

CITY OF RICHMOND
Housing Advisory Commission
Special Meeting

DATE: June 17, 2019

TIME: 3:30 p.m.

ADDRESS: 2400 Nevin Avenue, Richmond, CA 94804

This meeting is held in a building that is accessible to people with disabilities.

Commissioners

Tanise Smith
Chair

Jaycine Scott
Vice-Chair

Carol Hegstrom
Secretary

John “JJ” Thorp

Preston Lam

Toni Autry

Vacancy

Ben Choi
Council Liaison

AGENDA

1. Call to Order and Pledge of Allegiance (1 min.)
2. Roll Call (1 min.)
3. Welcome and Meeting Procedures (1 min.) – *Individuals who would like to address the commission on matters not listed on the Agenda may do so under Open Forum. Please file a speaker’s card with the note taker prior to the commencement of Open Forum. Individuals, who want to comment on an individual item, please file a speaker’s card before the item is called. The standard amount of time for each speaker will be three minutes.*
4. Agenda Review and Adoption (4 min.)
The order in which items will be heard may be adjusted at this time. Items may be removed from the Agenda at this time.
5. Approval of Minutes (1 min.)
 - May 13, 2019
6. Introduction of Invited Guests
7. Announcements through the Housing Advisory Commission Chair (2 min.)
8. Executive Director’s Update
9. Housing Advisory Commissioners’ Reports (3 min.)
10. Presentations
11. Recommendations to the Housing Authority Board of Commissioners and/or Housing Advisory Commission for Board Meeting on June 18, 2019.
 - a. ADOPT a resolution approving a Memorandum of Understanding (MOU) between the Richmond Housing Authority (RHA) and the Housing Authority of the Contra Costa County (HACCC) for the transfer of RHA’s Housing Choice Voucher (HCV) program to HACCC and AUTHORIZE the Executive Director to negotiate and execute the final form of the MOU and any other documents and agreements necessary to transfer the HCV program to HACCC – Richmond Housing Authority (Nannette Beacham 621-1309).

At 4:30 p.m., any items remaining on the Agenda that require immediate attention may be moved to this time.

b. ADOPT a resolution authorizing: (1) an amendment with the Office of Judondi Bolden, Attorney at Law in an amount of \$5,000, not to exceed a total expenditure of \$15,000 and (2) a new contract with Edrington, Schirmer & Murphy for up to \$15,000, for as needed unlawful detainer legal services - Richmond Housing Authority (Nannette Beacham/Shannon Moore 621-1309).

Housing Advisory Commission for Board Meeting in June and July 2019. Copies of attachments will be provided as they become available.

a. ADOPT a resolution approving a contract with Enpro Services, Inc. for Elevators Modernization at the Nevin Plaza Development at 2400 Nevin Avenue, Richmond, in an amount not to exceed \$1,130,000.00 – Richmond Housing Authority (Nannette Beacham 621-1309/Yader A. Bermudez 774-6300).

b. ADOPT a resolution approving a one year contract amendment with A Step Above for elevator maintenance services at the Nevin Plaza Development, increasing the payment limit by \$50,000, for a not to exceed total contract amount of \$210,000 – Richmond Housing Authority (Nannette Beacham/Mario Vaz 621-1309).

c. ADOPT a resolution approving a two year contract amendment with Yardi Computer Systems, Inc. to provide the computer software required to administer the Low-Income Public Housing Program in an amount not to exceed \$55,000 – Richmond Housing Authority (Nannette Beacham/Sue Hartman 621-1309).

d. ADOPT a resolution approving a contract amendment with Net Electric for electrical maintenance services, increasing the payment limit from \$30,000 to \$80,000, and extending the term to June 30, 2021. – Richmond Housing Authority (Nannette Beacham/Mario Vaz 621-1309).

e. ADOPT a resolution authorizing service contracts with (1) HR Management, (2) People Ready (Labor), (3) Express Professionals, and (4) Renoir Staffing for as needed staffing services in an amount not to exceed \$150,000 per firm per year over a three-year period with two optional one-year extensions – Richmond Housing Authority (Nannette Beacham 621-1309/Sharrone Taylor).

f. ADOPT a resolution authorizing a contract amendment with Cooper Hawkins to provide boiler maintenance services at the Housing Authority's public housing developments increasing the contract amount for \$30,000 per year, for two years with two optional one-year extensions – Richmond Housing Authority (Nannette Beacham 621-1309).

12. Open Forum (Limit to 3 minutes per person)
13. Old Business
 - a. Elevator Update (Status of Service Contract and New Elevator)
 - b. Maintenance Work Order Update
14. New Business
15. Next Scheduled Meeting

This Commission meets every 2nd Monday at 3:30 p.m. at 2400 Nevin Avenue in the Community Room. This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date. The next meeting is scheduled for **Monday, July 8, 2019.**

16. Adjournment