

District 1 — Roma Dawson
District 3 — Barry Del Buono
District 5 — Ruben Navarro
District 7 — Victoria Partida (VC)
District 9 — VACANT
Mayor — VACANT
Lived Experience (Mayor) — Sketch Salazar
Lived Experience Alternate (Mayor) — Gabriela Gabrian

Alain Mowad — District 2
VACANT — District 4
Jen Beehler — District 6
Huy Tran — District 8
Roberta Moore — District 10
Daniel Finn — CAAC MR
(C) Ryan Jasinsky — CAAC ML

Commissioners are appointed by corresponding Council Members, but do not need to reside in that Council District.

REGULAR MEETING AGENDA

August 8, 2024

Virtual [Zoom Link](#)

Start time: 5:45 PM

Web ID: **940 5398 8541**

Location: City Hall, Wing Rooms 118-120

888-475-4499 (Toll Free)

Members of the public have a choice to attend the meeting either in person at the location listed above, or to attend virtually, viewing and listening to the meeting by following the instructions below. Additional instructions are provided below to those members of the Public who would like to comment on items on the agenda.

Beginning Tuesday, February 6, 2024, the City of San José will limit verbal comment for Brown Act meetings to **in person only**. The public will still be able to watch live broadcasts of commission meetings on Zoom. The public may attend meetings in person to provide comment or may provide written comments on agenda items.

How to attend the Housing & Community Development Commission Meeting:

- 1) **In person:** For participants that would like to attend in person, the physical location is listed on the upper left of this page.
- 2) **Electronic Device Instructions:** For participants who would like to join electronically from a PC, Mac, iPad, iPhone, or Android device, please click this URL: [Zoom Link](#).
 - a. Use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
 - b. Enter an email address and name to join the meeting.
- 3) **Telephone Device Instructions:** For participants who would like to listen to the meeting on their telephones, please dial **888-475-4499 (Toll Free)**.
- 4) **Public Comments prior to meeting:** If you would like to submit your comments prior to the meeting, please e-mail mindy.nguyen@sanjoseca.gov or call **(408) 534-2961 by 12pm the day of the meeting**. Comments submitted prior to the meeting will be considered as if you were present in the meeting.

Note that the times for items shown below are approximate and intended only to notify the Commission of the approximate amount of time staff expects each item might take. Please note that items may be heard before or after the times shown, and plan accordingly.

APPROX. TIME	AGENDA ITEM
5:45	<p>I. Call to Order & Orders of the Day</p> <p style="padding-left: 20px;">A. Chair reviews logistics for Zoom meetings</p>
5:46	<p>II. Introductions and Roll Call</p>
5:50	<p>III. Consent Calendar</p> <p style="padding-left: 20px;">A. Approve the Minutes for the Regular Meeting of June 13, 2024</p> <p style="padding-left: 40px;">ACTION: Approve the June 13, 2024 action minutes</p>
6:00	<p>IV. Reports and Information Only</p> <p style="padding-left: 20px;">A. Director</p> <p style="padding-left: 20px;">B. Council Liaison</p> <p style="padding-left: 20px;">C. Chair</p>
6:10	<p>V. Open Forum</p> <p style="padding-left: 20px;"><i>Members of the Public are invited to speak on any item that does <u>not</u> appear on today’s Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak during Open Forum; however, the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate due to a large number of speaker requests.</i></p>
	<p>VI. Old Business</p>
	<p>VII. New Business</p>
6:15	<p>A. Housing and Community Development Commission’s Fiscal Year 2023-2024 Accomplishments Report and Fiscal Year 2024-2025 Workplan (R. VanderVeen, Housing Department)</p> <p style="padding-left: 20px;">Action: Review, discuss, and adopt the Housing and Community Development Commission’s Fiscal Year 2023-2024 Accomplishments Report and Fiscal Year 2024-2025 Workplan for submission to the City Council’s Community and Economic Development Committee at its August 26, 2024 meeting.</p>

7:15 VIII. Open Forum

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission (per [Section 2.08.2840](#) of the San José Municipal Code). Meeting attendees are usually given two (2) minutes to speak during Open Forum; however, the time limit is in the discretion of the Chair of the meeting, and may be limited when appropriate due to a large number of speaker requests.

7:20 IX. Meeting Schedule

The next **Regular Meeting** for the Commission is scheduled to be held on **Thursday, September 12, 2024 at 5:45 p.m. in Wing Rooms 118-120 at San José City Hall, 200 E. Santa Clara St., San José, CA 95113**. Items tentatively expected to be heard are:

- Consolidated Annual Performance and Evaluation Report (CAPER)
- 2nd Substantial Amendment to the FY2021-2022 Annual Action Plan
- Housing and Community Development Commission Convention

7:25 X. Adjournment

The City's [Code of Conduct](#) is intended to promote open meetings that welcome debate of public policy issues being discussed by the City Council, their Committees, and City Boards and Commissions in an atmosphere of fairness, courtesy, and respect for differing points of view.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Open Forum on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Open Forum. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting. Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://www.sanjoseca.gov/hcdc>. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.

