Notices +
- Enrollment and Registration
- Billing +
- News & Events

Home > Departments > Richmond Rent Program > News & Events

## News & Events

### Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes

At their regular meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board.

The time allowed under the current version of [Regulation 309\(A\)\(11\)](#) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes.

These times shall be doubles for any public speaker that requires interpretation.

**RENT BOARD ADOPTS AMENDMENT TO REGULATION 309, EXTENDING THE TIME ALLOTTED FOR PUBLIC COMMENT BY TWO MINUTES**

At their regular meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board. The time allowed under the current version of Regulation 309(A)(11) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.

QUESTIONS? CONTACT THE RICHMOND RENT PROGRAM:  
[WWW.RICHMONDCAL.CA.GOV](http://WWW.RICHMONDCAL.CA.GOV)  
 (415) 231-4600 ext. 3100  
[rent@cityofrichmond.ca.us](mailto:rent@cityofrichmond.ca.us)

PLEASE VISIT THE LAWS AND REGULATIONS PAGE FOR MORE INFORMATION.

**LA JUNTA DE ALQUILERES APRUEBA UNA ENMIENDA AL REGLAMENTO 309 QUE AMPLIA EL TIEMPO ASIGNADO A LOS COMENTARIOS DEL PÚBLICO A DOS MINUTOS**

En su reunión ordinaria del 19 de julio de 2023, los miembros de la Junta de Alquileres aprobaron una Enmienda al Reglamento 309 para proporcionar tiempo adicional a los miembros del público para hacer comentarios públicos sobre un ítem presentado a la Junta de Alquileres. El tiempo permitido bajo la versión actual de la Regulación 309(A)(11) de 2 minutos (para 15 o menos oradores sobre un ítem) se extiende a 4 minutos; el tiempo permitido de 1 minuto y medio (para 16 a 24 oradores sobre un ítem) se extiende a 3 minutos y medio; y el tiempo permitido de 1 minuto (para 25 o más oradores sobre un ítem) se extiende a 2 minutos. Estos tiempos se duplicarán para cualquier orador público que requiera interpretación.

¿PREGUNTAS? Póngase en contacto con el PROGRAMA DE ALQUILERES DE RICHMOND:  
[WWW.RICHMONDCAL.CA.GOV](http://WWW.RICHMONDCAL.CA.GOV)  
 (415) 231-4600 ext. 3100  
[rent@cityofrichmond.ca.us](mailto:rent@cityofrichmond.ca.us)

VISITE LA PÁGINA DE LEYES Y REGLAMENTOS PARA MÁS INFORMACIÓN.

Hi 🐼, how can I help?

# Discussion: Outreach Activities Related to Publicizing Amended Regulation 309 (A)(11)

## **Rent Program Facebook and Instagram Posts:**

Members of the public who visit or have “Liked” the Rent Program’s Facebook or Instagram page can view a post announcing the Rent Board’s adoption of amended Regulation 309 (A)(11).

# Instagram Post

**Instagram**

Home Search Explore Reels Messages Notifications Create Profile

**ITEM G-2 ATTACHMENT 3...**

richmond\_rent\_program

richmond\_rent\_program Richmond Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes! Please read flyer for more information or you may visit the Rent Program "Laws and Regulations" web page. The Richmond Rent Board meets every 3rd Wednesday of each month. Our next Rent Board meeting is scheduled for September 20th at 5:00PM. Questions? Contact our office to speak with a Housing Counselor by calling (510) 234- RENT(7368) or visit our homepage at www.richmondrent.org

#housingstability #rentprogram #richmondlandlords #richmondtenants

1w

View insights Boost post

Liked by jenifer.\_osorio and 3 others

SEPTEMBER 1

Add a comment...

Post

**RENT BOARD ADOPTS AMENDMENT TO REGULATION 309, EXTENDING THE TIME ALLOTTED FOR PUBLIC COMMENT BY TWO MINUTES**

At their regular Meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board. The time allowed under the current version of Regulation 309(A)(11) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.

PLEASE VISIT THE LAWS AND REGULATIONS PAGE FOR MORE INFORMATION.

