



City of San José Housing & Community Development Commission

District 1— Martha O’Connell
District 3— Robert Gill
District 5— Vacant
District 7— Melissa Medina (VC)
District 9— Vacant
Mayor — Nhi Nguyen

Alex Shoor —District 2
Vacant —District 4
Andrea Wheeler —District 6
Lee Thompson —District 8
Michael Fitzgerald —District 10
Davlyn Jones – CAAC-MR
(C) Mike Graves – CAAC ML

REGULAR MEETING AGENDA *REVISED*

5:45PM

May 11, 2017

San José City Hall
Wing Rooms 118-120

- I. Call to Order & Orders of the Day**
- II. Introductions**
- III. Consent Calendar**
 - A. Approve the Minutes for the Regular Meeting of April 13, 2017
ACTION: Recommend approval of the April 13, 2017 action minutes
- IV. Reports and Information Only**
 - A. Chair
 - B. Director
 1. Upcoming HCDC agenda items
 2. Recent and Upcoming City Council agenda Items
 3. Commission Vacancies and Recruitment
 - C. Council Liaison
- V. Old Business**
 - A. **Update on City Council Action Regarding the Ellis Act, Tenant Protection Ordinance and Apartment Rent Ordinance (R. VanderVeen, Housing Department)**
ACTION: Informational only
 - B. **Quarterly Rental Rights and Referrals Program Report (R. VanderVeen, Housing Department)**
ACTION: Informational only
- VI. New Business**
 - A. **Proposed Fiscal Year 2017-2018 Fee Structure for the Rental Rights and Referrals Program (R. VanderVeen, Housing Department)**
ACTION: Recommend that the City Council approve the proposed FY 2017-2018 fees for the Rental Rights and Referrals Program as stated below:
 1. Apartment Rent Control Fee: increase from \$19.29 to \$30.30 annually per unit
 2. Apartment Non-Rent Control Fee: increase from \$1.98 to \$4.10
 3. Mobilehome Rent Control Fee: increase from \$33.48 to \$34.10

B. Proposed Fiscal Year 2017-2018 Housing Trust Fund Expenditure Plan (R. Bramson, Housing Department)

ACTION: Recommendation to the Director of Housing to accept the proposed Housing Trust Fund Expenditure Plan for Fiscal Year 2017-18.

C. Nomination of Commission Chair and Vice Chair (D. Bopf, Housing Department)

ACTION: Commission action to nominate Chair and Vice Chair.

VII. Public Comment (*Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission*).

VIII. Meeting Schedule

The next regular meeting will be Thursday, June 8, 2017 at 5:45PM, in the San Jose City Hall Wing Rooms 118-120. (No meeting scheduled for July

IX. Adjournment

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Public Comments on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Public Comments. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://www.sanjoseca.gov/hcdc>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the commission meeting may not be the final documents approved by the commission. Contact the Office of the City Clerk for the final document.

On occasion the Commission may consider agenda items out of order.

The Housing & Community Development Commission meets every Second Thursday of each month (except for July and December) at 5:45pm, with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting.

Please direct correspondence and questions to:

City of San José
Attn: Robert Lopez
200 East Santa Clara Street, 12th Floor
San José, California 95113
Tel: (408) 975-4402
Email: Robert.Lopez@sanjoseca.gov

Para residentes que hablan español: Si desea mas información, favor de llamar a Theresa Ramos al 408-975-4475.

Riêng đối với quý vị nói tiếng Việt : Muốn biết thêm chi-tiết, xin vui lòng tiếp xúc với Therese Tran, Đ.T. 408-793-5349.

對於說華語的居民: 請電 408-975-4450 向 Ann Tu 詢問詳細事宜。說粵語的居民則請撥打 408-975-4425 與 Yen Tiet 聯絡。

Para sa mga residente na ang wika ay tagalog: Kung kinakailangan pa ninyo ng inpormasyon, tawagan si Arlene Silverio sa 408-793-5542. Salamat Po.

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

REGULAR MEETING ACTION MINUTES

APRIL 13, 2017

MEMBERS PRESENT:

Mike Graves	Chair
Melissa Medina	Vice Chair
Davlyn Jones	Commissioner
Martha O'Connell	Commissioner
Bob Gill	Commissioner
Andrea Wheeler	Commissioner
Alex Shoor	Commissioner (6:02pm)
Lee Thompson	Commissioner
Michael Fitzgerald	Commissioner
Nhi Nguyen	Commissioner

MEMBERS ABSENT: None

STAFF:

Dave Bopf	Housing Department
Rachel VanderVeen	Housing Department
Robert Lopez	Housing Department
Helen Chapman	Councilmember Jimenez's Liaison

(I) Call to Order/Orders of the Day— Chair Graves opened the meeting at 5:47pm.

(I) Introductions—Commissioners, staff, and audience introduced themselves.

(III) Consent Calendar

A. Approve the Minutes for the Special Meeting of March 2, 2017

Commissioner Thompson made the motion to approve the minutes for the March 2, 2017 special meeting with edits to correct the votes for the Draft Ellis Act Ordinance. The motion was seconded by Vice-Chair Medina. The motion passed unanimously (9-0).

(IV) Reports and Information Only

A. Chair – Chair Graves announced that the Rental Rights program fees would be deferred to next month.

B. Director

Mr. Bopf reported on upcoming items to be considered by the Commission and City Council as well as actions in response to the flood.

C. Council Liaison – No report.

DRAFT

(VI) New Business

A. **Draft Tenant Protection Ordinance (R. VanderVeen, Housing Department)**

1. Commissioner O'Connell made the motion to recommend to the City Council policy alternative #2 to "Implement an Ordinance with Just Cause Eviction Requirements". The motion was seconded by Commissioner Jones. Commissioner Shoor added a friendly amendment to include "with automatic enrollment for all tenants", which was accepted by Commissioner O'Connell. The motion passed 8-1-1 by roll call vote.
Yes: O'Connell, Wheeler, Nguyen, Gill, Medina, Jones, Shoor, Thompson
No: Fitzgerald
Abstain: Graves
2. Commissioner Fitzgerald made the motion to recommend to the City Council to approve an Ordinance adding Part 12 to Chapter 17.23 of the San Jose Municipal Code to include a Tenant Protection Ordinance limiting no-cause evictions and establishing requirements for property owners to state a Just Cause for eviction in certain limited circumstances and amending the ordinance to not include Parts 1 & 2. The motion was seconded by Chair Graves. Commissioner Thompson made a friendly amendment to include the language "If the Ordinance adding Part 12 to Chapter 17.23...is approved, then the ordinance should be amended to not include Parts 1 & 2. The motion failed 2-7-1 by roll call vote.
Yes: Fitzgerald, Graves
No: O'Connell, Jones, Wheeler, Gill, Medina, Shoor, Thompson
Abstain: Nguyen
3. Commissioner Shoor made the motion to recommend to the City Council that the Tenant Protection Ordinance cover duplexes, single family homes, condominiums, townhouses, and second units with full automatic enrollment for all tenants. The motion was seconded by Commissioner O'Connell. The motion passed 7-3 by roll call vote.
Yes: O'Connell, Jones, Wheeler, Gill, Nguyen, Medina, Shoor
No: Fitzgerald, Graves, Thompson
4. Commissioner Wheeler made the motion to recommend to the City Council to add "unlawful use of unit" to the list of just causes for eviction. The motion was seconded by Commissioner O'Connell. The motion passed unanimously (10-0).
5. Commissioner Shoor made the motion to recommend to the City Council that if automatic enrollment for all tenants is not part of the just cause eviction requirements, then it should require a 12-month written lease for all tenants. The motion was seconded by Commissioner Gill. The motion passed 8-2 by roll call vote.
Yes: O'Connell, Jones, Wheeler, Gill, Nguyen, Graves, Medina, Shoor
No: Fitzgerald, Thompson
6. Commissioner Thompson made the motion to recommend to the City Council to direct the City Manager to instruct staff to return with an amendment to Ordinance

DRAFT

No. 28730 (the Interim Apartment Rent Ordinance) to remove the exemption for units with rental subsidies and to make that change to the forthcoming revised Apartment Rent Ordinance. The motion was seconded by Commissioner O'Connell. The motion passed unanimously (10-0).

7. Commissioner Thompson made the motion to recommend to the City Council to direct the City Manager to instruct staff to explore tenant benefits and administration provided by existing relocation policies in the San Jose Municipal Code. The motion was seconded by Commissioner Gill. The motion passed unanimously (10-0).

(VII) Public Comment

Ms. Cartwright commented that she hopes the Commission has a more inviting environment for people who attend meetings in the future.

(VIII) Meeting Schedule

The next regular meeting will be on Thursday, May 11, 2017 at 5:45PM, in the San Jose City Hall Wing Rooms 118-120.