Correspondence to the Housing & Community Development Commission is public record and will become part of the City's electronic records, which are accessible through the City's website. Before posting online, the following may be redacted: addresses, email addresses, social security numbers, phone numbers, and signatures. However, please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to the Housing & Community Development Commission, will become part of the public record. If

you do not want your contact information included in the public record, please do not include that information in your communication.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the Commission meeting may not be the final documents approved by the Commission. Contact the Office of the City Clerk for the final document.

On occasion, the Commission may consider agenda items out of order.

The Housing & Community Development Commission meets every second Thursday of each month (except for July and sometimes December) at 5:45pm, with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

The Levine Act requires a Party in a Proceeding before the City of San José that involves any action related to their contract, license, permit, or use entitlement to disclose any campaign contributions to City elected or appointed officials totaling more than \$250 within the 12 months prior to the City decision. A Participant to a Proceeding may voluntarily report a campaign contribution. Please visit <https://www.sanjoseca.gov/your-government/appointees/city-clerk/levine-act> for updated forms and information.

To request translation or interpretation services, accommodation, or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events, or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting. Please direct correspondence, requests, and questions to:

City of San José Housing Department
Attn: Mindy Nguyen
200 East Santa Clara Street, 12th Floor
San José, California 95113
Tel: (408) 534-2961
Email: mindy.nguyen@sanjoseca.gov

Para residentes que hablan español: Si desea mas información, favor de llamar a Luisa Cantu al 408-535-8357.

Tiếng Việt: Xin vui lòng liên lạc Janie Le tại 408-975-4462.

對於說華語的居民: 請電 408-975-2694 向 Hong Hua 詢問詳細事宜。

HOUSING & COMMUNITY DEVELOPMENT COMMISSION
MEETING ACTION MINUTES

June 13, 2024

MEMBERS PRESENT: Roma Dawson Commissioner (D1)
Alain Mowad Commissioner (D2)
Ruben Navarro Commissioner (D5)
Jen Beehler Commissioner (D6)
Victoria Partida Vice Chair (D7)
Huy Tran Commissioner (D8)
Don Jackson Commissioner (D9)
Daniel Finn Commissioner (MR)
Sketch Salazar Commissioner (LE)

MEMBERS ABSENT: Ryan Jasinsky Chair (ML)
Barry Del Buono Commissioner (D3)
Roberta Moore Commissioner (D10)

STAFF PRESENT: Erik L. Soliván Director of Housing
Rachel VanderVeen Assistant Director of Housing
Mindy Nguyen Development Officer, Housing
Karly Wolak Senior Supervisor, Housing
Stephanie Gutowski Policy and Planning Administrator, Housing
Emily Hislop Division Manager, Housing
Brittany Stafford Senior Development Officer, Housing
Noel Padilla Senior Analyst, Housing

(I) Call to Order & Orders of the Day

A. Vice Chair Partida called the meeting to order at 5:45 p.m.

(II) Introductions – Commissioners and staff introduced themselves.

(III) Consent Calendar

A. Approve the Consent Calendar which includes Minutes for the Regular Meeting of May 9, 2024.

Commissioner Finn made the motion to approve the Consent Calendar with a second by Commissioner Dawson. The motion passed 9-0

**Housing & Community Development Commission
DRAFT Minutes – Regular Meeting of June 13, 2024**

Yes	Finn, Dawson, Mowad, Navarro, Beehler, Partida, Tran, Jackson, Salazar (9)
No	None (0)
Absent	Jasinsky, Del Buono, Moore (3)

(IV) Reports and Information Only

- A. Chair:** Vice Chair Partida reviewed logistics and guidelines for participation.
- B. Director:** Mr. Erik L. Soliván introduced himself as the new City of San José Housing Director. Mr. Soliván then answered questions from the commission.
- C. Council Liaison:** No updates were given as the Council Liaison was not present.

(V) Open Forum

(VI) Old Business

(VII) New Business

**A. Preservation and Reinvestment Initiative for Community Enhancement (PRICE)
Notice of Funding Opportunity
(S. Gutowski, Housing Department)**

ACTION: Hold a public hearing on the Notice of Funding Opportunity (NOFO) for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) program from the U.S. Department of Housing and Urban Development (HUD) and provide Housing Department (Housing Department) staff with input on the City’s forthcoming grant application.

Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

**B. Rent Stabilization Program Quarter 3 Mobilehome Interaction Log
(E. Hislop, Housing Department)**

ACTION: Review the Rent Stabilization Program interaction log report for mobilehomes in the third quarter of Fiscal Year 2023-2024 and provide possible recommendations to staff.

Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

**C. Rent Stabilization Program Semi-Annual Report
(E. Hislop, Housing Department)**

ACTION: Review the Rent Stabilization Program Semi-Annual Report for 2023-2024 and provide possible recommendations to staff.

Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

D. Annual Retreat Agenda Setting

ACTION: Consider possible items to be discussed at the Commission’s Annual Retreat and discuss retreat date.

Commissioners discussed items they would like to see at the retreat and determined a potential retreat date.

E. Elections for Chair and Vice Chair for Fiscal Year 2024-2025

ACTION: Hold elections for position of Chair and Vice Chair of the Commission to serve in Fiscal Year 2024-2025 commencing with the first Commission meeting after the June regular meeting.

Commissioner Dawson made the motion to elect Chair Jasinsky to serve as chair for fiscal year 2024-2025 and was seconded by Commissioner Navarro. The motion passed 8-0-1.

Yes	Finn, Dawson, Mowad, Navarro, Beehler, Partida, Tran, Jackson (8)
No	None (0)
Abstain	Salazar (1)
Absent	Jasinsky, Del Buono, Moore (3)

Commissioner Mowad made the motion to elect Vice Chair Partida to serve as vice chair for fiscal year 2024-2025 and was seconded by Commissioner Finn. The motion passed 8-0-1.

Yes	Finn, Dawson, Mowad, Navarro, Beehler, Partida, Tran, Jackson (8)
No	None (0)
Abstain	Salazar (1)
Absent	Jasinsky, Del Buono, Moore (3)

(VIII) Open Forum

Housing & Community Development Commission
DRAFT Minutes – Regular Meeting of June 13, 2024

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.

(IX) Meeting Schedule

The commission does not meet in July. The next Regular Meeting for the Commission is scheduled to be held on **Thursday, August 8, 2024 at 5:45 p.m., Wing Rooms 118-120, at San José City Hall, 200 E. Santa Clara St., San José, CA 95113.**

Additionally, there will be a Special Meeting for the Commission's Annual Retreat at a date and time to be determined in August or September.

(X) Adjournment

Vice Chair Partida adjourned the meeting at 8:12 p.m.



Memorandum

TO: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION

FROM: Rachel VanderVeen

DATE: August 1, 2024

SUBJECT: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION FISCAL YEAR 2023-2024 ACCOMPLISHMENTS REPORT AND FISCAL YEAR 2024-2025 WORKPLAN

RECOMMENDATION

Review, discuss, and adopt the Housing and Community Development Commission's Fiscal Year 2023-2024 Accomplishments Report and Fiscal Year 2024-2025 Workplan for submission to the City Council's Community and Economic Development Committee at its August 26, 2024 meeting.

BACKGROUND

Section 2.080.030 of the San José Municipal Code requires annual approval of commission workplans for each fiscal year and reports on their annual accomplishments. Commissions' workplans and annual reports provide the City Council with clear detail about boards' and commissions' activity. Annual workplans 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 workplan. Items on a workplan must clearly align with that commission's purpose and be consistent with City policies. Such City policies include Council Policy 0-4 governing boards and commissions. Once approved, boards and commissions may not engage in activities not on their workplans without the approval of a modified workplan.

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 FY 2023-24 (**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 25 items. These items included:

- Draft Program Framework for Tenant Preferences that Mitigate Displacement;
- Draft Soft Story Retrofit Program;
- Measure E Spending Plans and Annual Report; and
- Community Plan to End Homelessness Implementation Plan.

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 2024-2025 Annual Action Plan Funding Priorities; and
- Draft FY 2024-2025 Annual Action Plan.

Proposed Workplan

The Commission's proposed FY 2024-2025 Workplan (**Attachment B**) is comprised mostly of Department-scheduled items.

In the new fiscal year, items of note include a status report on the draft Moderate-Income Housing Strategy, review of the Affirmatively Fair Housing Plan, and updates on progress toward the City's newly adopted Housing Element.

All identified Workplan items are within the scope pursuant to 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.

EVALUATION AND FOLLOW-UP

Upon review from the commission, the workplan will be submitted to City Council's Community and Economic Development Committee at its August 26, 2024 meeting for final approval.

Rachel VanderVeen
Deputy Director, Housing Department

For questions, please contact Mindy Nguyen, Development Officer at mindy.nguyen@sanjoseca.gov or (408) 534-2961.

