



Memorandum

TO: RULES AND OPEN
GOVERNMENT COMMITTEE

FROM: Jacky Morales-Ferrand

SUBJECT: SEE BELOW

DATE: September 26, 2018

Approved D. DSYL Date 9/28/18

**SUBJECT: UPDATE TO THE AUGUST – DECEMBER 2018 WORK PLAN FOR THE
COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE**

RECOMMENDATION

Amend the August – December 2018 Community and Economic Development Committee Work Plan to add the following item to the October 22, 2018 Agenda:

Housing and Community Development Commission's FY 2018-19 Workplan (Housing)

Purpose: Approve the Housing and Community Development Commission's FY 2017-18 Annual Accomplishments and its FY 2018-19 Workplan.

BACKGROUND

In FY 2010-11, as part of the efforts to streamline staff support of boards and commissions, City Council began requiring each of the City's Boards and Commissions to submit an annual workplan and annual report for review and approval. Both documents must be submitted in the format determined by the City Clerk.

The workplan and annual report provide the City Council with clear detail about Board and Commission activity. The workplan identifies specific priorities, allowing direct and concise direction to the members of the bodies, while managing the time of the City support staff; the annual report documents implementation of the previous year's workplan.

Items on the workplan must clearly align to the Commission's purpose, and be consistent with City policies including Policy 0-4. Once approved, Boards and Commissions may not engage in activities that are not on the workplan without approval of the modified workplan.

RULES AND OPEN GOVERNMENT COMMITTEE

September 26, 2018

Subject: Update to the August – December 2018 the Community and Economic Development Committee Work Plan

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In the previous years, the Rules and Open Government Committee approved the Housing and Community Development Commission's annual reports and workplans. In March 2017, the Rules and Open Government Committee approved the recommendation to change the approval body for Commissions. The Housing and Community Development Commission's (HCDC) approval body is the Community and Economic Development Committee.

At its regular meeting on September 13, 2018, HCDC unanimously approved its FY 2017-18 Accomplishments and its FY 2018-19 Workplan. Therefore, it is requested that HCDC's FY 2017-18 Accomplishments and its FY 2018-19 Workplan be added to the CED Committee consent agenda for its regular meeting on October 22, 2018.

HCDC recommends the approval of workplan by the CED Committee as required by the City Council.

/s/

JACKY MORALES-FERRAND
Director, Housing Department

For questions please contact Kristen Clements, Division Manager, at (408) 535-8236.