(IX) Adjournment

Chair Graves adjourned the meeting at 9:39m.

Applicants - Housing and Community Development Commission - April 2017

Commissioner	Nominating Council District	Home Council District	Term Ends	Eligible for Reappt?	Special Eligibility				Low-Income				Experience				
					MH Park Owner Rep	MHPark Resident	ARO Owner	ARO Tenant	Low/Mod Defined by HUD (Self-declared)	Neighborhood in LI Area	Place- Based Neighborhood	Org serving low-income	Development	Lending	Community Development	Homeless Services	Fed Funding
Vacant as of 6/30/17	3		6/30/2017														
Vacant	4		6/30/2019														
Vacant	5		6/30/2017														
Vacant	9		6/30/2017														
Martha O'Connell	1	9	6/30/2017	Yes		X			X								
Melissa Medina	7	7	6/30/2017	Yes					X								
Nhi Nguyen	Mayor	2	6/30/2017	Yes													
Mike Graves *	ML Rep	3	12/31/2018	No	MH Owner Rep*												
Davlyn Jones*	MR Rep	1	12/31/2018	Yes		MH Tenant Rep*			X								
Lee Thompson	8	8	6/30/2019	Yes													
Alex Shoor	2	6	6/30/2019	Yes													
Michael Fitzgerald	10	3	6/30/2019	No			X										
Andrea Wheeler	6	6		Yes													

* Asterisk indicates that they have been recommended from a recognized mobilehome owner or representative organization.



Memorandum

TO: HOUSING AND COMMUNITY
DEVELOPMENT COMMISSION

FROM: Rachel VanderVeen

SUBJECT: SEE BELOW

DATE: May 4, 2017

Approved

Date

INFORMATION

**SUBJECT: ACTIONS RELATED TO THE ELLIS ACT, TENANT PROTECTION
ORDINANCE AND APARTMENT RENT ORDINANCE**

BACKGROUND

Council Actions Pertaining to the Ellis Act Ordinance

On April 18, 2017, the City Council recommended approval of the Ellis Act Ordinance, which provides relocation benefits for tenants when the landlord withdraws rent stabilized buildings from the rental market. On April 25, 2017, the City Council adopted the Ellis Act Ordinance. The new requirements will go into effect on May 25, 2017. A resolution establishing a schedule for Relocation Assistance and a Filing Fee were included in the approved recommendations.

Staff was also directed to: 1) complete additional research regarding the impact of subjecting all replacement units to re-control by the Ellis Act; 2) provide the City Council with additional research regarding existing Ellis Act Ordinances throughout California; and 3) explore tenant benefits and administration provided by existing relocation policies in the San Jose Municipal Code.

Council Actions Pertaining to Tenant Protections

Also on April 18, the City Council voted to request staff to return to City Council with a Tenant Protection Ordinance that included just cause protections without enrollment requirements or timeframes. Staff was also directed to prepare an urgency ordinance to allow protections to be implemented immediately. Also approved was the recommendation to remove the exemption for apartments that have tenants with rental subsidies from the Interim Apartment Rent Ordinance. The Tenant Protection Ordinance and the Amendment to the Interim Apartment Rent Ordinance will be presented for the Council's consideration at the May 9, 2017 meeting. As part of the action pertaining to the Interim Apartment Rent Ordinance, The Department is requesting an

Housing and Community Development Commission
May 11, 2017

Subject: Actions Related to a Ellis Act Ordinance, Tenant Protection Ordinance and Apartment Rent Ordinance

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extension to December 31, 2017 to ensure that the Ordinance and the regulations are completed prior to the expiration of the Interim Ordinance.

Additional direction was given that the Housing Department incorporate into the forthcoming revised Apartment Rent Ordinance that a property owner offer a written renewable one-year written lease to tenants. Staff was also directed to prepare a policy for Council consideration when they return to Council with a final Apartment Rent Ordinance, tying the annual allowed rent increase for rent controlled units to the Consumer Price Index and allowing banking. Finally, staff was also directed to return to Council with a workplan to evaluate whether duplexes should be added to the Apartment Rent Ordinance. This would also be provided to City Council when the Housing Department returns to City Council with the New Apartment Rent Ordinance.

Housing and Community Development Commission (HCDC) Role

The Commission's input and recommendations on the Ellis Act and Tenant Protection Ordinance were incorporated into the Housing Department's memorandums to City Council on these subjects. The Commission will continue to play an important role in future actions pertaining to the Apartment Rent and Tenant Protection Ordinances. The Department intends to bring the new Apartment Rent Ordinance to the Commission in August. A Commission recommendation will also be sought with regards to banking of unutilized allowable rent increases, tying the annual allowed rent increase for rent controlled units to the Consumer Price Index the evaluation of whether duplexes should be added to the Apartment Rent Ordinance.

The Housing Department will review the actions taken by the City Council on May 9 at the May 11, 2017 Housing and Community Development Commission meeting and answer questions from the public and the Commission regarding implementation of these Ordinances.

RACHEL VANDERVEEN
Rental Rights and Referrals
Program Administrator



Memorandum

TO: HOUSING COMMUNITY
DEVELOPMENT COMMISSION

FROM: Ramo Pinjic

SUBJECT: SEE BELOW

DATE: May 1, 2017

Approved

Date

SUBJECT: QUARTERLY REPORT FOR ACTIVITY IN THE HOUSING DEPARTMENT'S RENTAL RIGHTS AND REFERRALS PROGRAM

PURPOSE

The Rental Rights and Referrals Program (RRRP) is providing a summary of Program activity including reports, rental market status, apartment call log inquiries, petitions filed, and average San José rents, for the third quarter 2016-2017 to the Housing Community Development Commission (HCDC).

This report covers activities over a five-year period highlighting activity in the most recent quarter. The RRRP provides education and information to protect the rights of, and improve relations between, tenants and landlords. HCDC has requested periodic data from the Program.

PROGRAM HIGHLIGHTS

Major actions taken during the third quarter of FY2016–17 are summarized below.

Utility Charges Subject to the Apartment Rent Ordinance (ARO)

Since January 1, 2017, through March 31, 2017 the RRRP received a total of 105 petitions. The ARO does not allow utility pass-throughs as stated in the section 17.23.205. Several landlords are introducing the RUBS for water billing. Out of 105 petitions filed, 40 petitions (38%) pertained to utility pass-through charges (water, garbage, and sewer). Such pass-throughs under the Ordinance must meet all the specified conditions in accordance with rules and regulations adopted by the resolution of the City Council. Increases in current utility costs are not allowable pass-throughs under the Apartment Rent Ordinance (ARO) Municipal Code - Chapter 17.23.

Apartment Call Log Report Inquiries

The RRRP received 1,374 inquiries during this period, a 22% increase in calls from the previous quarter, and a 73% increase from the prior year, which received 796 inquiries during the same period. On May 17, 2016, the City Council adopted an Interim Ordinance, which became effective on June 17, 2016

HOUSING COMMUNITY DEVELOPMENT COMMISSION

Subject: Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program

May 1, 2017

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reducing the annual allowable rent increase from 8% to 5%. Due to the Interim Ordinance, calls spiked during first quarter 2016-2017.

