



Memorandum

TO: COMMUNITY AND
ECONOMIC DEVELOPMENT
COMMITTEE

FROM: Erik L. Soliván

SUBJECT: See Below

DATE: October 9, 2025

Approved

Date:

10/15/25

**SUBJECT: Housing and Community Development Commission Annual
Accomplishments Report and Work Plan**

RECOMMENDATION

Accept the Housing and Community Development Commission Annual Accomplishments Report for Fiscal Year 2024-2025 and the Work Plan for Fiscal Year 2025-2026 to comply with the City Municipal Code pertaining to Boards and Commissions.

BACKGROUND

Section 2.080.030 of the San José Municipal Code requires annual approval of commission work plans for each fiscal year (FY) and reports on their annual accomplishments. Commission work plans and annual reports provide the City Council with specific details about board and commission activity. Annual work plans identify specific priorities, allowing clear and concise direction to the members of the bodies while managing the time of the City's support staff. Annual reports document the implementation of the previous year's work plan. Items on a work plan must clearly align with that commission's purpose and be consistent with City policies. Such City policies include Council Policy 0-4, which governs 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 FY 2024-2025 (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 14 items. These items included:

- Middle-Income Housing Strategy Status Report;
- Measure E Spending Plans and Annual Report; and
- Rent Stabilization Program Budget and Fees Recommendations.

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. These reports are required to be submitted annually to fulfill federal funding requirements. Last year, the Commission heard the following U.S. Department of Housing and Urban Development required items:

- FY 2025-2026 Annual Action Plan Funding Priorities;
- Draft Amendments to Citizen Participation Plan; and
- Draft 2025-2030 Consolidated Plan.

Proposed Work Plan

The Commission's proposed FY 2025-2026 Work Plan (Attachment B) is comprised mostly of Department-scheduled items. The Commission reviewed and approved both the FY 2024-2025 Annual Accomplishments Report and FY 2025-2026 Work Plan at the September 11, 2025, regular commission meeting.

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

Commissioners may choose to hear Commissioner-initiated items within the Commission's scope that they research and present, but only if there is time remaining after Department-scheduled items. No such items have been identified for FY 2025-2026 to date.

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All identified work plan 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.

COORDINATION

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

/s/

Erik L. Soliván

Director, Housing Department

The principal author of this memorandum is Mindy Nguyen, Interim Senior Development Officer, Housing Department. For questions, please contact mindy.nguyen@sanjoseca.gov or (408) 534-2961.

ATTACHMENTS:

Attachment A: Housing & Community Development Commission Fiscal Year 2024-2025 Accomplishments Report

Attachment B: Housing & Community Development Commission Fiscal Year 2025-2026 Work Plan