

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 21, 2026

Final Decision Date Deadline: January 21, 2026

STATEMENT OF THE ISSUE: The minutes of November 19, 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 November 19, 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, November 19, 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, and Vice Chair Cantor.

Staff Present: Executive Director Nicolas Traylor, Deputy Director Fred Tran, and General Counsel Charles Oshinuga.

Absent: Board Member Willis and Chair Tipton.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler, a Richmond Resident, began by correcting a statement from October 15, 2025, Rent Board meeting record, clarifying that the Contra Costa Mayors' Conference will be hosted by the City of Pinole at the Pinole Senior Center on December 4, 2025, not the City of Pleasant Hill. He also invited Rent Board Members and staff to the following upcoming events: the Santa Fe Neighborhood Council's Hug-A-Bear Dinner on December 10, 2025, held at the Galileo Club, and the Commission on Asians and Pacific Islanders Senior Winter Ball, scheduled for December 13, 2025, at the Richmond Auditorium. Finally, Mr. Hindler raised concerns regarding interpretation challenges during prior public hearings. He requested that, in future hearings, legal representatives and parties be reminded to speak slowly and clearly to ensure accurate interpretation and translation services to the public and Board members.

CONSENT CALENDAR

On motion from Board Member Hite, seconded by Board Member Espinoza, the Item(s) marked with an (*) were approved with Board Member Willis and Chair Tipton absent.

***F-1.** Approve the minutes of October 15, 2025, Regular Meeting of the Richmond Rent Board.

***F-2.** Receive the Fiscal Year 2025-26 Monthly Activity Report through October 2025.

***F-3.** Receive the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through October 2025.

***F-4.** Receive the Budgeted versus Actual Revenue and Expenditures Report for the first quarter ending September 30, 2025.

CONSIDERATION OF APPEALS

G-1. General Counsel Charles Oshinuga presented on the matter of an Appeal regarding Petition No. RC25-T283: Appellant/Landlord appeals the portions of the Hearing Examiner’s Decision that awarded Respondent/Tenant (hereinafter, Tenant”) \$5,053.65, due to habitability conditions that impaired the full use of the Tenant’s rental unit. Specifically, the Hearing Examiner found that defective windows, mold, and electrical issues existed in the Tenant’s rental unit, which warranted a restitution award. On appeal, the Landlord challenges the Hearing Examiner’s decision by raising four issues:

1. Electrical [issues] was a PG&E matter.
2. Tenant drop [sic] the demand by text message [on] 2/29.
3. Tenant move[d] in 12/1/2023 unit was newly painted,

Repairs requested were done.

The Appellant, in this case, was present, and the Respondent was absent. The Appellant was given the full 7 minutes to present her case, as the Respondent was absent. The Appeal hearing began, and the following individual commented on their case: Maria Almudenez, Representative for Property Manager. Discussion ensued. There were no public comments on this item.

After hearing the issues brought on appeal and discussing the matter amongst Board Members, a motion was made by Board Member Hite to affirm the Hearing Examiner’s findings that the Tenant experienced a decrease in Housing Services due to a defective window, mold, and lack of electricity, and to modify the

Hearing Examiner's restitution award, from \$5,056.65 to \$4,954.05. Board Member Espinoza seconded the motion. The motion passed by the following vote: **Ayes:** Board Members Espinoza, Hite, and Vice Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Willis and Chair Tipton.

Rent Board Clerk Cynthia Shaw concluded the hearing and informed the Respondent that all parties would receive a Rent Board Decision within 30 days.

REGULATIONS

H-1. Executive Director Nicolas Traylor presented on the matter to adopt proposed Regulation 327. Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board. The presentation included the issue statement, fiscal impact information, background, reasons for establishing a December recess, and the recommended action. Discussion ensued. There were no public comments on this item. A motion was made by Board Member Hite, and seconded by Board Member Espinoza, to adopt Regulation 327, titled Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board, passed by the following vote: **Ayes:** Board Member Espinoza, Hite, and Vice Chair Cantor. **Noes:** None. **Abstentions:** None. **Absent:** Board Member Willis and Chair Tipton.

REPORTS OF OFFICERS

There were no reports from Board Members and Staff.

Vice Chair Cantor requested, for the record, confirmation that the next Regular Meeting is scheduled for January 21, 2026, and staff confirmed.

Board Members and Staff exchanged holiday wishes and adjourned the meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:37 P.M.

Cynthia Shaw
Staff Clerk

(SEAL)

Approved:

Rent Board Chair