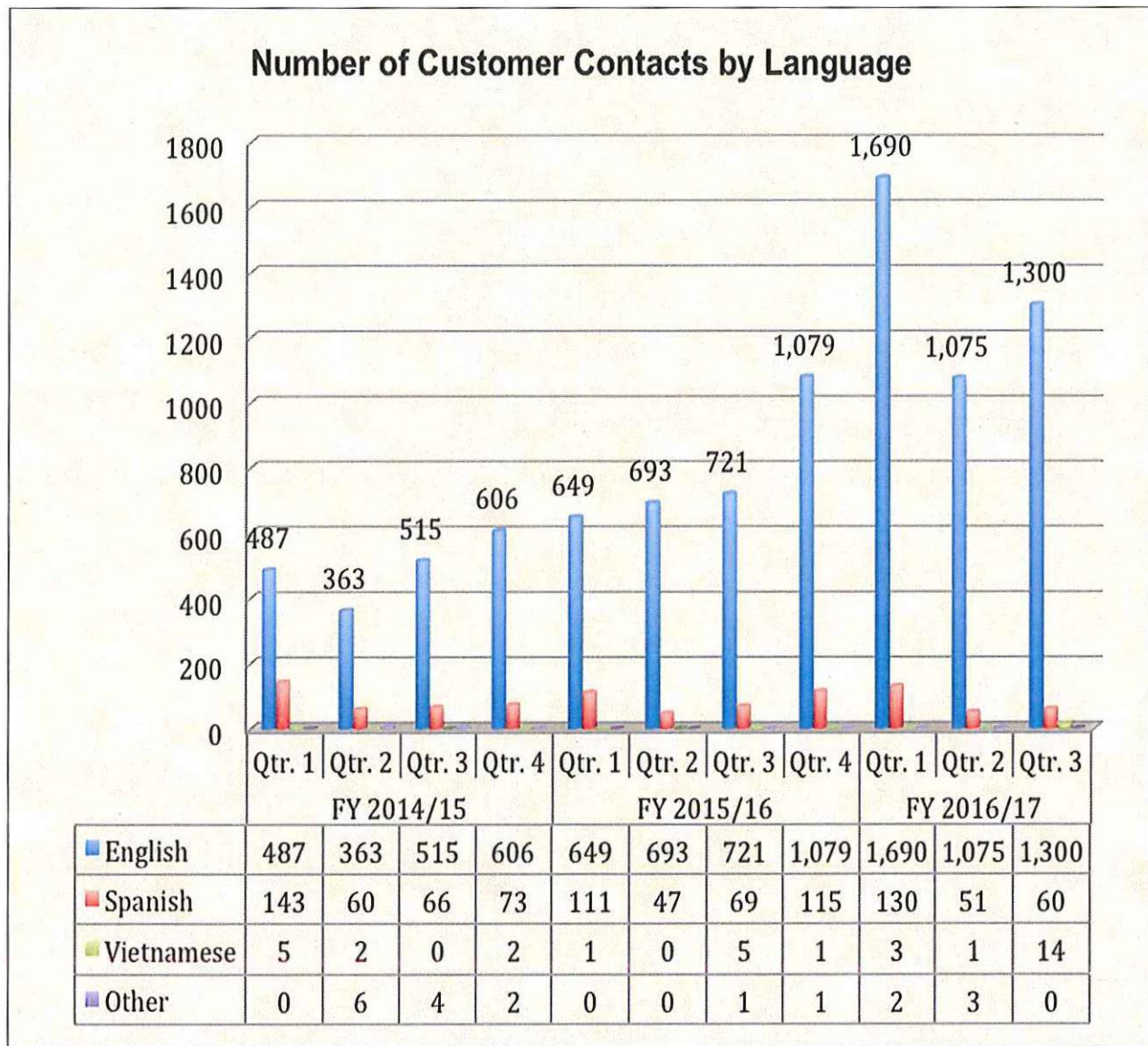
A summary of all calls received by the RRRP program over the last 11 quarters is provided below.



Number of Customer Contacts by Language

As mentioned, the RRRP received 1,374 inquiries during the 3rd Qtr., FY 2016/17. The language spoken by the individuals making the inquiries is provided below.

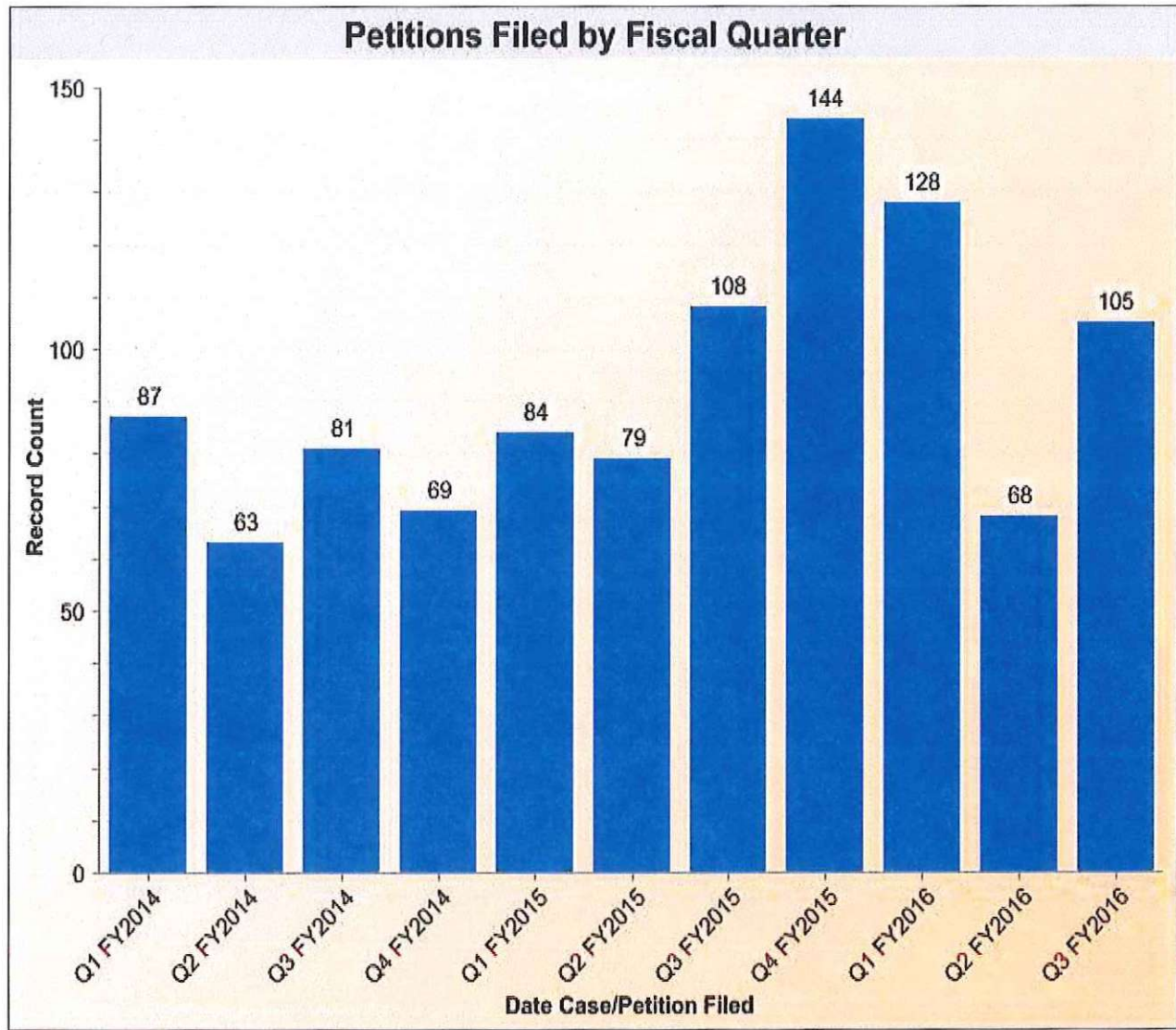
- 1,300 inquiries (95%) received in English;
- 60 inquiries (4%) received in Spanish;
- 14 inquiries (1%) received in Vietnamese.



Petitions Filed

A summary of the petitions filed by fiscal year quarter is provided on the following page. Between January 1, 2017 and March 31, 2017, 105 petitions were filed with the RRRP. This represents a 54% increase from previous quarter.

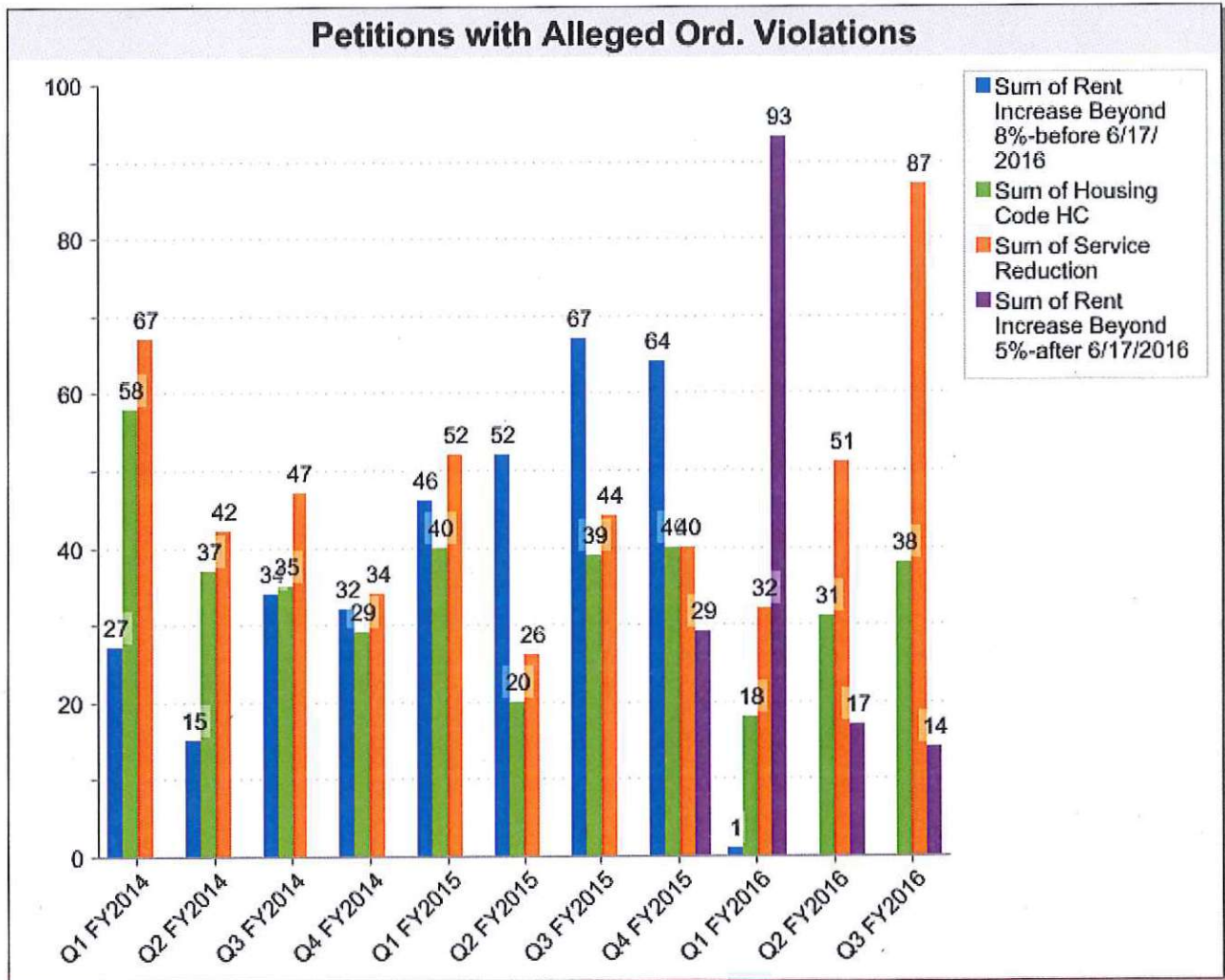
During the three-year period, the 144 petitions was the highest number during fourth quarter 2015-2016. The increase in petitions filed is likely a result of numerous meetings held with different community organizations during the ARO modification outreach process in FY 2015-2016.



