



**City of Mountain View
Rental Housing Committee Meeting
May 22, 2025, Agenda Item Questions**

Item 3.2: CSFRA/MHRSO Financial Expenditures

1. What positions are vacant on the CSFRA and MHRSO staff? Is this one position or two? What work is delayed due to the vacancies?

A: Two Analyst I/II positions were vacant over the past several months. One was filled in May 2025, and the other one will be filled in June 2025. This resulted in a vacant Senior Administrative Assistant position, which hopefully will be filled in the coming months. Additionally, there is one vacant temporary Hourly Analyst I position to assist with One-Time Utility Adjustment (OTUA) petitions that will hopefully be filled shortly. Recruitments for these two vacant positions are underway with a goal to successfully fill them in the August/September 2025 timeframe. This mainly delayed work on processing regular as well as OTUA petitions, outreach regarding the MHRSO and work on the online portal for landlords.

2. When is the currently scheduled portal work expected to be completed? Is the delay due to staff vacancies?

Yes, the delay has been due to staff vacancies, which resulted in directing existing staff to more time-sensitive priorities such as the OTUA process. The remaining work to be completed includes bringing the petition process online. Pending successful recruitment of the vacancies noted in the question above, the goal is to complete the work in FY 2025-26.

Item 3.3: RSD FY 2024-25 Activity Report

3. How does the 217 banked rent increase notices in this period compare with the activity in past reporting periods?

A: Please see the table below. It is important to note that the COVID-19 pandemic significantly affected the rental market. Many properties did not implement rent increases in FY 2019-20 and FY 2020-21, resulting in a higher volume of banked increase notices in subsequent years.

Fiscal Year	Number of Banked Increases Filed
FY 2020-21 (Q3 - first year tracked)	6
FY 2021-22 (Q3)	189
FY 2022-23 (Q3)	284
FY 2023-24 (Q3)	78
FY 2024-25 (Q3)	217

4. "Languages Provided" indicates we offer Russian materials, but the Mailings item doesn't indicate we sent anything in Russian. Is that correct?

A: That is correct. While a few materials are routinely translated into Russian, we primarily provide Russian translations and materials upon request. This is due to a generally low request rate.

5. Any particular reason for the spikes in "Notice to Cease" evictions?

A: The "Notice to Cease" notices that have been filed with the City this year are generally in line with recent patterns. For example, by the 3rd quarter of last fiscal year, an average of 7 notices were submitted per quarter. The same is true for the current fiscal year.

Notice to Cease	FY 2023-24	FY 2024-25
Q1	6	0
Q2	4	7
Q3	10	13
Average	7	7

Note that a "Notice to Cease" is not an eviction or termination notice. Such notice provides tenants the opportunity to stop and/or correct the violation before the landlord can start the termination process for tenant "At-Fault" evictions for CSFRA- and MHRSO-covered units. These notices must be filed with the City. The majority of the "Notice to Cease" notices are given for breach of lease, which is a Just Cause for eviction. The issuance of a "Notice to Cease" does not automatically result in the eviction of the tenant receiving the notice.

Item 3.4: Minor clarification CSFRA Regulations Chapter 13: Utility Charges

6. Please provide an example of how a OTUA petition can lead to a downward adjustment of rent.

A: OTUA petitions may result in a downward adjustment of rent if the One-Time Utility Adjustment is less than the average of paid utilities from July 1, 2023, through June 30, 2024, as described below.

If the One-Time Utility Adjustment is more than the average of paid utilities from July 1, 2023, through June 30, 2024, this is an:

Upward Adjustment of Rent

→ Landlords will give a written 30-

If the One-Time Utility Adjustment is less than the average of paid utilities from July 1, 2023, through June 30, 2024, this is a:

Downward Adjustment of Rent

→ Landlords will give a written 30-day

day change in rent notice 12 months from the last rent increase date. Until then, tenants will not see a change in their utility billing.

change in rent notice within the next month after the City's Notice of Final Determination is sent to tenants.

Example: A tenant pays \$1,000 in rent and an average of \$200 per month for water, sewer and trash through a Ratio Utility Billing System (RUBS). They pay gas and electric separately through PG&E. The Utility Adjustment is \$150, which is less than the average monthly utilities of \$200, resulting in a downward adjustment of rent. It does not matter when the tenant last got a rent increase. The landlord is required to immediately give a 30-day written notice of the change in rent notice to the tenant. The tenant's **new total rent including utilities is \$1,150 (\$1,000 + \$150 for utilities)** and the tenant no longer get bills for utilities through RUBS. They continue to pay PG&E separately. The annually allowed rent increase can be given on the new total rent amount once 12 months have passed since the last AGA increase.

Item 5.3 RHC Meeting Schedule for FY 2025-26

7. Would there be any issues from a staff and facilities perspective if meetings began at 6pm (or earlier)?

A: An earlier start time of Rental Housing Committee meetings would not cause any issues from a staff or facilities perspective.

8. The June meetings are on the second Thursday of the month this year and next year. Is there a reason it is not the 4th or 3rd Thursday in June?

A: In the past the RHC elected an earlier date in June for the following reasons:

1. City Council typically adopts the Citywide budget in the 4th week of June (last meeting of the fiscal year). The RHC adopted budgets need to be incorporated in the Citywide budget. Therefore, the adoption by the RHC needs to happen before Council adopts the Citywide budget. Typically, the RHC adopts its budget in May but in the event the process takes longer, the RHC's June meeting occurs prior to the final Council meeting of the Fiscal Year.
2. An earlier date in June for RHC meetings helps accommodate end of year school calendars and other potential scheduling conflicts.