QUESTIONS? CONTACT THE RICHMOND RENT PROGRAM

WWW.RICHMONDRENT.ORG

(510) 234-RENT(7368)

RENT@CI.RICHMOND.CA.US

# Spanish Instagram Post

**Instagram**

Home Search Explore Reels Messages Notifications Create Profile

**RICHMOND RENT PROGRAM**

## LA JUNTA DE ALQUILERES APRUEBA UNA ENMIENDA AL REGLAMENTO 309 QUE AMPLÍA EL TIEMPO ASIGNADO A LOS COMENTARIOS DEL PÚBLICO A DOS MINUTOS

En su reunión ordinaria del 19 de julio de 2023, los miembros de la Junta de Rentas aprobaron una enmienda al Reglamento 309 para proporcionar tiempo adicional a los miembros del público para hacer comentarios públicos sobre un tema presentado a la Junta de Rentas. **El tiempo permitido bajo la versión actual de la Regulación 309(A)(11) de 2 minutos (para 15 o menos oradores sobre un tema) se extiende a 4 minutos; el tiempo permitido de 1 minuto y medio (para 16 a 24 oradores sobre un tema) se extiende a 3 minutos y medio; y el tiempo permitido de 1 minuto (para 25 o más oradores sobre un tema) se extiende a 2 minutos. Estos tiempos se duplicarán para cualquier orador público que requiera interpretación.**

**VISITE LA PÁGINA DE LEYES Y REGLAMENTOS PARA MÁS INFORMACIÓN.**

**¿PREGUNTAS? PÓNGASE EN CONTACTO CON EL PROGRAMA DE ALQUILER DE RICHMOND**

[WWW.RICHMONDRENT.ORG](http://WWW.RICHMONDRENT.ORG)  
(510) 234-RENT(7368)  
[RENT@CI.RICHMOND.CA.US](mailto:RENT@CI.RICHMOND.CA.US)

**richmond\_rent\_program** **ITEM G-2 ATTACHMENT 3**

richmond\_rent\_program ¡La Junta de Rentas de Richmond Adopta una Enmienda a la Regulación 309, Extendiendo el Tiempo Asignado para Comentarios Públicos por Dos Minutos! Por favor, lea el folleto para obtener más información o puede visitar el Programa de Renta "Leyes y Reglamentos" página web. La Junta de Renta de Richmond se reúne cada tercer miércoles de cada mes. Nuestra próxima reunión de la Junta de Renta está programada para el 20 de septiembre a las 5:00 PM. ¿Tiene preguntas? Póngase en contacto con nuestra oficina para hablar con un Consejero de Vivienda llamando al (510) 234-RENT(7368) o visite nuestra página web en [www.richmondrent.org](http://www.richmondrent.org)

#housingstability #rentprogram #richmondlandlords #richmondtenants

1w See translation

View insights Boost post

Liked by jenifer.\_osorio and 1 other

SEPTEMBER 1

Add a comment... Post

# Facebook Post (English and Spanish)

## Intro

The Richmond Rent Program works to promote neighborhood and community stability, healthy housing, an

Page · Government organization

440 Civic Center Plaza, 2nd Floor, Richmond, CA, United States, California

(510) 234-7368

rent@ci.richmond.ca.us

richmondrent.org

Open now

## Photos

See all photos



Richmond Rent Program

September 1 at 12:10 PM · 🌐

## ITEM G-2 ATTACHMENT 3

Richmond Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes! Please read flyer for more information or you may visit the Rent Program "Laws and Regulations" web page. The Richmond Rent Board meets every 3rd Wednesday of each month. Our next Rent Board meeting is scheduled for September 20th at 5:00PM.