ATTACHMENTS:

Attachment A: Draft Housing & Community Development Commission FY 2023-2024 Accomplishments Report

Attachment B: Draft Housing & Community Development Commission FY 2024-2025 Workplan



DRAFT Housing & Community Development Commission Accomplishments for FY 2023-2024

	Objective for 2023-2024	Recommended Actions	Commission Action
Policy & Programmatic Discussions			
1.	<p>Rent Stabilization Program Draft Strategic Plan</p> <p><u>August 10, 2023</u></p>	<p>Review the draft Rent Stabilization Program Strategic Plan and make possible recommendations to staff and/or City Council.</p>	<p>Commissioner Moore made a motion to reject the Strategic Plan as it will make a precarious housing situation even worse, with a second by Chair Jasinsky. The motion failed 4-4. Yes: Jasinsky, Beehler, Jackson, Moore (4) No: Dawson, Del Buono, Partida, Tran (4) Absent: Vong, Navarro, Cardoza, Salazar (4) Abstain: Finn (1)</p> <p>Commissioner Moore made the motion, given the Housing Director vacancy, the lack of alignment between goals, findings and objectives to recognize housing providers as integral to the goals, we recommend the City Council table this report until these two issues are resolved, with a second by Commissioner Beehler. The motion failed 4-5. Yes: Jasinsky, Beehler, Jackson, Moore (4) No: Finn, Dawson, Del Buono, Partida, Tran (5) Absent: Vong, Navarro, Cardoza, Salazar (4)</p> <p>Commissioner Tran made a motion to recommend the City Council adopt the Strategic Plan, with a second by Commissioner Dawson. The motion failed 4-5. Yes: Dawson, Del Buono, Partida, Tran (4) No: Finn, Jasinsky, Beehler, Jackson, Moore (5) Absent: Vong, Navarro, Cardoza, Salazar (4)</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
			<p>Commissioner Moore made a motion: If the City Council proceeds with the Strategic Plan, first gather and incorporate feedback from housing providers to modify the objectives, with a second by Commissioner Jackson. The motion failed 2-7. Yes: Jackson, Moore (2) No: Finn, Jasinsky, Dawson, Del Buono, Beehler, Partida, Tran (7) Absent: Vong, Navarro, Cardoza, Salazar (4)</p> <p>Commissioner Tran made a motion: recommend to make no recommendation, with a second by Commissioner Dawson. The motion failed 4 -5. Yes: Finn, Dawson, Del Buono, Tran (4) No: Jasinsky, Beehler, Partida, Jackson, Moore (5) Absent: Vong, Navarro, Cardoza, Salazar (4)</p> <p>Commissioner Moore made a motion to remove Objective 4.5 in the Strategic Plan, with a second by Commissioner Beehler. The motion failed 4-5. Yes: Finn, Dawson, Del Buono, Tran (4) No: Jasinsky, Beehler, Partida, Jackson, Moore (5) Absent: Vong, Navarro, Cardoza, Salazar (4)</p>
2.	Housing Catalyst Work Plan August 10, 2023	Review the status report on the work to initiate the Housing Catalyst Work Plan and make possible recommendations to staff and/or City Council.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
3.	Public Hearing on the Draft Fiscal Year 2022-2023 Consolidated Annual	Conduct a public hearing on the report on the progress towards achieving the housing and community development goals identified in the City's	Commissioner Tran made the motion to recommend that City Council approve the FY 2023-23 Consolidated Annual Performance and Evaluation Report (CAPER), with a second by Commissioner Navarro. The motion passed 9-0.

