

CITY OF SAN JOSÉ
HOUSING AND COMMUNITY DEVELOPMENT
COMMISSION
ANNUAL RETREAT
SATURDAY, SEPTEMBER 24, 2016
9:15 A.M to 1:00 P.M
4th Street Apartments Community Room
 1460 N. 4th St.
 San Jose, CA 95112

* Times next to items on the Agenda are approximate times for discussion. Please note that the Commission will only be able to discuss comments related to meeting Agenda items.

| TIME | AGENDA ITEM |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9:15 | (a) Call to Order/Orders of the Day |
| 9:20 | (b) Introductions |
| 9:25 | (c) Announcements |
| 9:30 | (d) Overview of Housing & Community Development Commission Duties and HCDC Membership Matrix (D. Bopf, Housing) |
| 10:00 | (e) Priorities and Issues Facing San Jose in 2016-17 (Vice Mayor Herrera) |
| | (f) Housing & Community Development Commission Draft FY 2015-16 Workplan and Accomplishments (D. Bopf, Housing Department) |
| 10:20 | <ul style="list-style-type: none"> • ACTION: Recommend to direct Housing staff to revise 2015-16 HCDC workplan and accomplishments per commissions' comments for final approval at October 13, 2016 regular meeting. |
| 10:40 | (g) Overview of Housing Department Workplan for 2016-17 (D. Bopf, Housing) |
| 11:00 | Break |
| | (h) Review and Commissioner Input on FY 2016-17 Preliminary Draft HCDC Workplan (D. Bopf, Housing) |
| 11:20 | <ul style="list-style-type: none"> • ACTION: Recommend to direct Housing staff to revise 2016-17 HCDC workplan per commissions' comments for final approval at October 13, 2016 regular meeting. |
| 12:45 | (i) Open Forum |
| 1:00 | (j) Adjournment |
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All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City of San José Housing Department, 200 E. Santa Clara St., 12th Floor, San José, CA 95113 at the same time that the public records are distributed or made available to the legislative body.

To request an accommodation for this meeting or an alternative format for any related printed materials, please contact Robert Lopez at 408-975-4402 or 408-294-9337 (TTY) or robert.lopez@sanjoseca.gov as soon as possible, but at least three business days before the meeting.

Para residentes que hablan español: Si desea mas información, favor de llamar a Theresa Ramos al 408-975-4475.

Riêng đối với quý vị nói tiếng Việt : Muốn biết thêm chi-tiết, xin vui lòng tiếp xúc với Therese Tran, Đ.T. 408-793-5349.

對於說華語的居民: 請電 408-975-4450 向 Ann Tu 詢問詳細事宜。說粵語的居民則請撥打 408-975-4425 與 Yen Tiet 聯絡。

Para sa mga residente na ang wika ay tagalog: Kung kinakailangan pa ninyo ng inpormasyon, tawagan si Arlene Silverio sa 408-793-5542. Salamat Po.

Housing and Community Development Commission

2.08.2840 - Functions, powers and duties. The commission shall have the following functions, powers, and duties:

A. Housing and community development advisory functions.

1. Study, review, evaluate and make recommendations to the city council and the department of housing of the City of San José, pertaining to the following matters:
 - a. Existing housing programs and policies in the City of San José.
 - b. New programs and policies that would further the City of San José's housing and community development goals.
 - c. The City of San José's progress in meeting its housing goals.
2. Submit recommendations and reports to the city council and the city manager regarding housing policy in the City of San José as the city council or the city manager may from time to time request.
3. Hold public hearings in order to provide for meaningful citizen participation in the development and implementation of the consolidated plan.
4. Make such studies, and submit to the city council such reports or recommendations respecting affordable housing and community development matters, as the council may from time to time require or request.
5. Develop proposals and recommendations to the city council for use of housing and community development funds.

B. Functions related to Chapters 17.22 and 17.23.

1. Make recommendations to the city council regarding rules and regulations and amendments thereto which are necessary for the operation and administration of Chapter 17.22 or Chapter 17.23.
2. Make recommendations to the city council regarding changes in Chapter 17.22 or Chapter 17.23.
3. Pursuant to 17.23.490, make recommendations to the city council regarding the amount of the fee necessary to recover the costs of administering Chapter 17.23.
4. Pursuant to 17.22.910, make recommendations to the city council regarding the amount of the fee necessary to recover the costs of administering Chapter 17.22.
5. Make recommendations to staff regarding updates of the forms used in implementing Chapter 17.22 or Chapter 17.23.
6. Conduct such studies and submit to the city council and the city manager such reports or recommendations respecting mobilehome parks and mobilehome living in the City of San José as the council or the city manager may from time to time request.
7. Make recommendations to the city council regarding changes in provisions of Title 20 of this Code relating to mobilehomes and mobilehome parks.

Housing and Community Development Commission

- **2.08.2810 - Members.**

The commission shall consist of thirteen members.

- **2.08.2820 - Special eligibility requirements.**

A. One member shall be a person recommended by an organization of owners of San José mobilehome parks.

B. One member shall be a person recommended by an organization of residents of San José mobilehome parks.

C. One member shall be an owner or manager of a residential rent stabilized property.

D. One member shall be a tenant of a residential rent stabilized rental unit.

E. At least five members shall represent low income households, which for the purposes of this requirement means a person who meets one or more of the following criteria:

1. The person is a member of a low- or moderate-income household as defined by HUD as at or below eighty percent of the area median income pursuant to 24 CFR 92.2.

2. The person is an elected member of a neighborhood organization in a low- or moderate-income neighborhood (fifty-one percent of the neighborhood is at or below eighty percent of the area median income as defined by HUD).

3. The person is a resident of a city council designated neighborhood targeted under the place-based neighborhoods initiative to receive federal funding.

4. The person is employed by an organization which has as its primary purpose to serve the interests of low-income residents.

F. The commission should also include members with experience related to development, lending, community development, homeless services, or federal funding.

Housing and Community Development Commission

Per the approve City Council Template – accessible through our Intranet

<http://www.sjcity.net/index.aspx?NID=292>

Commission Recommendation/Input comes immediately following the Coordination Section

COORDINATION (Mandatory)

Statement indicating City Departments and/or Offices that have been consulted with for the preparation of the report. The Attorney's Office and the Manager's Budget Office should particularly be mentioned when applicable. (Do not include any agencies, departments or offices that anticipate talking to - only those who have **actually** been coordinated.

COMMISSION RECOMMENDATION/INPUT (Mandatory)

Statement indicating the City commission action on the item being heard by Council. Include the outcome of any votes if taken. Also, include any additional relevant input, suggestions or concerns made by the commission.

NOTE: We need to include items taken to other commissions. For example, if we take an item to the Senior Commission, we would include that feedback in this section.

Commission Recommendation – Example text

This item was not heard by the Housing and Community Development Commission as it did not fall under the functions, powers and duties of the Commission, as delineated in Section 2.08.2840 of the San José Municipal Code.

The Housing Department has provided the Housing and Community Development Commission (HCDC) with multiple updates on the AHIF since the Council established the program.

On April 14, 2016, the Housing and Community Development Commission voted to recommend approval of the FY 2016-17 Annual Action Plan to the City Council, with the modification of the Evans Lane project called out on page 32 of the Plan, to be changed to permanent affordable housing with the priority on victims of domestic violence, veterans, and families. The motion passed 9-0-1 by vote. Since no funding is being proposed for this project via this Action Plan, all reference to this project has been deleted from the Plan.

