



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Leslye Corsiglia

**SUBJECT: MOBILEHOME ADVISORY  
COMMISSION (MAC) FY 2012-13  
WORKPLAN**

**DATE:** December 15, 2011

Approved

Date

12-16-11

## RECOMMENDATION

It is recommended that the Rules and Open Government Committee approve the Mobilehome Advisory Commission's (MAC) 18-month workplan for January 1, 2012 to June 30, 2013.

## OUTCOME

With the acceptance of its FY 2012-13 workplan, the MAC will be able to discuss, study, review, evaluate and make recommendations to the City Council and the Department of Housing, Rental Rights and Referrals Program (RRRP) regarding the City's existing mobilehome programs and policies including the Mobilehome Rent Ordinance, Municipal Code—Chapter 17.22.

## BACKGROUND

The MAC oversees the operation and administration of the RRRP, Mediation and Arbitration hearing process as set forth in Section 2.08.3400 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 RRRP Arbitration, Section 17.22 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.

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 provides the City Council with clear detail about board and commission activity.

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

**ANALYSIS**

The MAC at its regular Commission meeting on October 18, 2011 met to develop its 18-month workplan (January 1, 2012 to June 30, 20123) 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 from January 1, 2012 to June 20, 2013

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

<b>Objective for 2012-13</b>	<b>Actions</b>	<b>Timeframe</b>
Elect Chairperson and Vice Chairperson	-Discuss, nominate, and elect a chairperson and Vice Chairperson	Spring 2012 & 2013
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 2012 & 2013
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