

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 2025

STATEMENT OF THE ISSUE: Political bodies (e.g. City Councils, Boards, Legislatures, etc.) may hold a recess or break during a fiscal or calendar year. This can be during the end of summer for practical, policy related, and/or institutional reasons. Some of the benefits for a recess include improving administrative efficiency and effectiveness, sufficient time to offer staff development and training and supporting work-life balance for board members and staff (preventing burnout).

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 checked="" type="checkbox"/> Regulation | <input type="checkbox"/> Other: | |
| <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: ADOPT proposed Regulation 327. Out of Session, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board – Rent Board (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

H-1.

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AGENDA REPORT

DATE: November 19, 2025

TO: Chair Tipton and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: Regulation 327. Out of Session: Establishing December Recess from Regular and/or Special Meetings of the Richmond Rent Board

STATEMENT OF THE ISSUE:

Political bodies (e.g. City Councils, Boards, Legislatures, etc.) may hold a recess or break during a fiscal or calendar year. This can be during the end of summer for practical, policy related, and/or institutional reasons. Some of the benefits for a recess include improving administrative efficiency and effectiveness, sufficient time to offer staff development and training and supporting work-life balance for board members and staff (preventing burnout).

RECOMMENDED ACTION:

ADOPT proposed **Regulation 327. Out of Session**, to establish December Recess from Regular and Special Meetings of the Richmond Rent Board – Rent Board (Nicolas Traylor 620-6564).

FISCAL IMPACT:

There is no fiscal impact related to this item.

DISCUSSION:

Background

Richmond’s Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance, RMC 11.100.060 (h) Meetings, mandates the Rent Board hold at a minimum one meeting per year: *“The Board shall hold such regularly scheduled meetings as are necessary to ensure the timely performance of its duties under this Chapter. All regular and special meetings shall be called and conducted in accordance with state law. There shall be minimally one (1) meeting a year so that the Board may comply with*

11.100.070.” Since the Board’s inception, staff have held one (1) regular Board meeting per month, on the 3rd Wednesday of each month for a total of 12 Regular Boards meetings per year.

Staff recommend the Rent Board adopt a regulation that establishes a recess or “out of session” period during the month of December each year, when no regular or special meetings are scheduled. The regulation would still allow the Rent Board and/or Program to schedule a meeting during the month of December, if an emergency arises pursuant Government Code 54956.5.

Why Establish a Recess Period in December?

Multiple reasons exist on why establishing a recess period during the month of December is recommended for the Richmond Rent Board. The first is to align with best practices associated with legislative or pseudo-legislative bodies (i.e. boards/commissions), where a recess period allows Board members and staff to pause after major fiscal decisions and allowing staff to adopt budgets and operational changes without constant new directives. For example, the City Council recesses in August, after the City budget is adopted by or around July 1. For the Rent Program, after the Rent Program budget is adopted, staff focuses on billing and collecting the newly established Residential Rental Housing Fees (Rent Program fees). This intense work period encompasses the months of August through November, when thousands of invoices are sent out and checks and electronic payments are processed by staff.

The month of December is also a month for staff to focus their energies internally on staff training, teambuilding and pre-budget planning (internal meetings among staff to determine next fiscal year’s goals). The City of Richmond at times, as a cost-saving measure, furloughs City staff during the last week of the month into January of the following year. Finally, December is a month where it is more common for Board members and staff to request personal time off to travel or spend time with family during the City holidays (Christmas and New Year’s Day).

The policy goal of the annual recess is to promote effective governance by balancing active policymaking with a period to pause, plan, and engage with staff to improve the quality and efficiency of public decision-making over the full year.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Draft Regulation 327. Out of Session

327. Out of Session

Unless authorized in a prior meeting, the Board shall not hold a regular and/or special meeting in the month of December. This regulation does not apply to emergency meetings authorized pursuant to Government Code 54956.5.

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