



**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, November 20, 2024**

***Link to Rent Board Meeting Agendas and Accompanying Materials:***  
[www.ci.richmond.ca.us/3375/Rent-Board](http://www.ci.richmond.ca.us/3375/Rent-Board)

**Board Chair**  
Sara Cantor

**Board Vice Chair**  
Vacant

**Boardmembers**  
Elaine Dockens  
Tomas Espinoza  
Jim Hite

**NOTICE: 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](mailto:cynthia_shaw@ci.richmond.ca.us) and [rent@ci.richmond.ca.us](mailto: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 four 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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**OPEN SESSION TO HEAR PUBLIC COMMENT BEFORE CLOSED SESSION**

**5:00 PM**

**A. ROLL CALL**

**B. PUBLIC COMMENT BEFORE CLOSED SESSION**

**C. ADJOURN TO CLOSED SESSION**

**CLOSED SESSION**

*Shimada Room, City Council Chambers*

PUBLIC EMPLOYEE EVALUATION (Government Code Section 54957(b)):

Title: Executive Director

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## REGULAR MEETING OF THE RICHMOND RENT BOARD

### AGENDA

5:30 PM

- A. PLEDGE TO THE FLAG
- B. ROLL CALL
- C. STATEMENT OF CONFLICT OF INTEREST
- D. REPORT FROM LEGAL COUNSEL OF FINAL DECISIONS MADE IN CLOSED SESSION
- E. AGENDA REVIEW
- F. PUBLIC FORUM
- G. RENT BOARD CONSENT CALENDAR
  - G-1. APPROVE the minutes of the August 21, 2024, Regular Meeting of the Richmond Rent Board. *Cynthia Shaw*  
***This item was continued from the October 15, 2024, Regular Rent Board Meeting.***
  - G-2. RECEIVE the Fiscal Year 2024-25 Monthly Activity Report through October 2024. *Cynthia Shaw*
  - G-3. RECEIVE the Rent Program FY 2024-25 Monthly Revenue and Expenditure Report through October 2024. *Fred Tran*
  - G-4. RECEIVE the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2024. *Fred Tran*
  - G-5. APPROVE amended Regulation 322 to include language that clarifies that Rent Board members, or the Rent Board, may submit agenda item and agenda reports. *Nicolas Traylor*  
***This item was continued from the October 15, 2024, Regular Rent Board Meeting.***

- G-6.** Staff recommend that the Rent Board adopt the following: Add to the Note to Reader Section of the Rent Board Regulations following the Table of Contents and appropriate language in that section that: The West County Times is designated as the official newspaper for publishing notices of public hearings and legal notices, unless specified otherwise by the Executive Director. ***This item was continued from the October 15, 2024, Regular Rent Board Meeting.***

*Nicolas Traylor*

## H. CONSIDERATION OF APPEALS

- H-1.** Appeal to Petition No. RC23-T176: Respondents/Tenants filed a petition based on excess rent charges and decrease of services due to various habitability issues. After holding a hearing, the Hearing Examiner awarded Respondents \$37,369.43. Appellants/Landlords timely filed an appeal, only challenging those portions of the Hearing Examiner's Decision that awarded Respondents \$24,574.05, due to excess rent charges. Specifically, the Hearing Examiner found that Respondents met their burden in demonstrating the proper amount of their Base Rent, and the amount of overage payments they made to Appellant. On appeal, Appellant contends the following:
- 1). Tenant's proof that rent was paid during COVID is not sufficient, Landlord indeed refute[d] [sic] the testimony provided by the tenants that the unpaid rent was paid in cash.
  - 2). Landlord provided documentation of the amount that rent was paid during COVID which was not accounted for by the hearing examiner.
  - 3). Rent was not increased every year as tenants swore under oath it was. (Attachment A). ***This item was continued from the October 15, 2024, Regular Rent Board Meeting.***

*Charles Oshinuga*

- H-2.** Appeal to Petition No. RC23-T184: Respondents/Tenants filed a petition based on excess rent charges due to unlawful rent increases and utility charges. After holding a hearing, the Hearing Examiner awarded

*Charles Oshinuga*

Respondents \$14,727.58. Appellant/Landlord timely filed an appeal. The summation of Appellant's appeal challenges whether the Record contained substantial evidence to warrant the Hearing Examiner's finding that Respondents met their burden in proving that Appellant collected rents in excess of the Maximum Allowable Rent (hereinafter, "MAR"). ***This item was continued from the October 15, 2024, Regular Rent Board Meeting.***

**I. CONTRACTS**

- I-1. APPROVE a contract, not to exceed \$75,000 with Project Sentinel to provide legal services to Richmond Landlords and Tenants. *Nicolas Traylor*
  
- I-2. APPROVE the contract for interpretation services with Accent on Languages not to exceed \$26,200 for Fiscal Year 2024-25 prorated from the date the contract is executed. *Nicolas Traylor*

**J. RENT BOARD AS A WHOLE**

- J-1. 1. DIRECTS STAFF to start the research necessary to provide credible guidelines for the Board to follow to identify appropriate donor foundations and submit a written report containing the proposed guidelines to the Board at the December 2024 Regular Meeting of the Rent Board and thereafter on a quarterly basis. 2. DIRECTS STAFF to identify in the written report all expert sources used to support the guidelines presented to the Board. For example, if Staff adopts a recommendation from the Hass Business Institute of the University of California, Berkeley, this source should be identified in full. ***This item was continued from the October 15, 2024, Regular Rent Board Meeting.*** *Board Member Dockens*

**K. REPORTS OF OFFICERS**

**L. 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](http://www.richmondrent.org).***