

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 18, 2023

Final Decision Date Deadline: October 18, 2023

**STATEMENT OF THE ISSUE:** At the September 18, 2023, Regular Meeting of the Richmond Rent Board, staff presented options for recognizing the service of past Board members. Among the options presented by staff were proclamations/resolutions, individual plaques, and perpetual plaques (displaying all past Board members names). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation design and the specific (quoted) cost of the 60-name perpetual plaque made of walnut. This report provides the Board with two design options for the proclamation certificate and a quote for the 60-name perpetual plaque made of walnut.

## 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

- 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 draft design options for proclamations honoring the service of past Board members and provide feedback on the proposed design options, and DIRECT staff to draft final proclamation design and associated resolution(s) based on the Board's feedback. RECEIVE quote for the 60-name perpetual plaque made of walnut.  
– Rent Program (Nicolas Traylor 620-6564).

AGENDA ITEM NO:

**F-1.**

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# AGENDA REPORT

**DATE:** October 18, 2023  
**TO:** Chair Cantor and Members of the Rent Board  
**FROM:** Nicolas Traylor, Executive Director  
**SUBJECT:** UPDATE ON RECOGNITION OF PRIOR BOARD MEMBERS PROJECT

## **STATEMENT OF THE ISSUE:**

At the September 18, 2023, Regular Meeting of the Richmond Rent Board, staff presented options for recognizing the service of past Board members. Among the options presented by staff were proclamations/resolutions, individual plaques, and perpetual plaques (displaying all past Board members names). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation design and the specific (quoted) cost of the 60-name perpetual plaque made of walnut. This report provides the Board with two design options for the proclamation certificate and a quote for the 60-name perpetual plaque made of walnut.

## **RECOMMENDED ACTION:**

RECEIVE draft design options for proclamations honoring the service of past Board members and provide feedback on the proposed design options, and DIRECT staff to draft final proclamation design and associated resolution(s) based on the Board's feedback. RECEIVE quote for the 60-name perpetual plaque made of walnut.

## **FISCAL IMPACT:**

There are no additional staff or supply costs associated with drafting resolutions and designing and printing Rent Board proclamations. The quoted cost for the 60-name perpetual plaque made of walnut is \$260. Staff recommend that prior to the Rent Board authorizing Staff to move forward with purchasing the approved perpetual plaque, the Board amend the Fiscal Year 2023-24 Rent Program budget to reallocate \$260 from the Miscellaneous budget line item and a new line item associated with Past Board Member Recognition.

**DISCUSSION:**

Sample Proclamations/Resolution by the Rent Board

Attached to this report are two sample proclamations. Note: The City of Richmond gold seal would be converted into a gold seal sticker that would be adhered to the proclamation certificate (Attachment 1)

Sample Perpetual Plaque

Attached to this report is an image and cost quote of the sample 60-name, walnut perpetual plaque. (Attachment 2)

**DOCUMENTS ATTACHED:**

Attachment 1 – Sample Proclamation Options

Attachment 2 – Image of the 60-name Walnut Perpetual Plaque and associated quote

# PROCLAMTION OF APPRECIATION

To Prior Board Member  
for her service to the community

WHEREAS, Prior Board member served on the Richmond Rent Board between YEAR and YEAR and was among the first five Rent Board members appointed to the Richmond’s first 5-member Rent Board ; and

WHEREAS, Prior Board member was Chair of the Rent Board between 20XX and 20XX; and

WHEREAS, Prior Board member was instrumental in the creation of a new public agency, the Richmond Rent Program; and

WHEREAS, Prior Board member brought to the Rent Board, her many years of experience working in the housing sector, serving on the City of Richmond commission; and

WHEREAS, Prior Board member’s leadership and service were key to the success of the Richmond Rent Board and the Rent Program,

NOW, THEREFORE BE IT RESOLVED, that on \_\_\_\_\_, 2023, the City of Richmond Rent Board acknowledges Prior Board Member’s dedication and service to her community as a founding member of the Richmond Rent Board.

