



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Leslye Corsiglia

**SUBJECT:** ADVISORY COMMISSION  
ON RENTS (ACR) FY 2012-13  
WORKPLAN

**DATE:** December 15, 2011

Approved

Date

12-15-11

## RECOMMENDATION

It is recommended that the Rules and Open Government Committee approve the Advisory Commission on Rents (ACR) workplan for FY 2012-2013, January 1, 2012 – June 30, 2013.

## OUTCOME

With the acceptance of these priorities for FY 2012-13, the ACR can 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 Rental Rights and Referrals Program (RRRP).

## BACKGROUND

The ACR oversees the operation of the Rental Rights and Referrals Program's mediation and arbitration process as set forth in Section 2.08.200 of the San José Municipal Code. The Commission recommends to the City Council any changes and/or amendments which may be deemed necessary to insure the successful operation and administration of Rental Rights and Referrals Program Mediation and Arbitration, Section 17.23 of the San José Municipal Code. The Commission may also make recommendations to the City Council and Administration regarding the staffing and funding necessary to operate and maintain the rental dispute mediation and arbitration hearing process.

The full ACR meets on a quarterly basis, while its Joint Budget Adhoc Committee, with the Mobilehome Advisory Commission, meets annually.

December 15, 2011

Subject: **ADVISORY COMMISSION ON RENTS (ACR) FY 2012-13 WORKPLAN**

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**ANALYSIS**

At its October 22, 2011 retreat the ACR developed its FY 2012-13 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 – Advisory Commission on Rents Workplan for 2012-13

**ADVISORY COMMISSION ON RENTS (ACR)  
WORKPLAN FOR FY 2012/13**

<b>Objective for FY 2012-13</b>	<b>Actions</b>	<b>Timeframe</b>
Brown Act Presentation	- Sunshine refresher.	<b>January – 2012</b>
Redevelopment Update	- Presentation.	<b>January – 2012</b>
Staff Reports	- Quarterly Report. - Annual Report.	<b>January – 2012</b>
Rental Housing Database	- Presentation on market trends, analyses, opportunities, projections, sales, and marketing strategies.	<b>January – 2012</b>
Affordable Housing	- Presentation on the anatomy of affordable housing financing.	<b>January – 2012</b>
ACR Annual Report	- Chair's presentation.	<b>January – 2012</b>
Inclusionary Housing Basics	- Presentation.	<b>April – 2012</b>
Joint Budget Adhoc Sub-Committee	- Report back on annual rental fees.	<b>April – 2012</b>
Presentation by Code Enforcement	- Presentation on plumbing and electrical issues.	<b>April – 2012</b>
General Plan 2040	- Presentation/update including demographic projections and transportation needs.	<b>April – 2012</b>
Staff Report	- Quarterly Report.	<b>April – 2012</b>
ACR Bylaws	- Review.	<b>July – 2012</b>
Bedbugs and Roaches in Rental Properties	- Presentation.	<b>July – 2012</b>
Property Owner Presentation	- Presentation on top 3 challenges property owners are facing in today's market.	<b>July – 2012</b>
Tenant Organization Presentation	- Presentation on top 3 tenant concerns in today's market.	<b>July – 2012</b>
Staff Report	- Quarterly Report.	<b>July – 2012</b>

Housing Development	<ul style="list-style-type: none"> <li>- Overview of San José's housing market including current and future inventories for affordable and market rate housing.</li> </ul>	<b>Nov.</b> – 2012
Mediation Hearings	<ul style="list-style-type: none"> <li>- Presentation on mediation process and example scenarios.</li> </ul>	<b>Nov.</b> – 2012
Staff Report	<ul style="list-style-type: none"> <li>- Quarterly Report.</li> </ul>	<b>Nov.</b> – 2012
Foreclosure Update	<ul style="list-style-type: none"> <li>- Statistics for properties in foreclosure and short sale.</li> </ul>	<b>Nov.</b> – 2012
Annual Retreat	<ul style="list-style-type: none"> <li>- Create 12 month workplan.</li> </ul>	<b>Nov.</b> – 2012
Nominations	<ul style="list-style-type: none"> <li>- Chair/Vice Chair.</li> </ul>	<b>Nov.</b> – 2012
Nominations	<ul style="list-style-type: none"> <li>- Adhoc committee representatives.</li> </ul>	<b>Nov.</b> – 2012
Legislation and Case Law	<ul style="list-style-type: none"> <li>- Presentation on updates of any pertinent legislation and case law.</li> </ul>	<b>Nov.</b> – 2012
Other	<ul style="list-style-type: none"> <li>- Presentations and discussion items as needed.</li> </ul>	<b>Nov.</b> – 2012
Note: Items may be continued or deferred if needed.		