



**Housing Authority
Special Meeting Minutes - Draft**

Monday, June 21, 2021

1:30 PM

SPECIAL

1. CALL TO ORDER

Chair Owen called the meeting to order at 1:30PM.

2. ROLL CALL

Present 4 - Commissioner Stephen Burke, Commissioner Wayne Downey Ph. D,
Vice Chair Diane Test, and Chair Jeffrey Owen

Absent 1 - Commissioner Phil Olsen

3. STATEMENTS OF ABSTENTION

4. STUDY SESSION

Chair Owen postponed the hearing of study session items until the next Housing Authority meeting due to scheduling conflicts.

4.1 REPORT - 2050 GENERAL PLAN VISION STATEMENTS

BACKGROUND: The Vision Statements will help shape the goals and policies of the 2050 General Plan which is branded as the “Santa Rosa Forward” project. The presented draft Vision Statements, which came out the Santa Rosa Forward Community Advisory Committee, will be refined by the project team using input collected from surveys, at public workshops, meetings with community groups, presentations to City boards and commissions, and at a joint City Council and Planning Commission study session on July 20, 2021. The final Vision Statements will be used by the project team to build land use alternatives for multiple General Plan scenarios. The project team will present these alternatives in the Fall of 2021 for public review. Based on comments received one alternative will be chosen by the Council to move forward to the environmental review phase (2022). In this way, the preparation of the Vision Statements is a vital step to help ensure that Santa Rosa Forward represents the desires of the community.

RECOMMENDATION: It is recommended by the Planning & Economic

Development Department the Housing Authority receive and provide input on the 2050 General Plan Vision Statement Report.

4.2 HOUSING CHOICE VOUCHER PROGRAM WAITING LIST

The Housing and Community Services Department administers the Housing Choice Voucher (HCV) program on behalf of the City of Santa Rosa Housing Authority. The HCV program has 1,903 vouchers under an Annual Contributions Contract (ACC) with the Department of Housing and Urban Development (HUD), and administers additional vouchers from Housing Authorities outside the jurisdiction of the City of Santa Rosa under the portability guidelines of the HCV program.

The resources of the HCV program do not meet the demand for vouchers, so there is a Waiting List for receiving assistance. The study session will review the Waiting List policies and procedures.

4.3 REVIEW OF FISCAL YEAR 2021-2022 NOTICE OF FUNDING AVAILABILITY PROCESS AND POINT SYSTEM

This study session is intended to review the Point System that was used in the Fiscal Year 2021-2022 NOFA and receive feedback from the public, developers and Housing Authority Commissioners

5. PUBLIC COMMENTS (ON NON-AGENDA ITEMS)

None

6. APPROVAL OF MINUTES

Approved as submitted.

6.1 April 26, 2021 - Draft Minutes.

6.2 May 10, 2021 - Draft Minutes

7. STAFF BRIEFINGS

7.1 EMERGENCY HOUSING VOUCHERS

Overview of the U.S. Department of Housing and Urban Development's New Emergency Housing Voucher Program.

Rebecca Lane, Housing and Community Services Manager, gave a

presentation and answered the Commissioner's questions.

7.2 HOUSING AUTHORITY FY 2020-21 Q3 FINANCIAL REPORT

Summarizing the Housing Authority ("Authority") expenditures and funding sources through Quarter 3 of Fiscal Year 2020-21 (July 1, 2020 - March 31, 2021)

Megan Basinger, Housing and Community Services Interim Director, gave a presentation and answered Commissioner's questions.

8. CHAIRMAN/ COMMISSIONER REPORTS

None

9. COMMITTEE REPORTS

None

10. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:

Megan Basinger, Housing and Community Services Interim Director, provided information about the filling of Commissioner seats and internal promotions.

10.1 COMMUNICATION - PENDING DEVELOPMENT PIPELINE (Provided for information)

Nicole Rathbun, Housing and Community Services Interim Manager, gave a presentation and answered Commissioner's questions.

