

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 15, 2025

Final Decision Date Deadline: January 15, 2025

**STATEMENT OF THE ISSUE:** Approval of Proclamation of Appreciation to recognize past members of the Richmond Rent Board for their service to the community and holding a ceremony on May 21, 2025, to hand out individual Proclamations to former Board members who can attend the ceremony. A Plaque with former Board member's names is in the process of being ordered and should be available to house at the Rent Program office by the end of February 2025.

## 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

- |   |  |                                 |
|---|--|---------------------------------|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) |  |                                 |
| <input type="checkbox"/> Public Hearing   | <input type="checkbox"/> Regulation  | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement   | <input checked="" type="checkbox"/> Rent Board As Whole                          |                                 |
| <input type="checkbox"/> Grant Application/Acceptance                                 | <input type="checkbox"/> Claims Filed Against City of Richmond                   |                                 |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Video/PowerPoint Presentation (contact KCRT @ 620.6759) |                                 |

**RECOMMENDED ACTION:** APPROVE the final Proclamation of Appreciation (with minor updates to the previously approved design) for former Board members and DIRECT staff to schedule a ceremony (agenda item) at the Regular Meeting of the Rent Board on May 21, 2025 (or other Board meeting date approved by the Board), to hand out the framed Proclamations to those former Board members who live locally. Former Board members who no longer live in the Bay Area, will be sent their individual framed Proclamations of Appreciation via USPS mail a few weeks before the ceremony and invited to attend the ceremony remotely (Nicolas Traylor, 510-620-6564).

AGENDA ITEM NO:

**G-1.**

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# AGENDA REPORT

**DATE:** January 15, 2025

**TO:** Chair Cantor and Members of the Rent Board

**FROM:** Nicolas Traylor, Executive Director

**SUBJECT:** Richmond Rent Board Proclamations Honoring Service of Past Board Members

## **STATEMENT OF THE ISSUE:**

Approval of Proclamation of Appreciation to recognize past members of the Richmond Rent Board for their service to the community and holding a ceremony on May 21, 2025, to hand out individual Proclamations to former Board members who can attend the ceremony. A Plaque with former Board member's names is in the process of being ordered and should be available to house at the Rent Program office by the end of February 2025.

## **RECOMMENDED ACTION:**

APPROVE the final Proclamation of Appreciation (with minor updates to the previously approved design) for former Board members and DIRECT staff to schedule a ceremony (agenda item) at the Regular Meeting of the Rent Board on May 21, 2025 (or other Board meeting date approved by the Board), to hand out the framed Proclamations to those former Board members who live locally. Former Board members who no longer live in the Bay Area, will be sent their individual framed Proclamations of Appreciation via USPS mail a few weeks before the ceremony and invited to attend the ceremony remotely (Nicolas Traylor, 510-620-6564).

## **FISCAL IMPACT:**

The cost of the perpetual plaque will not exceed \$300, covered by the Fiscal Year 2024-25 Rent Program budget. Staff time and office supplies will cover the costs of the individual proclamations.

## **DISCUSSION:**

Background

## ITEM G-1

The Richmond Rent Board relies on dedicated volunteers from the community who invest their time and energy to support its mission. Recognizing the contributions of these volunteers is essential for boosting morale, encouraging participation, and retaining members.

Serving on the Rent Board is a significant commitment, requiring members to help govern the Richmond Rent Program, a complex regulatory agency. Since the Board was established in 2017, 11 individuals have served as members, contributing to the development of the Rent Program.

At the Regular Rent Board meeting on August 16, 2023, Board member Jim Hite proposed recognizing past members. He highlighted their vital role in guiding staff, shaping policies, and overcoming challenges like launching the program and navigating the COVID-19 crisis.

In follow-up meetings, the Board discussed ways to honor past members. On October 18, 2023, the Board approved a policy to:

- Create a plaque listing the names and terms of all past Board members.
- Design individual proclamations of appreciation.

A \$300 budget line for "Recognition/Awards" was created on December 20, 2023, by transferring funds from the Miscellaneous budget. On January 17, 2024, the Board approved Resolution 24.01 to officially honor former Board members.

### **Next Steps**

Staff intend to schedule and organize a brief ceremony as part of the Regular Meeting of the Rent Board on May 21, 2025, to hand out the Proclamations of Appreciation to former Board members, along with a letter of appreciation from the Executive Director.