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
	<p>Performance and Evaluation Report (CAPER)</p> <p>September 14, 2023</p>	<p>five-year Consolidated Plan and the FY 2022-2023 Annual Action Plan (Housing) regarding the use of federal funds from the U.S. Department of Housing and Urban Development (HUD), and recommend that the City Council approve the FY 2022-2023 CAPER.</p>	<p>Yes: Jasinsky, Dawson, Del Buono, Navarro, Beehler, Partida, Tran, Cardoza, Moore (9) No: None (0) Absent: Finn, Vong, Jackson, Salazar (4)</p>
4.	<p>Draft Program Frameworks for Proposed Tenant Preferences that Deter Displacement</p> <p>September 14, 2023</p>	<p>Review the proposed framework for the proposed Anti-Displacement and Neighborhood Tenant Preferences for city-funded affordable housing and make recommendations to staff and/or the City Council.</p>	<p>Commissioner Moore made the motion to recommend that staff investigate demonstration of community ties (as demonstrated by other sample cities -- e.g., residence, family, connection to organizations) as a requirement for accessing these preferences. Community ties should be 3 or more years, with a second by Commissioner Cardoza. The motion passed 8-0.</p> <p>Yes: Jasinsky, Dawson, Del Buono, Beehler, Partida, Tran, Moore, Cardoza (8) No: None (0) Absent: Finn, Vong, Jackson, Salazar, Navarro (5)</p>
5.	<p>Establish an Ad-Hoc Committee to Research Soft Story Seismic Retrofit Policy and Programs</p> <p>September 14, 2023</p>	<p>Form an ad hoc committee and authorize the ad hoc committee to research soft story seismic retrofit policies and programs and report back to the Commission at a future meeting.</p>	<p>Commissioner Jasinsky made the motion, subject to City Attorney review, conditionally create Ad-Hoc Committee to research soft story seismic retrofit policy and programs and to report back to Commission, with a second by Commissioner Moore. The motion passed 8-0.</p> <p>Yes: Jasinsky, Dawson, Del Buono, Beehler, Partida, Tran, Moore, Cardoza (8) No: None (0) Absent: Finn, Vong, Jackson, Salazar, Navarro (5)</p>
6.	<p>Rent Stabilization Program Fiscal Year 2022-23 Quarter 4 Report for Apartments, Including the Apartment Rent Ordinance, Tenant Protection Ordinance, and</p>	<p>Review the report on the Rent Stabilization Program for apartments in Quarter 4 of Fiscal Year 2022-2023 and provide possible recommendations to staff.</p>	<p>Commissioners asked clarifying questions and gave feedback to staff. No motions were made.</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
	Ellis Act Ordinance October 12, 2023		
7.	Rent Stabilization Program Fiscal Year 2022-23 Quarter 4 Report for Mobilehomes October 12, 2023	Review the report on the Rent Stabilization Program for Mobilehomes in Quarter 4 of Fiscal Year 2022-2023 and provide possible recommendations to staff.	Commissioners received the update, made comments, and asked clarifying questions; no motions were made.
8.	Rent Stabilization Program Quarter 1 Mobilehome Interaction Log November 9, 2023	Approve Rent Stabilization Program Quarter 1 Mobilehome Interaction Log.	Commissioner Moore made the motion to approve the Rent Stabilization Program Quarter 1 Mobilehome Interaction Log with a second by Commissioner Navarro. The motion passed 10-0. Yes: Finn, Jasinsky, Dawson, Del Buono, Navarro, Partida, Tran, Jackson, Moore, Salazar (10) No: None (0) Absent: Vong, Beehler, Cardoza (3)
9.	Soft Story Ad Hoc Committee Report Out November 9, 2023	Hear research and recommendations from the Soft Story Ad-hoc committee. Provide input to City staff developing the Soft Story Policy and Program.	Commissioners asked clarifying questions and gave feedback to staff. Commissioners clarified that the report was produced solely by Commissioner Moore. No motions were made.
10.	Scope of Housing and Community Development Commission November 9, 2023	Discussion and possible action regarding removing homeless items from the Housing and Community Development Commission scope and recommending that the City Council establish a new commission on homelessness	Commissioner Salazar made the motion to establish an ad hoc subcommittee to discuss the creation of a peer led advisory committee and report back at the next commission meeting with a second by Commissioner Moore. The motion passed 10-0. Yes: Finn, Jasinsky, Dawson, Del Buono, Navarro, Partida, Tran, Jackson, Moore, Salazar (10)

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
			<p>No: None (0) Absent: Vong, Beehler, Cardoza (3)</p> <p>Commissioner Salazar made the motion to create the ad hoc subcommittee with Commissioner Salazar, Commission Dawson, and Commissioner Finn with a second by Commissioner Moore. The motion passed 10-0.</p> <p>Yes: Finn, Jasinsky, Dawson, Del Buono, Navarro, Partida, Tran, Jackson, Moore, Salazar (10) No: None (0) Absent: Vong, Beehler, Cardoza (3)</p>
11.	<p>Community Plan to End Homelessness Implementation Plan</p> <p>December 14, 2023</p>	<p>Hear presentation and provide feedback to staff and the City Council on the Community Plan to End Homelessness Implementation Plan.</p>	<p>Commissioners asked clarifying questions and gave feedback to staff. No motions were made.</p>
12.	<p>Rent Stabilization Program Annual Report FY 22-23 and Annual Report FY 21-22</p> <p>December 14, 2023</p>	<p>Review the Rent Stabilization Program Annual Report FY 22-23 and Annual Report FY 21-22 and provide possible recommendations to staff.</p>	<p>Commissioners asked clarifying questions and gave feedback to staff. No motions were made.</p>
13.	<p>Rent Stabilization Program Quarter 2 Mobilehome Interaction Log</p> <p>February 8, 2024</p>	<p>Approve Rent Stabilization Program Quarter 2 Mobilehome Interaction Log.</p>	<p>Commissioner Finn made the motion to approve the Rent Stabilization Program Quarter 2 Mobilehome Interaction Log, with a second by Commissioner Navarro. The motion passed 10-0.</p> <p>Yes: Finn, Jasinsky, Dawson, Mowad, Navarro, Beehler, Partida, Tran, Jackson, Moore (10) No: None (0) Absent: Del Buono, Vong, Cardoza, Salazar (4)</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
14.	Funding Priorities 2024-2025 Annual Action Plan February 8, 2024	Review funding priorities for Fiscal Year 2024-2025 Annual Action Plan, give feedback to staff and make potential recommendations to City Council.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
15.	Draft Soft Story Retrofit Program February 8, 2024	Review the proposed draft Citywide Mandatory Soft Story Seismic Retrofit Ordinance and Implementation Program and provide feedback to staff and/or City Council on the proposal.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
16.	Housing Catalyst Work Plan and Housing Element Annual Progress Report March 14, 2024	Review Housing Catalyst Work Plan Report and Housing Element Annual Progress Report and make possible recommendations to staff and/or the City Council.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
17.	Rent Stabilization Program Budget and Fee Recommendations March 14, 2024	Review and provide possible recommendations on the Rent Stabilization Program’s proposed fee structure for Fiscal Year 2024-2025 based on current projects: <ol style="list-style-type: none"> 1. Annual Apartment Rent Control Fee: increase from \$72.00 per unit to \$76.00 per unit; 2. Annual Apartment Non-Rent Control Fee: increase from \$23.00 per unit to \$28.00 per unit; 3. Annual Mobilehome Rent Control Fee: decrease from \$33.00 per unit to \$30.00 per unit; and 4. Fees in connection with withdrawal of a building under the Ellis Act Ordinance: to maintain \$2,833 per 	Commissioners asked clarifying questions and gave feedback to staff. Commissioner Dawson made the motion to approve the Rent Stabilization Program Budget and Fee Recommendations with a second by Commissioner Finn. The motion passed 6-3. Yes: Finn, Dawson, Del Buono, Navarro, Partida, Jackson (6) No: Jasinsky, Mowad, Beehler (3) Absent: Vong, Tran, Moore, Salazar (4)

