

DRAFT Housing & Community Development Commission Work Plan for FY 2023-24

#	Topics for FY 23-24	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
1	Housing Catalyst Work Plan	RECOMMEND: Review, discuss, and make recommendations to staff and/or Council about cross-department work plan to increase housing and advance the goals of the City's Housing Element	Advisory (General Housing Programs)	GHP	Aug 2023
2	Rent Stabilization Program Draft Strategic Plan	RECOMMEND: Review, discuss, and make recommendations to staff and/or Council about draft RSP Strategic Plan	Advisory (RSP Programs)	RSP	Aug 2023
3	HCDC FY 2022-23 Annual Accomplishments	ADOPT: Review, discuss, and adopt HCDC's FY 2022-23 Annual Accomplishments, based on work completed at Annual Retreat	HCDC Admin / Governance	HCDC	Sep 2023
4	HCDC FY 2023-24 Annual Work Plan	ADOPT: Review, discuss, and adopt HCDC's FY 2023-24 Annual Work Plan, based on work completed at Annual Retreat	HCDC Admin / Governance	HCDC	Sep 2023
5	Draft CAPER	RECOMMEND: Hold a public hearing for the FY 2022-23 Consolidated Annual Performance and Evaluation Report (CAPER) on the use of funds from the U.S. Department of Housing and Urban Development (HUD) and make possible recommendation to City Council to approve the report	HUD-required Hearing	HUD	Sep 2023
6	Draft Tenant Preferences Programs	RECOMMEND: Review, discuss, and make recommendations to staff and/or Council about newly proposed programs to create Tenant Preferences in affordable housing to help prevent displacement of current City residents	Advisory (General Housing Programs)	GHP	Sep 2023
7	Draft Soft Story Retrofit Program	ADVISE: Review, discuss, and advise staff and/or Council about soft story framework	Advisory (General Housing Programs)	GHP	Oct 2023
8	RSP & Mobilehomes Q4 Reports – (Apr-Jun)	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data (two separate reports, 1 for RSP, 1 for mobilehomes)	Review of ARO- and Mobilehome Rent Ordinance-related data	RSP / MH	Oct 2023

DRAFT Housing & Community Development Commission Work Plan for FY 2023-24

#	Topics for FY 23-24	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
9	RSP Annual Reports FY 2022-23 & FY 2021-22	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data	Review of ARO-related data	RSP / MH	Nov 2023
10	RSP & Mobilehomes Q1 Reports – (Jul-Sep)	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data (two separate reports, 1 for RSP, 1 for mobilehomes)	Review of ARO- and Mobilehome Rent Ordinance-related data	RSP / MH	Nov 2023
11	Funding Priorities for FY 24-25 Annual Action Plan	RECOMMEND: Hold a Public Hearing and review funding priorities for FY 2024-25 Annual Action Plan and make potential recommendation to Council to approve the plan	HUD-required Hearing	HUD	Dec 2023
12	Measure E Annual Report	REVIEW: Review and possibly provide advice to staff regarding report for expenditures of Measure E funds	Measure E oversight	ME	Dec 2023
13	HCDC Workplan Amendments	ADOPT: As appropriate, review, discuss, and adopt any amendments to the 2 nd 6 months of the HCDC FY 2023-24 Annual Work Plan	HCDC Admin / Governance	HCDC	Jan 2024
14	Annual Homeless Report	REVIEW: Review report and provide input on overall policies and programs to address homelessness	Advisory (General Housing Programs)	GHP	Jan 2024
15	Housing Catalyst Team Work Plan	REVIEW: Review, discuss, and provide input about Housing Catalyst proposed 2024 Work Plan	Advisory (General Housing Programs)	GHP	Feb 2024
16	Draft Amendments to Citizen Participation Plan	RECOMMEND: Hold a Public Hearing and review draft amendments to the City’s Citizen Participation Plan which defines required public outreach for Actions related to funding from the U.S. Department of Housing and Urban Development	HUD-required Hearing	HUD	Feb 2024
17	RSP & Mobilehomes Q2 Reports – (Oct-Dec)	REVIEW: Review and possibly provide advice to staff regarding Rent Stabilization Program data (two separate reports, 1 for RSP, 1 for mobilehomes)	Review of ARO- and Mobilehome Rent Ordinance-related data	RSP / MH	Feb 2024

DRAFT Housing & Community Development Commission Work Plan for FY 2023-24

#	Topics for FY 23-24	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
18	RSP Program Budget and Fee Recommendations	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed RSP Budget and Fee Recommendations	Advisory (RSP Programs)	RSP / MH	Mar 2024
19	Annual Progress Report on the Housing Element and Housing Successor Report	REVIEW: Review report and advise staff and/or Council about progress towards Housing Element goals	Advisory (General Housing Programs)	GHP	Mar 2024
20	Measure E Spending Plan	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed Measure E Spending Plan	Measure E oversight	GHP	Apr 2024
21	Housing Trust Fund Budget	RECOMMEND: Review, discuss, and make recommendations to staff and Council about proposed Housing Trust Fund Budget	Advisory (General Housing Programs)	GHP	Apr 2024
22	Draft 2024-25 Annual Action Plan	RECOMMEND: Hold a Public Hearing and review the FY 2024-25 Annual Action Plan and make potential recommendation to Council to approve the plan	HUD-required Hearing	HUD	Apr 2024
23	Moderate-income Housing Strategy	REVIEW: Review, discuss, and provide input about draft Moderate-income Housing Strategy	Advisory (Programs)	GHP	May 2024
24	Commission Nominations/Elections	NOMINATE: Nominate and discuss Chair and Vice Chair for FY 2024-25	HCDC Admin / Governance	HCDC	May 2024
25	RSP & Mobilehomes Q3 Reports – (Jan-Mar)	REVIEW: Review, discuss, and provide input to staff regarding Rent Stabilization Program data (two separate reports, 1 for RSP, 1 for mobilehomes)	Review of ARO- and Mobilehome Rent Ordinance-related data	RSP / MH	Jun 2024
26	Commission Nominations/Elections	ELECT: Nominate and elect Chair and Vice Chair for FY 2024-25	HCDC Admin / Governance	HCDC	Jun 2024
27	Draft AFH Plan	RECOMMEND: Hold a public hearing for the Assessment of Fair Housing (AFH) Plan as required by HUD for use of specified federal funds and make possible recommendation to City Council to approve the AFH	HUD-required Hearing	HUD	TBD

DRAFT Housing & Community Development Commission Work Plan for FY 2023-24

#	Topics for FY 23-24	Action	HCDC Role, Function, Power, Duty	Topic*	Tentative Date
28	Amendment(s) to Annual Action Plans (FY 2022-23, FY 2023-24)	RECOMMEND: Hold a Public Hearing and review any proposed amendments to any active Annual Action Plans and make potential recommendation to Council to approve the amendments	HUD-required Hearing	HUD	Scheduled as needed
29	Topics related to Chapters 17.22 and 17.23 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 17.22 and 17.23 regarding the Mobilehome Rent Ordinance, Rent Stabilization and related regulations and take possible action	Review of RSP and Mobilehome Rent Ordinance-related policies and programs	RSP / MH	Scheduled as needed
30	Topics related to Chapter 20.180 of the San José Municipal Code	RECOMMEND: Discuss items related to SJMC Chapters 20.180 regarding mobilehome parks and related policies and take possible action	Review of mobilehome-related policies and programs	MH	Scheduled as needed
31	Proposed State/Federal Legislation	RECOMMEND: Discuss and provide recommendations to staff and/or Council on proposed legislation or ballot measures pertaining to subjects under the purview of the Commission, per Policy 0-4	Advisory (General Housing Programs)	GHP	Scheduled as needed
32	Commissioner-initiated discussions under the purview of the Commission**	TBD: Hold Commissioner-initiated discussions on existing or potential programs, policies, or regulations related to housing and community development policies or programs and take possible action	TBD	TBD	Scheduled as needed

NOTES

* = Legend for Topic Column: MH = Mobilehomes; RSP = Non-MH Rent Stabilization; HUD = HUD Consolidated Plan; GHP = General Housing Programs; ME = Measure E / Property Transfer Tax; HCDC = HCDC admin/governance

** = Commissioner-initiated items are researched and prepared by the Commissioners. All of these actions are to be taken consistent with Policy 0-4. Staff is only responsible for distribution unless capacity exists to provide additional information. These items will be agendized and prioritized around the Commission’s regular workload. The proposed agendized items may be subject to change.