### **DOCUMENTS ATTACHED:**

Attachment 1 – Resolution No. 24-01

Attachment 2- Final Proclamation of Appreciation

Attachment 3 – Letter from Executive Director to accompany Proclamations of Appreciation

**CITY OF RICHMOND RENT BOARD RESOLUTION NO. 24-01**

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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, service on the Rent Board requires extensive time spent in reading and understanding a complex and niche area of public policy, as well as participating in public meetings that often times last several hours; and

WHEREAS, Rent Board members—many of whom have full-time employment outside of the Rent Board— are volunteers who are not monetarily compensated for their time and effort spent serving the City of Richmond as Rent Board members; and

WHEREAS, given the time, effort, complexity, and lack of monetary compensation, it has been difficult to recruit an adequate number of community volunteers to serve on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that service on the Rent Board is integral in ensuring that the Richmond Rent Ordinance is properly effectuated; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that since the inception of the Rent Program, Rent Board members played a vital role in directing staff, shaping policy, and working in conjunction with staff to achieve the current high functioning level of the Rent Program, and its consequent implementation of the Rent Ordinance; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board found that one of several ways to enhance recruitment efforts for Rent Board service is to recognize the invaluable contributions Rent Board members make when serving on the Rent Board; and

WHEREAS, at its October 18, 2023, Rent Board meeting, the Rent Board concluded the best form of recognition for Rent Board service is to provide Rent Board members a Proclamation of Appreciation and place the names of Rent Board members on a plaque to be hung in an area of public viewing;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**THE CITY OF RICHMOND RENT BOARD DECLARES THE FOLLOWING:**

1. Each Rent Board member to have ever served on the Rent Board shall receive a Proclamation Appreciation at the end of their service.
2. At the end of a Rent Board members' service, their name shall be placed on a plaque of the Rent Board's choosing and said plaque shall be hung in an area of public viewing.

Dated: January 17, 2024

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

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Cynthia Shaw, Rent Board Clerk

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Chair

Approved as to form:

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Rent Board General Counsel

# RICHMOND RENT BOARD PROCLAMATION

## In Appreciation to [Former Board Member Name]

- 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, Former Board member served on the five-member Richmond Rent Board between 20XX-20XX as Board Member and Vice Chair of the Rent Board to govern the Richmond Rent Program and effectuate the purpose of the Richmond Rent Ordinance by establishing Rent Board Policy and Regulations; and
- WHEREAS, Former Board member 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, Former Board member's leadership and service is commendable, by expending extensive time reading and understanding a complex area of public policy, and participating at Regular and Special Rent Board meetings; and
- WHEREAS, Former Board member 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, Former Board member'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 May 21, 2025, the City of Richmond Rent Board acknowledges Former Board member's dedication and service to the community.



**NICOLAS TRAYLOR**  
Executive Director Richmond Rent Program

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



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May 21, 2025

City of Richmond Rent Program

440 Civic Center Plaza

Richmond, CA. 94804

Dear: [Former Board Member Name]

On behalf of the Richmond community, I would like to extend my deepest gratitude for your dedicated service as a member of the Richmond Rent Board. Resolution 24-01, adopted by the Richmond Rent Board recognizes the service of past Board members, all of whom played a vital role in creating and developing what was at the time, the first new voter approved rent control law in California in 30 years. Your commitment to volunteering your time and expertise has been vital to shaping the policies of the Richmond Rent Program, ensuring the fair administration and enforcement of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.

Your work on the Rent Board has helped promote housing and community stability, making it possible for tenants in Richmond to enjoy the kind of housing security often associated with homeowners on fixed-term mortgages. This stability is not just a cornerstone of financial and emotional well-being; as noted in the 2018-19 Richmond Rent Program Annual Report, it is deeply intertwined with health outcomes. Secure and stable housing allows families to thrive, reducing stress and fostering healthier, more resilient communities.

Through your thoughtful decisions and steadfast leadership, you have upheld tenants' rights while balancing the fair return landlords deserve for their investments. This delicate equilibrium ensures Richmond remains a place where diverse populations can coexist and flourish.

Your service has left a lasting legacy, and our city is stronger, healthier, and more equitable because of your efforts. Thank you for your unwavering dedication to this critical mission.

Respectfully,

Nicolas Traylor, Executive Director of the Richmond Rent Program

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