



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Rosalynn Hughey

SUBJECT: SEE BELOW

DATE: May 6, 2024

Approved

[Handwritten signature: Rosalynn Hughey]

Date

5/7/24

SUBJECT: UPDATES TO THE JANUARY – JUNE 2024 COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE WORK PLAN

RECOMMENDATION

Approve amendments to the January – June 2024 Community and Economic Development (CED) Committee Work Plan to:

(a) Drop the following item from the April 22, 2024, CED Committee meeting agenda:

Rent Stabilization Program Strategic Plan Status Report.

Purpose: Provide a status report on the draft Rent Stabilization Program Strategic Plan including Apartment Rent Ordinance, Mobilehome Rent Ordinance, Tenant Protection Ordinance, Ellis Act Ordinance, and goals and objectives for the program over the coming years. (Housing)

(b) Drop the following item from the May 20, 2024, CED Committee meeting agenda:

Lease and Asset Management System Status Report.

Purpose: Provide a status report on the Lease and Asset Management System project for effective management of leases, property ownership, maintenance, and comprehensive tracking of real estate assets. (Economic Development and Cultural Affairs/Information Technology)

(c) Drop the following item from the June 24, 2024, CED Committee meeting agenda:

Measure E Real Property Transfer Tax Refund for Qualifying Nonprofit Real Property Transfers Pilot Program Status Report.

Purpose: Provide a status report on the Measure E Real Estate Transfer Tax Refund for Qualifying Nonprofit Real Property Transfer Pilot Program, including any recommendations to end the pilot or establish a formal program. (Housing)

BACKGROUND

Rent Stabilization Program Strategic Plan Status Report

At its April 22, 2024, meeting, the CED Committee voted unanimously to drop the Rent Stabilization Program Strategic Plan Status Report from the April 22, 2024, meeting agenda and add it to the August 2024 CED Committee meeting agenda. During its discussion, the CED Committee expressed the desire to have the new Housing Director review the proposed Rent Stabilization Program Strategic Plan and offer potential modifications. This change necessitates removing the item from the January-June 2024 CED Committee Work Plan. The item will be included in the proposed August-December 2024 CED Committee Work Plan to be approved at the Rules and Open Government Committee.

Lease and Asset Management System Status Report

Staff provided an update on the status of the Lease and Asset Management System as part of the January 22, 2024, CED Committee Real Estate Services Division Annual Report ([CC 24-272](#)).¹ In coordination with the Information Technology Department, the Office of Economic Development and Cultural Affairs Real Estate Services Division is working to procure a real estate database software platform that will provide a comprehensive database for all City-owned properties. This database will be developed to allow for reporting on all vacant lands owned by the City.

Reporting on this work no longer requires a standalone CED Committee work plan item and will be included in the Real Estate Services Division Annual Report.

Measure E Real Property Transfer Tax Refund for Qualifying Nonprofit Real Property Transfers Pilot Program Status Report

At the June 20, 2023, City Council meeting staff recommended extending the Measure E Real Property Transfer Tax Refund for Qualifying Nonprofit Real Property Transfers Pilot Program (Pilot Program) for one year ([CC 23-931](#)).² City Council voted to approve the staff recommendation and directed staff to report back to the CED Committee for further discussion, analysis, and decision on whether to sunset the pilot program.

During the past year, staff conducted two outreach meetings and initiated additional analysis. Given the unique circumstances in the past three years, including impacts of the COVID-19 pandemic which have led to current market conditions, staff recommends extending the pilot program. Due to the timing challenge of the pilot program sunsetting on June 30, 2024, staff

¹ [City of San José - File #: CC 24-272 \(legistar.com\)](#)

² [City of San José - File #: 23-931 \(legistar.com\)](#)

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Subject: Updates to the January – June 2024 Community and Economic Development Committee Work Plan

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recommends dropping the item from the June 24, 2024, CED Committee meeting agenda and bringing the item directly to City Council for action by the end of June 2024.

/s/

ROSALYNN HUGHEY
Deputy City Manager

For questions, please contact Kailyn Kenney, Assistant to the City Manager, at kailyn.kenney@sanjoseca.gov.