

**HOUSING AND COMMUNITY SERVICES  
M E M O R A N D U M**

DATE: April 24, 2017  
TO: HOUSING AUTHORITY COMMISSIONERS  
FROM: DAVID E. GOUIN, DIRECTOR  
HOUSING AND COMMUNITY SERVICES  
SUBJECT: HOUSING AUTHORITY MONTHLY ACTIVITIES REPORT

- The transition is underway to an electronic system for the administration of Housing Authority meetings which will include utilization of iPads, Legistar software for electronic submission and compilation of agenda items, Granicus Media Manager for audio recording and minutes, and VoteCast which can replace the meeting's roll call votes. Staff collaborated with the Information Technology Department to utilize Public Education and Government Access (PEG) Grant funds to order iPads for Housing Authority Commissioners. A training session for Commissioners will be scheduled and placed on a future agenda.
- The HUD Uniform Physical Code Standards-Voucher (UPCS-V) Demonstration project is underway. In March, ten Housing Choice Voucher and one Code Enforcement staff participated in the HUD classroom and field training lead by five leaders in the HUD REAC Oversight and Evaluation Division (OED). After the three-day on-site training, staff are continuing with intensive testing, feedback and training through HUD. The data HUD is collecting will be used to formulate the nationwide implementation of the UPCS-V protocol.
- The Fair Market Rent (FMR) survey solicited by the City and County Housing Authorities was submitted to HUD on April 3. HUD declined to consider the data for a mid-year adjustment to the FMR. HUD will review the data as part of the FY 2018 FMR determination.
- Two Housing Allocation Plan (HAP) inclusionary units are on the market at Orchard at Oakmont. Both are three bedroom units and available to senior citizens earning 80% of Area Median Income (AMI) or less.
- HCS has committed \$313,500 to 12 CalHOME owner-occupied mobilehome rehabilitation projects. While the heavy rains in January and February delayed start of these projects, three are currently in progress. Because there are only three contractors in Santa Rosa who rehabilitate mobilehomes, start dates for the remainder of the homes will be scheduled as work is complete on the first three homes.
- In December 2016, Burbank Housing Development Corporation (BHDC) requested that Housing and Community Services review the introduction of an investor limited partner into Amorosa I, L.P. The Loan Agreement that BHDC entered into in October 2007, requires notification and approval for changes of ownership and management of the property. Staff reviewed the information provided by BHDC and found it to be consistent

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with the ownership and tax credit investor structure of similar complexes and compliant with the Housing Authority's loan documents.

- Delegation of Approval Authority: The following item was approved by the Executive Director, pursuant to Housing Authority Reso. 1534 (Delegation of Approval Authority), during the period of time since the Housing Authority meeting of February 27, 2017:
  - Catalina Townhomes – Extension of Phase II Construction Completion from March 31, 2017 to June 30, 2017. Phase I is completed and all 32 units are occupied. A temporary occupancy permit is expected to be approved by the Building Division for Phase II while final landscaping/irrigation is completed.