

DRAFT

HOUSING & COMMUNITY DEVELOPMENT COMMISSION

REGULAR ACTION MINUTES

AUGUST 8, 2013

MEMBERS PRESENT: Brian Darrow Commissioner
Michael Fitzgerald Commissioner
Patrick Ngo Commissioner
Ralph McLaughlin Commissioner
Samuel Duval Commissioner
Timothy Tom Commissioner
Jacquie Heffner Commissioner
Donna Cox Commissioner
Lee Ellak Commissioner
MEMBERS ABSENT: Mike Graves Commissioner (excused)

STAFF: Dave Bopf City Staff, Housing
Theresa Ramos City Staff, Housing
Patrick Heisinger City Staff, Housing
Ray Bramson City Staff, Housing
Shasta Greene City Staff, City Attorney's
Aaron Quigley City Staff, Office of Councilmember Rose Herrera
Brandon Li City Staff, Office of Councilmember Kansen Chu

(a) **Call to Order/Orders of the Day**—Commissioner Brian Darrow opened the meeting at 5:45pm.

(b) **Introduction**—Commissioners, staff, and public introduced themselves.

(c) **Interim Period Chair through 12/31/13-Election and Approval (D. Bopf, Housing Department)**—At the request of Commissioner Graves, Dave Bopf read an email from Commissioner Graves to the HCDC. Paraphrased, the email stated“I [Commissioner Graves] would and want to be at this meeting but I am unable to attend. With that said I ask that you read into the record that I have asked you to hold all action items and committee assignments to the minimum required. And that the people selected to hold office to do so only for a day of this meeting as there are others from other communities that can not be at the meeting....”

Commissioner Heffner made a motion to elect Commissioner Darrow as Chair Pro Tempore to the Housing and Community Development Commission (HCDC) until December 31, 2013. Commissioner Ellak seconded the motion. The motion passed (9:0).

(d) **Review Roles and Responsibilities of New Commission—SJMC Section 208 Part 28 (D. Bopf, Housing Department)**—Staff reviewed the roles and responsibilities with the new 11-member HCDC meeting monthly on the second Thursday of each month at 5:45pm at City Hall, Wing, rooms 118-119.

(e) **Adopt of interim by-laws- (S. Greene, City Attorney's Office)**—Staff and the HCDC reviewed the interim by-laws and made edits: delete words “to guide it until” on page one, fourth WHEREAS; delete word “of” second page, Section 103; change of section numbers to follow correct numeric order after Section 103 to Section 105, after Section 207 to Section 210, and after Section 402 to Section 403; Section 400, and underline the word “Sub.”

Commissioner Heffner made a motion to adopt the HCDC bylaws as amended. Commissioner Cox seconded the motion. Public comment from Martha O'Connell inquired about bylaw language “...ten minutes for groups” to speak to the commission. After further Commission discussion, there was Commission consensus to

include a change in Section 306, fourth paragraph, and delete the following language "...and ten (10) minutes for group. The." The motion passed (9:0).

- (f) **Homeless Census Results-Presentation and Discussion (R. Bramson, Housing Department)**—Staff provided the HCDC with a memorandum dated July 31, 2013. Public comment from Martha O’Connell who acknowledged the Housing Department for their sensitivity to include the transgender population [in the homeless survey]; and mentioned that a city had voted to prohibit people from living in their cars and hoped that the City of San Jose and HCDC not support that city’s decision. Ms. O’Connell asked on behalf of the Senior Commission what percentages of seniors are homeless.
- (g) **Housing Trust Fund Budget-Presentation and Discussion (R. Bramson, Housing Department)**—Staff provided the HCDC with a Housing and Trust Fund Budget FY 2013-13 informational memorandum dated July 31, 2013; and provided a brief presentation. Staff will typically come to the HCDC in the Spring of each year.
- (h) **Grants Subcommittee-Action to appoint members (D. Bopf, Housing Department)**—Staff suggested that as the HCDC appoints members to the Grant Subcommittee, that they consider Commissioner Graves who is not present the option to be apart of this Subcommittee if he so chooses.

Chair Pro Tempore Darrow made a motion to appoint Commissioners Ellak, Duval, and Heffner to the Grants Subcommittee for one meeting and to re-agendize this item for the next HCDC meeting. Commissioner McLaughlin seconded the motion. The motion passed (9:0).

- (i) **Nexus Study-Update (P. Heisinger, Housing Department)**—Staff provided an update and distributed a handout to the HCDC on the Nexus Study timeline; a study that analyzes the impact that residential development has on the need for affordable housing in San Jose.
- (j) **Commission Retreat-Discussion regarding agenda, date and location (D. Bopf, Housing Department)**—Staff will prepare and email the HCDC Commission retreat logistics regarding potential dates.
- (k) **Director’s Report**—Staff provided a verbal update on the status of the 2013 Colonial Mobile Manor petition filed with the City’s Rental Rights and Referrals Program on February 26, 2013 for a rent increase above the 3% as allowed by the Mobilehome Rent Ordinance. Closing briefs are due at the end of August, 2013 and staff anticipates that the decision will be rendered in September 2013. Public comment from Martha O’Connell who acknowledged staff for their role in the petition process and expressed disappointment to the HCDC that the park owner of Colonial Mobile Manor submitted two petitions (2012 and 2013) for a rent increase above the three percent allowable which has had a financial impact on many seniors residing in the park on a fixed income.
- (l) **Adjournment**—The HCDC meeting adjourned at 7:50pm.