**SARA CANTOR**

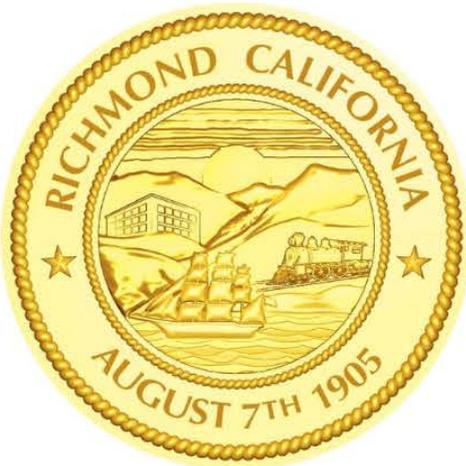
Chair of the  
Richmond Rent Board

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**NICOLAS TRAYLOR**

Executive Director of the  
Richmond Rent Program

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# PROCLAMATION

In appreciation to *Prior Board Member*  
for her service to the community

- WHEREAS, Prior Board member served on the Richmond Rent Board between YEAR and YEAR and was among the first five Rent Board members appointed to the Richmond's first 5-member Rent Board ; and
- WHEREAS, Prior Board member was Chair of the Rent Board between 20XX and 20XX; and
- WHEREAS, Prior Board member was instrumental in the creation of a new public agency, the Richmond Rent Program; and
- WHEREAS, Prior Board member brought to the Rent Board, her many years of experience working in the housing sector, serving on the City of Richmond commission; and
- WHEREAS, Prior Board member's leadership and service were key to the success of the Richmond Rent Board and the Rent Program,

NOW, THEREFORE BE IT RESOLVED, that on \_\_\_\_\_, 2023, the City of Richmond Rent Board acknowledges Prior Board Member's dedication and service to her community as a founding member of the Richmond Rent Board.

**SARA CANTOR**

Chair of the  
Richmond Rent Board

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**NICOLAS TRAYLOR**

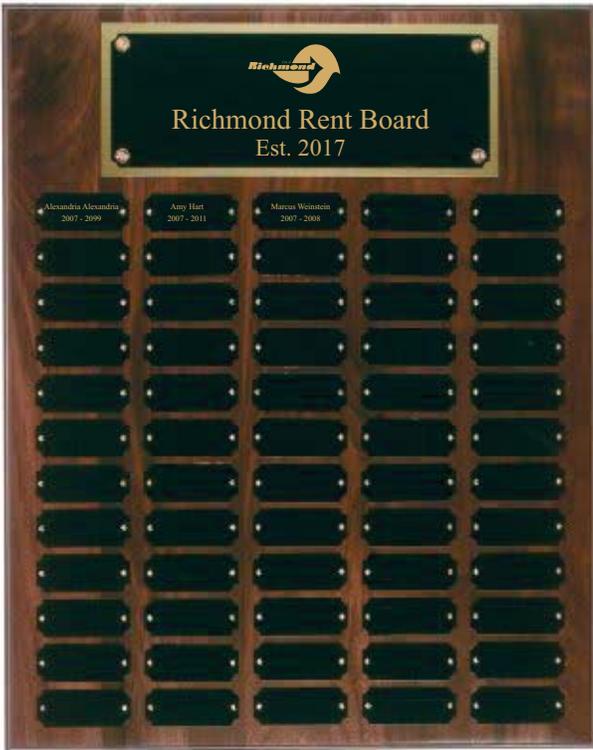
Executive Director of the  
Richmond Rent Program

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ITEM F-1  
ATTACHMENT 2



Walnut 60 = \$282.00



Rosewood 60 = \$364.00

All Plaques Measure 16"w x 20"t

Walnut 45 = \$260.00

Rosewood 45 = \$316.00



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