Petitions filed during the 3rd Qtr. 2016-2017 with alleged ordinance violations

A summary of Petitions with alleged ordinance violations is provided on the following page. As mentioned, the RRRP received 105 petitions during the third quarter FY 2016-2017. Below is a breakdown of those petitions:

- 87 petitions (36%) filed regarding service reductions (including 40 petitions filed regarding pass-through charges);
- 38 petitions (83%) filed regarding housing code issues;
- 14 petitions (13%) filed regarding rent increases.

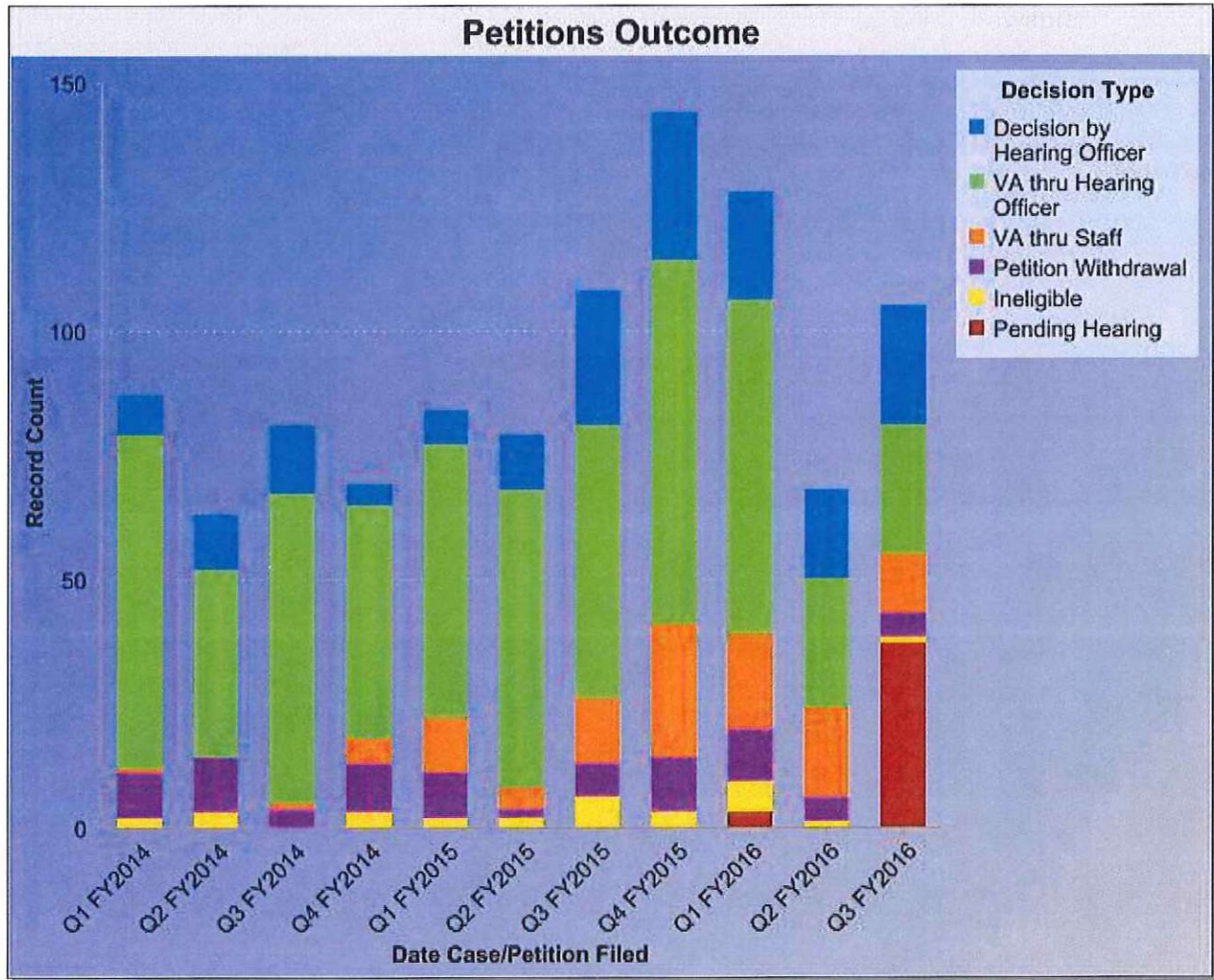


Note: The chart above shows petitions filed that contain multiple ARO violations.

Outcomes of Filed Petitions:

The outcome of the 105 petitions filed with the RRRP for the 3rd Qtr. (January 1, 2017 to March 31, 2017) are provided below.

- 43 petitions (41%) resolved voluntarily in mutual agreements;
- 24 petitions (23%) resolved by a Hearing Officer's Decision;
- 6 petitions (6%) withdrawn by the tenants prior to the mediation hearing;
- 1 petition (1%) ineligible;
- 31 petitions (29%) pending a mediation hearing (all utility charges)