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
		unit for up to 10 units and \$951 per unit for over 10 units.	
18.	Commission Letter to City Council on Recent Public Participation Changes March 14, 2024	Review and approve Commission Letter to City Council on recent public participation changes.	Commissioners revised the letter. Commissioner Navarro made the motion to approve the Commission Letter as revised with a second by Commissioner Beehler. The motion passed 9-0. Yes: Finn, Jasinsky, Dawson, Mowad, Del Buono, Beehler, Partida, Navarro, Jackson (9) No: None (0) Absent: Vong, Tran, Moore, Salazar (4)
19.	Draft 2024-2025 Annual Action Plan April 11, 2024	1) Conduct a Public Hearing on Draft Fiscal Year 2024-2025 Annual Action Plan (Action Plan) and take public comment, as required by the U.S. Department of Housing and Urban Development (HUD); 2) Provide Housing Department staff with input on the draft Action Plan and proposed funding; and 3) Recommend that the City Council approve the draft Action Plan.	Commissioner Salazar recused herself due to a conflict of interest. Commissioners asked clarifying questions and gave feedback to staff. Commissioner Navarro made the motion to approve the Draft 2024-2025 Annual Action Plan with a second by Commissioner Dawson. The motion passed 8-0-1. Yes: Finn, Jasinsky, Dawson, Mowad, Navarro, Beehler, Tran, Moore (8) No: None (0) Absent: Del Buono, Vong, Partida, Jackson (4) Abstain: Salazar (1)
20.	Housing Trust Fund Budget April 11, 2024	Acting as the Housing Trust Fund Oversight Committee, the Commission recommend that the Acting Director of Housing approve the expenditure plan for the Housing Trust Fund of \$2,313,222 in homelessness priorities for Fiscal Year 2024-2025.	Commissioners asked clarifying questions and gave feedback to staff. Commissioner Tran made the motion to approve the Housing Trust Fund expenditure plan with a second by Commissioner Navarro. The motion passed 7-2. Yes: Finn, Dawson, Mowad, Navarro, Tran, Moore, Salazar (7) No: Jasinsky, Beehler (1) Absent: Del Buono, Vong, Partida, Jackson (4)

