

Regulation 327: Establishing December Recess

Richmond Rent Program
Nicolas Traylor, Executive Director
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Item H-1



Statement of the Issue

- Political bodies often hold recesses for administrative and policy reasons
- Improves administrative efficiency and effectiveness
- Allows staff development and training
- Supports work-life balance

Fiscal Impact

- There is no fiscal impact related to this item.

Background

- Richmond Rent Board must hold at least one meeting per year
- Historically: one meeting per month (12 per year)
- Proposal: Establish a December recess with no regular/special meetings
- Emergency meetings allowed under Gov. Code 54956.5

Why Establish a December Recess?

- Key reasons for a December recess:
- Aligns with best practices for legislative and board bodies
- Allows pause after major fiscal decisions
- Staff focus on billing and collection of Rent Program fees (Aug–Nov)
- Enables staff training, team-building, and pre-budget planning
- December includes furloughs and holiday leave
- Promotes effective governance and balanced workload

Recommended Action

- ADOPT proposed Regulation 327 to establish a December Recess from Regular and Special Meetings of the Richmond Rent Board.