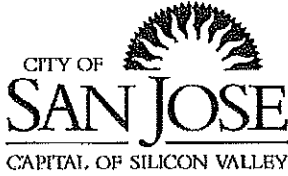
As mentioned in the Analysis section above, sub-section D, the Housing and Community Development Commission (HCDC) held a special meeting on March 21, 2016 to provide recommendations to the City Council on the draft recommendations to modify the ARO. The HCDC voted to recommend to the City Council approval of staff's recommendations. However, instead of staff's recommendation to create an Anti-Retaliation & Protection Ordinance, the HCDC voted instead to recommend to the City Council the creation of a Good Cause eviction ordinance.

Applicants - Housing and Community Development Commission - As of September 2016

HCDC Agebda: 9-24-16
Item: (d)

| Applicant | Council District | Profession | Term | Special Eligibility | | Low-Income | | | Experience | | | | | |
|-----------------------|------------------|-------------------------------------------|------------------------------------------------------|---------------------|-----------------------|----------------------------------------|-------------------------|--------------------------|------------------------|-------------|---------|-----------------------|-------------------|-------------|
| | | | | MHPark Owner | MHPark Resident | Low/Mod Defined by HUD (Self-declared) | Neighborhood in LI Area | Place-Based Neighborhood | Org serving low-income | Development | Lending | Community Development | Homeless Services | Fed Funding |
| Lee Thompson | 8 | Program Director | 6/23/15 - 6/30/19 Eligible for reappointment | | | | | | | | | | | |
| Alex Shoor | 2 | Community Building and Organizing Manager | 6/23/15 - 6/30/19 Eligible for reappointment | | | | | | | | | | | |
| Martha O'Connell | 1 | Retired | 4/29/14 - 6/30/17 Eligible for reappointment | | X | X | | | | | | | | |
| Bob Gill | 3 | Retired Marketing & Sales | 4/29/14 - 6/30/17 Eligible for reappointment | | | | | | | | | | | |
| Mike Graves * | MLR | Executive Director MHA | 12/9/08 - 12/31/18 Not eligible for reappointment | Owner Rep* | | | | | | | | | | |
| Vacant | 4 | | 6/30/2019 | | | | | | | | | | | |
| Davlyn Jones* | MTR | Retired | 2/24/15 - 12/31/18 Eligible for reappointment | | Winchester Ranch HOA* | X | | | | | | | | |
| Melissa Medina | 7 | Tech Assistant/VV College | 2/10/15-6/30/17 Eligible for reappointment | | | X | | | | | | | | |
| Vacant (LI- ModSeat) | Mayor | | 6/30/2017 | | | | | | | | | | | |
| Andrea Wheeler | 6 | Tech Manager | 8/9/16 - 6/30/19 Eligible for reappointment | | | | | | | | | | | |
| Vacant (LI -Mod Seat) | 5 | | 6/30/2017 | | | | | | | | | | | |
| Gary Prideaux | 9 | Retired Engineer | 10/28/14 - 6/30/17 Eligible for reappointment | | | | | | | | | | | |
| Michael Fitzgerald | 10 | Apartment Owner | 6/23/15 - 6/30-19 Eligible for reappointment | | | | | | | | | | | |

* Asterisk indicates that they have been recommended from a recognized mobilehome owner or representative organization.



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: David Sykes

SUBJECT: QUARTERLY REPORT ON
COUNCIL PRIORITIES

DATE: May 18, 2016

Approved

Date

5/19/16

INFORMATION

This memo provides a progress report on the priorities set by Council at the December 15, 2015 Council Priority Setting Session.

There are 26 items on the Priority List (attachment), which is presented in priority order as ranked by Council. In most cases, work crosses multiple departments and requires legal work from the City Attorney's Office.

The list includes an update on actions taken since the Council Priority Setting Session and next steps.

DAVID SYKES
Assistant City Manager

For questions, please contact David Sykes, Assistant City Manager, at (408) 535-8185.

Attachment – Council Priority List

Council Priorities
(as set by Council on 12/15/15)

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1 | Wage Theft, Parts A, B & C A) Revise contract and RFP requirements to protect the City from contracting services from businesses with unpaid wage theft judgments. B) Authorize Departments that issue licenses or permits to deny, suspend, or revoke licenses and permits to businesses with unpaid wage theft judgments. C) Provide any other readily available information on the issue of wage theft. | Public Works: Lead staff: Nina Grayson and Christopher Hickey Support: Finance/ Attorney | David Sykes | Initial research completed – reviewed San Francisco & Santa Clara County wage theft policies. Met with CAO and Purchasing to discuss. A) Language for RFP and contracts drafted. B) Developing complete list of City issued permits and licenses. C) Compiling information – state legislation, role of Labor Commissioner, collection agency. | Scheduled for May 24, 2016 Council approval. |
| 2 | Update the City's Rental Rights and Referrals Program. Explore modifications to the City's rent control ordinance and creation of ordinances for just cause evictions and income discrimination prohibition. | Housing/Attorney Housing lead staff: Wayne Chen | Kim Walesh | The interim Apartment Rent Ordinance (ARO) was adopted on May 17, 2016 Council approval. Staff is in the process of developing the workplan to implement the ARO modifications approved by Council. | Fall/Winter 2016: Staff will return to Council with a modified ARO for consideration. |
| 3 | Local Hiring/Local Business/Apprentice Utilization Program Create policies encouraging the hiring of local workers and contracting of local and small businesses, using the City of Sunnyvale's recently approved program as a model. | Public Works/Lead Staff: Nina Grayson Support: Attorney | David Sykes | Researching topic and Sunnyvale's program and status. Meet with CAO on viability of establishing local hiring ordinance and/or local/small preferences. | Scheduled for May 23, 2016 CED Committee review. |

| | Policy/Ordinance Name Description | Lead Dept/Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 4 | <p>Massage Parlor Regulation Modify the Municipal Code to regulate massage parlors and prevent human trafficking as permitted under new state law.</p> <p>Further direction to evaluate the overconcentration of massage parlors in neighborhoods and explore option relating to prohibition of opening of a massage parlor in the same location as one that has been closed due to trafficking/prostitution activity.</p> | <p>Police/Lead staff: Sgt. Todd Trayer, Officer Mike Epp</p> | Jennifer Maguire | Update on the evaluation of the overconcentration of massage parlors in neighborhoods heard at PSFSS on March 17, 2016 and approved by Council on April 5, 2016. | COMPLETED – remove from tracking. |
| 5 | <p>Mobile Home Conversions Review and potentially amend the Mobile Home Conversion Ordinance to address the protection of health, safety and welfare of mobile home park residents, including any needed General Plan amendments.</p> | <p>PBCE/Lead staff: Jenny Nusbaum</p> <p>Support: Attorney/Housing</p> | Kim Welsh | The non-urgency moratorium ordinance went to Planning Commission on March 23, 2016 and Council on May 3, 2016. Council directed that staff propose a new Mobilehome Park Closure ordinance that would allow Park owners to go out of business without a replacement project, while addressing the protection of health, safety and welfare of mobile home park residents, including any needed General Plan amendments. | Targeted for hearings by Planning Commission in November 2016 and Council in December 2016. |
| 6 | <p>Illegal Fireworks Ordinance Establish a new framework to cite, fine, and adjudicate the use, possession, sale, advertisement for sale, transportation, and/or manufacturing of fireworks. Explore use of administrative citations in addition to criminal charges.</p> | <p>Fire/ Lead staff: Curtis Jacobson</p> <p>Support: Police/Attorney</p> | Julie Edmonds-Mares | <p>Ordinance adopted on April 26, 2016.</p> <p>A coordinated media campaign and webpage for reporting are in progress. Staff will return to PSFSS annually with a post 4th of July Report.</p> | COMPLETED – remove from tracking. |
| 7 | <p>Riparian Corridor & Bird-Safe Buildings Update zoning code provisions with respect to riparian setbacks and development of bird-safe buildings.</p> | <p>PBCE/Lead staff: Jenny Nusbaum</p> | Kim Welsh | Status report to T&E on 10/5/15 and to CED on 10/26/15. Status update to T&E on 03/07/16. | Planning Commission and Council by June 2016 with recommendations. |

