



Memorandum

TO: COMMUNITY AND
ECONOMIC DEVELOPMENT
COMMITTEE

FROM: Erik L. Soliván

SUBJECT: See Below

DATE: September 10, 2024

Approved

Date:

9/16/24

SUBJECT: Housing and Community Development Commission's Fiscal Year 2023-2024 Annual Accomplishments Report and Fiscal Year 2024-2025 Work Plan

RECOMMENDATION

Approve the Housing and Community Development Commission's Fiscal Year 2023-2024 Annual Accomplishments Report and Fiscal Year 2024-2025 Work Plan.

BACKGROUND

Approval Process for Commission Work Plans

Section 2.080.030 of the City's Municipal Code¹ requires annual approval of commission work plans for each fiscal year and reports on their annual accomplishments report. Commission work plans and annual accomplishment reports provide the City Council with clear details about the activity of boards and commissions. Once a commission work plan is approved, boards and commissions may not engage in activities outside of their work plans without the approval of a modified work plan.

Commission work plans must be reviewed and approved during public meetings by the commission and then by the commission's assigned council committee². Although commission work plan items are scheduled with tentative meeting dates, the work plan schedules are subject to change based on the department's priorities and workload. If

¹San José Municipal Code Section 2.080.030 | Web Link:

https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT2AD_CH2.08BOBUCO_PT28HOCODECO_2.08.2800COESCO

²In March 2017, the Rules and Open Government Committee established the Community and Economic Development Committee as the Housing and Community Development Commission's approval body.

new activities are proposed outside of a previously approved commission work plan, the proposed modified commission work plan must be reviewed and re-approved during public meetings by the commission and then by the commission's assigned council committee.

Scope of Commission Work Plans

Annual commission work plans identify specific priorities, allowing clear and concise direction to the members of the bodies while also managing the time of City support staff. Items on a commission work plan must clearly align with the commission's purpose and be consistent with City policies. Such City policies include Council Policy 0-4³ regarding governing boards and commissions.

Annual Commission Accomplishment Reports

Annual commission accomplishment reports document the implementation of the commission's previous year's work plan. Staff provide these annual accomplishment reports when presenting the commission's new fiscal year work plan to the commission's approval body.

Housing and Community Development Commission Advisory Functions and Duties

Under Section 2.080.030⁴ of the City's Municipal Code, the Housing and Community Development Commission (HCD 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.

³Consolidated Policy Governing Boards and Commissions, City Policy 0-4 | Web Link: <https://www.sanjoseca.gov/home/showpublisheddocument/65751/637389688479070000>

⁴San José Municipal Code Section 2.080.030, Title 2, Part 28 | Web Link: https://library.municode.com/ca/san_jose/codes/code_of_ordinances?nodeId=TIT2AD_CH2.08BOBU_CO_PT28HOCODECO_2.08.2800COESCO

ANALYSIS

Fiscal Year 2023-2024 HCD Commission Annual Accomplishment Highlights

The HCD Commission's accomplishments from Fiscal Year 2023-2024 (**Attachment A**) illustrate its members' dedication to addressing a wide range of housing and community development-related policies, programs, and funding priorities. Last year, the HCD Commission heard 25 items, which 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 HCD Commission also held public hearings on required plans and reports regarding the use of public funds from the United States Department of Housing and Urban Development. These plans and reports must be submitted annually to fulfill federal funding requirements. During Fiscal Year 2023-2024, the HCD Commission heard the following items related to the use of funds from the United States Department of Housing and Urban Development:

- Draft Fiscal Year 2022-2023 Consolidated Annual Performance and Evaluation Report;
- Draft Fiscal Year 2024-2025 Annual Action Plan Funding Priorities; and
- Draft Fiscal Year 2024-2025 Annual Action Plan.

Proposed Fiscal Year 2024-2025 HCD Commission Work Plan

The HCD Commission's proposed Fiscal Year 2024-2025 Work Plan (**Attachment B**) mostly comprises department-scheduled items. During Fiscal Year 2024-2025, notable items include a status report on the draft Moderate-Income Housing Strategy, a review of the Affirmatively Fair Housing Plan, and updates on progress toward the City's Housing Element.

Commissioners may elect to hear commissioner-initiated items (within the scope of the commission's purpose) 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 Fiscal Year 2024-2025 to date; however, if items do arise, a modified HCD Commission work plan would be necessary.

All identified Fiscal Year 2024-2025 work plan items for the HCD Commission (**Attachment B**) are within the scope of the HCD Commission's purpose and in accordance with the City's Municipal Code for the HCD Commission.

September 10, 2024

Subject: Housing and Community Development Commission's Fiscal Year 2023-2024 Annual Accomplishments Report and Fiscal Year 2024-2025 Work Plan

Page 4

The Housing Department greatly appreciates the dedication and service of each member of the HCD Commission and their contributions and efforts in helping improve the quality of life for the residents of San José.

COORDINATION

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

COMMISSION RECOMMENDATION AND INPUT

At the August 8, 2024, regular HCD Commission meeting, the HCD Commission reviewed both the Fiscal Year 2023-2024 HCD Commission Annual Accomplishments Report and the Fiscal Year 2024-2025 HCD Commission Work Plan. However, there were not enough commissioners in attendance at the August 8, 2024, HCD Commission meeting to meet a quorum⁵. As such, without a quorum, the HCD Commission could not formally vote on this agenda item.

At the September 12, 2024, regular HCD Commission meeting, the HCD Commission met quorum and approved the Fiscal Year 2023-2024 HCD Commission Annual Accomplishments Report and Fiscal Year 2024-2025 HCD Commission Work Plan.

/s/
ERIK L. SOLIVÁN
Housing Director

For questions, please contact Mindy Nguyen, Development Officer, Housing Department, at mindy.nguyen@sanjoseca.gov or (408) 535-3860.

ATTACHMENTS:

Attachment A: Housing and Community Development Commission Fiscal Year 2023-2024 Annual Accomplishments Report

Attachment B: Housing and Community Development Commission Fiscal Year 2024-2025 Work Plan

⁵Quorum is the attendance of 50% of commission seats, plus one commissioner.