



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
Tomas 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.

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 30, 2025

Final Decision Date Deadline: September 30, 2025

STATEMENT OF THE ISSUE: The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a quantitative summary of the Rent Program's activities for the month and fiscal year-to-date.

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: RECEIVE the Fiscal Year 2025-26 Monthly Activity Report through August 2025 - Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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**Rent Program
FY 2025-26 Monthly Activity Report**

ITEM F-1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
		MTD ACTUAL	YTD TOTAL											
3 Public Information & Enrollment Unit														
5 Rent/Eviction Counseling Appointments By Phone		84	59	-	-	-	-	-	-	-	-	-	-	143
6 Rent/Eviction Counseling Appointments By Walk-ins		31	27	-	-	-	-	-	-	-	-	-	-	58
7 Rent/Eviction Counseling Questions Addressed By Email		262	108	-	-	-	-	-	-	-	-	-	-	370
8 TOTAL RENT/EVICTION COUNSELING APPOINTMENTS		377	194	-	-	-	-	-	-	-	-	-	-	571
9 Rent/Eviction Counseling Sessions Conducted in Spanish		83	39	-	-	-	-	-	-	-	-	-	-	122
10 Rent/Eviction Counseling Sessions Conducted in Mandarin		-	-	-	-	-	-	-	-	-	-	-	-	-
11 Rent/Eviction Counseling Sessions Conducted in Cantonese		-	-	-	-	-	-	-	-	-	-	-	-	-
12 Rent/Eviction Counseling Sessions Conducted in Another Language		-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL RENT/EVICTION COUNSELING APPOINTMENTS IN A LANGUAGE OTHER THAN ENGLISH		83	39	-	-	-	-	-	-	-	-	-	-	122
14 Legal Service Referrals		14	5	-	-	-	-	-	-	-	-	-	-	19
17 Mediations Conducted		-	-	-	-	-	-	-	-	-	-	-	-	-
18 Assists from Front Office Staff		187	146	-	-	-	-	-	-	-	15	-	-	348
19 Courtesy Compliance Letters Sent		370	92	-	-	-	-	-	-	-	-	-	-	462
20 Community Workshop Attendees		-	-	-	-	-	-	-	-	-	-	-	-	-
21 Hard Copy Rent Increase Notices Processed		66	43	-	-	-	-	-	-	-	-	-	-	109
22 Hard Copy Termination of Tenancy Notices Processed		33	12	-	-	-	-	-	-	-	-	-	-	45
24 TOTAL HARD COPY NOTICES PROCESSED		99	55	-	-	-	-	-	-	-	-	-	-	154
25 Billing/Enrollment/Registration Counseling Appointments In-Person		5	-	-	-	-	-	-	-	-	-	-	-	5
26 Billing/Enrollment/Registration Counseling Appointments By Phone		-	-	-	-	-	-	-	-	-	-	-	-	-
27 Billing/Enrollment/Registration Counseling Questions Addressed By Email		-	15	-	-	-	-	-	-	-	-	-	-	15
28 TOTAL BILLING/ENROLLMENT/REGISTRATION COUNSELING APPOINTMENTS		5	15	-	-	-	-	-	-	-	-	-	-	20
29 Enrollment/Tenancy Registration Packets Mailed		-	-	-	-	-	-	-	-	-	-	-	-	-
30 Enrollment Forms Processed		5	1	-	-	-	-	-	-	-	-	-	-	6
31 Rental Housing Fee Invoices Generated		-	4	-	-	-	-	-	-	-	-	-	-	4
32 Checks Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
33 Checks Returned		-	-	-	-	-	-	-	-	-	-	-	-	-
34 Tenancy Registrations Received		-	1	-	-	-	-	-	-	-	-	-	-	1
35 Rental Units Discovered Not in Database		1	1	-	-	-	-	-	-	-	-	-	-	2
36 Property Information Updated		-	-	-	-	-	-	-	-	-	-	-	-	-
37 Compliance Actions (Reviewing Records, Exemption Statuses, Addresses)		1	5	-	-	-	-	-	-	-	-	-	-	6
38 Applications for Administrative Determination of Exempt/Inapplicable Status Received		-	-	-	-	-	-	-	-	-	6	-	-	6
39 Administrative Determination of Exempt/Inapplicable Status Issued		6	2	-	-	-	-	-	-	-	1	-	-	9
40 Declarations of Exemption Processed		-	-	-	-	-	-	-	-	-	-	-	-	-
41 LEGAL UNIT														
42 Public Records Act Requests Received		5	4	-	-	-	-	-	-	-	-	-	-	9
43 Owner Move-In Eviction Termination of Tenancy Notices Reviewed		2	-	-	-	-	-	-	-	-	-	-	-	2
44 Withdrawal from the Rental Market (Ellis Act)Termination of Tenancy Notices Reviewed		-	1	-	-	-	-	-	-	-	-	-	-	1
45 Substantial Repairs Termination of Tenancy Notices Reviewed		-	-	-	-	-	-	-	-	-	-	-	-	-
46 Appeal Hearings Held		-	1	-	-	-	-	-	-	-	-	-	-	1
47 HEARINGS UNIT														
50 Consultations with Hearings Unit Coordinator By Phone		29	41	-	-	-	-	-	-	-	-	-	-	70
51 Hearings-Related Questions Addressed by Email		20	65	-	-	-	-	-	-	-	-	-	-	85
52 TOTAL HEARINGS-RELATED CONSULTATIONS		49	106	-	-	-	-	-	-	-	-	-	-	155
53 MNOI Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
54 Increased in Occupants Petitions Received (Attachment B)		-	-	-	-	-	-	-	-	-	-	-	-	-
55 Increase in Space or Services Petitions Received (Attachment C)		1	-	-	-	-	-	-	-	-	-	-	-	1
56 Restoration of Denied AGA Petitions Received (Attachment D)		-	-	-	-	-	-	-	-	-	-	-	-	-
57 Landlord Individual Rent Adjustment Petitions Received		1	-	-	-	-	-	-	-	-	-	-	-	1
58 Landlord Petition to Determine Exempt Status Received		-	-	-	-	-	-	-	-	-	-	-	-	-
59 TOTAL LANDLORD PETITIONS RECEIVED		2	-	-	-	-	-	-	-	-	-	-	-	2
60 Excess Rent or Failure to Return Sec Dep Petitions Received (Attachment A)		-	-	-	-	-	-	-	-	-	-	-	-	-
61 Decrease in Space/Services or Habitability Petitions Received (Attachment B)		2	1	-	-	-	-	-	-	-	-	-	-	3
62 Reduction in Number of Tenants Petitions Received (Attachment C)		-	-	-	-	-	-	-	-	-	-	-	-	-
63 Tenant Petition Based on Multiple Grounds		2	2	-	-	-	-	-	-	-	-	-	-	4
64 Tenant Petition for Rent Withholding Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
65 Tenant Petition for Failure to Pay Relocation Payment Petitions Received		-	-	-	-	-	-	-	-	-	-	-	-	-
66 TOTAL TENANT PETITIONS RECEIVED		4	3	-	-	-	-	-	-	-	-	-	-	7
67 Petition for Determination of Occupancy Status		-	-	-	-	-	-	-	-	-	-	-	-	-

Rent Program
FY 2025-26 Monthly Activity Report

ITEM F-1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	
2		MTD ACTUAL	YTD TOTAL											
68	Petition for Initial Rent Determination	-	-	-	-	-	-	-	-	-	-	-	-	-
69	Request to Expedite Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
70	Request for a Continuance of the Hearing Process	-	-	-	-	-	-	-	-	-	-	-	-	-
71	Subpoena(s)	-	-	-	-	-	-	-	-	-	-	-	-	-
72	TOTAL OTHER PETITIONS RECEIVED	-	-	-	-	-	-	-	-	-	-	-	-	-
73	Decisions Ordered	1	-	-	-	-	-	-	-	-	-	-	-	1
74	Cases Settled	2	4	-	-	-	-	-	-	-	-	-	-	6
75	Cases Dismissed	1	-	-	-	-	-	-	-	-	-	-	-	1
76	Petitions Withdrawn	-	-	-	-	-	-	-	-	-	-	-	-	-
77	TOTAL CASES CLOSED	4	4	-	-	-	-	-	-	-	-	-	-	8
78	Appeals Received	-	-	-	-	-	-	-	-	-	-	-	-	-
79	Total Open Cases (Tenant Petitions)	10	10	-	-	-	-	-	-	-	-	-	-	20
80	Total Open Cases (Landlord Petitions)	2	1	-	-	-	-	-	-	-	-	-	-	3
81	Total Open Cases (Other Petitions)	-	-	-	-	-	-	-	-	-	-	-	-	-
82	TOTAL OPEN CASES	12	11	-	-	-	-	-	-	-	-	-	-	23
83	Form Submissions													
84	Agent Authorization	-	-	-	-	-	-	-	-	-	-	-	-	-
85	Proof of Excess Rent Refund	-	-	-	-	-	-	-	-	-	-	-	-	-
86	Proof of Permanent Relocation Payment	2	1	-	-	-	-	-	-	-	-	-	-	3
87	Proof of Temporary Relocation Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
88	Change in Terms of Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
89	Tenancy Registration Forms Processed	-	-	-	-	-	-	-	-	-	-	-	-	-
90	TOTAL RENT INCREASE NOTICES FILED	148	154	-	-	-	-	-	-	-	-	-	-	302
91	Termination of Tenancy - Nonpayment of Rent	143	117	-	-	-	-	-	-	-	-	-	-	260
92	Termination of Tenancy - Breach of Lease	12	5	-	-	-	-	-	-	-	-	-	-	17
93	Termination of Tenancy - Failure to Give Access	-	-	-	-	-	-	-	-	-	-	-	-	-
94	Termination of Tenancy - Nuisance	-	1	-	-	-	-	-	-	-	-	-	-	1
95	Termination of Tenancy - Withdrawal from the Rental Market	-	2	-	-	-	-	-	-	-	-	-	-	2
96	Termination of Tenancy - Owner Move-In	2	-	-	-	-	-	-	-	-	-	-	-	2
97	Termination of Tenancy - Substantial Repairs	2	-	-	-	-	-	-	-	-	-	-	-	2
98	Termination of Tenancy - Temporary Tenancy	-	-	-	-	-	-	-	-	-	-	-	-	-
99	TOTAL TERMINATION OF TENANCY NOTICES FILED	159	125	-	-	-	-	-	-	-	-	-	-	284
100														

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 30, 2025

Final Decision Date Deadline: September 30, 2025

STATEMENT OF THE ISSUE: At its August 27, 2025, the Rent Board directed staff to amend Chapter 8 of the Rent Board Regulation to increase effectiveness and efficiency of the petition and hearing process. As directed, on September 17, 2025, staff amended several regulations contained in Chapter 8 of the Rent Board Regulation, and presented those amendments to the Rent Board for possible adoption. After reviewing the proposed amendments, the Rent Board directed staff to create a separate regulation that provided parties additional time to respond to notices sent by staff. The Rent Board also directed staff to place these proposed amendments on the consent calendar. As directed, staff has included changes and placed this item on the consent calendar.

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

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|---|--|--|--|
| <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:

AMEND the following Chapter 8 Regulations:

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.
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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. – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

F-2.

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AGENDA REPORT

DATE: September 30, 2025

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director

SUBJECT: AMENDING CHAPTER 8 RENT BOARD REGULATIONS

STATEMENT OF THE ISSUE:

At its August 27, 2025, the Rent Board directed staff to amend Chapter 8 of the Rent Board Regulation to increase effectiveness and efficiency of the petition and hearing process. As directed, on September 17, 2025, staff amended several regulations contained in Chapter 8 of the Rent Board Regulation, and presented those amendments to the Rent Board for possible adoption. After reviewing the proposed amendments, the Rent Board directed staff to create a separate regulation that provided parties additional time to respond to notices sent by staff. The Rent Board also directed staff to place these proposed amendments on the consent calendar. As directed, staff has included changes and placed this item on the consent calendar.

RECOMMENDED ACTION:

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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. – Rent Program (Nicolas Traylor 620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Background

Hearing staff are constantly trying to determine ways to improve the level of service provided while maintaining their efficiency. Hearing staff members have requested that certain regulations contained in Chapter 8 of the Rent Board regulation be amended to improve the hearing process. These proposed amendments are a few in a series of amendments that Rent Program staff intend to bring to the Rent Board. Below are the proposed amendments to the first series of regulations:

Issue #1: Regulation 801 currently does not explain the standard of proof required in a hearing.

Proposed Amendment to Regulation 801: Staff's proposed amendments would clarify that the Petitioner carries the burden of proof, which is measured by the Preponderance of Evidence Standard. The amendment also provides a definition of the preponderance of evidence.

Issue #2: Regulation 804 establishes the procedures for filing a petition. However, it does not allow for administrative dismissal of those petitions that fail to meet the procedural filing requirements.

Proposed Amendment to Regulation 804: Staff's proposed amendments would do clarify the following:

1. Limit preliminary review of petitions to procedural defects rather than the actual substance of the petition
2. Clarify various areas where a petition may be deemed unacceptable (i.e lack of jurisdiction, failure to provide proof of service, lack of signature, etc.)
3. Establishes procedures that must be undertaken by staff when a petition is found unacceptable and creates deadlines wherein a petitioner must correct an unacceptable petition.
4. Allows for the dismissal of those unacceptable petitions that are not corrected within the required time. Also clarifies that dismissals alone do not prevent the Petitioner from filing a new petition with the same claims. Finally, limits administrative dismissals to the preliminary review process.

ITEM F-2

5. Prevents the hearing examiner from engaging in the preliminary review process and requires that the hearing examiner only begin reviewing the matter after either the Respondent's response is received, or the Respondent fails to file a response.

Issue #3: The Hearing Examiner may issue a decision without holding a hearing but to do so certain elements must first be met. The elements are as such that the ability to issue administrative decisions is non-existent. To counterbalance the Hearing Examiner's inability to dismiss matters, staff is recommending amending the regulations to make it easier for the Hearing Examiner to issue administrative decisions.

Proposed Amendment to Regulation 822 and 844: Clarify that a Hearing Examiner may issue an administrative decision if the Record contains sufficient undisputed facts to render a decision. Additionally, the amendment would give the Hearing Examiner 30 additional days to render their decision. Finally, the amendment would remove, from the Hearing Examiner, the power to issue subpoena to conform more closely with the Rent Ordinance.

DOCUMENTS ATTACHED:

Attachment 1 –Redline Version of Amended Regulations Contained in Chapter 8 of the Rent Board Regulations

Attachment 2 –Clean Version of Amended Regulations Contained in Chapter 8 of the Rent Board Regulations

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CHAPTER 8: PETITION PROCESS & HEARING PROCEDURES

800. (RESERVED)

801. Petitions

- A. Any Landlord or Tenant seeking an individual adjustment of the maximum allowable rent under Section 11.100.070 of the Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance must file a petition in accordance with the procedures set forth in this Chapter.
- B. The petitioner must attach to the petition documentation that is ~~adequate sufficient to meet their burden of proof as described in Section (C) of this regulation, to establish eligibility for the rent adjustment that is requested.~~ The necessary documentation will vary according to the petition and is specified in the appropriate regulation and in the petition form. If the necessary documentation is unavailable, the petitioner's verification of the petition or declaration under penalty of perjury may substitute for the unavailable documentation. It is the policy of the Rent Board that each party submits all supporting evidence as early as possible prior to the hearing. The hearing examiner may refuse to accept documentary evidence at the hearing unless there is good cause for petitioner's failure to submit it prior to the hearing.
- C. The petitioner, whether a Landlord or Tenant, has the burden of proof concerning an individual adjustment of the maximum allowable rent. The burden of proof shall be the Preponderance of the Evidence standard. Preponderance of the Evidence means that the party who has the burden of proof must provide evidence that is more likely to be true than not true and, when compared to the other side, outweighs, preponderates over, or is more than the evidence on the other side. Although the Respondent does not have the burden of proof, they may, if they choose, submit evidence that counters Petitioner's evidence and/or favors their own position. ; provided, however, the hearing examiner or Board, in making a decision under this Chapter, retains the discretion to review records, files and order inspections.

[Adopted January 24, 2018]

801.5 Extension of deadlines

- ~~C.~~ 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. There shall be no extension of deadlines if staff sends the required notice by email. In the case where staff sends the required notice by both mail and email, there shall be no extension of deadlines. All deadlines shall be measured from the date that staff sends the notice.

[Adopted January 24, 2018]

804. Proper Filing of the Petition

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A. Proper filing of the petition is the responsibility of the petitioner. Provided that the requirements of Regulations 804 (Proper Filing of the Petition) and 805 (Acceptance of Petitions) are satisfied, a petition is deemed properly filed on the date it is received by the Board if it is acceptable. Board staff will make a preliminary review of each petition after it has been submitted. Preliminary review of each petition shall not consider the substance of the petition but rather, shall consider whether the petition has satisfied the procedural requirements of filing. For instance, Petitions that are not signed by the petitioner, illegible, incomprehensible, erroneously completed, incomplete, lack a proof of service on the opposing party or for which the required fees have not been paid will not be considered acceptable. Additionally, petitions where the impacted unit does not fall within the Rent Board’s jurisdiction will not be considered acceptable.

A. _____

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B. No Landlord petition for an individual rent adjustment will be accepted for filing unless the unit for which the adjustment is requested has been properly registered and all notices of rent increases, termination of tenancy, or changes in terms of tenancy filed with the Rent Board for at least 30 days. A unit is considered properly registered only if the completed registration statement has been filed with the Board, and the Rental Housing fee, Business License Tax, (plus any late fees) has been paid in full.

C. Where staff finds a petition unacceptable, staff shall send a written notice of “Incomplete Petition” to the petitioner, informing the petitioner of the basis of their finding and identifying any procedural defects. The notice shall also inform the Petitioner that they have ten (10) business days to refile their petition with the requested corrections. Finally, the notice shall inform the Petitioner that failure to refile their petition within the requisite amount of time shall result in an administrative dismissal. The Petitioner may make a written request for additional time to refile their petition. Where a Petitioner makes such a request, staff shall respond, in writing, that their request has been granted and they shall have an additional five (5) business days to refile their petition.

D. Where a Petitioner fails to correct an unacceptable petition within the requisite time, dismissal of the petition occurs as a natural consequence. Staff need not take formal action to dismiss the petition, but rather, the dismissal occurs after the Petitioner’s time to refile expires. After the Petitioner time to refile expires, staff shall send a Notice of Administrative Dismissal to the Petitioner. Additionally, the notice shall inform the Petitioner that the dismissal is without prejudice, meaning the Petitioner may file a new petition with the same claims, unless either barred by the statute of limitations or, in the case of Maintenance of Net Operating Income, the calendar has changed, thereby changing the claimed Current Year. The Administrative Dismissal shall only be utilized during the preliminary review process. Once a petition is accepted, the matter can no longer be administratively dismissed.

B-E. To promote unbiased hearings, the Hearing Examiner shall not be part of the preliminary review process, and shall only begin reviewing the petition after either 1) staff has received

the Respondent's response to the petition or, 2) the Respondent's time to respond has expired as described in Regulation 809, whichever is earlier.

~~E.F.~~ A petition by a former Tenant pursuant to these Regulations shall be commenced within three years from the date the Tenant vacated the unit in question.

~~D.G.~~ No individual rent adjustment proceedings will take place for petitions that are not properly filed. The procedures for determining proper filing and allowing an unacceptable petition to be corrected are set out in Regulation 805(A)(4) and 805(B)(4).

[Adopted January 24, 2018]

805. Petition and Noticing Procedures

A. For rent increase petitions, the following procedure applies:

- (1) Rent increase petitions may be filed under the following regulations: Chapter 9, Sections 903 (Changes in Number of Tenants), 904 (Change in Space or Services/Code Violations), 905 (Maintenance of Net Operating Income), and 912 (Restoration of Annual General Adjustment).
- (2) A copy of the rent increase petition and supporting documentation must be served on the Tenants of all units affected by the petition.
- (3) The Landlord shall file with the Board the original petition, two copies of the documentation required by Regulation 801 and by the Regulation pursuant to which the Petition is filed, and a proof of service by first-class mail or in person of the petition and documentation on each affected Tenant. The Landlord may also file an Agreement of Parties and/or Waiver of Right to Hearing.
- (4) Board staff shall review the petition and supporting documentation to determine whether they conform with Board regulations ~~and within ten (10) business days shall either mail notice to the Landlord that the petition is not acceptable in its current form, with an explanation of its defects (pursuant to Regulation 805 Petition and Noticing Procedures) or mail a Notice to Opposing Parties to the Tenants and Landlord, as provided in Regulation 808 (Notice to Opposing Parties and Board). For petitions filed pursuant to Regulation 905 (Maintenance of Net Operating Income), the review period shall be fifteen (15) business days. If a petition is found unacceptable, the Landlord may refile at any time as described in Regulation 804.~~ Acceptance of a petition by Board staff does not mean that the petitioner has submitted adequate documentation to support a decision in petitioner's favor. A Landlord may, at any time prior to submission of the matter for an administrative decision, request that a hearing be held.
- (5) The notice to the Tenant shall include a notice that the Tenant has a right to object to the petition, and that if the Tenant does not object within twenty-one (21) calendar days of the mailing of the notice, or if the Tenant's objection does not specify one or more grounds listed in the notice, the rent for the Tenant's unit may be increased by the applicable amount, based on the information in the Landlord's petition and the Board's

files. Failure to file an objection may constitute a waiver of the right to a hearing on objections to the petition.

- (6) A hearing shall be held on the petition and objections thereto, in accordance with Regulation 821 (Hearing), unless the Hearing Examiner finds Regulation 822(A)(6) to be applicable. ~~no Tenant files an objection within the time allowed, the Landlord has not requested a hearing and the hearing examiner determines that a decision may be rendered on the petition without hearing live testimony.~~ Notwithstanding any other provision of these regulations, Board staff may, upon notice to all parties, request further documentation and/or schedule a hearing on the petition.

B. For Tenant petitions, the following procedure applies:

- (1) Tenant petitions may be filed pursuant to Chapter 9 (Individual Rent Adjustments), Sections 903 (Changes in Number of Tenants), 904 (Change in Space or Services/Code Violations), 911 (Overcharges) and Rent Withholding Petitions pursuant to Chapter 4.
- (2) A copy of the Tenant petition and supporting documentation must be served on the petitioner's Landlord.
- (3) The Tenant shall file with the Board the original petition, two copies of the documentation required by Regulation 801 and by the Regulation pursuant to which the petition is filed, and proof of service by first-class mail or in person of the petition and documentation.
- (4) Board staff shall review the petition and supporting documentation to determine whether they conform to Board Regulations as described in Regulation 804. ~~and within five (5) business days shall either mail notice that the petition is not acceptable in its current form, with an explanation of its defects (pursuant to Regulation 805 Petition and Noticing Procedures) or mail a Notice to Opposing Parties to the Landlord and Tenants, as provided in Regulation 808 (Notice to Opposing Parties and Board). If a petition is unacceptable, the Tenant may refile at any time.~~ Acceptance of a petition by Board staff does not mean that the petitioner has submitted adequate documentation to support a decision in petitioner's favor.
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~~without hearing live testimony.~~ Notwithstanding any other provision of these regulations, Board staff may, upon notice to all parties, request further documentation and/or schedule a hearing on the petition.

- C. The time limits set forth in this section will prevail over any other time limits set out elsewhere in these regulations.

[Adopted January 24, 2018; Amended June 19, 2019]

822. Hearing Examiner

- A. A hearing examiner shall conduct a hearing to determine whether the individual adjustment petition should be granted. The hearing examiners shall have the following powers with respect to cases assigned to them:
- (1) To administer oaths and affirmations;
 - (2) To ~~grant requests for subpoenas and to~~ order the production of evidence;
 - (3) To rule upon offers of proof and receive evidence;
 - (4) To regulate the course of the hearing and rule upon requests for continuances;
 - (5) To call, examine, and cross-examine witnesses, and to introduce evidence into the record;
 - (6) To decide the petition administratively without a hearing if the Record contains sufficient undisputed facts ~~no hearing is requested by the petitioner, the responding party fails to timely file objections, and the record is sufficient~~ to render a decision on the petition without hearing live testimony;
 - (7) To make and file decisions on petitions in accordance with this Chapter;
 - (8) To take any other action that is authorized by this Chapter or other Board Regulation.

[Adopted January 24, 2018]

844. Time for Decision

The ~~Board Hearing Examiner~~ shall take final action on any individual adjustment petition within ~~15~~20 days following the date of proper filing, unless good cause is responsible for the delay. Good cause may include, but is not limited to, continuances granted, the submission of additional information by the petitioner, the filing of a motion for reconsideration, or a request by a party to disqualify the hearing examiner, ~~or Board member(s).~~

[Adopted January 24, 2018]

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- C. The petitioner, whether a Landlord or Tenant, has the burden of proof concerning an individual adjustment of the maximum allowable rent. The burden of proof shall be the Preponderance of the Evidence standard. Preponderance of the Evidence means that the party who has the burden of proof must provide evidence that is more likely to be true than not true and, when compared to the other side, outweighs, preponderates over, or is more than the evidence on the other side. Although the Respondent does not have the burden of proof, they may, if they choose, submit evidence that counters Petitioner's evidence and/or favors their own position.

[Adopted January 24, 2018]

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C. The time limits set forth in this section will prevail over any other time limits set out elsewhere in these regulations.

[Adopted January 24, 2018; Amended June 19, 2019]

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- A. A hearing examiner shall conduct a hearing to determine whether the individual adjustment petition should be granted. The hearing examiners shall have the following powers with respect to cases assigned to them:
- (1) To administer oaths and affirmations;
 - (2) To order the production of evidence;
 - (3) To rule upon offers of proof and receive evidence;
 - (4) To regulate the course of the hearing and rule upon requests for continuances;
 - (5) To call, examine, and cross-examine witnesses, and to introduce evidence into the record;

- (6) To decide the petition administratively without a hearing if the Record contains sufficient undisputed facts to render a decision on the petition without hearing live testimony;
- (7) To make and file decisions on petitions in accordance with this Chapter;
- (8) To take any other action that is authorized by this Chapter or other Board Regulation.

[Adopted January 24, 2018]

844. Time for Decision

The Hearing Examiner shall take final action on any individual adjustment petition within 150 days following the date of proper filing, unless good cause is responsible for the delay. Good cause may include, but is not limited to, continuances granted, the submission of additional information by the petitioner, the filing of a motion for reconsideration, or a request by a party to disqualify the hearing examiner.

[Adopted January 24, 2018]

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CONSIDERATION OF APPEALS

ITEM 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.

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 30, 2025

Final Decision Date Deadline: September 30, 2025

STATEMENT OF THE ISSUE: At the July 16, 2025, Regular Meeting of the Richmond Rent Board, the Board approved the final Proclamation of Appreciation to honor former Board members and directed staff to schedule a Special Meeting of the Rent Board on September 30, 2025, to honor past Board members.

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 checked="" type="checkbox"/> Presentation/Proclamation | <input type="checkbox"/> Regulation | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Rent Board As Whole | |
| <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Claims Filed Against City of Richmond | |
| <input type="checkbox"/> Grant Application/Acceptance | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |
| <input type="checkbox"/> Resolution | | |

RECOMMENDED ACTION: 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 – Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

H-1.

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AGENDA REPORT

DATE: September 30, 2025

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director

SUBJECT: Richmond Rent Board Proclamations Honoring Service of Past Board Members

STATEMENT OF THE ISSUE:

At the July 16, 2025, Regular Meeting of the Richmond Rent Board, the Board approved the final Proclamation of Appreciation to honor former Board members and directed staff to schedule a Special Meeting of the Rent Board on September 30, 2025, to honor past Board members.

RECOMMENDED ACTION:

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, 510-620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Background

The Richmond Rent Board relies on dedicated volunteers from the community who invest their time and energy to support its mission. Recognizing the contributions of these volunteers is essential for boosting morale, encouraging participation, and retaining members.

Serving on the Rent Board is a significant commitment, requiring members to help govern the Richmond Rent Program, a complex regulatory agency. Serving on the Richmond Rent Board is no small task. The work requires long hours reviewing policies,

ITEM H-1

listening to community members, making thoughtful and sometimes difficult decisions, and always keeping the mission of the Rent Program and purpose of the Rent Ordinance in mind.

Each former Board member brought unique strengths to the Board. Some helped shape our early policies, building the foundation of the program. Others helped us through times of growth and change. Together, the 12 former Board members leave a legacy of fairness, compassion, and accountability.

DOCUMENTS ATTACHED:

Attachment 1 – Resolution No. 24-01

Attachment 2- Final Proclamation of Appreciation

Attachment 3 – Letter from Executive Director to former Board members

CITY OF RICHMOND RENT BOARD RESOLUTION NO. 24-01

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing the provisions of the Rent Ordinance; and

WHEREAS, this independent agency is the Rent Board and its affiliated agent, the Rent Program; and

WHEREAS, the Rent Board is comprised of five (5) City of Richmond residents who are appointed by the Mayor and City Council; and

WHEREAS, Rent Board members “serve terms of two (2) years and may be reappointed for a total of four (4) full terms for a total of fewer than ten (10) years”; and

WHEREAS, service on the Rent Board requires extensive time spent in reading and understanding a complex and niche area of public policy, as well as participating in public meetings that often times last several hours; and

WHEREAS, Rent Board members—many of whom have full-time employment outside of the Rent Board— are volunteers who are not monetarily compensated for their time and effort spent serving the City of Richmond as Rent Board members; and

WHEREAS, given the time, effort, complexity, and lack of monetary compensation, it has been difficult to recruit an adequate number of community volunteers to serve on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that service on the Rent Board is integral in ensuring that the Richmond Rent Ordinance is properly effectuated; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that since the inception of the Rent Program, Rent Board members played a vital role in directing staff, shaping policy, and working in conjunction with staff to achieve the current high functioning level of the Rent Program, and its consequent implementation of the Rent Ordinance; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that one of several ways to enhance recruitment efforts for Rent Board service is to recognize the invaluable contributions Rent Board members make when serving on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board concluded the best form of recognition for Rent Board service is to provide Rent Board members a Proclamation of Appreciation and place the names of Rent Board members on a plaque to be hung in an area of public viewing;

NOW, THEREFORE, BE IT RESOLVED THAT:

THE CITY OF RICHMOND RENT BOARD DECLARES THE FOLLOWING:

1. Each Rent Board member to have ever served on the Rent Board shall receive a Proclamation Appreciation at the end of their service.
2. At the end of a Rent Board members' service, their name shall be placed on a plaque of the Rent Board's choosing and said plaque shall be hung in an area of public viewing.

Dated: January 17, 2024

Adopted by the Richmond Rent Board of the City of Richmond by the following vote:

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

NOES: None.

ABSENT: None.

ABSTENTIONS: None.

CYNTHIA SHAW

Rent Board Clerk

SARA CANTOR

Rent Board Chair

Approved as to form:

CHARLES OSHINUGA

Rent Board General Counsel



RICHMOND RENT BOARD PROCLAMATION

In Appreciation to [BOARD MEMBER NAME]

WHEREAS, the Fair Rent Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance) was adopted by Richmond voters on November 8, 2016, to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return; and

WHEREAS, Former Board member served on the five-member Richmond Rent Board between 20XX-20XX as Board Member and Vice Chair of the Rent Board to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and

WHEREAS, Former Board member was instrumental in successfully developing a public agency, the Richmond Rent Program. The agency administers and enforces the first new voter-approved rent control initiative in the San Francisco Bay Area in over 30 years at the time of its passage; and

WHEREAS, Former Board member's leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating at Regular and Special Rent Board meetings; and

WHEREAS, Former Board member was vital in directing staff, shaping public policy, and working in conjunction with staff to achieve the high functioning level of the Rent Program, and its consequent implementation of the Richmond Rent Ordinance; and

WHEREAS, Former Board member's services rendered as a member of the Rent Board significantly contributed to the stabilization of the rental community in the City of Richmond.

NOW, THEREFORE, BE IT RESOLVED that on September 30, 2025, the City of Richmond Rent Board acknowledges Former Board member's dedication and service to the community.

NICOLAS TRAYLOR
Executive Director Richmond Rent
Program

WHITNEY TIPTON
Chair of the Richmond Rent Board



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Month, Day, 2025

City of Richmond Rent Program

440 Civic Center Plaza

Richmond, CA. 94804

Dear: [Former Board Member Name]

On behalf of the Richmond community, I would like to extend my deepest gratitude for your dedicated service as a member of the Richmond Rent Board. Resolution 24-01, adopted by the Richmond Rent Board recognizes the service of past Board members, all of whom played a vital role in creating and developing what was at the time, the first new voter approved rent control law in California in 30 years. Your commitment to volunteering your time and expertise has been vital to shaping the policies of the Richmond Rent Program, ensuring the fair administration and enforcement of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

Your work on the Rent Board has helped promote housing and community stability, making it possible for tenants in Richmond to enjoy the kind of housing security often associated with homeowners on fixed-term mortgages. This stability is not just a cornerstone of financial and emotional well-being; as noted in the 2018-19 Richmond Rent Program Annual Report, it is deeply intertwined with health outcomes. Secure and stable housing allows families to thrive, reducing stress and fostering healthier, more resilient communities.

Through your thoughtful decisions and steadfast leadership, you have upheld tenants' rights while balancing the fair return landlords deserve for their investments. This delicate equilibrium ensures Richmond remains a place where diverse populations can coexist and flourish.

Your service has left a legacy, and our city is stronger, healthier, and more equitable because of your efforts. Thank you for your unwavering dedication to this critical mission.

Respectfully,

Nicolas Traylor, Executive Director of the Richmond Rent Program

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