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 8 | Commercial Impact Fee for Affordable Housing Research the potential of a non-residential development fee as an additional source of revenue for affordable housing development. | Housing/Lead staff: Kristen Clements Support: Attorney/ PBCE/Economic Development | Kim Walesh | City Council postponed taking any action on the Commercial Impact Fee on December 15, 2015. Staff is pursuing multiple opportunities to create a local source of funding for affordable housing through the implementation of the Affordable Housing Impact Fee and Citywide Inclusionary Housing ordinances. Additionally, the City Council has approved staff recommendations to support four pieces of State legislation aimed at creating additional financing tools at the State level: AB 2502 (Mullin) to make rental inclusionary housing legally allowable; AB 2817 (Chiu) to increase the amount of Low Income Housing Tax Credits available; SB 879 (Beall) to place a \$3B affordable housing bond on the November 2016 ballot; SB 873 (Beall) to increase the value of Low Income Housing Tax Credits. Staff is closely monitoring the merger of MTC and ABAG for possible new funding opportunities, including a regional commercial impact fee and other regionally based fee programs. Additionally, staff is coordinating San Jose's two AHSC Cap and Trade grant applications for two affordable housing developments. | NO FURTHER ACTION -- remove from tracking. |
| 9 | Allowing Secondary Detached Units in San José Modify the Municipal Code to allow and facilitate the building of secondary detached residential units on residential parcels. | PBCE/Lead staff: Jenny Nusbaum Support: Housing/Attorney | Kim Walesh | These are already allowed. Proposed Code changes to add more options. | Planning Commission and Council by June 2016 with recommendations. |

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| 10 | Housing Rehabilitation Program (Homeless Veterans Vouchers) Develop a program using the Low and Moderate Income Housing Asset Fund in the City's Affordable Housing Investment Plan to establish a housing rehabilitation program incentivizing landlords to participate in housing voucher or coupon programs for homeless veterans. | Housing/Lead staff: Ray Bramson | Kim Walesh | Staff is developing three potential models with a range of rehab options. April/May 2016: Meet with staff from Destination: Home; Housing Authority and the Apartment Association to obtain feedback on program models. | Tentatively to Council late June 2016. |
| 11 | Downtown Active Storefronts Initiative Penalty fees for storefronts that been inactive over one year; allocation of all collected penalty fees toward an incentive program that assists property owners in activating their storefronts; exploration of new tools and recommendations that will require new development in the PBID to activate ground floor space or storefronts. To include Citywide business districts or commercial areas. | Economic Development/ Lead staff: Teri Killgore | Kim Walesh | Research has begun. | Tentatively to committee in Fall 2016. |
| 12 | San José Urban Agriculture Incentive Zones Ordinance San José Urban Agriculture Incentive Zones Ordinance. | PBCE/Lead staff: Jenny Nusbaum Support: Attorney | Kim Walesh | The proposed FY 16-17 budget includes funding for electronic billboards, super graphics signs, downtown sign district and an urban agriculture ordinance. | Schedule to be determined once funding is approved. |
| 13 | Gender Pay Equity Options for assessing and promoting gender and ethnicity equity in the City's employment decisions. | Human Resources/Lead staff: Joe Angelo | Jennifer Maguire | Information memorandum released to Council on November 16, 2015 | COMPLETED -- remove from tracking. |
| 14 | Disadvantaged Business Enterprises Explore expanding existing DBE program beyond Airport to other City departments and contracts. | Public Works/Lead staff: Nina Grayson Support: Attorney/ Transportation/ESD | David Sykes | Reviewing other public agencies' programs. Review possible constitutional issues. Develop options to implement program including resources to staff program. | To CED Committee hearing on June 27, 2016. |

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 15 | Electronic Billboards Options for public and private property that will allow electronic digital off-site advertising signs or billboard installations. | PBCE/Economic Development Lead PBCE staff: Jenny Nusbaum | Kim Walesh | The proposed FY 16-17 budget includes funding for electronic billboards, super graphics signs, downtown sign district and an urban agriculture ordinance. | Schedule to be determined once funding is approved. |
| 16 | Graywater Systems Consider changes to the permitting process allowing residents to install gray water systems in the most timely and inexpensive manner currently available. | PBCE/Lead staff: Warren Krause Support: Environmental Services | Kim Walesh | Staff is reviewing Code requirements for alternate water sources using graywater systems, as well as meeting with water purveyors and other stakeholders to determine if any additional requirements apply. Staff will also be considering potential impacts to infrastructure systems. | Draft regular plan review and inspection protocol implementing Code and stakeholder requirements by end of June 2016. |
| 17 | Surplus Land Sale Bring City codes into conformance with new state law. | Real Estate/Lead staff: Terry Medina Support: Economic Development/ Housing | Kim Walesh | On April 26, 2016 the City Council approved the new Surplus Sale Policy. Real Estate staff are preparing information for the sales that have been pending and will begin presenting the recommendations to the City Council as the documents are completed by the buyers of surplus property. | COMPLETED – remove from tracking. First set of sales scheduled for June 7, 2016 City Council meeting. |
| 18 | Downtown and/or Citywide Parks Operations and Maintenance Financing District To study and make recommendations to the City Council for a long term financing district for parks operations and maintenance. The study will look at citywide and downtown as options. | PRNS/Lead staff: Matt Cano Support: Attorney/ PBCE/Public Works | Julie Edmonds-Mares | Staff has engaged in community outreach over the past several months, including a Parks and Recreation Committee hearing. Currently drafting final staff recommendation for the new program, which primarily focuses on the revitalization of St James Park. | To Council in Winter 2016/17 with Feasibility Study. |
| 19 | North San José Policy Review Review of North San José development policies, fees, and development capacity allocations. | PBCE/Lead staff: Jason Rogers Support: Economic Development/ Transportation | Kim Walesh | Staff is finalizing the updated land use plan for NSJ and begin working on traffic modeling June 2016 to understand associated land use impacts. Staff is also working on identifying project design criteria and entitlement process requirements to allow 1,500 residential units as a Modified Phase 1 for NSJ. | Scheduled for Spring 2017 Council approval. |

