



# Memorandum

**TO:** COMMUNITY AND ECONOMIC  
DEVELOPMENT COMMITTEE

**FROM:** Jacky Morales-Ferrand

**SUBJECT:** SEE BELOW

**DATE:** September 11, 2019

---

Approved      /s/  
Kim Walesh

Date

---

**SUBJECT:    HOUSING AND COMMUNITY DEVELOPMENT COMMISSION FY 2018-19 ANNUAL REPORT AND FY 2019-20 WORKPLAN**

## **RECOMMENDATION**

It is recommended that the Community and Economic Development Committee approve the Housing and Community Development Commission's FY 2018-19 Annual Accomplishments Report and consider and either approve, or approve with modifications, the FY 2019-20 Workplan.

## **BACKGROUND**

The Municipal Code (Section 2.080.030) 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 to that commission's purpose, and must be consistent with City policies including Council Policy 0-4 governing boards and commissions. Once approved, boards and commissions may not engage in activities that are not on their workplans without 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; 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 approved the recommendation to change the approval body for Commission workplans. The Housing and Community Development Commission's approval body is the Community and Economic Development Committee.

## **ANALYSIS**

The Commission's accomplishments from FY 2018-19 illustrate its members' dedication to addressing a wide range of housing and community development-related policies, programs, and funding decisions. In last year's meetings, the Commission heard 34 items (see Attachment A). These encompassed several important issues including: potential changes to the Tenant Protection Ordinance and the Ellis Act Ordinance; updates to the City's Affordable Housing Investment Plan; a new Housing Payment Equality Ordinance; mobile home park General Plan updates, and preservation policies.

The Commission also held public hearings on the required plans and reports regarding the use of public funds from the U.S. Department of Housing and Urban Development. These reports are required to be submitted annually to fulfill federal funding requirements. They include the City's FY 2017-18 Consolidated Annual Performance and Evaluation Report, and FY 2019-20 Annual Action Plan. Last year, the Commission also heard a Substantial Amendment to a previous Annual Action Plan, as required by the City's Citizen Participation Plan. In addition, the Commission advised on the use of both the City's Housing Trust Funds and State HEAP funds for homelessness programs.

The Commission's FY 2018-19 accomplishments helped to inform development of the HCDC's draft FY 2019-20 Workplan (see Attachment B). The proposed FY 2019-20 Workplan is comprised mostly of department-scheduled items. However, it also includes a limited number of commissioner-initiated presentations on new policy or program ideas that potentially could help address San José's housing crisis.

The Commission held their Annual Retreat on Saturday, August 24, 2019, to review last year's accomplishments, and to develop the new workplan together with Housing Department staff. Commissioners heard comments from Councilmember Jimenez as Commission Liaison, and from Director of Housing Morales-Ferrand. At the retreat, the Commission conditionally approved last year's accomplishments with a final approval to take place at its regular meeting on September 12, 2019. At that meeting, the Commission also will vote on final approval of the FY 2019-20 Workplan including final commissioner-initiated ideas. A supplemental memorandum will be submitted reflecting the Commission's final vote, and an amended Attachment B.

Item 29 on FY 2019-20's Workplan is the same item from the Commission's FY 2018-19 Workplan regarding commissioner outreach, and would be intended to allow the Commission to authorize members to use their titles to conduct public outreach on any topic within their jurisdiction. The Community and Economic Development Committee previously voted to allow the item with the stipulation that the same item on commissioner outreach only be considered after future amendments to Policy 0-4 are finalized. This constraint is accordingly listed in the proposed

workplan, as noted in the timing column. Amendments to Policy 0-4 are still pending, therefore that item has not yet been discussed and is found again on the proposed FY 2019-20 Workplan.

Therefore, it is requested that the Housing and Community Development Commission's FY 2017-18 Annual Accomplishments be approved and its FY 2019-20 Workplan, as amended by the supplemental memo, if any, be approved.

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**

If necessary, staff will present any amendments to the Commission's FY 2019-20 Workplan to the Community and Economic Development Committee for approval in spring 2019.

### **PUBLIC OUTREACH**

At the annual retreat on August 24, 2019, the Commission heard and conditionally approved the FY 2018-19 Accomplishments. It also discussed and proposed edits to the staff-initiated workplan items on a draft FY 2019-20 Workplan. At the regular public meeting on September 12, 2019, the Commission will hear and is expected to approve both the FY 2018-19 Accomplishments, and the FY 2019-20 Workplan, so that the Community and Economic Development Committee may hear this item timely. This memorandum will be posted along with the Community and Economic Development Committee agenda for the September 23, 2019, 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/

JACKY MORALES-FFERRAND  
Director of Housing

COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

September 11, 2019

Subject: **HOUSING COMMISSION FY 2018-19 ACCOMPLISHMENTS AND FY 2019-20 WORKPLAN**

Page 4

For more information, call Kristen Clements, Division Manager, at (408) 535-8236.

Attachments:

Attachment A: Housing & Community Development Commission Annual Accomplishments for FY 2018-19

Attachment B: Housing & Community Development Commission Draft FY 2019-20 Workplan