



## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** J. Rodney Gonzales, Director  
Development Services Department

Rosie Truelove, Interim Director  
Neighborhood Housing and Community Development

**DATE:** March 7, 2017

**SUBJECT:** Update on Data Collection for Demolitions of Existing Housing  
(Resolution No. 20170126-038)

City Council Resolution No. 20170126-038 directed the City Manager to collect information beginning March 1<sup>st</sup> on all applications for permits for total demolitions of existing housing, including single-family and multi-family. Additionally, Council requested, to the extent possible, the collection of demographic information such as age, race, single or family with children occupancy and income of most recent tenants.

The Development Services Department (DSD), the Neighborhood Housing and Community Development Department (NHCD), and the Legal Department have met to discuss the scope of the request, the method for collecting the requested information, testing of permitting software changes that will be required, and implementation.

DSD and NHCD request that additional time is given to complete the implementation. The anticipated completion date is May 31<sup>st</sup>, and NHCD will have reporting capability immediately thereafter to provide quarterly reports as requested. Melissa Martinez, DSD Assistant Director, is the lead for this implementation and will work with all City departments to achieve a successful implementation.

Please contact Melissa Martinez at 512-974-2118 or me at 512-974-2313 should you have further questions.

**Cc:** Elaine Hart, Interim City Manager  
Sue Edwards, Assistant City Manager  
Bert Lumbreras, Assistant City Manager  
Ann Morgan, City Attorney