

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 27, 2025

Final Decision Date Deadline: August 27, 2025

STATEMENT OF THE ISSUE: The minutes of the July 16, 2025, 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 July 16, 2025, Regular Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, July 16, 2025

The Regular Meeting of the Richmond Rent Board was called to order at 5:07 P.M.

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Espinoza, Hite, Vice Chair Cantor, and Chair Tipton.

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

Cordell Hindler, a Richmond Resident, addressed five matters:

1. An upcoming City Council appointment to fill the Rent Board vacancy, tentatively scheduled for July 19, July 26, or September 2, 2025.
2. An invitation to the Contra Costa Mayor's Conference, hosted by the City of El Cerrito on September 4, 2025.
3. A recommendation to restructure public hearings to improve transparency by separating them from regular business agendas and suggested holding Special Meetings solely for public hearings.
4. Concerns regarding agenda structure and accessibility for the public.
5. A suggestion that additional funding for security at Rent Board meetings would improve order and safety.

CONSENT CALENDAR

On motion from Vice Chair Cantor, seconded by Board Member Espinoza, the Item(s) marked with an (*) were approved unanimously.

***F-1.** Approve the minutes of June 18, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive letters from community members regarding the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, RMC 11.100.

***F-3.** Receive the Fiscal Year 2024-25 Monthly Activity Report through June 2025.

***F-4.** Approve late fee waiver(s) for July 2025 pursuant to Regulation 425.

RENT BOARD AS A WHOLE

G-1. Executive Director Nicolas Traylor presented on the matter to approve the final Proclamation of Appreciation (with minor updates to the previously approved design) for former Board members and direct staff to schedule a Special Meeting of the Rent Board on September 30, 2025 (or other date approved by the Board), to honor past Board members. The presentation included a Statement of the Issue, Fiscal Impact, and Background with a history of the proposal including a draft photo of the final proclamation of Appreciation, a Recommended Action, and next steps. Discussion ensued. The following individual gave public comments: Cordell Hindler.

A motion was made by Board Member Hite, and seconded by Board Member Espinoza, with a friendly amendment by Vice Chair Cantor, amendment accepted by Board Members Hite and Espinoza, to approve the final Proclamation of Appreciation for former Rent Board members and directed staff to schedule a Special Rent Board Meeting on September 30, 2025 and mail proclamations as needed, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

G-2. Executive Director Nicolas Traylor presented on the matter to receive a report analyzing the results of the Bay Area Rent Stabilization Survey. The presentation included the Statement of the Issue, Fiscal Impact, Background, and Discussion on the

methodology and overview for a Richmond survey with sampling, survey limitations, ethics, findings regarding Tenant awareness, impact of Rent Stabilization, challenges identified, comparative analysis highlights, conclusion, and key takeaways, and the Recommended Action. Discussion ensued. There were no public comments on this item. The Board received the presentation on the report, and no formal action was taken.

G-3. Executive Director Nicolas Traylor presented on the matter to receive the previously approved Tenant Buyout Agreement Policy, to approve or modify the Board’s previously adopted policy of “High Level of Oversight” (Policy Option 3) and direct staff to: (1) present the Rent Board’s Policy during a study session at a meeting of the City of Richmond City Council and (2) work with the City Attorney’s Office to draft a Buyout Agreement Ordinance. The presentation included the statement of the issue, the Fiscal Impact, information about what a buyout agreement is, why regulate buyout agreements, core protections in all policy options, an overview of policy options, including a summary of Option 3 (high oversight), final thoughts on buyout Regulations and Option 3, and the Recommended Action. Discussion ensued. There were no public comments on this item.

A motion was made by Vice Chair Cantor and seconded by Board Member Hite, to affirm previously adopted Option 3: high oversight, and direct staff to present the policy at Richmond City Council study session in September 2025; Collaborate with the City Attorney’s Office to draft an ordinance for City Council approval in October/November 2025, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

REPORTS OF OFFICERS

None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:51 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair