

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 15, 2025

Final Decision Date Deadline: October 15, 2025

STATEMENT OF THE ISSUE: The minutes of the September 17, 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 September 17, 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, September 17, 2025

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

PLEDGE TO THE FLAG

The Pledge of Allegiance was recited.

ROLL CALL

Board Members Present: Espinoza, Hite, Willis, 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, began by welcoming newly appointed Board Member Melvin Willis. He invited Rent Board Members and staff to the following events: Richmond Rotary Club Weekly Meeting, scheduled for Friday, September 19, 2025; Spirit and Soul Festival held on Saturday, September 20th, and the Contra Costa Mayor's Conference, hosted by the City of Martinez on October 2nd. Mr. Hindler also expressed appreciation for separating Appeal Hearings from Regular meeting agendas to streamline the process and make it less cumbersome.

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 August 27, 2025, Special Meeting of the Richmond Rent Board.

***F-2.** Receive the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through August 2025.

REGULATIONS

G-1. Executive Director Nicolas Traylor presented the matter to 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.
3. Regulation 822: Allows 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.

The presentation included a Statement of the Issue, addressed the Recommended Action, Fiscal Impact, Background, discussed three issues with Regulations 801, 804, 822, and 844, and concluded with 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 Willis, directing staff to revise Chapter 8 Regulations to include the edits discussed and return with the revised Regulations for approval on the Consent Calendar at the Special Meeting on September 30, 2025, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, Willis, Vice Chair Cantor and Chair Tipton. **Noes:** None. **Abstentions:** None. **Absent:** None.

REPORTS OF OFFICERS

Executive Director Traylor reminded the Board that on September 30, 2025, the Rent Program will hold a Special Meeting and Appeal

Hearing, beginning at 5:00 p.m. in the Multi-Purpose Room at 440 Civic Center Plaza. The meeting will honor past Rent Board Members with Certificates of Appreciation, and light refreshments will be provided.

Vice Chair Cantor requested that the past Board Member recognition start late, following the Appeal, and to inform past Board Members that the recognition ceremony will begin after the Appeal hearing. The Board agreed to hear the Appeal item first, followed by the recognition ceremony for former Board Members.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:51 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair

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