

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 20, 2023

Final Decision Date Deadline: September 20, 2023

STATEMENT OF THE ISSUE: The success of any public sector organization in part depends on recruiting public servants who are willing to devote a significant part of their lives and energy towards effectuating the mission of that organization. Establishing forms of recognition and appreciation for public servants, leads to increased morale, participation, and retention, all important ingredients to maintain an effective organization. The Richmond Rent Board is a volunteer Board, made up of Richmond residents and appointed by the Mayor of Richmond and Richmond City Council. Finding and securing community members to volunteer their time and energy as Rent Board members can be a challenge, as people have busy lives and being a Rent Board member is a significant investment and requires providing governance for a complex regulatory ordinance and agency (the Richmond Rent Program). Recognizing those who have served as Rent Board members, encourages participation and interest in serving. In any form of recognition utilized by the Rent Board, cost should be a key factor. In recognizing members of the public for their service, public agencies and those who govern such agencies, have a fiduciary responsibility to employ forms of recognition that are reasonable in cost. Since the inception of the Rent Board in 2017, there have been 10 former Board members who have served on the Rent Board. Those past Board members played in instrumental role in helping to establish a new public sector agency, the Richmond Rent Program. At the August 16, 2023, Regular Meeting of the Rent Board, Rent Board member Jim Hite presented an agenda report to honor past Rent Board members. In this report, Board member Hite emphasized that: *“Since the inception of the Richmond Rent Program in January 2017, the various Rent Board Members have played a vital role in directing Staff, shaping policy, and working in conjunction with Staff to achieve the current high functioning levels of our fine Rent Program. With the challenges of initially getting the Program off the ground and the immediate complications created by the COVID crises, there has been little time for reflection. Through the hard work of staff and past Board Members, we have reached a point in time where energy can be directed to recognizing the invaluable contributions made by the former Board Members.”* In their discussion of the item, Rent Board members proposed various options for recognizing the serve of past Rent Board members and directed staff to return with examples and costs related to those options. Staff have researched various ways that the Board can honor past Board members and recommend that any form of recognition be reasonable in cost, reflecting established forms of recognition utilized by similarly situated organizations.

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> | |

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- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- 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: RECEIVE options and staff recommendation(s) for honoring the service of past Board members and DIRECT staff to move forward with the appropriate option(s) that fulfills the goal of recognizing the service of past Board members at a reasonable cost – Rent Program (Nicolas Traylor 620-6564).

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AGENDA REPORT

DATE: September 20, 2023
TO: Chair Cantor and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: RECOGNITION OF PRIOR BOARD MEMBERS

STATEMENT OF THE ISSUE:

The success of any public sector organization in part depends on recruiting public servants who are willing to devote a significant part of their lives and energy towards effectuating the mission of that organization. Establishing forms of recognition and appreciation for public servants, leads to increased morale, participation, and retention, all important ingredients to maintain an effective organization. The Richmond Rent Board is a volunteer Board, made up of Richmond residents and appointed by the Mayor of Richmond and Richmond City Council. Finding and securing community members to volunteer their time and energy as Rent Board members can be a challenge, as people have busy lives and being a Rent Board member is a significant investment and requires providing governance for a complex regulatory ordinance and agency (the Richmond Rent Program). Recognizing those who have served as Rent Board members, encourages participation and interest in serving. In any form of recognition utilized by the Rent Board, cost should be a key factor. In recognizing members of the public for their service, public agencies and those who govern such agencies, have a fiduciary responsibility to employ forms of recognition that are reasonable in cost. Since the inception of the Rent Board in 2017, there have been 10 former Board members who have served on the Rent Board. Those past Board members played an instrumental role in helping to establish a new public sector agency, the Richmond Rent Program.

At the August 16, 2023, Regular Meeting of the Rent Board, Rent Board member Jim Hite presented an agenda report to honor past Rent Board members. In this report, Board member Hite emphasized that:

“Since the inception of the Richmond Rent Program in January 2017, the various Rent Board Members have played a vital role in directing Staff, shaping policy, and working in conjunction with Staff to achieve the current high functioning levels of our fine Rent Program.

With the challenges of initially getting the Program off the ground and the immediate complications created by the COVID crises, there has been little time for reflection.

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Through the hard work of staff and past Board Members, we have reached a point in time where energy can be directed to recognizing the invaluable contributions made by the former Board Members.”

In their discussion of the item, Rent Board members proposed various options for recognizing the serve of past Rent Board members and directed staff to return with examples and costs related to those options. Staff have researched various ways that the Board can honor past Board members and recommend that any form of recognition be reasonable in cost, reflecting established forms of recognition utilized by similarly situated organizations.