Questions? Contact our office to speak with a Housing Counselor by calling (510) 234- RENT(7368) or visit our homepage at [www.richmondrent.org](http://www.richmondrent.org)

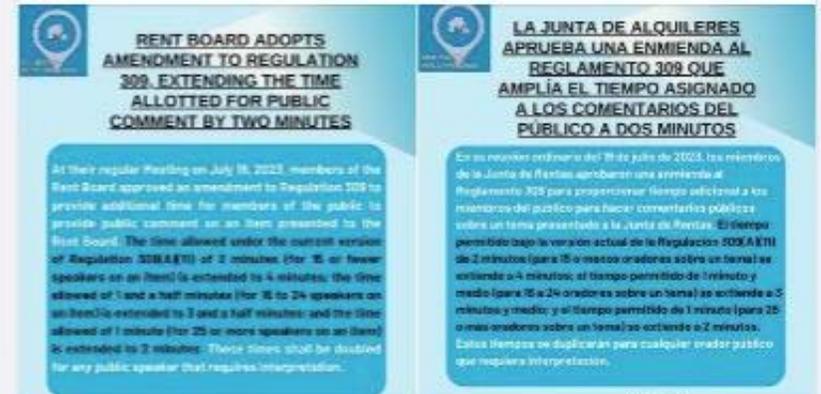
#housingstability #rentprogram #richmondlandlords #richmondtenants

\*\*\*\*\*

¡La Junta de Rentas de Richmond Adopta una Enmienda a la Regulación 309, Extendiendo el Tiempo Asignado para Comentarios Públicos por Dos Minutos! Por favor, lea el folleto para obtener más información o puede visitar el Programa de Renta "Leyes y Reglamentos" página web. La Junta de Renta de Richmond se reúne cada tercer miércoles de cada mes. Nuestra próxima reunión de la Junta de Renta está programada para el 20 de septiembre a las 5:00 PM.

¿Tiene preguntas? Póngase en contacto con nuestra oficina para hablar con un Consejero de Vivienda llamando al (510) 234- RENT(7368) o visite nuestra página web en [www.richmondrent.org](http://www.richmondrent.org)

#housingstability #rentprogram #richmondlandlords #richmondtenants



# Discussion: Outreach Activities Related to Publicizing Amended Regulation 309 (A)(11)

## **City Manager's Weekly Report:**

Members of the public who signed up to receive the City Manager's Weekly Report received an announcement regarding the Rent Board's adoption of amended Regulation 309 (A)(11).

# City Manager's Weekly Report (English and Spanish)

## **Rent Board Adopts Amendment to Regulation 309, Extending the Time Allotted for Public Comment by Two Minutes**

At their regular meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board.

The time allowed under the current version of [Regulation 309\(A\)\(11\)](#) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.

The Richmond Rent Board meets every 3<sup>rd</sup> Wednesday of each month. The next Rent Board Meeting is scheduled for Wednesday, September 20, 2023, at 5:00 PM. To access Rent Board agenda meeting materials, visit <https://www.ci.richmond.ca.us/3375/Rent-Board>

For more information about the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance and Richmond Rent Program, please visit [www.richmondrent.org](http://www.richmondrent.org).

To speak with a Rent Program staff person, you may call (510) 234-RENT(7368), send an email to [rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us) or submit an [Appointment Request Form](#).

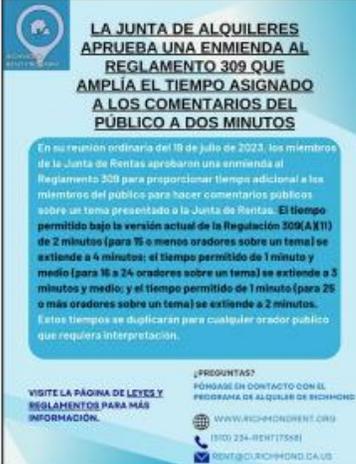


**RENT BOARD ADOPTS AMENDMENT TO REGULATION 309, EXTENDING THE TIME ALLOTTED FOR PUBLIC COMMENT BY TWO MINUTES**

At their regular Meeting on July 19, 2023, members of the Rent Board approved an amendment to Regulation 309 to provide additional time for members of the public to provide public comment on an item presented to the Rent Board. The time allowed under the current version of Regulation 309(A)(11) of 2 minutes (for 15 or fewer speakers on an item) is extended to 4 minutes; the time allowed of 1 and a half minutes (for 16 to 24 speakers on an item) is extended to 3 and a half minutes; and the time allowed of 1 minute (for 25 or more speakers on an item) is extended to 2 minutes. These times shall be doubled for any public speaker that requires interpretation.