“No Cause” Notices of Terminations of Tenancies

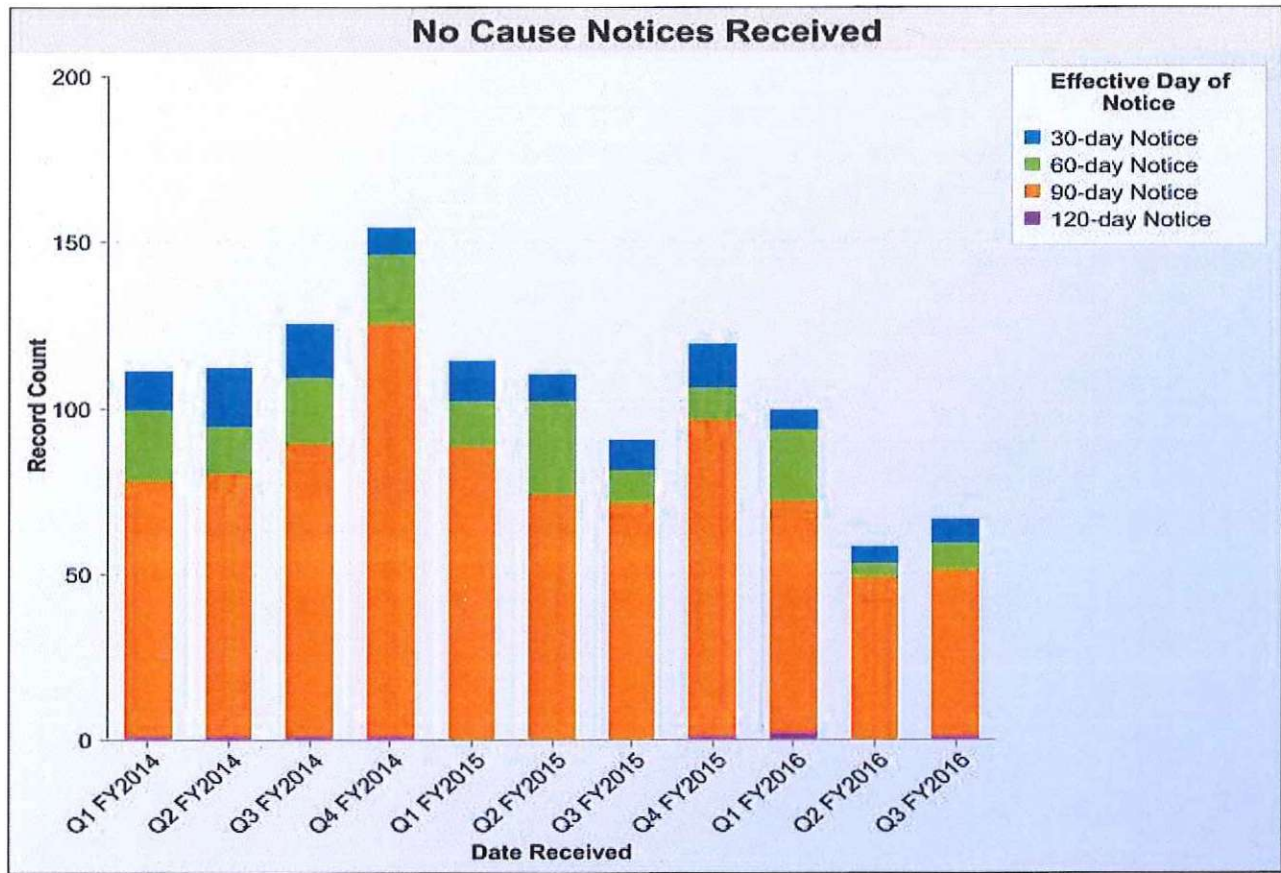
During the third quarter of FY 2016-17, the RRRP received a total of **66** notices to vacate: **7** 30-days no-cause notices, **8** 60-day no-cause notices, **51** 90-day no-cause notices, and **1** 120-day no-cause notice. The total of no-cause notices served to tenants decreased 41% from the previous quarter, and a 47% decrease from the prior year, which received 110 no cause notices during the same period.

HOUSING COMMUNITY DEVELOPMENT COMMISSION

Subject: Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program

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"No Cause" Notices to Vacate Received	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17 (Through March 31, 2017)	%
30-day "no cause" notice	36	44	54	42	7	11%
60-day "no cause" notice	65	49	76	62	8	12%
90-day "no cause" notice	227	234	368	328	50	76%
120-day "no cause" notice	3	2	4	1	1	1%
Total	331	329	502	433	66	100%

Rental Housing Market Determination

Per the Apartment Rent Ordinance, the Director of Housing shall make biannual findings, determining whether the City is experiencing a severe rental housing shortage. Said finding shall be based on credible evidence that, on the date of the finding, the vacancy rate for market-rate apartment complexes in the City of San José is three percent or less.

HOUSING COMMUNITY DEVELOPMENT COMMISSION

Subject: Quarterly Report Detailing Activity in the Housing Department's Rental Rights and Referrals Program

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Based on information for the first quarter of 2017, the San José rental housing market has a 5.0% vacancy rate. The impact of these findings is that, effective June 1, 2017, "no-cause" notices served to tenants living in rent-controlled properties will be 90-day notices, or 60-day notices including an offer to arbitrate for those tenants who have lived in the unit for more than one year.



Note: The natural vacancy rate (5%) is the level that leaves landlords indifferent in terms of the vacant units held. The interpretation of this benchmark in terms of rental market dynamics is that when the nominal vacancy rate is above it the market is oversupplied and rents should be declining, while when the nominal vacancy rate is below it there is undersupply and rents should be moving up.

Ramo Pinjic
Rental Rights and Referrals
Analyst II

Memorandum

TO: HOUSING AND COMMUNITY
DEVELOPMENT COMMISSION

FROM: Theresa Ramos, M.A.
Interim Program Manager

SUBJECT: SEE BELOW

DATE: May 3, 2017

Approved

Date

SUBJECT: QUARTERLY REPORT FOR MOBILEHOME ACTIVITY IN THE HOUSING DEPARTMENT, RENTAL RIGHTS AND REFERRALS PROGRAM

PURPOSE

The Rental Rights and Referrals Program (RRRP) is providing a summary of Program activity including reports, and mobilehome call log inquiries for the Third Quarterly Report, FY 2016/17 regarding mobilehome park communities.

In addition, this report highlights current issues affecting mobilehome parks. The RRRP provides education and information to protect the rights of residents and improve relations between residents and park owners/managers. The Housing and Community Development Commission (HCDC) has requested periodic data from the Program.

PROGRAM HIGHLIGHTS

Major actions taken during the first and second quarter of FY 2016/17 include:

Mobilehome Inquiries

During the quarter, the RRRP received 62 mobilehome park inquiries (See Call Log Report Attachment).

Types of inquiries during this quarter include:

- Allowable rent increases
- Mobilehome title registry
- State Code Issues (health and safety concerns)

Below is a summary of alleged park issues during this quarter:

Southbay, Golden Wheel and Riverbend

Program staff aided impacted flood victims from three mobilehome parks who were evacuated during the recent 2017 Coyote Creek Floods.

HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

Subject: Quarterly Report for Mobilehome Activity for Housing Department, Rental Rights and Referrals Program

May 3, 2017

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Hometown Monterey Oaks

The mobilehome park experienced a fire at a mobilehome residency. The mobilehomes on each side of the impacted residency were damaged on a side of their home from the blaze. Program staff contacted the park manager to see if residents required assistance and was informed that Red Cross has aided a family.

Hometown Eastridge

The park recently hired a new on-site manager who is coordinating the infrastructure project. Phase I of Phase III was completed on March 31, 2017. According the onsite manager, Phase II is on hold until June 2018 due to issues resulting from Phase I. Program staff will continue to monitor this park's progress and address residents' needs as deemed necessary.

Housing Policy

Active policy efforts in housing initiatives and issues related to rent stabilization, mobilehome living, and policy development as follows:

Mobilehome Park Opt-In/Stay-In Business Concept

City Council directed staff to explore the mobilehome park Opt-In/Stay-In Business Concept. Program staff is involved in the developing the concept by forming a committee composed of mobilehome park owners, mobilehome residents, creating the application, evaluation form, and committee selection process. Program staff held three meetings with both park owners and residents identified in the selection committee. Program staff is in the process of coordinating two joint meetings with both groups in May 2017.

/s/

Theresa Ramos M.A.

Interim Program Manager, Department of Housing
Rental Rights and Referrals Program

Attachment



Memorandum

TO: HOUSING & COMMUNITY DEVELOPMENT COMMISSION (HCDC)

FROM: Theresa Ramos

SUBJECT: CALL LOG REPORT

DATE: 5/4/2017

Total Calls=62

	Date	Requestor	Mobilehome Park	Topic	Resolution Suggested
Jan	1/4/2017	RESIDENT	Old Orchard MHP	Service	Referral
Jan	1/5/2017	RESIDENT	Casa Del Lago	Code Issue	Information
Jan	1/6/2017	OTHER	Casa Del Lago	Allowable Rent Increase	Information
Jan	1/6/2017	OTHER	Chateau La Salle	Ordinance	Information
Jan	1/9/2017	RESIDENT	WestWinds Manufactured Home Community	Code Issue	Referral
Jan	1/9/2017	RESIDENT	Caribees MH Park	Service	Information
Jan	1/9/2017	OTHER	Hometown Eastridge Mobile Estates	Rights;Service	Information
Jan	1/10/2017	OTHER	Unavailable	Service	Information
Jan	1/11/2017	RESIDENT	Casa Del Lago	Rights	Information
Jan	1/11/2017	OTHER	Casa Del Lago	Allowable Rent Increase	Information
Jan	1/11/2017	RESIDENT	Casa Del Lago	Code Issue	Referral
Jan	1/17/2017	LANDLORD	Hometown Monterey Oaks	Service	Information
Jan	1/18/2017	RESIDENT	WestWinds Manufactured Home Community	Harrasment;Rights	Referral
Jan	1/19/2017	RESIDENT	Trailer-Tel Mobile Manor	Allowable Rent Increase	Information
Jan	1/19/2017	RESIDENT	Caribees MH Park	Maintenance	Referral
Jan	1/23/2017	RESIDENT	Coyote Creek MH Community	Maintenance;Rights	Information
Jan	1/23/2017	RESIDENT	WestWinds Manufactured Home Community	Ordinance	Information
Jan	1/23/2017	RESIDENT	Colonial Mobile Manor	Service	Referral
Jan	1/24/2017	RESIDENT	Pepper Tree MH Estates	Allowable Rent Increase	Information
			Cal-Hawaiian		

