

**HOUSING & COMMUNITY DEVELOPMENT COMMISSION
MEETING ACTION MINUTES**

October 8, 2020

MEMBERS PRESENT:	Martha O’Connell	Chair (MR)
	Ryan Jasinsky	Vice Chair (ML)
	Alex Shoor	Commissioner (D2)
	Barry Del Buono	Commissioner (D3)
	Shavell Crawford	Commissioner (D4)
	Ruben Navarro	Commissioner (D5)
	Andrea Wheeler	Commissioner (D6)
	Victoria Partida	Commissioner (D7)
	Julie Quinn	Commissioner (D9)
	Roberta Moore	Commissioner (D10) <i>Arrived 5:50 PM</i>
	Nhi Duong	Commissioner (Mayor)
MEMBERS ABSENT:	District 1 – VACANT	Commissioner (D1)
	District 8	Huy Tran (D8)
STAFF PRESENT:	Helen Chapman	Councilmember Liaison
	Kristen Clements	Housing Department
	Viviane Nguyen	Housing Department
	Rachel VanderVeen	Housing Department
	Shasta Greene	City Attorney’s Office
	Christopher Alexander	City Attorney’s Office

(I) Call to Order & Orders of the Day

A. Review logistics for Zoom meetings

Chair Wheeler called the meeting to order at 5:45 p.m.

(II) Introductions – Commissioners and staff introduced themselves.

(III) Consent Calendar

A. Approve the Minutes for the meeting of August 13, 2020.

ACTION: Approve the August 13, 2020 action minutes.

Commissioner Quinn made the motion to approve the minutes for September 10, 2020, with a second by Commissioner Navarro. The motion passed 10-0.

Yes: O’Connell, Jasinsky, Shoor, Del Buono, Crawford, Navarro, Wheeler, Partida, Quinn, Duong (10)

No: None (0)

Absent: Tran, Moore (2)

(IV) Reports and Information Only

- a. **Chair:** Chair O'Connell thanked Viviane Nguyen, Kristen Clements, Commissioner Wheeler, and Vice Chair Ryan Jasinsky for helping to prepare her to chair the zoom meeting. Chair O'Connell asked that Commissioners check their HCDC emails twice a day on the day before the meeting as well the meeting date because emails with additional documents, such as presentation slides, are typically released on those two days. She additionally asked that Commissioners submit their questions, as much as possible, before the meeting. Staff will try and answer them and send their replies to all Commissioners which will help move the meetings along.
- b. **Director:** Ms. Kristen Clements provided an update on upcoming City Council items.
- c. **Council Liaison:** Ms. Helen Chapman shared that Councilmember Jimenez visited the Bridge Housing community at Monterey and Bernal and was impressed with the well-designed project and work of the Housing Department.

(V) Open Forum

(VI) Old Business

(VII) New Business

A. Approval of Measure E Spending Plan (R. VanderVeen, Housing Department)

ACTION: Accept staff report and a spending plan for the Measure E Property Tax Revenue, review the plan, and provide comments for transmittal to the City Council.

Commissioner Navarro made the recommendation to accept the recommendations with contingency plan that if there is a large increase in evictions due to events beyond tenants' control such as COVID-19, to reallocate up to 20% of year's revenues funds for rent relief and utility payments paid directly to rental providers and utility companies to prevent homelessness. To the extent that the Council does not think this recommendation is consistent with the spending priorities, the Commission recommends that the Council amend its priorities. The motion was seconded by Commissioner Moore. The motion was approved 8-2-1.

Yes: O'Connell, Jasinsky, Shoor, Crawford, Navarro, Wheeler, Partida, Moore (8)

No: Del Buono, Duong (2)

Abstain: Quinn (1)

Absent: Tran (1)

Commissioner Wheeler made the motion to replace #4 on the spending plan "ADU Program" with a "Program to be developed by Housing staff and reviewed by HCDC to address rental and for-sale housing for moderate-income households," with a second by Chair O'Connell. The motion passed 7-2-1.

**Housing & Community Development Commission
DRAFT Minutes Regular Meeting – October 8, 2020
Item III-A**

**Yes: O’Connell, Jasinsky, Del Buono, Navarro, Wheeler, Partida, Moore (7)
No: Shoor, Crawford (2)
Abstain: Quinn (1)
Absent: Tran (1)
Not available: Duong (1)**

Chair O’Connell made the motion to reopen the prior motion to allow Commissioner Duong to vote. Commissioner Duong had technical issues during roll call and was unable to vote. The motion was seconded by Commissioner Moore. The motion was approved 11-0.

**Yes: O’Connell, Jasinsky, Shoor, Del Buono, Crawford, Navarro, Wheeler, Partida, Quinn, Duong, Moore (11)
No: None (0)
Absent: Tran (1)**

The prior motion was reopened to consider Commissioner Wheeler’s motion to replace #4 on the spending plan "ADU Program" with a "Program to be developed by Housing staff and reviewed by HCDC to address rental and for-sale housing for moderate-income households," with a second by Chair O’Connell. The motion passed 9-1-1. *Note: Commissioner Crawford requested to change her vote from “no” to “yes” from the prior motion approved.*

**Yes: O’Connell, Jasinsky, Del Buono, Crawford, Navarro, Wheeler, Partida, Duong, Moore (9)
No: Shoor (1)
Abstain: Quinn (1)
Absent: Tran (1)**

B. Update on the Affordable Housing Siting Policy (R. VanderVeen, Housing Department)

ACTION: Receive a status report and provide feedback to City staff on its workplan to create an Affordable Housing Siting Policy for the location of subsidized restricted-affordable housing developments.

Commissioner Del Buono made the motion to accept the staff report with the Commission’s recommendations, with a second by Commissioner Quinn. The motion passed 11-0.

**Yes: O’Connell, Jasinsky, Shoor, Del Buono, Crawford, Navarro, Wheeler, Partida, Quinn, Duong, Moore (11)
No: None (0)
Absent: Tran (1)**

**Housing & Community Development Commission
DRAFT Minutes Regular Meeting – October 8, 2020
Item III-A**

(VIII) Open Forum

Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.

Commissioner Wheeler made the motion to agendaize at an upcoming meeting to discuss and possibly make recommendation to City Council to provide an option to both commissioners and members of the public to participate in the Housing and Community Development Commission by video conferencing for all future Commission meetings. The motion was seconded by Chair O'Connell. The motion was approved 11-0.

Yes: O'Connell, Jasinsky, Shoor, Del Buono, Crawford, Navarro, Wheeler, Partida, Quinn, Duong, Moore (11)

No: None (0)

Absent: Tran (1)

Commissioner Wheeler made the motion to agendaize at an upcoming meeting to choose tentative dates for second meetings in each month for special HCDC meetings. If the meeting goes long, the meeting can be continued at that second special meeting date. The motion was seconded by Commissioner Navarro. The motion was approved 11-0.

Yes: O'Connell, Jasinsky, Shoor, Del Buono, Crawford, Navarro, Wheeler, Partida, Quinn, Duong, Moore (11)

No: None (0)

Absent: Tran (1)

(IX) Meeting Schedule

A special meeting in October will be held on October 21, 2020 at 4:30 p.m. online.

The next regular Commission meeting is scheduled to be held on Thursday, November 12, 2020, at 5:45 p.m. online.

(X) Adjournment

Chair Wheeler adjourned the meeting at 8:35 p.m.