



SPECIAL MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**MULTIPURPOSE ROOM, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Basement, Richmond, CA 94804**

**AGENDA
Tuesday, September 30, 2025**

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Whitney Tipton

Board Vice Chair
Sara Cantor

Board Members
Tomasa Espinoza
Jim Hite
Melvin Willis

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 and 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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SPECIAL MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. CONSENT CALENDAR

F-1. RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through August 2025.

Cynthia Shaw

F-2. AMEND the following Chapter 8 Regulations:

*Nicolas Traylor
Charles Oshinuga*

1. Regulation 801: Amended to clarify that the Petitioner carries the burden of proof and establishes the burden of proof as Preponderance of the Evidence.
2. Regulation 804: Amended to clarify that the preliminary review of a petition is limited to procedural content and not substantive content. Additionally, the amendment would clarify the basis of finding a petition unacceptable and describes the steps a Petitioner would need to take to fix a petition that is found unacceptable. Finally, the Regulation would allow for staff to administratively dismiss, without prejudice, those petitions that have been found to be unacceptable and left uncorrected.
3. Regulation 822: Allows for the Hearing Examiner to decide a petition without a hearing where the Record contains sufficient undisputed facts.

4. Regulation 844: Increases the time for a Hearing Examiner to issue their decision from 120 days to 150 days.

Adopt the following Regulation:

Regulation 801.5: Extension of Deadlines: Where staff is required to send a notice to a party and sends the notice by mail, any imposed deadline to respond to the notice shall be extended by five (5) calendar days.

G. CONSIDERATION OF APPEALS

- G-1.** APPEAL to Petition No. RC23-T176: This matter concerns an appeal of the Hearing Examiner's decision that awarded tenants \$17,496.71. On appeal, the Appellant argues that at the prior Rent Board meeting, the Rent Board Ordered the matter to be remanded on the issue of Base Rent. The Remand was to allow Respondents to provide adequate evidence of Base Rent. Despite the Board's allowance of additional evidence, the Respondents failed to submit any evidence. Thus, the Record remains the same with the same concerns and issues found at the prior Rent Board Hearing.

Charles Oshinuga

H. PRESENTATION/PROCLAMATION

- H-1.** RECEIVE a presentation honoring past Rent Board members, with a brief ceremony to present individual Proclamations of Appreciation and a plaque displaying former Board member names and terms.

Nicolas Traylor

I. REPORTS OF OFFICERS

J. 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.