RECOMMENDED ACTION:

RECEIVE options and staff recommendation(s) for honoring the service of past Board members and DIRECT staff to move forward with the appropriate option(s) that fulfills the goal of recognizing the service of past Board members at a reasonable cost.

FISCAL IMPACT:

The cost of establishing and maintaining policy and practice of honoring the service of past Board members depends on the type, and form of recognition chosen. Based on the options presented by staff, the cost associated with honoring past Board members service, can range from \$38.00 to \$40.00 for individual plaques (approx. \$400 total) and \$280.00 to \$400.00 for one perpetual plaque (containing all the names of past Board members). Plaques or statuettes that are customized to a certain shape or design would cost between \$200-\$300 each or \$2,000-\$3,000 total.

DISCUSSION:

OPTION 1: Proclamations/Resolution by the Rent Board

While there are many ways to officially honor community members, proclamations/resolutions are one of the most common forms of recognition for public organizations. Proclamations often come in the form of a resolution(s) adopted by a governing body. Proclamations utilize “Whereas” and “Therefore” statements. Whereas statements provide background information regarding the individual(s) being honored, including when they served, the role they played, and any other noteworthy facts regarding their service. The cost associated with issuing proclamations is minimal, accounting for very little in staff time and supplies. Rent Program staff have the appropriate templates needed to produce proclamations, modeled off the proclamation template used by the City of Richmond’s City Clerk’s Office (Attachment 1). Proclamations would be on official City of Richmond letterhead, printed on high quality certificate paper. Proclamations would be approved by vote the Board and signed by the current Board Chair and/or Executive Director. The Board could choose to recognize all past Board members individually with one resolution/proclamation. Recognized past

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Board members would still receiving their own individually customized framed proclamation. Past Board members being honored could be invited to receive their proclamation in-person at a Rent Board meeting in which the proclamations are approved or receive them by mail if they cannot attend.

OPTION 2: Other Forms of Recognition

One concept mentioned by Board members at the August 16, 2023, Rent Board meeting was to provide past Board members with a statuette or something similar. Based on a quote by a local (Richmond) business, which currently provides its services to the City of Richmond, a wood/metal plaque is estimated to cost anywhere from \$38.00 to \$40.00 each (Attachment 2). One idea mentioned by a Board member was a customized statuette (e.g., a plaque or statuette shaped like the letter "R" for Rent Board). A customized statuette or plaque made to resemble the letter "R" would cost upwards to \$300 each (or up to \$3,000 total). Another concept mentioned by the Board was to have a large plaque with all past Board member's names on it (Attachment 3). Staff estimate that it would cost approximately \$280.00 to \$400.00 to purchase one large plaque that would list all former Rent Board members (to be housed at the Rent Program Office), with space to add additional names after current or future Board members no longer serve. Each additional name added would cost approximately \$5.00.

Staff Recommendation

Due to its minimal cost and universal status as an appropriate way to honor public service, staff recommend honoring past Rent Board members with written proclamations and associated resolutions. Also universally recognized as an appropriate way to honor public service, and at a cost that is reasonable, are wooden/metal engraved plaques. In addition to each past Board member receiving a small wood/metal engraved plaque, staff recommend purchasing a large plaque, that holds the names, title, and terms of previous Board members. The large plaque with past Board member names would be displayed at the Rent Program Office or some other authorized and appropriate location. Considering the less costly alternatives, staff do not recommend purchasing customized statuettes or plaques, as the cost would likely be in the range of \$2,000-\$3,000 for 10 statuettes or plaques.

Next Steps

If the Rent Board approves staff's recommendation (in whole or in part), staff would return to the Rent Board by the January Board meeting, with draft resolutions/proclamations and corresponding plaques for potential approval. After the draft resolutions/proclamations are approved, staff would include in the Rent Board meeting agenda, an item that honors past Board members. Past Board members would be invited to attend the meeting. Those past Board members who cannot attend the meeting would receive their proclamations in the mail.

DOCUMENTS ATTACHED:

Attachment 1 – Sample Proclamations/Resolution.

Attachment 2 – Screen shot of Individual Plaques.

Attachment 3 – Screen shots of Perpetual Plaques.

