



Memorandum

TO: COMMUNITY AND ECONOMIC
DEVELOPMENT COMMITTEE

FROM: Rosalynn Hughey

SUBJECT: SEE BELOW

DATE: September 11, 2022

Approved

Date

9/15/23

**SUBJECT: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION'S
FISCAL YEAR 2022-2023 ANNUAL REPORT AND FISCAL YEAR 2023-
2024 WORK PLAN**

RECOMMENDATION

Approve the Housing and Community Development Commission's Fiscal Year 2022-23 Accomplishments Report and Fiscal Year 2023-24 Work Plan.

BACKGROUND

Section 2.080.030 of the San José Municipal Code requires annual approval of commission work plans for each fiscal year and reports on their annual accomplishments. Commissions' work plans and annual reports provide City Council with clear details about boards' and commissions' activity. Annual work plans identify specific priorities, allowing direct and concise direction to the members of the bodies while managing the time of the City support staff. Annual reports document the implementation of the previous year's work plan. Items on a work plan must align with that commission's purpose and be consistent with City policies, including Council Policy 0-4 governing boards and commissions. Once approved, boards and commissions may not engage in activities not on their work plans without the approval of a modified work plan.

Under the City's Municipal Code (Title 2 Part 28), the Housing and Community Development Commission (Commission) has advisory functions, powers, and duties on the following matters: existing policies and programs concerning housing and community development; potential new policies and programs; reports on the City's progress in meeting its housing goals; annual hearings on the City's federal funding plans and outcomes; proposals regarding the use of funds for housing and community development; and issues related to the City's Mobilehome Rent Ordinance and mobilehome parks and the City's Apartment Rent Ordinance and related programs.

In March 2017, the Rules and Open Government Committee established the Community and Economic Development Committee as the approval body for the Housing and Community Development Commission.

ANALYSIS

Accomplishments

The Commission's accomplishments from Fiscal Year (FY) 2022-23 (**Attachment A**) illustrate its members' dedication to addressing a wide range of housing and community development-related policies, programs, and funding decisions. Last year, the Commission heard 29 items. Key items included:

- Draft Housing Element Strategies;
- Measure E Spending Plans and Annual Report; and
- Housing Crisis Work Plan updates.

The Commission also held public hearings on required plans and reports regarding the use of public funds from the U.S. Department of Housing and Urban Development (HUD). These reports are required to be submitted annually to fulfill federal funding requirements. Last year, the Commission heard the following HUD-required items:

- Consolidated Annual Performance and Evaluation Report for FY 2022-23;
- FY 2023-2024 Annual Action Plan Funding Priorities; and
- Draft FY 2023-2024 Annual Action Plan.

Proposed Work Plan

The Commission's proposed FY 2023-24 Work Plan (**Attachment B**) is comprised mostly of Department-scheduled items. The Commission held its annual retreat on August 26, 2023, at which it reviewed both the FY 2022-23 Accomplishments and FY 2023-24 Work Plan.

In the FY 2023-2024 Work Plan, City Council-directed items of note include Anti-Displacement Tenant Preference, Neighborhood Tenant Preference, and Soft Story Seismic Retrofit Ordinance, as well as updates on progress toward the City's newly adopted Housing Element.

Commissioners may elect to hear Commissioner-initiated items within the scope of the Commission that they research and present, but only to the extent that there is time after Department-scheduled items. No such items have been identified for FY 2023-24.

All identified Work Plan items are within the scope of the City's Municipal Code for the Commission.

The Housing Department greatly appreciates the dedication and service of the Housing and Community Development Commissioners in their efforts to help improve the quality of life for the residents of San José.

CONCLUSION

Staff recommends that the Committee approve both the Commission's FY 2021-22 Annual Accomplishments Report and its proposed Work Plan for FY 2022-23.

PUBLIC OUTREACH

The Commission held a publicly-noticed hybrid meeting for its annual retreat on August 26, 2022, at which the Commission's FY 2021-22 Annual Accomplishments Report and its proposed Work Plan for FY 2022-23 were reviewed. The meeting was announced by posting public agendas on the City's website and the Housing Department's website. Department staff also sent an eblast to interested parties on the Commission's eblast list to notify them of the meeting.

COORDINATION

This memorandum was coordinated with the City Attorney's Office.

CEQA

Not a Project, File No. PP17-010, City Organizational & Administrative Activities that involve no physical changes to the environment.

/s/

ROSALYNN HUGHEY
Deputy City Manager and
Acting Housing Director

For more information, contact Josh Ishimatsu, Interim Division Manager, at (408) 535-8236 or Joshua.Ishimatsu@sanjoseca.gov.

ATTACHMENTS:

Attachment A: Housing & Community Development Commission Annual FY 2022-23 Accomplishments

Attachment B: Housing & Community Development Commission FY 2023-24 Work Plan