

# Council Policy Prioritization: Early Consideration Response Form

Department Housing Rules Date 9/28/22 Item C.1  
 Department Rep. Name/Ext. Jacky Morales-Ferrand Council Member Sponsorship Jones, Foley, Jimenez, Mahan  
 Policy/Ordinance Subject Actions Related to RV's

Staff Recommendation														
<input checked="" type="checkbox"/> <b>GREEN</b> Adopt based on tradeoffs outlined on next page				<input type="checkbox"/> <b>YELLOW</b> Refer to Priority Setting or to Budget Process				<input type="checkbox"/> <b>RED</b> Recommend Council not adopt nominated idea				<input checked="" type="checkbox"/> <b>NEEDS CLARIFICATION OR MORE TIME TO EVALUATE</b>		
Staff Evaluation														
Is this aligned with City Roadmap?				Is this already underway in a Department work plan?				Is this time critical or an emergency?				Will this require substantial resources, staffing, budget, or strategic support?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Criterion to Determine Scale of Project Complexity														
Project complexity is determined by scoring the project in each of the 3 criteria below and then summing the score.														
a. Low Complexity is a sum of 6 or less. b. Medium Complexity is a sum of 7 – 9. <span style="float: right;">Total Score = 14</span> c. High Complexity is a sum of 10 or greater.														
Scoring Criterion			Low Complexity		Medium Complexity		High Complexity							
	Estimated Duration		6 – 9 months <input type="checkbox"/> = 1		9 - 18 months <input type="checkbox"/> = 2		More than 18 months <input checked="" type="checkbox"/> = 3							
	Organizational Complexity (Internal)		Can Easily be Absorbed into Existing Work Plan <input type="checkbox"/> = 1		Planned Work (Future) <input type="checkbox"/> = 2		Work Not Currently Proposed <input checked="" type="checkbox"/> = 3							
			Have staff with required skillset/knowledge <input type="checkbox"/> = 1		Have staff with required skillset/ requires moderate research <input checked="" type="checkbox"/> = 2		Do not have staff with required skillset/requires significant research <input type="checkbox"/> = 3							
			Less than or equal 2 staff required <input type="checkbox"/> = 1		3 - 4 staff required <input type="checkbox"/> = 2		More than 5 staff required <input checked="" type="checkbox"/> = 3							
(External)		1 Additional Department <input type="checkbox"/> = 1		2 Other Departments Involved <input type="checkbox"/> = 2		3 or more Departments Involved <input checked="" type="checkbox"/> = 3								
DEPT. Required	<input type="checkbox"/> Airport	<input type="checkbox"/> Auditor	<input checked="" type="checkbox"/> CMO	<input type="checkbox"/> CMO – Communications	<input checked="" type="checkbox"/> OED/CA	<input type="checkbox"/> ESD	<input type="checkbox"/> Fire	<input type="checkbox"/> HR	<input type="checkbox"/> IT	<input checked="" type="checkbox"/> PRNS	<input type="checkbox"/> Police	<input type="checkbox"/> Retirement		
	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input checked="" type="checkbox"/> CMO – Budget	<input type="checkbox"/> CMO –	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input type="checkbox"/> PBCE	<input checked="" type="checkbox"/> PW	<input type="checkbox"/> DOT		