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
21.	<p>Measure E Spending Plan</p> <p><u>May 9, 2024</u></p>	<p>As the Measure E Oversight Committee, review the staff report and provide possible recommendations to the City Council on the two scenarios for the proposed spending plan and changes to the percentage allocations of Measure E Transfer Tax Revenue for Fiscal Year 2024-2025.</p>	<p>Commissioners asked clarifying questions and gave feedback to staff. Commissioner Moore made a motion to approve the proposed Measure E Spending Plan Scenario 2. It did not receive a second.</p> <p>Commissioner Navarro made the motion to reject the proposed Measure E Spending Plan and maintain the current percentage allocations to the policy with a second by Vice Chair Partida. The motion passed 6-2. Yes: Finn, Dawson, Del Buono, Navarro, Partida, Tran (6) No: Jasinsky, Moore (2) Absent: Mowad, Vong, Beehler, Jackson, Salazar (5)</p> <p>Commissioner Moore made the motion to require that the next proposed Measure E report include measurable results expected for each budget line item with a second by Chair Jasinsky. The motion passed 6-2. Yes: Finn, Jasinsky, Del Buono, Navarro, Partida, Moore (6) No: Dawson, Tran (2) Absent: Mowad, Vong, Beehler, Jackson, Salazar (5)</p> <p>Commissioner Tran made the motion to create an ad hoc committee to draft a letter with a summary of the commission discussion and opposition vote for the May 14, 2024 Council meeting. The motion passed 7-1. Yes: Finn, Jasinsky, Dawson, Del Buono, Navarro, Partida, Tran (7) No: Moore (1) Absent: Mowad, Vong, Beehler, Jackson, Salazar (5)</p>
22.	<p>Ad Hoc Report: Peer Led Advisory Committee on</p>	<p>Hear updates and recommendations from the Ad Hoc Committee.</p>	<p>Commissioners asked clarifying questions and gave feedback to Commissioner Finn. No motions were made.</p>

DRAFT Housing & Community Development Commission Accomplishments for FY 2023-24

	Objective for 2023-2024	Recommended Actions	Commission Action
	Homelessness May 9, 2024		
23.	Preservation and Reinvestment Initiative for Community Enhancement (PRICE) Notice of Funding Opportunity June 13, 2024	Hold a public hearing on the Notice of Funding Opportunity (NOFO) for the Preservation and Reinvestment Initiative for Community Enhancement (PRICE) program from the U.S. Department of Housing and Urban Development (HUD) and provide Housing Department (Housing Department) staff with input on the City's forthcoming grant application.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
24.	Rent Stabilization Program Quarter 3 Mobilehome Interaction Log June 13, 2024	Review the Rent Stabilization Program interaction log report for mobilehomes in the third quarter of Fiscal Year 2023-2024 and provide possible recommendations to staff.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.
25.	Rent Stabilization Program Semi-Annual Report June 13, 2024	Review the Rent Stabilization Program Semi-Annual Report for 2023-2024 and provide possible recommendations to staff.	Commissioners asked clarifying questions and gave feedback to staff. No motions were made.

DRAFT Housing & Community Development Commission Work Plan for FY 2024-2025

#	Topics for FY 24-25	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
1	HCDC FY 2023-2024 Annual Accomplishments	ADOPT: Review, discuss, and adopt HCDC's FY 2023-24 Annual Accomplishments	HCDC Admin / Governance	HCDC	Aug 2024
2	HCDC FY 2024-2025 Annual Work Plan	ADOPT: Review, discuss, and adopt HCDC's FY 2024-25 Annual Work Plan	HCDC Admin / Governance	HCDC	Aug 2024
3	Consolidated Annual Performance and Evaluation Report (CAPER)	RECOMMEND: Hold a public hearing for the FY 2023-24 Consolidated Annual Performance and Evaluation Report (CAPER) on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make possible recommendation to City Council to approve the report	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	Sep 2024
4	2nd Substantial Amendment to the FY2021-2022 Annual Action Plan	RECOMMEND: Hold a public hearing for the 2nd Substantial Amendment to the FY2021-2022 Annual Action Plan on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make possible recommendation to City Council to approve the report	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	Sep 2024
5	Moderate-Income Housing Strategy Status Report	REVIEW: Review, discuss, and provide input about draft Moderate-income Housing Strategy	Advisory (Programs)	GHP	Oct 2024
6	Housing Balance Status Report	REVIEW: Review, discuss, and provide input about the Housing Balance Status Report	Advisory (Programs)	GHP	Oct 2024

DRAFT Housing & Community Development Commission Work Plan for FY 2024-2025

#	Topics for FY 24-25	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
7	Mobilehomes Q4 Reports – (Apr-Jun)	REVIEW: Review and possibly provide advice to staff regarding Mobilehome Quarterly Report	Review of Mobilehome Rent Ordinance-related data (Municode 2.08.2840)	MH	Oct 2024
8	Draft Assessment of Fair Housing (AFH) Plan	RECOMMEND: Hold a public hearing for the Assessment of Fair Housing (AFH) Plan as required by HUD for use of specified federal funds and make possible recommendation to City Council to approve the AFH	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	Nov 2024
9	Rent Stabilization Program Semi-Annual Report FY 2023-2024	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data	Review of Apartment Rent Ordinance related data (Municode 2.08.2840)	RSP	Nov 2024
10	Measure E Annual Report	REVIEW: Review and possibly provide advice to staff regarding report for expenditures of Measure E funds	Measure E Oversight Committee (Resolution #79608)	ME	Jan 2025
11	Funding Priorities for FY 2025-2026 Annual Action Plan	RECOMMEND: Hold a Public Hearing and review funding priorities for FY 2025-26 Annual Action Plan and make potential recommendation to Council to approve the plan	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	Jan 2025
12	Mobilehomes Q1 Reports – (Jul-Sep)	REVIEW: Review and possibly provide advice to staff regarding Mobilehome Quarterly Report	Review Mobilehome Rent Ordinance-related data (Municode 2.08.2840)	MH	Jan 2025

