



# UPDATE ON RECOGNITION OF PRIOR BOARD MEMBERS PROJECT

Item F-1

October 18, 2023

Nicolas Traylor - Executive Director

Richmond Rent Program

# Statement of the Issue

At the September 20, 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.

# 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 \$282 (not \$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 \$282 from the Miscellaneous line item to a new line item associated with Past Board Member Recognition.

# Proclamation Sample Design 1

## 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

**NICOLAS TRAYLOR**  
Executive Director of the  
Richmond Rent Program



# Proclamation Sample Design 2



## 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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# Walnut Perpetual Plaque (60-name)

- The quoted cost for the Walnut 60-name plaque is \$282, not \$260 as mentioned in the agenda report.



Walnut 60 = \$282.00

# 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.