CITY OF RICHMOND, CALIFORNIA

PROCLAMATION

Recognizing the Service of Rent Board Member X
who served on the Richmond Rent Board between
April X, 2017 – March X, 2023

WHEREAS ; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS, ; and

NOW, THEREFORE BE IT RESOLVED, that on date, X, the City of Richmond acknowledges the

Sara Cantor, Chair of the Richmond Rent Board

Nicolas Traylor, Rent Program Executive Director

CITY OF RICHMOND, CALIFORNIA
PROCLAMATION

**COMMEMORATING THE LIFE OF
MRS. NAILAH BUFORD**

WHEREAS, Mrs. Nailah Buford, was a dedicated and valued member of our community who made significant contributions to the betterment of our city; and

WHEREAS, Mrs. Buford was a proud entrepreneur and business owner that not only provided excellent fish for over 41 years Snappers Seafood, the restaurant she founded in 1992 at 1501 Ohio Avenue, but also through her dedication and love for Richmond residents and youth; and

WHEREAS, Mrs. Buford was a person of integrity, compassion, and commitment who touched the lives of many people. Mrs. Buford was a firm believer in community; and

WHEREAS, Mrs. Buford got to know everyone who came into her restaurant on a first name basis, and she would always greet her customers with a big warm wonderful smile; and

WHEREAS, Mrs. Buford gave back to the Richmond community by giving out awards to the local children that graduated high school, sponsored Richmond pony baseball, adopted families during the holiday times, hired local people reentering from incarceration, and participants on the welfare to work program that no one would hire; and

WHEREAS, Mrs. Buford believed in investing in Richmond's youth, she did so by donating the proceeds from her restaurant on certain Sundays to support Richmond youth who needed funds for college. She was the epitome of what it means to give back to the community; and

WHEREAS, Mrs. Buford was a respected and loved member of our community, and her passing is a great loss to us all.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Richmond does hereby officially commemorate the life and accomplishments of Mrs. Nailah Buford, a true community leader and business owner who gave so much to the Richmond community. We acknowledge her many contributions, both through her successful restaurant and her dedication to supporting local families and youth, and we thank her for her selfless service and extend our deepest sympathy to her family and friends; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City of Richmond honors her memory by continuing to support and uplift local businesses and community members.

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Richmond City Council present a copy of this proclamation to Mrs. Nailah Buford's family, and a copy be made part of the permanent records of the City of Richmond.

Mayor Eduardo Martinez
City of Richmond, California
March 28, 2023

**CITY OF RICHMOND RENT BOARD RESOLUTION NO. 21-02
ADOPTING CITY OF RICHMOND RENT BOARD REGULATION 301.5:
EXPIRATION OF TERM**

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing the provisions of the Rent Ordinance; and

WHEREAS, this independent agency is the Rent Board and its affiliated agent, the Rent Program; and

WHEREAS, the Rent Board is comprised of five (5) City of Richmond residents who are appointed by the Mayor and City Council; and

WHEREAS, Rent Board members “serve terms of two (2) years and may be reappointed for a total of four (4) full terms for a total of fewer than ten (10) years”; and

WHEREAS, both the Rent Ordinance and the City Charter is silent with regards to the status of board, commission or committee members whose terms have expired but who have not been replaced by a new appointee; and

WHEREAS, vacancies during the interim period—a period where a Rent Board member is either being reappointed or replaced—would cause severe disruption to the operation of the Rent Program and to the effectuation of Measure L; and

WHEREAS, pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board “be an integral part of the

government of the City [of Richmond]” and establishes that the Rent Board “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board.”; and

WHEREAS, in furtherance of its independence, Measure L vests the Rent Board with the sole power to adopt rules and regulations, necessary to further the purpose of Measure L; and

WHEREAS, pursuant to Richmond Municipal Code Section 11.100.070(h), Measure L requires the Rent Board to hold “regularly scheduled meetings as are necessary to ensure the timely performance of its duties under this Chapter”; and

WHEREAS, the Rent Board finds that its functionality and existence are necessary to further the purpose of Measure L, as Measure L, pursuant to Richmond Municipal Code Section 11.100.060 et.seq., requires a functioning Rent Board; and

WHEREAS, the Rent Board further finds it necessary to hold reoccurring monthly meetings to timely adjudicate various issues on administrative appeal, adopt regulations to better implement the provisions of Measure L, and to review and adopt a required budget necessary to finance the Rent Board’s day-to-day activities; and

WHEREAS, the California Supreme Court in *Hartford Accident & Indemnity Co. v. City of Tulare* (1947) 30 Cal.2d 832, 836, and its progeny, has declared that “a public officer who continues to perform the duties of the office and holds office beyond the term for which he was elected or appointed, holds office until his successor is selected and qualifies. The basis for that rule is public policy against having a vacancy in public office [or] having a gap between successive office holders”; and

WHEREAS, the Rent Board desires to align itself with public policy on the issue of vacancies and preventing gaps between successive office holders; and

