

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: March 20, 2024

Final Decision Date Deadline: March 20, 2024

**STATEMENT OF THE ISSUE:** The minutes of the January 17, 2024, 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 January 17, 2024, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552). *This item was continued from the February 27, 2024, Regular Rent Board Meeting.*

AGENDA ITEM NO:

**G-1.**

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**RICHMOND, CALIFORNIA, January 17, 2024**

The Regular Meeting of the Richmond Rent Board was called to order at 5:05 P.M.

**PLEDGE TO THE FLAG**

**ROLL CALL**

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

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

**Absent:** None.

**STATEMENT OF CONFLICT OF INTEREST**

None.

**AGENDA REVIEW**

None.

**PUBLIC FORUM**

Iлона Clark expressed concerns about the inability to hold hybrid Rent Board meetings. She mentioned that she attends the meetings monthly, and there are no more than three public attendees. She also stated she has heard Board Members express concerns about the lack of public participation and the process the Rent Program oversees, as the meetings are still not hybrid. Ms. Clark also said she doesn't see any effort to encourage public participation. She feels that the Board and Staff should think about it, get creative, and follow what other commissions are doing. She added that Rent Board meetings should be offered for more people to attend more easily.

**RENT BOARD CONSENT CALENDAR**

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

**\*F-1.** Approve the minutes of the December 20, 2023, Regular Meeting of the Richmond Rent Board.

**\*F-2.** Receive the Fiscal Year 2023-24 Monthly Activity Report through December 2023.

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

**\*F-4.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the Second Quarter Ending December 31, 2023.

**\*F-5.** Approve Late Fee Waiver(s) for January 2024 pursuant to Regulation 425.

**RENT BOARD AS A WHOLE**

G-1. The matter to approve Rent Board Resolution 24.01, which creates the Rent Board’s policy for honoring past Board Members and approve the Proposed Final Proclamation of Appreciation template honoring the service of past Board Members was presented by Executive Director Nicolas Traylor. The presentation included the Statement of the Issue, Fiscal Impact, a discussion about the proposed Resolution 24.01, the final Proclamation of Appreciation template, standard proclamation language and design, Next Steps, and the Recommended Action. There were no public comments on this item. Discussion ensued. A motion by Vice Chair Guadalupe and seconded by Board Member Espinoza to approve Rent Board Resolution 24.01 to create the Rent Board’s Policy for honoring past Board Members and approve the Proposed Final Proclamation of Appreciation template honoring the service of past Board Members passed by the following vote: **Ayes:** Board Members Dockens, Espinoza, Hite, Vice Chair Guadalupe and Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** None.

**REPORTS OF OFFICERS/SCHEDULING**

Executive Director Nicolas Traylor briefly reported that there are no scheduling updates. He reminded the Board that budget season is quickly approaching and that meetings will likely begin within the next few months. Board Member Dockens asked for clarification. Executive Director Traylor mentioned that starting in January and February, we will begin presenting the budget and having discussions. He wanted to inform the Board that budget discussions will be coming up.

Chair Cantor asked for date confirmation for the next Rent Board meeting. Staff confirmed that the next Rent Board Meeting is scheduled on February 21, 2024.

Board Member Espinoza requested a copy of the 2024 Rent Board Meetings schedule. Executive Director Nicolas Traylor responded that Board Clerk Cynthia Shaw will send all Board Members the 2024 Rent Board Meeting Schedule on Thursday, January 18, 2024.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:33 P.M.

Cynthia Shaw  
Staff Clerk

(SEAL)

Approved:

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Rent Board Chair

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