CMO Approval: /s/ Angel Rios Date 9/28/2022

<b>Analysis</b>
<b>Explain the rationale for staff recommendation, including any mitigating factors that need to be considered (recent legislative action, significant work plan changes, etc.). Please address the following as well.</b>
<p>GREEN LIGHT: The Administration can implement this Nominated Idea under its current work plan. Item should be sent to Council to add to Department work plan. (1) How will the Idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Roadmap or to a Department work plan, including strategic support? (3) What is the minimum viable scope to move the Idea forward and reduce its complexity?</p>
<p>Recommendation 1 [GREEN] - The Administration will explore the cost and strategy regarding recommendation # 1 over the next three to four weeks and will report back to the Rules Committee. As required by the U.S. Dept of Housing and Urban Development (HUD), a comprehensive Point in Time (PIT) count of community members experiencing homelessness is completed by the Housing Department, in partnership with Santa Clara County, at least every two years, typically in January. The Housing department completed a PIT count in January of 2022 through a contracted company which included RV counts. To reduce duplication and strategically utilize information that is currently available, staff is requesting additional time to confirm which information collected in the PIT count aligns with the data request in recommendation #1.</p> <p>If the information available does not sufficiently meet this request, the Housing Department will explore opportunities and costs associated with leveraging the next PIT count--which is scheduled for January of 2023--to collect the desired information. Staff will provide Council with scoping options related to this request; costs and staff resources needed are dependent on the ability to leverage existing efforts and the ability to collect the level of detail requested. The January PIT count will be completed by a contractor and will require the exploration of available funds to complete the work with the added requirements.</p> <p>[Continued Below]</p>
<p>YELLOW LIGHT: The Administration recommends Council send this Nominated Idea to the Priority Setting Process due to (describe cost implications, workload impacts, or other factors).</p>
<p>RED LIGHT: The Administration recommends Council not adopt this Nominated Idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).</p>

### Analysis (Continued)

Recommendations 2 - 5 [NEED MORE TIME TO EVALUATE]- As recommendations 2-5 are dependent on completion of #1, staff requests more time to understand what options are available to completing #1, and how the results of that analysis can be embedded in existing work vs what resources would be needed to meet the requested direction.

# Council Policy Prioritization: Early Consideration Response Form

Department Housing Rules Date 9-28-22 Item C.1  
 Department Rep. Name/Ext. Jacky Morales-Ferrand Council Member Sponsorship Cohen  
 Policy/Ordinance Subject Actions Related to RVs in the City  
of San Jose

Staff Recommendation												
<input checked="" type="checkbox"/> <b>GREEN</b> Adopt based on tradeoffs outlined on next page			<input type="checkbox"/> <b>YELLOW</b> Refer to Priority Setting or to Budget Process			<input type="checkbox"/> <b>RED</b> Recommend Council not adopt nominated idea			<input type="checkbox"/> <b>NEEDS CLARIFICATION OR MORE TIME TO EVALUATE</b>			
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	<input type="checkbox"/> Attorney	<input type="checkbox"/> Clerk	<input type="checkbox"/> CMO – Budget	<input type="checkbox"/> CMO –	<input type="checkbox"/> Community Energy	<input type="checkbox"/> Finance	<input type="checkbox"/> Housing	<input type="checkbox"/> IPA	<input type="checkbox"/> Library	<input type="checkbox"/> PBCE	<input type="checkbox"/> PW	<input checked="" type="checkbox"/> DOT

CMO Approval: /s/ Angel Rios Date 9/28/22

Analysis
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GREEN LIGHT: The Administration can implement this Nominated Idea under its current work plan. Item should be sent to Council to add to Department work plan. (1) How will the Idea be approached? (2) If adopted, what is its impact and/or tradeoff to the City Roadmap or to a Department work plan, including strategic support? (3) What is the minimum viable scope to move the Idea forward and reduce its complexity?
<p>Recommendation 1(a) - [GREEN] - Staff is planning to return to council late in November 2022 to discuss best practices related to designating RV locations within the City and the associated costs. This is in response to previous council direction from May 3, 2022 (see memo from Vice Mayor Chappie Jones and Councilmember Matt Mahan titled City Roadmap - Encampment Management Strategy, dated April 29, 2022).</p> <p>Recommendation 1(b) - [GREEN] - Staff is currently conducting a small pilot program that is exploring both buy-back and limited repairs for vehicles and RVs valued under \$500 and is developing a process for RVs valued over \$500. Upon completion of the pilot, staff will communicate the pilot outcomes via an information memorandum; this will include costs for scaling if there were positive outcomes.</p>
YELLOW LIGHT: The Administration recommends Council send this Nominated Idea to the Priority Setting Process due to (describe cost implications, workload impacts, or other factors).
RED LIGHT: The Administration recommends Council not adopt this Nominated Idea due to (describe reason implementation would be difficult if not impossible – conflict with other laws, etc.).