



MEMORANDUM

CSFRA, Community Development Department

DATE: January 28, 2019

TO: Rental Housing Committee

FROM: Anky van Deursen, CSFRA Program Manager

SUBJECT: Election of a Chairperson and a Vice-Chairperson

RECOMMENDATION

Nominate and elect one member of the Rental Housing Committee (“RHC”) to serve as Chairperson and, if needed, one member as Vice-Chairperson, determine the term for these positions and conduct an election for these positions.

ANALYSIS

The Community Stabilization and Fair Rent Act (“CSFRA”) Section 1709(a) provides that: “Annually, the Committee shall elect one of its members to serve as Chairperson. The first order of business for the Rental Housing Committee (“RHC”) is to elect a Chairperson.” Chapter 3 of the regulations describes the roles and responsibilities of the Chair and the Vice Chair. The Chair presides at all meetings of the RHC, signs written resolutions of the RHC, and meets with staff to set the agenda for RHC meetings. In the event of and during the absence or disability of the Chair the Vice Chair shall perform all duties of the Chair and preside as Chair at RHC meetings.

The Chairperson has been elected annually in May. However Evan Ortiz who was serving as Chairperson resigned on December 10, 2018. Matt Grunewald as the Vice-Chair will assume the responsibilities of the Chairperson until a new one is appointed. The RHC may wish to consider appointing a Chair and, if needed, a Vice Chair for either a) the interim term until May 2019, b) an annual term that corresponds with the calendar year, or c) a combination of the interim and annual term until May 2020.

FISCAL IMPACT – None

PUBLIC NOTICING – Agenda posting