



City of Mountain View

Agenda

Rental Housing Committee

Committee Members Honey, Ramos, Pardo de Zela, Vice Chair Grunewald and Chair Ortiz

Monday, August 27, 2018

7:00 PM

Council Chambers - 500 Castro St.

1. CALL TO ORDER

2. ROLL CALL

Chair Evan Ortiz, Vice Chair Matthew Grunewald, Committee Members Vanessa Honey, Tom Means, Emily Ramos, Julian Pardo de Zela (alternate)

Chair Evan Ortiz, Vice Chair Matthew Grunewald, Committee Members Vanessa Honey, Tom Means, Emily Ramos, Julian Pardo de Zela (alternate)

3. MINUTES APPROVAL

3.1 Approve the minutes for June 18, 2018 RHC Meeting

Recommendation: Copies of the minutes for the above noted meeting have been delivered to Committee Members and copies are available at City Hall. If there are no corrections or additions, a motion is in order to approve these minutes

Attachments: [Minutes for June 18, 2018](#)

4. ORAL COMMUNICATIONS FROM THE PUBLIC

This portion of the meeting is reserved for persons wishing to address the Committee on any matter not on the agenda. Speakers are limited to three minutes. State law prohibits the Committee from acting on non-agenda items.

5. PUBLIC HEARING

5.1 Appeal(s) of Hearing Officer Decision(s):

CSFRA Case 17180002, 141 Del Medio Ave., Mountain View, CA

Recommendation: Consider the tentative appeal decision and either accept the tentative appeal decision or modify the tentative appeal decision with instructions to staff citing appropriate evidence in the record.

Attachments: [Staff Report](#)
[ATT 1 - Tentative Appeal Decision \(No. 17180002\)](#)
[ATT 2 - Appellant-Landlord Response to Tentative Appeal Decision](#)
[ATT 3 - Respondent-Tenants Response to Tentative Appeal Decision](#)

6. UNFINISHED BUSINESS - NONE

7. NEW BUSINESS

7.1 CSFRA Information Technology System

Recommendation: To approve staff's recommendation, following a Request for Proposals process, to contract with 3Di, Inc. for the development of an information technology system to implement the Community Stabilization and Fair Rent Act (CSFRA) and to authorize the Program Manager or other designee to execute an agreement with 3Di, Inc. for such services for fiscal year 2018-19 in an amount not to exceed \$85,000.

Attachments: [Staff Report](#)

7.2 CSFRA Project Manager Hiring Process

Recommendation: To receive input from the Rental Housing Committee (RHC) on the attributes and key skills desired for the Project Manager position Community Stabilization and Fair Rent Act (CSFRA) program.

Attachments: [Staff Report](#)

7.3 RFP Process Legal Services

Recommendation: To review and approve requirements related to selection of a legal services provider through a Request for Proposals process to assist the Rental Housing Committee with the ongoing implementation and administration of the Community Stabilization and Fair Rent Act.

Attachments: [Staff Report](#)

7.4 RFP Process Administrative and Hearing Process Services

Recommendation: To review and approve requirements related to selection of an administrative and hearing process services provider through a Request for Proposals process to assist with the ongoing implementation and administration of the Community Stabilization and Fair Rent Act.

Attachments: [Staff Report](#)

7.5 Contract for legal services for the first six months of Fiscal Year 2018-19

Recommendation: To authorize the Program Manager or other designee to execute an agreement with Goldfarb & Lipman LLP for legal services related to the Community Stabilization and Fair Rent Act for the first six months of Fiscal Year 2018-19 in an amount not to exceed \$100,000.

Attachments: [Staff Report](#)

7.6 Contract for administrative and hearing process services for the first six months of FY 2018-19.

Recommendation: To authorize the Program Manager or other designee to execute an agreement with Project Sentinel for administrative and hearing process services related to the Community Stabilization and Fair Rent Act for the first six months of fiscal year 2018-19 in a total amount not to exceed \$197,500., as follows:

- administrative support services) in an amount not to exceed \$62,500;
- deploy and reimburse Facilitators for the Pre-Hearing Settlement Conference in an amount not to exceed \$10,000; and

- c. deploy and reimburse Hearing Officers for the Petition Hearing Process in an amount not to exceed \$125,000.

Attachments: [Staff Report](#)

7.7 CSFRA Monthly Status Report June/July 2018

Recommendation: Hear a presentation regarding the CSFRA monthly status report.

Attachments: [CSFRA Monthly Status Report June 2018](#)
[CSFRA Monthly Status Report July 2018](#)

8. COMMITTEE/STAFF ANNOUNCEMENTS, UPDATES, REQUESTS, AND COMMITTEE REPORTS

No action will be taken on any questions raised by the Committee at this time.

9. ADJOURNMENT - At 11:10 p.m., Chair Ortiz adjourned the meeting to the next RHC Committee Meeting to be held on Monday, September 24, 2017 at 7:00 p.m. in the Council Chambers, 500 Castro Street.

Adjourn to the Regular Meeting of the RHC on Monday, September 24, 2018, in the Council Chambers, City Hall, 500 Castro Street. Meeting date, time, and venue are subject to change. Please check online at www.mountainview.gov as an agenda will be posted the Thursday prior to the RHC meeting.

AGENDAS FOR BOARDS, COMMISSIONS, AND COMMITTEES

- The specific location of each meeting is noted on the notice and agenda for each meeting which is posted at least 72 hours in advance of the meeting. Special meetings may be called as necessary by the Committee Chair and noticed at least 24 hours in advance of the meeting.
- Questions and comments regarding the agenda may be directed to the RHC at (650) 903-6125 or RHC@mountainview.gov.
- Interested persons may review the agenda and staff reports at the Community Development offices, 500 Castro Street, First Floor; the Friday afternoon before each meeting at 4:30 p.m. or soon thereafter; or online at www.mountainview.gov; and they are available during each Committee meeting.

SPECIAL NOTICE—Reference: Americans with Disabilities Act, 1990

- Anyone who is planning to attend a meeting who is visually or hearing-impaired or has any disability that needs special assistance should call the Community Development Department at (650) 903-6306 48 hours in advance of the meeting to arrange for assistance. Upon request in advance by a person with a disability, agendas and writings distributed during the meeting that are public records will be made available in the appropriate alternative format. Also upon request in advance, an assistive listening device can be made available for use during the meeting.
- The Committee may take action on any matter noticed herein in any manner deemed appropriate by the Committee. Their consideration of the matters noticed herein is not limited by the recommendations indicated herein.

SPECIAL NOTICE—Any writings or documents provided to a majority of the RHC regarding any item on this agenda will be made available for public inspection in the Community Development Department, located at 500 Castro Street, during normal business hours and at the meeting location noted on the agenda during the meeting.

ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

- Interested persons are entitled to speak on any item on the agenda and should make their interest known to the Chair.

- Anyone wishing to address the Board, Commission, or Committee on a nonagenda item may do so during the "Oral Communications" part of the agenda. Speakers are allowed to speak one time on any number of topics for up to three minutes.