Jan	1/24/2017	RESIDENT	Mobile Est	Allowable Rent Increase	Information
Jan	1/24/2017	RESIDENT	WestWinds Manufactured Home Community	Ordinance	Information
Jan	1/24/2017	RESIDENT	WestWinds Manufactured Home Community	Allowable Rent Increase	Information
Jan	1/25/2017	RESIDENT	Sunset Mobile Manor	Service	Referral
Jan	1/26/2017	RESIDENT	Coyote Creek MH Community	Rights	Referral
Jan	1/30/2017	RESIDENT	Cal-Hawaiian Mobile Est	Ordinance	Information
Jan	1/31/2017	RESIDENT	Moss Creek MH Community	Ordinance	Information
Jan	1/31/2017	RESIDENT	Winchester Ranch	Ordinance	Information
Feb	2/2/2017	RESIDENT	Golden Wheel Park	Maintenance	Referral
Feb	2/6/2017	RESIDENT	Rancho Santa Teresa	Ordinance	Information
Feb	2/6/2017	RESIDENT	Whispering Hills MH Park	Maintenance	Information
Feb	2/6/2017	OTHER	Village of the Four Seasons	Allowable Rent Increase	Information
Feb	2/15/2017	RESIDENT	Magic Sands	Service	Referral
Feb	2/21/2017	RESIDENT	Oakcrest Estates	Discrimination	Referral
Feb	2/22/2017	RESIDENT	Village of the Four Seasons	Allowable Rent Increase	Information
Feb	2/22/2017	RESIDENT	Casa Del Lago	Allowable Rent Increase	Referral
Feb	2/24/2017	OTHER	Ace Trailer Inn Village	Referral Advice	Referral
Feb	2/28/2017	RESIDENT	Casa Alondra	Service	Referral
March	3/2/2017	RESIDENT	Golden Wheel Park	Service	Information
March	3/2/2017	LANDLORD	Coyote Creek MH Community	Maintenance	Information
March	3/2/2017	TENANT	Hometown Monterey Oaks	Ordinance	Information
March	3/2/2017	RESIDENT	South Bay Mobile Home Park	Code Issue	Information
March	3/6/2017	RESIDENT	Chateau La Salle	Service	Information
March	3/10/2017	RESIDENT	South Bay Mobile Home Park	Service	Information
March	3/14/2017	RESIDENT	Village of the Four Seasons	Allowable Rent Increase	Information
March	3/14/2017	RESIDENT	Colonial Mobile Manor	Code Issue	Information

March	3/14/2017	Hearing Officer	Cal-Hawaiian Mobile Est	Rights	Information
March	3/14/2017	LANDLORD	Mountain Springs	Allowable Rent Increase	Information
March	3/15/2017	RESIDENT	Colonial Mobile Manor	Ordinance	Information
March	3/17/2017	RESIDENT	South Bay Mobile Home Park	Maintenance	Referral
March	3/17/2017	RESIDENT	Unavailable	Service	Referral
March	3/17/2017	RESIDENT	South Bay Mobile Home Park	Maintenance	Referral
March	3/21/2017	RESIDENT	Spanish Cove MH Park	Code Issue	Referral
March	3/22/2017	RESIDENT	Oakcrest Estates	Rights	Referral
March	3/23/2017	LANDLORD	South Bay Mobile Home Park	Code Issue	Information
March	3/23/2017	RESIDENT	Oakcrest Estates	Rights	Referral
March	3/23/2017	RESIDENT	Unavailable	Service	Referral
March	3/23/2017	RESIDENT	Mill Pond I	Maintenance	Referral
March	3/23/2017	RESIDENT	Oakcrest Estates	Rights	Referral
March	3/23/2017	LANDLORD	Golden Wheel Park	Code Issue	Information
March	3/27/2017	RESIDENT	Oakcrest Estates	Service	Information
March	3/28/2017	RESIDENT	Whispering Hills MH Park	Ordinance	Ordinance
March	3/29/2017	RESIDENT	Whispering Hills MH Park	Ordinance	Information

Brief Synopsis on Disposition of Calls

1/4/2017 - Old Orchard MHP

Resident's issue: Resident requested a title change to mobilehome. Program staff referred the resident to the State's Mobilehome Title Registry for assistance.

1/5/2017 - Casa Del Lago

Resident's issue: Resident called to complain about an electricity outage for 3 days. Program staff returned the call and the resident informed staff that electricity has been restored.

1/6/2017 - Casa Del Lago

Other: Caller requested information regarding long term leases. Program staff explained the City's Mobilehome Rent Ordinance and referred the caller to legal services for assistance.

1/6/2017 - Chateau La Salle

Other: Program staff called landlord to inform landlord of a Mobilehome Closure Ordinance notice for public meetings.

1/9/2017 - WestWinds Manufactured Home Community

Resident's issue: Resident requested information regarding code issues. Program staff referred the resident to the State Ombudsman for assistance.

1/9/2017 - Caribees MH Park

Resident's issue: Resident is requested information requested legal advice regarding illegal parking. Program staff referred the resident to legal services for assistance.

1/9/2017 - Hometown Eastridge Mobile Estates

Resident's issue: Resident requested legal advice regarding no parking while construction. Program staff contacted the park to inquire about the construction and referred the resident to legal service for a assistance.

1/10/2017 - Unavailable

Other: Caller requested contact information to send customers who are residents of mobilehome parks. Program staff referred the caller to the Rental Rights and Referrals Program Mobilehome Analyst for assistance.

1/11/2017 - Casa Del Lago

Resident's issue: Resident requested legal advice regarding park manager sent a rent increase notice to the resident regarding clerical error. Program staff informed the resident that long term leases are exempt from the City's Mobilehome Rent Ordinance and referred them to legal services for assistance.

1/11/2017 - Casa Del Lago

Other: Caller left a message regarding a rent increase notice. Program staff returned call and left a message to come in to review rent increase notice.

1/11/2017 - Casa Del Lago

Resident's issue: Resident complained about utility interruption per 798.29.5. Program staff referred the resident to the State Ombudsman for assistance.

1/17/2017 - Hometown Monterey Oaks

Landlord's issue: Landlord requested information regarding a mobilehome fee invoice. Program staff assisted landlord.

1/18/2017 - WestWinds Manufactured Home Community

Resident's issue: Resident complained about the park manager and has a copy of a police report. Program staff referred the resident to legal services for assistance.

1/19/2017 - Trailer-Tel Mobile Manor

Resident's issue: Resident requested information regarding allowable rent increases. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

1/19/2017 - Caribees MH Park

Resident's issue: Resident requested financial assistance to repair recent purchased mobilehome. Program staff referred the resident to community services for assistance.

1/23/2017 - Coyote Creek MH Community

Resident's issue: Resident requested legal advice regarding tree trimming responsibility. Program staff referred the resident to the State Ombudsman and legal services for assistance.

1/23/2017 - WestWinds Manufactured Home Community

Resident's issue: Resident requested information regarding mobilehome closure ordinance. Program staff referred the resident to the City's website for assistance.

1/23/2017 - Colonial Mobile Manor

Other: Caller complained about park management refusal to change a street bump from plastic to concrete at owner's expense claiming a reasonable disability accommodation. Program staff noted complaint and referred the caller to legal services for assistance.

1/24/2017 - PepperTree MH Estates

Resident's issue: Resident requested information about a rent increase. Program staff explained the City's Mobilehome Rent Ordinance and referred the resident to the State Mobilehome Residency Law for information.

1/24/2017 - Cal-Hawaiian Mobile Est

Resident's issue: Resident requested information regarding an annual notice. Program staff explained to the resident the notice.

1/24/2017 - WestWinds Manufactured Home Community

Resident's issue: Resident requested information regarding a mobilehome closure ordinance. Program staff explained the ordinance and referred the resident to the City's website for more information.

1/24/2017 - WestWinds Manufactured Home Community

Resident's issue: Resident requested information regarding a December notice and a mobilehome closure flyer. Program staff explained to the resident both the notice and flyer.

1/25/2017 - Sunset Mobile Manor

Resident's issue: Resident called to complain about the manager not passing through the CARE Program benefits to the residents. Program staff referred the resident to legal services for assistance.

1/26/2017 - Coyote Creek MH Community

Resident's issue: Resident provided Program staff with a copy of a letter from the park manager's response to the resident concern of a tree. Program staff referred the resident to State Ombudsman and legal services for assistance.

1/30/2017 - Cal-Hawaiian Mobile Est

Resident's issue: Resident requested information regarding allowable pass-through of fees. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

1/31/2017 - Moss Creek MH Community

Resident's issue: Resident requested information regarding mobilehome pass through fee. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

1/31/2017 - Winchester Ranch

Resident's issue: Resident requested information regarding a mobilehome pass through fee. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

2/2/2017 - Golden Wheel Park

Resident's issue: Resident requested financial assistance to make mobilehome repairs. Program staff referred the

resident to community services for assistance.