WHEREAS, pursuant to Section 10 of Article IX of the Charter of the City of Richmond, the Charter reserves to the City the right to exercise “any and all rights, powers, and privileges heretofore or hereafter granted or prescribed by general laws of the State”; and

WHEREAS, pursuant to Government Code Section 1302, “every officer whose term has expired shall continue to discharge the duties of his office until his successor has qualified”; and

WHEREAS, because the Charter is silent with regards to the status of board, commission or committee members whose terms have expired but who have not been replaced by a new appointee, and the Charter allows for the City to exercise powers under general law, the Rent Board may avail itself to the rights conferred under the provisions of Government Code Section 1302; and

WHEREAS, the Rent Board, exercising its authority through Measure L and consistent with the Charter, seeks to exercise its authorized powers under Measure L, in a manner that is both consistent and mandated by public policy, permissible under Measure L, and separately authorized by Government Code Section 1302; and

WHEREAS, the Rent Board further finds it necessary to the continuation of its functions and effectuation of Measure L, that a Rule and Regulation be adopted to clarify that Rent Board members shall continue to discharge their duties after the expiration of their term until their successor is appointed;

NOW, THEREFORE, BE IT RESOLVED THAT:

THE CITY OF RICHMOND RENT BOARD ADOPTS THE FOLLOWING REGULATION:

REGULATION 301.5. EXPIRATION OF TERM

- A. Where a Rent Boardmember's term has expired, that member shall continue to discharge their duties until they are either reappointed, or their successor is appointed.
- B. In the event that a Rent Boardmember who continued to discharge their duties after the expiration of their term is reappointed, the time during which they continued to discharge their duties while awaiting reappointment shall be counted against their overall two-year term.
- C. In no event shall a Rent Board member serve a total of five (5) terms.

Dated: February 17, 2021

Adopted by the Richmond Rent Board of the City of Richmond by the following vote:

AYES: Boardmembers, Conner, Finlay and Chair Maddock.

NOES: None.

ABSENT: Vice Chair Gerould.

ABSTENTIONS: None.

CYNTHIA SHAW
Cynthia Shaw, Rent Board Clerk

LAUREN MADDOCK
Lauren Maddock, Chair

Approved as to form:

CHARLES OSHINUGA
Charles Oshinuga, Rent Board Legal Counsel

State of California }
County of Contra Costa :ss.
City of Richmond }

I certify that the forgoing is a true copy of the **Resolution No. 21-02**, passed and adopted by the
Rent Board of the City of Richmond.



Cynthia Shaw
Rent Board Clerk



Genuine Walnut Plaque with Blue Marble/Gold Brass Plated Steel Marble Mist Plaque Plate



Genuine Walnut Plaque with Blue Marble/Gold Hi-Relief Plaque Plate



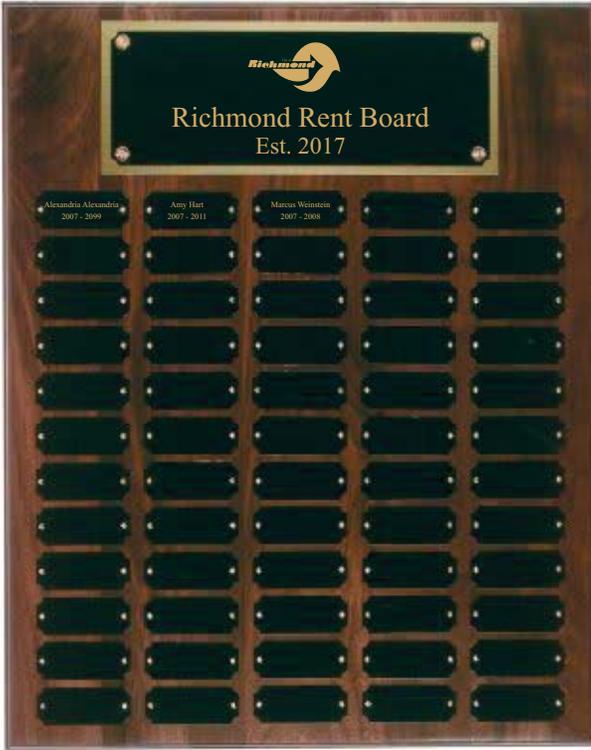
Genuine Walnut Plaque with Black/Gold



Genuine Walnut Plaque with Blue/Gold

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ATTACHMENT 3



Walnut 60 = [REDACTED]

Rosewood 60 = [REDACTED]

All Plaques Measure 16"w x 20"t

Walnut 45 = [REDACTED]

Rosewood 45 = [REDACTED]



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