PLEASE VISIT THE **LAWS AND REGULATIONS PAGE** FOR MORE INFORMATION.

QUESTION? CONTACT THE RICHMOND RENT PROGRAM  
[WWW.RICHMONDRENT.ORG](http://WWW.RICHMONDRENT.ORG)  
(510) 234-RENT(7368)  
[rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us)



**LA JUNTA DE ALQUILERES APRUEBA UNA ENMIENDA AL REGLAMENTO 309 QUE AMPLIA EL TIEMPO ASIGNADO A LOS COMENTARIOS DEL PÚBLICO A DOS MINUTOS**

En su reunión ordinaria del 19 de julio de 2023, los miembros de la Junta de Rentas aprobaron una enmienda al Reglamento 309 para proporcionar tiempo adicional a los miembros del público para hacer comentarios públicos sobre un tema presentado a la Junta de Rentas. El tiempo permitido bajo la versión actual de la Regulación 309(A)(11) de 2 minutos (para 15 o menos oradores sobre un tema) se extiende a 4 minutos; el tiempo permitido de 1 minuto y medio (para 16 a 24 oradores sobre un tema) se extiende a 3 minutos y medio; y el tiempo permitido de 1 minuto (para 25 o más oradores sobre un tema) se extiende a 2 minutos. Estos tiempos se duplicarán para cualquier orador público que requiera interpretación.

VISITE LA PÁGINA DE LEYES Y REGLAMENTOS PARA MÁS INFORMACIÓN.

¿PREGUNTAS? PONGASE EN CONTACTO CON EL PROGRAMA DE ALQUILER DE RICHMOND  
[WWW.RICHMONDRENT.ORG](http://WWW.RICHMONDRENT.ORG)  
(510) 234-RENT(7368)  
[rent@ci.richmond.ca.us](mailto:rent@ci.richmond.ca.us)

# Recommended Action

RECEIVE report on outreach activities related to publicizing amended Regulation 309 (A)(11).

# Potential Revisions to Residential Rental Dwelling Unit Inspection and Maintenance Ordinance (RMC Chapter 6.40)

Lina Velasco, Director of Community Development

Chris Castanchoa, Building Official

Nicolas Traylor, Executive Director

Item G-3

September 20, 2023

## Statement of the Issue

The City of Richmond City Council recently requested that City staff evaluate making certain revisions to Richmond Municipal Code Chapter 6.40 Residential Rental Dwelling Unit Inspection and Maintenance, proposed by Alliance of Californians for Community Empowerment (ACCE) to enhance tenant protections within the program. The proposed ACCE revisions include a Residential Rental Tenant Habitability Plan that would be reviewed and considered by the Rent Board. City staff initial discussion revealed that Richmond Rent Program staff need authorization from the Richmond Rent Board to take part in these discussions given that the work is outside of the scope of the establishing measure for the Rent Board and Program.

## Fiscal Impact

There is no fiscal impact related to this item. There may be a future fiscal impact to the Rent Program, if the Rent Board authorizes the Rent Program to administer aspects of the proposed revision to Richmond Municipal Code Chapter 6.40.

# Background and Discussion

Richmond's Residential Rental Inspection Ordinance has been in place since 2005

RRIP was expanded in 2015 to include owners of 2 or fewer dwelling units

In August 2005, the City of Richmond's City Council adopted Ordinance No. 34-05 N.S. whereby creating the Residential Rental Inspection Program (RRIP). The purpose of this program is to safeguard and preserve the housing stock of decent, safe, and sanitary residential rental dwelling units within the City to protect persons entering or residing in them by providing for a regular and comprehensive system of inspection of residential rental dwelling units and through such inspections and/or owner certifications, identifying and requiring the correction of substandard conditions. Initially, the scope of the program covered owners of 3 or more rental dwelling units. In January 2015, the City Council adopted Ordinance No. 03-15 N.S.; thereby, expanding the program scope to include owners of 2 or fewer dwelling units.

# Background and Discussion

Earlier this year, the City Council set a goal of increasing housing quality and was approached by the Alliance of Californians for Community Empowerment (ACCE) on potential revisions to improve the RRIP to protect tenants.