2/6/2017 - Rancho Santa Teresa

Resident's issue: Resident requested information regarding a mobilehome pass-through fee. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

2/6/2017 - Whispering Hills MH Park

Resident's issue: Resident requested financial assistance to repair mobilehome. Program staff referred the resident to community services for assistance.

2/6/2017 - Village of the Four Seasons

Other: Caller requested information regarding allowable rent increases. Program staff explained to the caller the City's Mobilehome Rent Ordinance.

2/15/2017 - Magic Sands

Resident's issue: Resident requested information for mobilehome repair program. Program staff referred the resident to community services for assistance.

2/21/2017 - Oakcrest Estates

Resident's issue: Resident requested legal advice regarding first amendment rights. Program staff referred the resident to legal services for assistance.

2/22/2017 - Village of the Four Seasons

Resident's issue: Resident requested information regarding allowable rent increase. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

2/22/2017 - Casa Del Lago

Resident's issue: Resident requested information regarding allowable rent increases for a long term lease. Program staff referred the resident to legal services for assistance.

2/24/2017 - Ace Trailer Inn Village

Resident's issue: Resident requested homeless assistance for friend. Program staff referred the resident to homeless services for assistance.

2/28/2017 - Casa Alondra

Resident's issue: Resident requested free reusable bags. Program staff referred resident to her City Council District Office for assistance.

3/2/2017 - Golden Wheel Park

Other: Program staff returned call and left a message.

3/2/2017 - Coyote Creek MH Community

Landlord's issue: Landlord inquired about tree responsibility. Program staff referred the landlord to the State Mobilehome Residency Law and park rules for information and assistance.

3/2/2017 - Hometown Monterey Oaks

Resident's issue: Resident requested information regarding mobilhome pass-through fees. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

3/2/2017 - South Bay Mobile Home Park

Resident's issue: Resident requested assistance due from the Coyote Creek Floods. Program staff referred the resident to community services for assistance.

3/6/2017 - Chateau La Salle

Resident's issue: Resident requested a copy of the mobilehome rent ordinance. Program staff provided the resident with a copy of the ordinance.

3/10/2017 - South Bay Mobile Home Park

Resident's issue: Resident requested information regarding a mobilehome resident meeting. Program staff provided the resident with information.

3/14/2017 - Village of the Four Seasons

Resident's issue: Resident provided Program staff with a copy of their lease agreement to verify their allowable rent increase. Program staff determined that the lease is not under the City's Mobilehome Rent Ordinance.

3/14/2017 - Colonial Mobile Manor

Resident's issue: Resident received a park notice to remove an unpermitted awning. Program staff referred the resident to community services for assistance.

3/14/2017 - Cal-Hawaiian Mobile Est

Resident's issue: Resident requested information regarding title change to mobilehome. Program staff referred the resident to the State Mobilehome Title Registry for assistance.

3/14/2017 - Mountain Springs

Resident's issue: Resident inquired about why his rent space is significantly higher than other spaces when compared to other space. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

3/15/2017 - Colonial Mobile Manor

Resident's issue: Resident requested Program fees and expenditures for the last five years. Program staff referred the resident to the Housing Department for assistance.

3/17/2017 - South Bay Mobile Home Park

Resident's issue: Resident requested mobilehome minor repair assistance due to flood. Program staff referred the resident to community services for assistance.

3/17/2017 - Unavailable

Resident's issue: Resident requested information regarding mobilehome title change. Program staff referred the resident to the State's Mobilehome Title Registry for assistance.

3/17/2017 - South Bay Mobile Home Park

Resident's issue: Resident requested mobilehome repair assistance due to recent flood. Program staff referred the resident to community services for assistance.

3/21/2017 - Spanish Cove MH Park

Resident's issue: Resident requested legal advice regarding fruit tree responsibility. Program staff referred the resident to the State Ombudsman for assistance.

3/22/2017 - Oakcrest Estates

Resident's issue: Resident requested a change to mobilehome title. Program staff referred the resident State's Mobilehome Title Registry for assistance.

3/23/2017 - South Bay Mobile Home Park

Other: Program staff outreached to the mobilehome park to supply additional waste binds to due the Coyote Creek Floods.

3/23/2017 - Oakcrest Estates

Resident's issue: Resident inquired about a mobilehome park sale. Program staff explained the City's Mobilehome Rent Ordinance.

3/23/2017 - Unavailable

Resident's issue: Resident requested information regarding title to mobilehome. Program staff referred the resident the State Mobilehome Title Registry for assistance.

3/23/2017 - Mill Pond I

Resident's issue: Resident requested financial assistance for a roof repair. Program staff referred the resident to a community services agency for assistance.

3/23/2017 - Oakcrest Estates

Resident's issue: Resident requested legal advice regarding sale of park and lighting issues at the park. Program staff explained to the resident the City's Mobilehome Ordinance and referred the resident to the State Ombudsman for assistance.

3/23/2017 - Golden Wheel Park

Other: Program staff outreached to the mobilehome park to supply additional waste binds to due the Coyote Creek Floods.

3/27/2017 - Oakcrest Estates

Resident's issue: Resident requested a title change to mobilehome. Program staff referred the resident to the State Mobilehome Title Registry for assistance.

3/28/2017 - Whispering Hills MH Park

Resident's issue: Resident requested information regarding annual fee. Program staff explained to the resident the City's Mobilehome Rent Ordinance.

3/29/2017 - Whispering Hills MH Park

Resident's issue: Resident inquired about a mobilehome pass-through fee. Program staff explained the resident the Mobilehome Rent Ordinance.

Theresa Ramos
Rental Rights & Referrals Program
Analyst II, Policy and Special Projects



Memorandum

TO: HOUSING AND COMMUNITY
AND DEVELOPMENT COMMISSION

FROM: Rachel VanderVeen

SUBJECT: SEE BELOW

DATE: May 2, 2017

SUBJECT: PROPOSED 2017-2018 FEES FOR THE RENTAL RIGHTS AND REFERRALS PROGRAM

RECOMMENDATION

It is recommended that the Housing and Community Development Commission approve the proposed fee structure for 2017-2018 for the Rental Rights and Referrals Program, as stated below:

- 1) Apartment Rent Control Fee: increase from \$19.29 to \$30.30 annually per unit
- 2) Apartment Non-Rent Control Fee: increase from \$1.98 to \$4.10
- 3) Mobilehome Rent Control Fee: increase from \$33.48 to \$34.10

BACKGROUND

Section 17.23.480 of the Apartment Rent Ordinance states “The cost of providing and administering the San José rental dispute and arbitration hearing process shall be reimbursed to the general fund by imposition of a fee against each rental unit in the city of San José subject to the provisions of this chapter.”

Section 17.22.900 of the Mobilehome Rent Ordinance states “A rent dispute fee is hereby imposed upon each unit which is subject to the provisions of this chapter. Said fee is imposed for the purpose of reimbursement to the City’s general fund the costs of providing and administering the administrative hearing process by this chapter.” Additionally, Section 17.22.910 states “The city manager and the commission shall report to the city council not less than once each fiscal year their recommendation regarding the amount of the fee necessary to recover the cost of administering this chapter. The amount of the fee shall be set forth in the schedule of fees adopted by resolution of the city council.”

ANALYSIS

Program Changes

Due to the recent City Council actions pertaining to the ARO, TPO and an Ellis Act Ordinance, the Housing Department is recommending the addition of three new positions to support the Rental Rights and Referrals program. The net increase in staffing proposed is two positions as the Senior Analyst position will be added in place of a vacant Senior Development Officer that will be deleted from the Housing Department budget.

The table listed below shows the positions that are needed at this point in time to begin implementation of the Ordinances. These positions were included in the memorandum presented to City Council for its consideration at the May 9, 2017 City Council meeting.

Apartment Rent Ordinance Implementation Support

Position	Department	Description
Senior Analyst (Reallocated from a current Senior Development Officer Position)	Housing Department	The Senior Analyst will establish and implement the initial communication strategy regarding new Tenant Protection Ordinance and ARO requirements. The position will also oversee customer interactions.
Senior Deputy Attorney	City Attorney's Office	This position will develop the legal documents and forms necessary to implement the ordinance and provide ongoing support to the overall ARO program.
Information System Analyst	Housing Department	This position will develop and support the system necessary to track the enrollment process and will support the ARO databases ongoing.

The cost of these new positions is included in the proposed 2017-2018 fee structure. As stated in the City Council memo, additional positions will be brought forward for consideration by the City Council with the proposed changes to the ARO in fall 2017.

May 2, 2017

Subject: Proposed 2017-2018 Fees for the Rental Rights and Referrals Program

Page 3

A summary comparison of the RRRP's FY 2016-2017 budget to the FY 2017-2018 program costs is provided below.