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 20 | <p>Peddler Permits Enforcement/Outdoor Mobile Vendor Policy Suspend enforcement of peddler permit requirements until Council amends the existing ordinances.</p> <p>Further direction to continue to suspend enforcement on private property as additional stakeholder outreach is conducted.</p> | <p>City Manager/Lead staff: Michelle McGurk</p> <p>Support: PBCE/Police</p> | Angelique Gaeta | <p>Ordinance changes for private property vending were unanimously supported at Planning Commission on December 2, 2015 and approved by Council on January 12, 2016.</p> <p>Additional stakeholder outreach to be conducted in 2016. However given limited resources and competing priorities, this work is currently on hold.</p> | TBD |
| 21 | <p>San José is Open for Business/Legal Non-Conforming Uses Clarify Title 20 to reduce the evidentiary burdens for businesses and property owners seeking to establish a longstanding, legal nonconforming use.</p> | <p>PBCE/ Lead staff: TBD</p> <p>Support: Attorney</p> | Kim Walesh | No current activity. Staff is working on higher priority items. | TBD |
| 22 | <p>Development Agreement Policy Provide more specific guidance for the use of Development Agreements, specifically for developments receiving City incentives and as a financing tool for urban villages</p> | <p>PBCE/Lead staff: Jenny Nusbaum</p> <p>Support: Attorney/ Economic Development</p> | Kim Walesh | No current activity. Staff is working on higher priority items. | TBD |
| 23 | <p>Food and Clothing Distribution at City Parks Review and update the Municipal Code policy regarding the distribution of food and clothing at City Parks.</p> | <p>PRNS/Lead staff: Steve Hammack, PRNS</p> <p>Support: Attorney/ Economic Development/ Police/Housing</p> | Julie Edmonds-Mares | Staff from Police, Housing, Parks Recreation & Neighborhood Services and District 3, along with community leaders, are meeting to discuss next steps to resolving this issue. The team is currently working on two fronts to help redirect feeding from Downtown parks (1) Education through the Housing Department's homeless outreach provider – PATH and (2) Convening a meeting in the very near future with local faith leaders to discuss the establishment of a program that will allow feedings to be redirected to nearby churches | TBD |

| | Policy/Ordinance Name Description | Lead Dept./Staff Support Departments | CMO Lead | What We Are Doing | When Will It Come to Committee or Council? |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 24 | Off-Sale of Alcohol at Grocery Stores Streamlining Modify Code provisions to streamline the permit process for sale of alcohol at grocery stores. | PBCE/Lead staff: Jenny Nusbaum Support: Attorney | Kim Walesh | Public engagement and focus group meetings in process. Input so far: Not supportive of having off-sale PCN not considered by Council for overriding benefit. Complete stakeholder engagement by June 2016. | TBD |
| 25 | Real Estate Transactions Streamlining (Phase 3) Review of the leasing program for both properties where the City is Landlord and where the City is Tenant. | Economic Development/Lead staff: Terry Medina Support: Attorney | Kim Walesh | Current step is to get all OED Real Estate leases current for "City as Landlord" and "City as Tenant" situations, aligned with Auditor recommendations. Next step will be to resolve whether to invest time developing a Citywide Policy. | TBD |
| 26 | Zoning Ordinance Quarterly Modifications Minor revisions to Zoning Ordinance that do not require major analysis, raise community concerns or cannot be found exempt from CEQA. This is a recurring placeholder that facilitates economic development, permit streamlining, and General Plan implementation. | PBCE/Lead staff: Jenny Nusbaum Support: Attorney | Kim Walesh | Downtown streamlining Code changes went to Planning Commission on September 23, 2015 and Council on October 6, 2015. | Next quarterly update targeted for June 2016. |

Housing & Community Development Commission
Workplan and Accomplishments for FY 2015-16

HCDC Agenda: 9-24-16
Item (f)

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
|---|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Consolidated Annual Performance and Evaluation Report (CAPER) | Public Hearing of the FY 2014-15 Consolidated Annual Performance and Evaluation (CAPER) – and Possible Recommendation to City Council to Approve Report | Housing and Community Development | September 10, 2015 – Commissioner Graves made the motion to recommend to the City Council approval of the FY 2014-15 Consolidated Annual Performance and Evaluation Report (CAPER) with a second by Vice Chair Montez. The motion passed unanimously (12:0) |
| 2 | Adopt FY 2015-16 Workplan for the Commission | Review, discuss, and adopt a FY 2015-16 Workplan based on work completed at Annual Retreat. | Administrative | October 8, 2015 – Adopted Workplan |
| 3 | Substantial Amendments to FY 2015-16 Annual Action Plan | Provide input to staff and recommendation to City Council regarding amendments to the Annual Action Plan | Housing and Community Development | November 12, 2015 – Commissioner Thompson made the motion to recommend approval of the Substantial Amendment to the FY 2015-16 Annual Action Plan with a second by Commissioner Graves. The motion passed unanimously (13:0). |
| 4 | FY 2016-17 Annual Action Plan Funding Strategies | Review and possible recommendation on funding strategies for 2016-17 Annual Action Plan | Housing and Community Development | October 8, 2015 - Commissioner Graves made the motion to allow the Chair to write a letter on behalf of the Commission to address concerns related to reducing funding for senior services and increasing funding for community leadership development as a priority. The motion was seconded by Chair O’Connell. The motion passed by majority vote (7:1). |
| 5 | Mobilehome Park Preservation | Provide input to staff and recommendation to City Council regarding Mobilehome Park Preservation (to include discussion of first right of refusal for park purchase by mobilehome park residents or other park owners) | Mobilehome | September 9, 2015 - Commissioner Thompson made the motion to direct the HCDC Chair to write a letter in support of the proposed ordinance to establish a temporary six-month moratorium on the conversion or closure of mobilehome park uses with a second by Vice Chair Montez. The motion passed 12:0 with Commissioner Jones abstaining from the vote. |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
|---|-----------------------------|---------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | <p>October 8, 2015 – Heard an update on Mobilehome Conversion Strategy</p> <p>November 15, 2015 - Commissioner Thompson made the motion to recommend that the City Council accept the incorporation of a new City Council Policy new provisions for consideration of mobilehome park conversion to other uses as proposed by staff with a second by Commissioner Shoor. The motion passed 7:2.</p> <p>January 14, 2016 –</p> <p>Commissioner Shoor made the motion to change the wording of the General Plan Text Amendment from “encourage” to “require” with a second by Commissioner Neff. The motion passed 5-4.</p> <p>Commissioner Thompson made the motion to recommend that the City Council accept the General Plan Text Amendments as proposed by staff except for Commissioner Shoor’s motion to change the wording. The motion was seconded by Commissioner Shoor. The motion passed 7:2.</p> <p>Commissioner Thompson made the motion to recommend that the City Council accept the Zoning amendments to Title 20 of the San Jose Municipal Code as proposed by staff with a second by Commissioner Shoor. The motion passed 7:2.</p> <p>Commissioner Thompson made the motion to recommend</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
|---|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | | | <p>that the City Council accept the incorporation of a new City Council Policy new provisions for consideration of mobilehome park conversion uses as proposed by staff with a second by Commissioner Shoor. The motion passed 7:2.</p> <p>March 30, 2016 - Heard an update on recent City Council actions pertaining to mobilehome parks.</p> |
| 6 | Commercial Impact Fee for Affordable Housing | Provide input on a non-residential development fee as an additional source of revenue for affordable housing development with review of the associated Nexus Study before it goes to City Council | Housing & Community Development | N/A |
| 7 | Apartment Rent Ordinance (ARO) | Provide input to staff recommendations regarding the potential modifications to the ARO. | Apartment & Mobilehome Rent Ordinances | <p>March 21, 2016 (special meeting) –</p> <p>Commissioner Shoor made the motion to recommend staff's recommendation to base the annual increase on 100% of the Consumer Price Index for all Urban Consumers (SF-Oakland-SJ), allow banking, allow for a floor of 2% and a cap of 8%, set the base year rent at January 1, 2015, set the base year for Maintenance of Net Operating Income as 2013. The motion was seconded by Commissioner Jones. The motion passed 6-4 by roll call vote.</p> <p>Commissioner Shoor made the motion to eliminate the debt-service pass-through. The motion was seconded by Chair O'Connell. The motion passed 7-3 by roll call</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | <p>vote.</p> <p>Chair O’Connell made the motion to adopt the MNOI standard for Capital Improvements and adopt a limited Capital Improvement Incentive Program. Commissioner asked to make a friendly amendment to strike the word “limited” from the recommendation to ensure that there is a broad list of capital improvements that can be included. Chair O’Connell accepted the friendly amendment. The motion was seconded by Commissioner Gill. The motion passed 7-3 by roll call vote.</p> <p>Commissioner Jones made the motion to revise the notifications requirements and amendments to facilitate monitoring and enforcement including increasing staffing levels. The motion was seconded by Commissioner Prideaux. The motion passed 6-4 by roll call vote.</p> <p>Commissioner Graves made the motion to not include duplexes. The motion was seconded by Commissioner Prideaux. The motion passed 7-3 by roll call vote.</p> <p>Commissioner Shoor made the motion to not include income qualification criteria. The motion was seconded by Vice Chair Jones. The motion passed 7-3 by roll call vote.</p> <p>Chair O’Connell made the motion to support a full good/just cause eviction ordinance. The motion was seconded by Commissioner Shoor. The motion passed 7-3 by roll call vote.</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | <p>Chair O’Connell made the motion to the City Council to develop an anti-retaliation and protection ordinance if the City Council does not consider a full good/just cause ordinance. The motion was seconded by Vice Chair Jones. The motion passed 6-3-1 by roll call vote.</p> <p>Commissioner Thompson made the motion to recommend that each, any, or all, of staff’s recommendations return to the Housing & Community Development Commission if substantial changes are made, before the City Council makes a final decision. The motion was seconded by Commissioner Graves. The motion passed unanimously (10-0) by roll call vote.</p> <p>April 14, 2016 –</p> <p>Commissioner Shoor made the motion to the City Council that the HCDC does not take a position on the Housing Department’s recommendation to include a provision in the Apartment Rent Ordinance to address historically low rents, but to allow the Housing Department to further study the issue. The motion was seconded by Commissioner Thompson. The motion passed 7-3 by roll call vote.</p> <p>Commissioner Johnson made the motion that the City Council approve the Housing Department’s recommendation to develop a voluntary mediation program to address landlord/tenant and tenant/tenant</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | <p>disputes, with a second by Commissioner Shoor. Chair O’Connell requested to add a friendly amendment that would include the Law Foundation’s language at the end of the motion: “so as long as the program is a compliment to and not a substitute for stronger policies in enforcement.” The friendly amendment was accepted by Commissioner Johnson. The motion passed unanimously (10-0) by roll call vote.</p> <p>June 9, 2016 - Commissioner Jones made the motion to accept staff’s report with Commissioner Fitzgerald’s comments that the City will include both commission and property owner input in the selection process for hiring a consultant. Commissioner Graves seconded the motion. The motion passed (9:0) unanimously.</p> |
| 8 | Apartment Rent Ordinance Regulations | Provide input on Apartment Rent Ordinance regulations to implement the potential modifications to the ARO. | Apartment & Mobilehome Rent Ordinances | N/A – FY 2016-17 |
| 9 | Mobilehome Park Opt-in/Stay in Business Concept | Provide input on potential Opt-in/stay in business concept. | Mobilehome | <p>November 12, 2015 - Commissioner Thompson made the motion to recommend to the Community and Economic Development Committee that staff should cease work on the “Opt-in/Stay in Business” Concept with a second by Commissioner Johnson. The motion passed 6-2-1 with Commissioners Graves and Fitzgerald against and Vice Chair Jones abstaining from the vote. Chair O’Connell recused from the vote prior to discussion.</p> <p>January 14, 2016 – Commissioner Thompson made the motion to recommend to the Community and Economic</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | <p>Development Committee that staff should cease work on the “Opt-in/Stay in Business” Concept with a second by Commissioner Johnson. The motion passed 6-2-1.</p> <p>June 9, 2016 –</p> <p>By commission consensus, the follow four (4) motions were made and voted:</p> <ol style="list-style-type: none"> 1. The Commission accept the Mobilehome Park “Opt-In/Stay-In Business” Proposal. The motion passed (8:0) and a recusal from Chair O’Connell. 2. The Commission rejects the Mobilehome Park “Opt-In/Stay-In Business” Proposal. The motion passed (6:2) as two Commissioners (Graves and Fitzgerald) opposed and a recusal from Chair O’Connell. 3. The Commission recommends that if the City Council decides to move forward with the “Opt-In/Stay-In Business” Proposal that costs for this proposal be paid by the park owners. The motion passed (8:0) and a recusal from Chair O’Connell. 4. The Commission recommends to change the number of resident representation from 7 to 12 members. The motion passed (5:3) as three Commissioners (Graves, Thompson and Fitzgerald) opposed and a recusal from Chair O’Connell. |
| 10 | Homeless Issues | Provide updates and input on homeless policy issues. | Housing and Community Development | October 8, 2015 – Commissioner Graves made the motion to recommend endorsement of Housing Trust Fund Expenditures by the Director of Housing, in an amount |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | <p>not to exceed \$100,000, to support coordination efforts on the new community-wide Campaign to End Veteran Homelessness and development of new supportive homeless housing tools, with a second by Commissioner Ngo. The motion passed unanimously (12:0).</p> <p>February 11, 2016 – Update on homeless response provided.</p> <p>April 14, 2016 – Update on Pilot Interim Housing Community for the Homeless</p> <p>May 12, 2016 – Update on Inclement Weather Response Program</p> <p>June 9, 2016 – Report on Homeless Housing Status</p> |
| 11 | General Plan 2040 Implementation | Provide input on general plan implementation, including text amendments, urban villages, affordable housing, and mobilehome parks | Housing and Community Development | As required |
| 12 | Public Hearing – Input on FY 2016-17 Annual Action Plan | Hold Public hearing on the Annual Action Plan (Required per Citizen Participation Plan prior to publication) | Housing and Community Development | <p>April 14, 2016 - Commissioner Graves made the motion to recommend approval of the FY 2016-17 Annual Action Plan to the City Council, with the modification that the Evans Lane project called out on page 32 of the plan to be changed to permanent affordable housing for the homeless with the priority on battered women, veterans, and families. The motion was seconded by Chair O’Connell.</p> <p>Commissioner Johnson requested to add a friendly amendment that the term “battered women” be</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | changed to “victims of domestic violence”. Commissioner Graves accepted the friendly amendment. The motion passed 9-0-1 by roll call vote with Commissioner Shoor abstaining from the vote. |
| 13 | Preliminary Recommendations for award of FY 2016-17 Federal Grants | Review and potential recommendation to City Council regarding award of federal funds to nonprofit grant recipients pursuant to Needs Assessment for Five-Year Consolidated Plan | Housing and Community Development | March 10, 2016 - Commissioner Graves made the motion to recommend that the Housing and Community Development Commission accept the report on the Annual Action Plan funding priorities contained in this memorandum with a second by Commissioner Thompson. The motion passes unanimously (9:0). |
| 14 | Rental Rights and Referral Program Budget (Fee) Recommendations | Review, discuss, and provide recommendation to the Housing Department on the RRR Program annual fee structure and staffing levels (Mobilehomes and Apartments) | Apartment & Mobilehome Rent Ordinances | <p>March 10, 2016 - Commissioner Thompson made the motion to endorse the Housing Department’s proposed FY 2016-2017 Apartment Rent Control fee increase from \$12.25 to \$13.75 per unit with a second by Chair O’Connell. The motion passed 8:1 with Commissioner Graves against.</p> <p>Chair O’Connell made the motion to endorse the Housing Department’s proposed FY 2016-2017 Mobilehome Rent Control fee increase from \$27.00 to \$35.74 per unit with a second by Commissioner Jones. The motion passed 8:1 with Commissioner Graves against.</p> <p>Commissioner Jones made the motion to endorse the Housing Department’s proposed FY 2016-2017 Apartment Non-Rent Control fee increase from \$1.95 to \$2.25 per unit with a second by Commissioner Prideaux. The motion passed 8:1 with Commissioner Graves</p> |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | | | against. |
| 15 | Public Hearing and Recommendation on FY 2016-17 Annual Action Plan | Public Hearing and possible Recommendation on 2016-17 Annual Action Plan and Housing Trust Fund | Housing and Community Development | May 12, 2016 - Commissioner Graves made the motion to accept the Housing Trust Fund Expenditure Plan for Fiscal year 2016-2017 with a second by Commissioner Jones. The motion passed unanimously (10:0). |
| 16 | Neighborhood Strategy 2.0 | Provide input on the Proposed Plan replacing the Place-Based Neighborhood Initiative (to include discussion of efforts to support community gardens and clean-ups). | Housing and Community Development | N/A |
| 17 | Commission Nominations | Nominate and select Chair/Vice Chair | Administrative | January 14, 2016 – Chair and Vice Chair nominated and selected. June 9, 2016 – Bylaws voted on to change election process to June, New Chair and Vice Chair nominated and selected. |
| 18 | Proposed State/Federal Legislation | Federal/State Legislation. Discussion and possible recommendations on proposed legislation and ballot measures pertaining to subjects under to the purview of the Commission | Housing and Community Development | N/A |
| 19 | Quarterly Housing Reports | Review various reports on housing data (for what purpose, recommendation?) | Housing and Community Development | N/A |
| 20 | Brown Act Training | Training and discussion of Brown Act as it pertains to Commission Agendas and | Administrative | November 12, 2015 – Training provided to Commission |