Their proposed amendments are being evaluated by staff for potential amendments to the Ordinance and City staff, along with Rent Program staff, are hereby requesting authorization from the Richmond Rent Board to work with City staff and stakeholders on potential revisions to Richmond Municipal Code Chapter 6.40 which may include evaluating potential participation in administering certain program provisions. This evaluation would include potential costs and fees that would need to be collected for this effort. The evaluation may examine whether any potential administration of certain provisions falls within the scope of the Richmond Rent Ordinance. The evaluation of any potential role the Rent Program may play in administering the revised Ordinance would be brought back to the Rent Board for discussion and possible authorization.

Proposed amendments to the RRIP to expand tenant protections

The City and Rent Program are seeking authorization to work together on potential revisions to the RRIP

Proposed amendments may include certain aspects of the RRIP to be administered by the Rent Program

# Key Requirements of the RRIP

Allows for self-certification by owners with 3 or more units

Every 3 years, the City conducts audit inspections of 20% of the total units owned

Landlords who fail audit inspections receive notice to correct and may be disqualified from the self-certification process

Owners that own one or two (1 or 2) rental units are not eligible for self-certification. Self-certification is a process by which owners that own three (3) or more rental units in the City of Richmond conduct annual self-inspections and "certify" that each of their residential rental units are well-maintained properties. The properties must have no existing violations of the California Code of Regulations, including the California Building Code, Health and Safety Code Section 17920.3 et seq. (State Housing Code), Code for Abatement of Dangerous Buildings, California Plumbing, Electrical, Fire and Mechanical Codes or Richmond Municipal Codes. Once every three (3) years, the City of Richmond will conduct audit inspections of twenty percent (20%) of the total units owned with a minimum of one (1) unit.

Property owners who fail inspection receive a notice listing the specific substandard conditions in need of correction, which includes a specified date/time in which all fail items must be corrected by for re-inspection to verify compliance. Owners who self-certify may be disqualified for three (3) years, any time one or more of their rental units fails to meet the interior and exterior standards designated on the self-certification checklist. After disqualification from the self-certification process all of the owner's rental units owned in the City will be subject to inspection and associated fees.

# Summary of Proposed Key Revisions



- ✓ Eliminates the Self-Certification Process and requires all rental units covered by the Rental Inspection Ordinance to be inspected every three (3) years
- ✓ Allows for more frequent inspections under certain conditions (e.g. history of violations at the property...age of property, etc.)
- ✓ Requires notice of violations to be sent to Tenant as well as Landlord
- ✓ Clarifies that tenants whose units are “red-tagged” have not given up possession and have right to re-rent at same rent\*
- ✓ Requires Landlords to submit a “Tenant Habitability Plan” when making certain repairs

*\*re-renting at same rent applies only to Fully-covered rental units (rent controlled units)*

# Questions/Comments

Thank you!

## Recommended Action

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. – Community Development- (Lina Velasco/Chris Castanchoa/Nicolas Traylor).

# About the Tenant Habitability Plan



- ✓ The Tenant Habitability Plan (THP) requires landlords to mitigate temporary untenable housing conditions during renovations or forced displacement, through actions to ensure the tenants can safely remain in place during construction, or through the temporary relocation of tenants to alternative housing.
- ✓ The Tenant Habitability Plan requires the owner to submit to the City or responsible City agency (1) a description of the scope of work covering Substantial Repairs; (2) identify mitigation measure to ensure tenants won't have to live in a untenable dwelling; (3) identify the impact of the Substantial Repairs on the personal property of affected tenants and mitigate personal property loss; (4) requires landlords to voluntarily reduce the rent if the tenant remain in place (to compensate for disruptions to their tenancy, with option to file rent reduction petition if rent reduction amount cannot be agreed upon by tenant and landlord.
- ✓ Tenants may appeal Tenant Habitability Plan submitted to the City/responsible agency, by the landlord. Appeal would go to the responsible agency (potentially Rent Program/Rent Board) for a hearing with a Hearing Examiner.
- ✓ Responsible agency would have the authority to promulgate regulations to further clarify the provisions of the revised Rental Inspection Ordinance.