



Memorandum

TO: HOUSING AND COMMUNITY
DEVELOPMENT COMMISSION

FROM: Rachel VanderVeen

SUBJECT: SEE BELOW

DATE: September 7, 2022

Approved

Date

**SUBJECT: HOUSING AND COMMUNITY DEVELOPMENT COMMISSION'S FY
2022-23 ANNUAL REPORT AND FY 2023-24 WORKPLAN**

RECOMMENDATION

Approve the Housing and Community Development Commission's FY 2022-23 Accomplishments Report and FY 2023-24 Workplan.

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 to that commission's purpose and must 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 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; 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 2022-23 (**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 29 items. These items included:

- Draft Housing Element Strategies
- Measure E Spending Plans, and Annual Report
- Housing Crisis Workplan updates.

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 these HUD-required items:

- Consolidated Annual Performance and Evaluation Report for FY 2022-23
- FY 2023-24 Annual Action Plan Funding Priorities
- Draft FY 2023-24 Annual Action Plan.

Proposed Workplan

The Commission's proposed FY 2023-24 Workplan (**Attachment B**) is comprised mostly of Department-scheduled items. The Commission held its annual retreat on August 26, 2023 at which it reviewed both the FY 2022-23 Accomplishments and FY 2023-24 Workplan.

In the new fiscal year, items of note that it is expected the Commission will hear include a new proposal for Tenant Preferences in City-supported affordable housing, a soft-story seismic retrofit program, and updates on progress towards the City's newly adopted Housing Element.

Commissioners may elect to hear Commissioner-initiated items within the scope of the Commission 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 FY 2023-24.

All identified Workplan items are within the scope per the City's Municipal Code for this 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.

CONCLUSION

Staff recommends that the Committee approve both the Commission's FY 2021-22 Annual Accomplishments Report and its proposed Workplan for FY 2022-23.

PUBLIC OUTREACH

- This memorandum will be posted on the Housing Department website for the September 14, 2023 Commission meeting.
- This memorandum will be posted on the City's Council Agenda website for the October Community Economic Development Committee meeting.
- Outreach was undertaken for this item in addition to the agenda posting described above. These outreach efforts are described below.

The Commission held a publicly-noticed hybrid meeting for its annual retreat on August 26, 2022. The meeting was announced by posted public agendas on the City's website and on the Housing Department's website. Department staff also sent an eblast to interested parties on the Commission's eblast list to notify them of the meeting.

COORDINATION

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

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

September 7, 2023

Subject: **HOUSING AND COMMUNITY DEVELOPMENT COMMISSION FY 2022-23 ANNUAL REPORT
AND FY 2023-24 WORKPLAN**

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CEQA

Not a Project, File No. PP17-010, City Organizational & Administrative Activities that involve no physical changes to the environment.

/s/

RACHEL VANDERVEEN
Assistant Director, Housing
Department

For more information, call Josh Ishimatsu, Acting Division Manager, at (408) 535-8236.

ATTACHMENTS:

Attachment A: Housing & Community Development Commission Annual Accomplishments for
FY 2022-23

Attachment B: Housing & Community Development Commission Draft FY 2023-24 Workplan