DRAFT Housing & Community Development Commission Work Plan for FY 2024-2025

#	Topics for FY 24-25	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
13	Mobilehomes Q2 Reports – (Oct-Dec)	REVIEW: Review and possibly provide advice to staff regarding Mobilehome Quarterly Report	Review of Mobilehome Rent Ordinance-related data (Municode 2.08.2840)	MH	Mar 2025
14	Rent Stabilization Program Budget and Fee Recommendations	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed Rent Stabilization Program Budget and Fee Recommendations	Advisory (Municode 2.08.2840)	RSP	Mar 2025
15	Annual Progress Report on the Housing Element and Housing Successor Report	REVIEW: Review report and advise staff and/or Council about progress towards Housing Element goals	Advisory (General Housing Programs)	GHP	Mar 2025
16	Measure E Spending Plan	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed Measure E Spending Plan	Measure E Oversight Committee (Resolution #79608)	ME	Apr 2025
17	Housing Trust Fund Budget	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed Housing Trust Fund Budget	Housing Trust Fund Oversight Committee (Resolution #74810)	GHP	Apr 2025
18	5 Year Consolidated Plan and Draft Amendments to Citizen Participation Plan	RECOMMEND: Hold a Public Hearing and review the City's 5 Year Consolidated Plan and draft amendments to the Citizen Participation Plan which defines required public outreach for Actions related to funding from the U.S. Department of Housing and Urban Development	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	April 2025
19	Draft 2025-2026 Annual Action Plan	RECOMMEND: Hold a Public Hearing and review the FY 2025-2026 Annual Action Plan	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	April 2025

DRAFT Housing & Community Development Commission Work Plan for FY 2024-2025

#	Topics for FY 24-25	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
		and make potential recommendations to the City Council to approve the plan			
20	Rent Stabilization Program Semi-Annual Report FY 2024-2025	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data	Review of Apartment Rent Ordinance related data (Municode 2.08.2840)	RSP	May 2025
21	Mobilehomes Q3 Reports – (Jan-Mar)	REVIEW: Review and possibly provide advice to staff regarding Mobilehome Quarterly Report	Review of Mobilehome Rent Ordinance-related data (Municode 2.08.2840)	MH	June 2025
22	Commission Nominations & Elections	ELECT: Nominate and elect Chair and Vice Chair for FY 2024-25	HCDC Admin / Governance	HCDC	June 2025
23	Amendment(s) to Annual Action Plans (FY 2021-2022, 2023-2024, FY 2024-2025)	RECOMMEND: Hold a Public Hearing and review any proposed amendments to any active Annual Action Plans and make potential recommendation to Council to approve the amendments	HUD-required Hearing (Citizen Participation Plan Requirement)	HUD	Scheduled as needed
24	Topics related to Chapters 17.22 and 17.23 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 17.22 and 17.23 regarding the Mobilehome Rent Ordinance, Rent Stabilization and related regulations and take possible action	Review of Apartment Rent Ordinance and Mobilehome Rent Ordinance-related policies and programs (Municode 2.08.2840)	RSP / MH	Scheduled as needed
25	Topics related to Chapter 20.180 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 20.180 regarding mobilehome parks and related policies and take possible action	Review of mobilehome-related policies and programs	MH	Scheduled as needed

DRAFT Housing & Community Development Commission Work Plan for FY 2024-2025

#	Topics for FY 24-25	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
26	Proposed State/Federal Legislation	RECOMMEND: Discuss and provide recommendations to staff and/or Council on proposed legislation or ballot measures pertaining to subjects under the purview of the Commission, per Policy 0-4	Advisory (General Housing Programs)	GHP	Scheduled as needed
27	Commissioner-initiated discussions under the purview of the Commission**	TBD: Hold Commissioner-initiated discussions on existing or potential programs, policies, or regulations related to housing and community development policies or programs and take possible action	TBD	TBD	Scheduled as needed

NOTES

* = Legend for Topic Column: MH = Mobilehomes; RSP = Non-MH Rent Stabilization; HUD = HUD Consolidated Plan; GHP = General Housing Programs; ME = Measure E / Property Transfer Tax; HCDC = HCDC admin/governance

** = Commissioner-initiated items are researched and prepared by the Commissioners. All of these actions are to be taken consistent with Policy 0-4. Staff is only responsible for distribution unless capacity exists to provide additional information. These items will be agendaized and prioritized around the Commission's regular workload. The proposed agendaized items may be subject to change.