



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Leslye Corsiglia

**SUBJECT: MOBILEHOME ADVISORY
COMMISSION (MAC) FY 2010-11
WORKPLAN**

DATE: December 7, 2010

Approved

Date

12/9/10

RECOMMENDATION

It is recommended that the Rules and Open Government Committee approve the Mobilehome Advisory Commission (MAC) workplan for FY 2010-2011.

OUTCOME

With the acceptance of these priorities for FY 2010-11, the MAC will discuss and work on specific issues to study, review, evaluate and make recommendations to the City Council and the Department of Housing regarding the City's existing mobilehome programs and policies, and new policies that would further the City's housing goals. In addition, the Commission also advises the City Council and City Administration regarding the Mobilehome Rent Ordinance, Municipal Code—Chapter 17.22.

BACKGROUND

In September 2007, staff was directed to return with an analysis of all existing boards and commissions, costs to staff each, and to look at redundancies and opportunities for consolidation, efficiency, and elimination.

As part of the efforts to streamline efficiencies, the City Council approved the recommendation to use a new workplan template that each Board/Commission would 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. The new workplan template will provide the City Council with clear detail about board and commission activity.

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ANALYSIS

The MAC held its annual retreat on August 28, 2010 specifically to develop the FY 2010-11 workplan in conjunction with Housing Department staff. The attached workplan lists the priorities discussed and agreed on by the Commission.

/s/

LESLYE CORSIGLIA

Director of Housing

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

Attachment – Mobilehome Advisory Commission Workplan for 2010-11

Mobilehome Advisory Commission
2011 Workplan

Objective for 2011	Actions	Timeframe
Elect Chairperson and Vice Chairperson	- Discuss, nominate, and elect a chairperson and Vice Chairperson.	Fall/Spring 2011
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
Discuss the 3% Floor Annual Rent Increase	- Review, discuss, and recommend to the Housing Department and City Council possible changes to the Mobilehome Rent Ordinance's annual percentage rent increase.	Spring 2011
Mobilehome Park Infrastructure Survey	- Review, discuss, and analyze survey responses.	Ongoing
Joint Budget AdHoc Committee	- Review, discuss, and recommend to the Housing Department the RRR Program annual fee structure: Mobilehome Fee \$ 13.82; Apartment Fee \$5.00; Non-Rent Control Fee \$1.00	Fall/Spring
Provide input/follow-up on Boards and Commissions	- Review, discuss, evaluate, and recommend 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
Review the Ordinance's annual notices	- Review annual notices distributed in June, October, and December	As Needed
Review Envision 2040	- Participate, discuss, and update the Commission on the Envision 2040.	Fall/Spring 2011
Accept Legislation and Litigation Report	- Review, discuss, and provide direction on legislation and litigation impacting mobilehome living.	As Needed
Participate in Educational Presentations	- Hold study sessions to educate the Commissioners on mobilehome issues.	Ongoing
Provide a 2011 Annual Report and a 2012 Commission Workplan	- Review, discuss, and provide a 2011 Annual Report - Review, discuss, and provide a 2012 Workplan	Fall 2011