	RENTAL CONTROL	NON-RENTAL CONTROL	MOBILE HOME
TOTAL UNITS	44,359	47,696	10,687
Current Rate	\$ 19.29	\$ 1.98	\$ 33.48
Revenue	\$ 855,685	\$ 94,438	\$ 357,801
Expenditure	\$ 1,345,321	\$ 196,710	\$ 365,193
Cost Recovery	64%	48%	98%
Fiscal Year 2017-2018			
PERSONAL SERVICES	\$ 1,090,160	\$ 194,710	\$ 354,259
NON-PERSONAL / EQUIPMENT	\$ 255,161	\$ 2,000	\$ 10,934
FY 17-18 Total Cost	\$ 1,345,321	\$ 196,710	\$ 365,193
Cost FY 17-18 Rate	\$ 30.33	\$ 4.12	\$ 34.17
Recommended 17-18 Fee	\$ 30.30	\$ 4.10	\$ 34.10

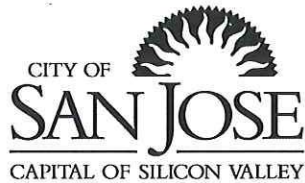
Public Outreach

The Proposed Fees and Charges Report was released on May 5, 2017, allowing for a minimum of 10 days for public review. Public input on fee proposals will be heard by the City Council at public hearings held on Tuesday, May 16, 2017 at 1:30 p.m. and Monday, June 12, 2017 at 7:00 p.m. in the Council Chambers.

/s/
 Rachel VanderVeen
 Program Administrator
 Housing Department

CITY OF SAN JOSE
HOUSING DEPARTMENT
RENTAL RIGHTS & REFERRALS PROGRAM (Revised to Reflect Staff Reductions Due to Approval of Just Cause)

FY 2017-2018														
PERSONAL SERVICES (Salaries, Benefits and Overhead)														
Overhead Rate: 40.95%														
PCN	JOB CODE	CLASSIFICATION	FTE	SALARY	OVERHEAD	BENEFITS	TOTAL	%	RENTAL CONTROL	%	MOBILE HOME	%	NON RENTAL CONTROL	
19383	3988	Housing Policy and Planning Administrator	1.00	\$ 126,973	\$ 51,995	\$ 141,967	\$ 320,936	65%	\$ 208,608	25%	\$ 80,234	10%	\$ 32,094	
New	1654	Senior Analyst (vacant)	1.00	\$ 71,271	\$ 29,185	\$ 31,633	\$ 132,089	50%	\$ 66,045	0%	\$ -	50%	\$ 66,045	
13880	1632	Analyst I/II	1.00	\$ 87,199	\$ 35,708	\$ 104,285	\$ 227,192	0%	\$ -	100%	\$ 227,192	0%	\$ -	
13881	1632	Analyst I/II	1.00	\$ 86,445	\$ 35,399	\$ 97,573	\$ 219,418	75%	\$ 164,563	0%	\$ -	25%	\$ 54,854	
19384	1632	Analyst I/II	1.00	\$ 71,989	\$ 29,479	\$ 29,146	\$ 130,615	100%	\$ 130,615	0%	\$ -	0%	\$ -	
19172	1622	Staff Specialist	1.00	\$ 60,667	\$ 24,843	\$ 64,106	\$ 149,615	100%	\$ 149,615	0%	\$ -	0%	\$ -	
New	2196	Senior Deputy City Attorney (vacant)	1.00	\$ 109,221	\$ 44,726	\$ 41,201	\$ 195,148	80%	\$ 156,118	10%	\$ 19,515	10%	\$ 19,515	
New	1355	Information Systems Analyst (vacant)	1.00	\$ 85,375	\$ 34,961	\$ 34,505	\$ 154,841	90%	\$ 139,357		\$ -	10%	\$ 15,484	
8525	1345	Senr Systems Applications Programmer	0.30	\$ 34,054	\$ 13,945	\$ 36,188	\$ 84,187	70%	\$ 58,931	25%	\$ 21,047	5%	\$ 4,209	
18302	1231	Accountant (PBCE)	<u>0.20</u>	<u>\$ 15,625</u>	<u>\$ 6,398</u>	<u>\$ 3,065</u>	<u>\$ 25,088</u>	65%	<u>\$ 16,307</u>	25%	<u>\$ 6,272</u>	10%	<u>\$ 2,509</u>	
			8.50	\$ 748,819	\$ 306,641	\$ 583,670	\$ 1,639,130		\$ 1,090,160		\$ 354,259		\$ 194,710	



Memorandum

TO: HOUSING AND COMMUNITY
DEVELOPMENT COMMISSION

FROM: Ray Bramson
Division Manager,
Housing Department

SUBJECT: HOUSING TRUST FUND
EXPENDITURE PLAN – FY 2017-18

DATE May 4, 2017

RECOMMENDATION

It is recommended that the Housing and Community Development Commission accept the Housing Trust Fund Expenditure Plan for Fiscal Year 2017-18.

BACKGROUND

In the early 1990s, the Housing and Homeless Fund was established as the repository of funds with relatively few requirements that the Housing Department receives from time to time. The name of the fund was subsequently changed to “Housing Trust Fund” (HTF).

The Fund was established in part because virtually all other funding sources available for affordable housing programs specifically prohibit expenditures on homeless support or for the case management services that many chronically homeless individuals need in order to succeed in obtaining and retaining permanent housing.

The Municipal Code specifies that the Director of Housing will administer the HTF Grants, contracts or other expenditures exceeding \$100,000 need approval by the City Council while the Director is authorized to act independently for those under \$100,000. The Code also specifies that there be a committee to advise the Director on the use of HTF funds. By resolution, City Council named the Housing and Community Development Commission to act as that committee.

ANALYSIS

It is the Department’s intention to present to the Commission annually with the proposed HTF budget for the upcoming fiscal year. The following provides a brief description of the key items funded in the budget:

- Homeless and Housing Projects - \$1,200,000
 - *Support for Coordinated Homelessness Information Management in San José:*
With over 4,000 homeless on any given, long-term support and coordination among all public systems is critical to ensure the stability of this extremely vulnerable group. The County’s Office of Supportive Housing serves the

May 4, 2017

Subject: Housing Trust Fund Expenditure Plan – FY 2017-18

Page 2

community as the central coordinator of services and housing for homeless individuals and families. Funding will provide the County with the support needed to operate the Homeless Management Information System (HMIS) to track outcomes for homeless clients in San José, enhancing system efficiency and ensuring resident access to critical services.

- *Essential Services for Unsheltered Populations:* During the 2015 biennial homeless census and survey, census workers enumerated 4,063 homeless individuals in San José. Out of the total 4,063 persons, 69% were living on the streets, in abandoned or storage structures, vehicles, or encampments. On a per capita basis, San José has one of the largest unsheltered populations of any major city in the United States. With 2,810 people living outside on any given night, approximately 500 residing in their vehicles, essential street-level services and emergency shelter, and interim housing options can help to provide temporary solutions to increase the safety of these households and potentially provide linkages to housing and long-term stability. Through this funding, staff anticipates supporting: 1) overnight warming locations during periods of inclement weather; 2) a mobile shower and laundry service, and; 3) place-based homeless outreach at libraries and other community facilities.
- *Downtown Streets Team:* This program provides homeless participants with outreach case management, employment development services, and housing placement assistance. Participants will graduate through the program to learn workplace skills, earn food/housing/basic needs stipends, and find employment. While in the program, participants will serve in sensitive riparian areas with work crews providing debris removal, trash/illegal dumping collection, and weed abatement.
- Emergency Assistance – \$50,000
Emergency assistance funding provides Homelessness Response Team staff with a flexible resource to cover costs such as hotel and motel stays for temporary housing emergencies that would otherwise result in homelessness for adults, youth, and families.
- City Staffing and Overhead – \$587,442
This appropriation primarily pays salaries and related expenses for staff in the Housing Department whose duties are related to responding to homelessness.

A representative from the Department's Homelessness Response Team will be present at the Commission meeting on May 11, 2017 and will be able to answer any questions that you may have in this regard.

/s/

Ray Bramson
Division Manager,
Homelessness Response

Attachment

Attachment

**HOUSING TRUST FUND
FY 2017-18 Expenditure Plan**

<u>USE OF FUNDS</u>	<u>AMOUNT</u>
Emergency Assistance	\$50,000
Housing and Homeless Projects	\$1,200,000
• Support for HMIS (\$150,000)	
• Essential Services for Unsheltered Populations (\$700,000)	
• Downtown Streets Team (\$350,000)	
City Staffing and Overhead	<u>\$587,442</u>
Total FY17-18 Expenditures	\$1,837,442
Remaining Housing Trust Fund Balance	\$1,656,442