| # | Objective for FY 2015-16 | Actions | Subject | Commission Action |
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| | | discussion | | |
| 21 | Crime Free Multi-Housing Program | Provide a forum for community stakeholder discussion and provide input on the Program. | Housing & Community Development | <p>February 11, 2016 – Heard a presentation presented by the Police and Housing Departments.</p> <p>March 10, 2016 - Commissioner Graves made the motion to accept the report and not recommend the implementation of the Crime-Free Multi-Family Housing Program with a second by Chair O’Connell. The motion passed 8:1:1 with Commissioner Jones voting no and Commissioner Fitzgerald abstaining from the vote.</p> |

**Items marked by an asterisk in the Meeting Date column are “time-certain” items that have been noticed for the specific date indicated. All other dates listed are for planning purposes only and may be heard at a different date than that listed on the workplan.*

| Strategy 1: Increase Funding and Resources | | | | | | | | |
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| Strategy | # | 2016-17 Actions | 2016-17 Priority | 2016-17 Staff | Status | Comments | 2016-17 Start Month | 2016-17 End Month |
| 1 | A. | Housing Impact Fees Council Follow-Up: The Housing Department was directed to conduct further analysis. Will return to council in November 2016. | High | Dave, Kristen Patrick, Support Staff | | Obtain input from HCDC in October with recommendation to City Council in November. | Jul-16 | Oct-16 |
| 1 | B. | Maximize income derived from our existing loan portfolio A. Complete Phase I of loan portfolio review B. Strengthen the asset management program to maximize returns | High | Kristen, Leif | | A. Review of new payment process to be completed by October. | | |
| 1 | C. | Funding: Continue to seek funding and evaluate sources and tools to fund housing and economic development activities including: A. Enhanced Infrastructure Financing Districts B. Veterans - Monitor new funding sources and funding criteria C. Cap & Trade - Creating strategies of maximize our funds D. Housing Related Parks Program E. HUD Uniform Multi Regulations F. Knight Foundation G. Community Reinvestment Areas (AB 2 Alejo) | Low | Kristen, Adam | | | | |
| 1 | D. | Sell City-owned Roundtable Properties via RFP | Medium | James | | | Nov-16 | Apr-17 |
| Strategy 2: Develop and strengthen partnerships to expand our capacity to respond to Housing and Community Development Needs | | | | | | | | |
| 2 | A. | Complete NOFA to solicit Facility Improvement Needs for Non-Profit Service providers | High | James/Dave/Jacky | | Results will be used to develop five year CIP as requested by SVCN. We will potentially provide predevelopment for selected projects | Oct-16 | May-17 |
| 2 | B. | Legislation: Promote State bills that help San Jose respond to housing and homelessness issues (AB2176). | Medium | Ann | | Memo re Measure A Bond Measure completed for 9/21/16 Rules Committee | | |
| 2 | C. | SCC Housing Search: Develop Strategy to make it easier for tenants to locate and secure affordable housing. A. Early warning when new units go online (accepting applications) B. Explore new, centralized Application/Wait list solution C. Develop and implement universal tenant application form | Low | Ray, Tascha | | | | |

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| 2 | D. | Create new systems for Section 3/NEPA to promote hiring of minority and women-owned businesses. Tie in with anti wage-theft efforts. (Need input from James) A. Current Compliance B. Expansion/Other Departments | Low | James | | | | |
| Strategy 3: Implement high-impact, outcome driven programs | | | | | | | | |
| 3 | A. | Overall Program Goals (Kristen) (Need new numbers below) A. Multi-family: Approve \$40 Million in subsidies for six developments totaling 600 new affordable homes. Complete construction for six developments totaling 500 units. homes. Collect \$6.2 million in in-lieu fees. C. Single Family: Invest \$400,000 to assist ten (6) homebuyers with downpayment assistance loans. D. Asset Management: Collect \$60 million in loan payments. E. Grants Administration: Award/fund 30 new grants totaling over \$12 million in federal funds. | Medium | Dan, Isaac Patrick Korey Leif James | | | | |
| 3 | B. | Update Policies and Procedures consistent with the City Auditor Findings - Asset Management | High | Patrick, Kristen, Leif, Eric | | | | |
| 3 | C. | Create policies and procedures to implement new HOME regulations | High | James, Kristen, Eric | | | | |
| 3 | D. | NOFA for rehabilitation grants A. Multi Family B. Single Family C. TABS for homeless TIP units by 8/15/16 | Low | Dave/James | | | | |
| 3 | E. | Close out NSP 2 | Medium | James, Yen | | | | |
| 3 | F. | Close out NSP 1 program | High | James | | | | |
| 3 | G. | Neighborhood Engagement Programs A. Execute agreements place-based funding to three agencies to focus on clean, safe, and engaged B. Identify and fund capital projects by January C. Develop Plan for expanding to other Neighborhoods | Medium | Ray, James, Aurelia | | A. Agreements executed | | |
| 3 | H. | Public service: Explore HUD Neighborhood Revitalization Strategic Area (NRSA) to maximize public service investments. | Medium | James/Kathryn | | | | |
| 3 | I. | Santee Injunction: Complete RFP and procure investigative legal services | High | Dave/James | | RFP issued. | Jul-16 | Oct-16 |
| Strategy 4: Create, Improve and Implement Planning and Policy Tools that Increase Affordable Housing and Community Development Opportunities | | | | | | | | |
| 4 | A. | Develop FY 2017-18 Annual Action Plan A. Senior Services B. Issue RFPs and execute service agreements based on priorities C. Identify and fund capital projects (see 3.G.B above) D. Update Neighborhood Strategy | High | Jacky, James | | Outreach starting in October | Oct-16 | May-17 |

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| | B. | Analysis of Impediments to Fair Housing - Complete document and obtain City Council approval | High | Adam | | Publish Draft by Sept 30. To HCDC in October or November | | |
| 4 | C. | Second Unit ordinance: Evaluate and propose changes to make it a more feasible development alternative A. Modify B. Implement C. Outreach D. Promote E. Financing F. Evaluate | High | Adam | | Planning is lead on this. | | |
| | D. | Density Bonus: Adopt City-wide density bonus ordinance in compliance with updated State law offering specific incentives and concessions to encourage the construction of affordable homes while remaining sufficiently flexible to respond to market conditions across the City. | High | Kristen | | Planning is lead on this. | | |
| 4 | E. | Complete financing tools for the Urban Villages | ? | Jacky, Kristen | | Planning is lead on this. | | |
| 4 | F. | General Plan Major Review: Work with PBCE on GP amendments that facilitate affordable housing in Urban Village areas and on other infill sites. | High | Adam | | Planning is lead on this. | | |
| 4 | G. | Single Room Occupancy (SRO) Ordinance: Modernize to be consistent with current SRO development standards and practices (including micro-units) | High | Jacky, Adam | | Planning is lead on this. | | |
| 4 | H. | Diridon Station Implementation Plan: Partner with Departments to develop affordable housing provisions | High | Adam, Jacky, Kristen | | | | |
| 4 | I. | Prepare informational memorandum on the distribution of deed-restricted affordable and supportive housing in San Jose. | High | Adam/Sowmya | | | Sep-16 | Oct-16 |
| 4 | J. | Teacher Housing Program: Per Mayor's message & MBA - Evaluate ability to fund teacher housing on school district land | High | Jacky/Korey | | | Jul-16 | Dec-16 |
| Strategy 5: Preserve Existing Housing Opportunities | | | | | | | | |
| 5 | A. | Implement Apartment Rent Control Ordinance A. Management Partners Agreement B. Outreach and Regulations C. Rent Registry D. Staffing Plan | High | Jacky, Dave, Rachel, Paul | | Agreement with Management Partners almost complete | Jul-16 | Apr-17 |

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| 5 | B. | Implement Interim ARO and Regulations | High | Jacky, Dave, Rachel, Paul | | Interim Regs to City Council on Aug 30. Going to City Council again on Sept. 27, 2016 | Jul-16 | Nov-16 |
| | C. | Implement Ellis Act Ordinance | High | Jacky, Dave, Rachel, Paul | | | Dec-16 | Feb-17 |
| 5 | D. | Implement Anti-Retaliation Ordinance | High | Jacky, Dave, Rachel, Paul | | | Feb-17 | May-17 |
| 5 | D. | Mobilehomes: Work with PBCE to develop options on how to protect an adequate supply of mobilehomes and/or provide relocation assistance via the Conversion Ordinance | High | Adam, Paul, Theresa, Jacky | | Planning is the lead on this. | | |
| 5 | E. | Mobilehomes: Evaluate "Opt-in/Stay in business" concept for mobilhome park owners to provide housing stability - in response to City Council direction. | High | Adam, Paul, Theresa, Jacky | | Applications for Staff Advisory Committee Received | | |
| 5 | F. | Soft Story buildings: Evaluation options to address | Medium | Ann, James | | Need to coordinate with PBCE and OES. | | |
| 5 | G. | Develop Affordable Housing Preservation Strategy - FUJI Towers project | High | Kristen, Leif | | Currently in contact with owner | | |
| Strategy 6: Work with Partners to Respond to Homelessness | | | | | | | | |
| 6 | A. | Housing and Employment for the homeless: Work collectively with other public agencies, including Destination: Home, the County of Santa Clara, the Housing Authority, the Water District, and other interested agencies. | Medium | Jacky, Ray | | | | |
| 6 | B. | Consider new tools that could be used to help respond to the impact of homelessness -- including restorative justice options, new ordinances, and other potential measures to secure needed treatment or care -- and to assess overall impact of homelessness in the community | Medium | Ray | | | | |
| 6 | C. | Ensure prioritization of supportive housing apartment goals in every development (new and existing developments) | Medium | Jacky, Kristen | | | | |
| 6 | D. | Transition in Place program: Continue to Implement Program and explore opportunities for new TIP apartments in new and existing developments. | High | Ray Kristen | | | | |
| Strategy 7: Provide Alternatives to Encampments and Street Homelessness | | | | | | | | |
| 7 | A. | Expand Rapid Rehousing programs: Work with community partners to expand and improve the City's rapid rehousing program, including coordinated assessment and centralized referral procedures. | High | Kelly, Ray | | | | |

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| 7 | B. | Crisis Resposne: A. Continue to implement Warming Centers at City-owned facilities during the Winter season B. Provide technical support to faith-based organizations operation emergency shelter under the 2016-17 urgency ordinance C. Explore and recommend modifications to the zoning ordinance for Assembly Use Shelter and Safe Parking | High | Ray | | | | |
| 7 | C. | Interim housing: A. Develop a plan to implement bridge housing communities (AB2176), B. Complete Plaza Hotel renovation & implement program C. Complete Evans Lane Interim Housing Development | High | Ray/Patrick/James | | C. Interim Community approved by City Council in August. | Aug-16 | TBD |
| 7 | D. | 100% supportive housing project in San Jose: Working in partnership with Santa Clara County and the Housing Authority, support supportive housing developments | High | Jacky, Ray, Kristen, Patrick | | | | |
| 7 | E. | Encampment abatement program: Partner with the Water District and other interested parties to continue to implement encampment abatement and prevention activities. | Medium | Ray | | | | |
| 7 | F. | Community engagement: Develop and implement a program that tells our story more effectively | Medium | Ray, Kelly | | | | |
| 7 | G. | A. Complete rehabilitation on HIP and Creekview B. Oversee construction of Vermont House C. Fund new RFQ for rehab of homeless units if receive tax exempt TABs repayments | High | Jacky, Kristen, Dave, James, Ray, Patrick | | | | |
| 7 | H. | Implement Neighborhood Creeks Team and Streets Team with Downtown Streets Team in targeted neighborhoods and sensitive riparian areas | High | Ray | | | | |
| 7 | I. | Implement activities under the All the Way Home campaign - Construction funding for improvements to market rate apartments in exchange for housing veterans. | High | Ray, James | | | Jul-16 | Nov-16 |
| 7 | H. | Increase capacity of funded nonprofits organizations providing homelessness services. | Medium | Ray, James | | | | |
| 7 | J. | RFP for Balbach and/or Gallup Mesa | Medium | Kristen | | | | |
| 7 | K. | Update HUD Language Access Plan (LAP) to align with Citizen Participation Plan, and the Analysis of Impediments to Fair Housing | Medium | Ann/Kathryn | | | | |
| Strategy 8: Strengthen our Foundation | | | | | | | | |

