

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 18, 2024

Final Decision Date Deadline: September 18, 2024

STATEMENT OF THE ISSUE: At its April 17, 2024, meeting, the Rent Board directed staff to amend Regulation 322, to include language indicating that individual Rent Board Members, or the Rent Board, may submit agenda items and agenda reports. Consequently, staff now presents amended Regulation 322, for the Rent Board's approval.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| ☐ City Council | ☐ Redevelopment Agency | ☐ Housing Authority | ☐ Surplus Property Authority | ☐ Joint Powers Financing Authority |
| ☐ Finance Standing Committee | ☐ Public Safety Public Services Standing Committee | ☐ Local Reuse Authority | ☒ Other: <u>Rent Board</u> | |

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| ☐ Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| ☐ Public Hearing | ☐ Regulation | ☒ Other: <u>Consent Calendar</u> |
| ☐ Contract/Agreement | ☐ Rent Board As Whole | |
| ☐ Grant Application/Acceptance | ☐ Claims Filed Against City of Richmond | |
| ☐ Resolution | ☐ Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: APPROVE amended Regulation 322 to include language that clarifies that Rent Board members, or the Rent Board, may submit agenda item and agenda reports. (Nicolas Traylor/Fred Tran – 620-6564).

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AGENDA REPORT

DATE: September 18, 2024

TO: Chair Cantor and Members of the Rent Board

FROM: Palomar Sanchez, Staff Attorney
Nicolas Traylor, Executive Director

SUBJECT: AMEND REGULATION 322 TO CLARIFY THAT RENT BOARD MEMBERS MAY SUBMIT AGENDA ITEMS AND AGENDA REPORTS

STATEMENT OF THE ISSUE:

At its April 17, 2024, meeting, the Rent Board directed staff to amend Regulation 322, to include language indicating that individual Rent Board Members, or the Rent Board, may submit agenda items and agenda reports. Consequently, staff now presents amended Regulation 322, for the Rent Board's approval.

RECOMMENDED ACTION:

APPROVE amended Regulation 322 to include language that clarifies that Rent Board members, or the Rent Board, may submit agenda item and agenda reports. (Nicolas Traylor/Fred Tran – 620-6564).

FISCAL IMPACT:

There is no fiscal impact for this item.

DISCUSSION:

Inherent in a legislative body's power is the ability for individual members of the body to submit their own agenda item. The Rent Board is no exception. In fact, members of the current iteration of the Rent Board have on a few occasions, submitted their own agenda items.

On April 17, 2024, the Rent Board directed staff to include language in its regulations that stated individual Rent Board members, or the Rent Board, may submit their own agenda items and agenda reports. Consequently, staff has added the requested amendments to Regulation 322, and presented the amendments to the Rent Board for its consideration at the May 15, 2024 meeting. There was an additional amendment

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recommended at the meeting to remove “or the Rent Board” under Section 322 (a). Per General Counsel, the Item must be brought back for approval at a following meeting due the change being substantive. The Item can be agendaized on the Consent Calendar for approval.

DOCUMENTS ATTACHED:

Attachment 1 - Regulation 322 Redline Version

Attachment 2 - Regulation 322 Clean Version

322. Consideration of Agenda Items

- ~~A.~~ The Board will ordinarily consider agenda items in the following order, unless otherwise specified by the Board:
- a. The Rent Board Clerk or Presiding Officer will read the title of the agenda item to be considered. ~~In addition to staff, agenda items may be submitted by individual Rent Board members. or the Rent Board.~~
 - b. A report will be presented by staff ~~or Board member(s)~~, if called for by the Presiding Officer.
 - c. Rent ~~Board members~~ may ask questions of staff ~~or Board member(s) who submitted the agenda item or presented the report.~~
 - d. The Presiding Officer will call for public comment public.
 - e. After all members of the public wishing to address the Board have done so, the Presiding Officer will announce the close of discussion by the public.
 - f. The Board may publicly deliberate.
 - g. A Rent ~~Board member~~ may make a motion, or the Presiding Officer may ask for a motion. If the motion is seconded, the motion is before the Board.
 - h. The Board may discuss the motion that is before it.
 - i. At the conclusion of the discussion, the Presiding Officer will restate the motion and request that the Rent Board Clerk call for a vote.
 - j. The Board will vote on the motion. If more than one motion is before the Board, the Board must vote on the last-made motion first, then proceed in reverse order to the first-made motion.

[Amended (DATE)]

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- a. The Rent Board Clerk or Presiding Officer will read the title of the agenda item to be considered. In addition to staff, agenda items may be submitted by individual Rent Board members.
- b. A report will be presented by staff or Board member(s), if called for by the Presiding Officer.
- c. Rent Board members may ask questions of staff or Board member(s) who submitted the agenda item or presented the report.
- d. The Presiding Officer will call for public comment public.
- e. After all members of the public wishing to address the Board have done so, the Presiding Officer will announce the close of discussion by the public.
- f. The Board may publicly deliberate.
- g. A Rent Board member may make a motion, or the Presiding Officer may ask for a motion. If the motion is seconded, the motion is before the Board.
- h. The Board may discuss the motion that is before it.
- i. At the conclusion of the discussion, the Presiding Officer will restate the motion and request that the Rent Board Clerk call for a vote.
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[Amended (DATE)]

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