



Memorandum

TO: RULES AND OPEN GOVERNMENT COMMITTEE

FROM: Leslye Corsiglia

SUBJECT: MOBILEHOME ADVISORY COMMISSION 2012-13 ACCOMPLISHMENTS

DATE: June 4, 2013

Approved

Date

6/7/13

RECOMMENDATION

It is recommended that the Rules and Open Government Committee approve the Mobilehome Advisory Commission's (MAC) 2012-13 report.

OUTCOME

With the acceptance of its 2012-13 report, the MAC will cease to function as an independent Commission under Chapter 2.08 of Title 2 of the San José Municipal Code. The MAC will be consolidated into the Housing and Community Development Commission ("HCDC"), effective July 1, 2013.

BACKGROUND

As part of the effort in 2007 to streamline operations and staffing for the City's existing boards and commissions, the City Council approved the recommendation to implement a new workplan and annual report template that each Board/Commission would use to prepare and focus on specific priorities, allowing direct and concise direction to the members of the bodies, while managing the time of the City support staff.

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Subject: MOBILEHOME ADVISORY COMMISSION REPORT

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ANALYSIS

During 2012 the MAC met four times and during 2013 it met twice. Additionally, two of the MAC Commissioners participated in a RRRP Budget Sub-Committee meeting with two members of the Advisory Commission on Rents to provide recommendations on the program's annual fees. During this period, the majority of the Commission's agenda items focused on the consolidation of the MAC into the HCDC, while the remaining items were from the Commission's approved workplan.

/s/

LESLYE CORSIGLIA
Director of Housing

For more information contact Leslye Corsiglia, Director of Housing at (408) 535-3851

Attachment A: Mobilehome Advisory Commission 2012-13 Annual Report

Mobilehome Advisory Commission
January 2013 to May 2013 Annual Report

Objective for 2013	Timeframe	Status & Accomplishment	Future Target/Goals
Elected Chair and Vice-Chair	2/13	<ul style="list-style-type: none"> • Commissioner Jacquie Heffner (neutral representative) was elected as Chair and Donna Cox (resident representative) was elected as Vice-Chair 	<ul style="list-style-type: none"> • Not Applicable
Held a Joint Budget Standing Committee to review annual fees to maintain the Rental Rights and Referrals Program as a cost recovery program	3/13	<ul style="list-style-type: none"> • Joint Budget Standing Committee recommended Rental Rights and Referrals Program fee changes: <ul style="list-style-type: none"> ➢ Apartment Rent Control Fee— increase from \$6.50 to \$7.50 per unit ➢ Mobilehome Rent Control Fee— increase from \$16.00 to \$17.00 per unit—proposed, Budget Committee unable to reach consensus ➢ Non-Rent Control Fee— increase from \$1.00 per unit to \$1.25 	<ul style="list-style-type: none"> • Not Applicable
Reviewed the Mobilehome Rent Control Annual Notices	2012-13	<ul style="list-style-type: none"> • The Maximum Annual Percentage Increase Notice was mailed in June 2012. The next notice will be mailed out in June 2013 as scheduled • The Mobilehome Fee Exemption Notice was mailed to park owners in December 2012 • The Mobilehome Rent Ordinance Notice was mailed in December 2012 	<ul style="list-style-type: none"> • Not Applicable
Reviewed the Mobilehome Park Infrastructure Survey	2012	<ul style="list-style-type: none"> • Reviewed the Mobilehome Park Infrastructure Survey and tabled issue 	<ul style="list-style-type: none"> • Not Applicable
Discussed but made no recommendation on Mobilehome Park Sub-Metering	5/13	<ul style="list-style-type: none"> • PG&E provided a presentation to the Commission • No recommendation made, no further action was taken. 	<ul style="list-style-type: none"> • Not Applicable
Provided input/follow-up on Boards and Commissions	2012-13	<ul style="list-style-type: none"> • City Council approved Housing Department's three commissions to consolidate into one 	<ul style="list-style-type: none"> • New Housing Department's Commission effective 7/1/13
Completed the 2012-13 Annual Report	5/13	<ul style="list-style-type: none"> • Completed and submitted the 2012-13 Annual Report 	<ul style="list-style-type: none"> • Seek City Council approval of annual report

Mobilehome Advisory Commission
January 1, 2012 to June 30, 2013 Workplan

Objective for 2012-13	Actions	Timeframe
Elect Chairperson and Vice Chairperson	-Discuss, nominate, and elect a chairperson and Vice Chairperson	Spring
Provide input on changes to the City's Mobilehome Rent Ordinance 17.22	-Review, discuss, and provide input to the Housing Department and City Council	As Needed
Hold a Joint Budget Standing Committee	-Review, discuss, and provide recommendations to the Housing Department on the RRR Program annual fee structure and staffing levels	Spring
Review the Ordinance's annual notices	-Review notices distributed annually in June, October, and December	As Needed
Review Mobilehome Park Infrastructure Survey	-Discuss, evaluate and define next steps as needed	As Needed
Discuss and possible recommendation on Mobilehome Park Sub-Metering	-Staff update on park sub-metering and Commission discussion and possible recommendation	TBD
Discuss and possible recommendation on Mobilehome Park Seismic Retrofit	-Staff update on the Mobilehome Seismic Retrofit Program and Commission discussion and possible recommendation	TBD
Provide input/follow-up on Boards and Commissions	-Review, discuss, evaluate, and provide recommendations to the Housing Department and City Council on: 1) MBA#16 Memorandum 2) City Clerk's Structural Improvement/ Framework Plan to the City's Boards & Commissions Report 3) Quarterly Commission meeting format 4) Significant changes impacting mobilehome living	As Needed
Accept Legislation and Litigation Report	- Review and discuss legislation and litigation impacting mobilehome living	As Needed
Participate in Educational Presentations	- Hold study sessions to educate the Commissioners on mobilehome issues	As Needed
Appoint AdHoc Committees	-Appoint adhoc subcommittees to pursue substantive as needed	As Needed
Provide a FY 2012-13 Annual Report and a FY 2013-14 Commission Workplan	- Review, discuss, and provide a FY 2012-13 Annual Report - Review, discuss, and provide a FY 2013-14 Workplan	Fall 2013/Spring 2013