



# Resolution to Honor Past Board Members

Nicolas Traylor-Executive Director

January 17, 2024

Item G-1

# Statement of the Issue

- At the September 20, 2023, Regular Meeting of the Richmond Rent Board, staff presented options and costs to recognize 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 and service term). After discussion, the Board directed staff to come back to the October 18, 2023, Regular Meeting of the Rent Board with a draft proclamation template and the specific (quoted) cost of a 60-name perpetual plaque made of walnut.
- At the October 18, 2023, Board meeting, the Board approved a policy honoring past Board members through a Resolution, Proclamations for each past Board member, and a perpetual plaque housed at the Rent Program office made of maple with the names and terms of those past Board members.
- At the December 20, 2023, meeting the Board authorized a new Budget line item titled Recognition/Awards and to transfer a maximum of \$300 from the Miscellaneous (400322) line item to the new line item.
- Staff have prepared a Proposed Resolution 24.01 and a final template (language) for the Proclamation of Appreciation for Board approval. At the January 17, 2023, Regular Meeting of the Rent Board, staff prepared the Proposed Resolution 24.01 to honor past Board members and the and Proposed Final Proclamation of Appreciation template.

# Fiscal Impact

- There is no fiscal impact related to this item

# Discussion: Proposed Resolution 24.01

Resolution 24.01 creates Rent Board policy related to honoring past Board members. Resolution 24.01 aims to encourage civic participation by community members, who volunteer their time and energy as Rent Board members, by recognizing their invaluable contributions, including the extensive time spent understanding and making key policy decisions associated with effectuating the Richmond Rent Ordinance.

Proposed Resolution 24.01 also establishes that:

1. Each Rent Board member shall receive a Proclamation of Appreciation at the end of their service.
2. At the end of each Rent Board members' service, their name and term shall be placed on a perpetual plaque (location of the Rent Board's choosing) at an area for public viewing.

# Final Proclamation of Appreciation Template

- To effectuate the Rent Board policy of honoring past Board members and to institute consistent language and overall design, staff have prepared the standard template for Rent Board proclamations of appreciation.

# Standard Proclamation Language

**WHEREAS**, the Fair Rent Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance) was adopted by Richmond voters on November 8, 2016, to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return; and

**WHEREAS, [Board Member Name]**... served on the five-member Richmond Rent Board between 202X-202X (mention if they acted as Vice Chair or Chair) to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and

**WHEREAS, [Board Member Name]**... was instrumental in successfully developing a public agency, the Richmond Rent Program. The agency administers and enforces the first new voter-approved rent control initiative in the San Francisco Bay Area in over 30 years at the time of its passage; and

**WHEREAS, [Board Member Name]'s**... leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating in Regular and Special Rent Board meetings; and

**WHEREAS, [Board Member Name]**... was vital in directing staff, shaping public policy, and working in conjunction with staff to achieve the high functioning level of the Rent Program, and its consequent implementation of the Richmond Rent Ordinance; and

**WHEREAS, [Board Member Name]'s**... services rendered as a member of the Rent Board significantly contributed to the stabilization of the rental community in the City of Richmond.

**NOW, THEREFORE, BE IT RESOLVED** that on \_\_\_\_\_, 2024, the City of Richmond Rent Board acknowledges [Prior Board Member Name]'s dedication and service to the Richmond Community.

# Standard Proclamation Design

Note: The City of Richmond golden seal will be in the form of a glossy embossed sticker on the actual proclamations.

 **PROCLAMATION**  
In appreciation to (Name Here)

WHEREAS, the Fair Rent Just Cause for Eviction and Homeowner Protection Ordinance (Richmond Rent Ordinance) was adopted by Richmond voters on November 8, 2016, to promote neighborhood and community stability, healthy housing, and affordability for Richmond tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord's right to a fair return; and

WHEREAS, [Board Member Name]... served on the five-member Richmond Rent Board between 202X-202X (mention if they acted as Vice Chair or Chair) to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and

WHEREAS, [Board Member Name]... was instrumental in successfully developing a public agency, the Richmond Rent Program. The agency administers and enforces the first new voter-approved rent control initiative in the San Francisco Bay Area in over 30 years at the time of its passage; and

WHEREAS, [Board Member Name]'s... leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating in Regular and Special Rent Board meetings; and

WHEREAS, [Board Member Name]... was vital in directing staff, shaping public policy, and working in conjunction with staff to achieve the high functioning level of the Rent Program, and its consequent implementation of the Richmond Rent Ordinance; and

WHEREAS, [Board Member Name]'s... services rendered as a member of the Rent Board significantly contributed to the stabilization of the rental community in the City of Richmond.

NOW, THEREFORE, BE IT RESOLVED that on \_\_\_\_\_, 2024, the City of Richmond Rent Board acknowledges [Board Members Name]'s dedication and service to the Richmond Community.

**SARA CANTOR**  
Chair of the  
Richmond Rent Board

\_\_\_\_\_  
**NICOLAS TRAYLOR**  
Executive Director  
Richmond Rent Program



# Next Steps

Staff will prepare individual proclamations of appreciation to the 10 past Board members to be included as an agenda item at an upcoming Board meeting. Past Board members will be invited to attend the Board meeting to receive their Proclamation of Appreciation personally (or send a representative) or instead choose to receive their Proclamation of Appreciation via US postal mail.



# Recommended Action

**APPROVE** Rent Board Resolution 24.01 which creates the Rent Board's policy for honoring past Board members. **APPROVE** the Proposed Final Proclamation of Appreciation template honoring the service of past Board members.

***This page intentionally left blank***