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| 8 | A. | Enhance employee performance Workforce Engagement Strategy - Impliment plan to address Gallup Survey Results - Recognition - Professional Development -Implement Training for all staff based on Departmentwide Group Activity in March 2016 - Cultural sensitivity training (Jacky, Kathryn, Kelly) | High | Jacky, Mark - all managers | | | | |
| 8 | C. | Provide orientation to new council member(s) | Medium | Jacky, Wayne, Maria | | | | |
| 8 | D. | Ensure integrity of internal systems A. Enhancements to improve MF Project Compliance B. Inclusionary Project Tracking C. Start the project to transfer the Single Family Rehabilitation Program from Access to Salesforce D. Comprehensive grants database - Salesforce E. Training and testing of HoLMS capacity to staff F. Data analytics coordination | Medium | Dave | | Currently working on Inclusionary Project enhancements to Salesforce. Also working on changes for Asset Management. Other items likely delayed to ARO Rent Registry | | |
| 8 | E. | Evaluate and update recently created onboarding plan for new employees | Medium | Jacky, Mark, Kristen, Dave | | | | |
| 8 | F. | Develop and implement centralized, digital storage solution and working files that meets the document management retention and utilization practices of the Department minimizing paper | Medium | Dave, Mark, Sara | | | | |
| 8 | G. | Improve communication and marketing: A. Define a consistent look, tone, and voice for Department work products; B. Standardize the Department's approach to public outreach; C. Make better use of social media and collateral; D. Practice and critique important presentations; | Medium | Ray, Adam, Ann | | | | |
| 8 | H. | Redesign performance measures across departments with budget and align goals | Medium | Mark/Dave | | | | |
| 8 | I. | Program level budgeting implementation per Budget Office direction | High | Mark | | | | Dec-16 |
| 8 | J. | Clean up of Fund 448 & develop tools to track PD funding and develop Homeless Program budget using all funding sources | | Mark | | | | Dec-16 |

| # | Objective for FY 2016-17 | Actions | Subject | Meeting Date | Status |
|----|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------|----------------------------------|
| 1 | Consolidated Annual Performance and Evaluation Report (CAPER) | Public Hearing of the FY 2015-16 Consolidated Annual Performance and Evaluation (CAPER) – and Possible Recommendation to City Council to Approve Report | Housing and Community Development | September 2016 | Approved by City Council 9/13/16 |
| 2 | Interim Apartment Rent Ordinance Regulations and forms | Provide input on Interim Apartment Rent Ordinance regulations to implement the Interim Ordinance. | Apartment Rent Ordinances | September 2016 | |
| 3 | Update on Affordable Housing Impact Fee | Provide input to staff on initial recommendations regarding the update on the affordable housing impact program | Housing and Community Development | October 2016 | |
| 4 | Adopt FY 2016-17 Workplan for the Commission | Review, discuss, and adopt a FY 2016-17 Workplan based on work completed at Annual Retreat. | Administrative | October 2016 | |
| 5 | Safe Parking & Assembly Use Shelter Input | Provide input on the Proposed Safe Parking and Assembly Use Shelter Ordinances | Homelessness | October 2016 | |
| 6 | Potential Teacher Housing per Mayors Direction | Provide input and possible recommendation on a program for teacher housing | Housing and Community Development | October 2016 | |
| 7 | Density Bonus & Secondary Units | Provide input on proposed changes to the Zoning Code relating to density bonus and secondary dwelling units. | Housing and Community Development | October/November 2016 | |
| 8 | Analysis of Impediments | Provide input to staff regarding analysis of impediments, then in October a recommendation to City Council. | Housing and Community Development | October/November 2016 | |
| 9 | FY 2017-18 Annual Action Plan Funding Strategies | Review and possible recommendation on funding strategies for 2017-18 Annual Action Plan (Senior Services and CDI Projects) | Housing and Community Development | November 2016 | |
| 10 | Mobilehome Park Preservation | Provide input to staff and recommendation to City Council regarding Mobilehome Park Preservation, include discussion of general plan text amendments and MHP closure ordinance | Mobilehome Ordinance | November 2016/ January 2017 | |

Housing & Community Development Advisory Commission
 Draft Workplan for FY 2016-17

HCDC Agenda: 9-24-16
 Item: (h)

| # | Objective for FY 2016-17 | Actions | Subject | Meeting Date | Status |
|----|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|--------|
| 11 | General Plan 2040 Implementation | Provide input on general plan implementation, including text amendments, urban villages, affordable housing, and mobilehome parks | Housing and Community Development | January 2017 | |
| 12 | Fully Modified ARO Draft Ordinance & Regulations | Provide input and consider approval of the fully modified draft Apartment Rent Ordinance and Regulations | Apartment Rent Ordinance | January 2017 | |
| 13 | Ellis Act Ordinance | Provide input and consider approval of the Ellis Act Ordinance | Apartment Rent Ordinance | January 2017 | |
| 14 | Mobilehome Park Opt-in/Stay in Business Concept | Provide input on potential Opt-in/stay in business concept | Mobilehome Ordinance | January 2017 | |
| 15 | Draft ARPO regulations and forms | Provide input to staff and recommendation to City Council regarding Anti retaliation & protection Ordinance regulations & forms (ARPO) | Apartment Rent Ordinance | February 2017 | |
| 16 | Annual Report on Homelessness | Provide updates and input on homeless policy issues | Homelessness | February 2017 | |
| 17 | Public Hearing and Recommendation on FY 2017-18 Annual Action Plan | Public Hearing and possible Recommendation on 2016-17 Annual Action Plan and Housing Trust Fund | Housing and Community Development | February/March 2017 | |
| 18 | Rental Rights and Referral Program Budget (Fee) Recommendations | Review, discuss, and provide recommendation to the Housing Department on the RRR Program annual fee structure and staffing levels (Mobilehomes and Apartments) | Apartment & Mobilehome Rent Ordinances | March 2017 | |
| 19 | Housing Trust Fund Budget | Provide input on use of expenditures from the Housing Trust Fund for homeless purposes | Homelessness | April 2017 | |
| 20 | Commission Nominations | Nominate and select Chair/Vice Chair | Administrative | June 2017 | |
| 21 | Homeless Census and Survey Results | Provide input Survey Results | Homelessness | June 2017 | |

| # | Objective for FY 2016-17 | Actions | Subject | Meeting Date | Status |
|----|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|--------|
| 22 | Proposed State/Federal Legislation | Federal/State Legislation. Discussion and possible recommendations on proposed legislation and ballot measures pertaining to subjects under to the purview of the Commission | Housing and Community Development | As required | |
| 23 | Quarterly Housing Reports | Review various reports on housing data (for what purpose, recommendation?) | Housing and Community Development | As required | |