11. CONSENT ITEMS

11.1 RESOLUTION - BENNETT VALLEY APARTMENTS - MODIFICATION TO PRIOR FUNDING COMMITMENT TO ALLOW FUNDS TO BE USED FOR PRE-DEVELOPMENT AND/OR CONSTRUCTION RELATED COSTS

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, modify a prior conditional commitment of loan funds in the amount of \$5,800,000 to Bennett Valley Apartments, Freebird Development Company, LLC to allow funds to be utilized for project costs including predevelopment and/or construction-related costs.

A motion was made by Vice Chair Test, seconded by Commissioner Downey, to waive reading of the text and adopt:

RESOLUTION NO. 1719 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A MODIFICATION TO A PRIOR FUNDING COMMITMENT OF FUNDS IN THE AMOUNT OF \$5,800,000 TO BENNET VALLEY APARTMENTS, FREEBIRD DEVELOPMENT COMPANY, TO ALLOW FUNDS TO BE UTILIZED FOR PROJECT COSTS INCLUDING PREDEVELOPMENT AND/OR CONSTRUCTION-RELATED COSTS FOR THE BENNET VALLEY APARTMENTS, 702 BENNETT VALLEY ROAD, SANTA ROSA, CALIFORNIA; APN's 038-151-004, 038-151-011, 09-333-009, and 009-333-014; LOAN NOS. 9014-3335-21, 994-3345-21, 9914-3355-21, 9914-3355-21, 9914-3365-21, 9914-3375-21, and 9914-3385-21.

The motion carried by the following vote:

Yes: 4 - Commissioner Burke, Commissioner Downey Ph. D, Vice Chair Test and Chair Owen

Absent: 1 - Commissioner Olsen

11.2 RESOLUTION - SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH DISABILITY SERVICES & LEGAL CENTER TO INCREASE THE FUNDING FOR THE HOUSING ACCESSIBILITY MODIFICATION GRANT PROGRAM BY \$20,000

RECOMMENDATION: It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, approve a Second Amendment to Professional Services Agreement with Disability Services and Legal Center (DSLCL) for the administration of the Housing Accessibility Modification Grant Program in the additional amount of Twenty Thousand Dollars (\$20,000) and authorize the Chief Financial Officer to pay all proper costs and claims from Key No. 340101.

Commissioner Downey noted a conflict of interest and requested to abstain from voting on the item.

Unable to achieve a quorum, Chair Owen recommended that the item be moved to the next Housing Authority meeting.

12. REPORT ITEMS

12.1 REPORT - REPORT - REQUEST TO REALIGN PROJECT BASED VOUCHER ALLOCATION FOR 3575 MENDOCINO AVENUE ACROSS TWO PROJECT PHASES

BACKGROUND: On January 25, 2021, BRJE Phase I Housing Partners, L.P. was awarded an allocation of 30 Project Based Vouchers (PBVs) for Phase I of 3575 Mendocino Avenue, an affordable senior development within a master plan for the 13.3 acre site where the Journey's End Mobile Home Park stood before it was destroyed in the October 2017 Tubbs fire. At the time of the proposal selection, all 30 PBVs were needed to make Phase I of the project feasible. Since that time, the project has received additional funds and created design efficiencies to reduce construction costs, resulting in a request to move 13 PBVs from Phase I to Phase II of the project. The net allocation of 30 PBVs for the entire project remains the same, with 17 vouchers allocated to Phase I and 13 vouchers allocated to Phase II.

RECOMMENDATION: It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, approve a realignment of the January 25, 2021 allocation of Project-Based Vouchers awarded to 3575 Mendocino Avenue from 30 vouchers for 3575 Mendocino Avenue Phase I to 17 vouchers for 3575 Mendocino Avenue Phase I and 13 vouchers for 3575 Mendocino Avenue Phase II.

Rebecca Lane, Housing and Community Services Manager, gave a presentation and answered Commissioner's questions.

Nick Wilder, Project Manager from Related California, provided answers to the Commissioner's questions.

A motion was made by Commissioner Burke, seconded by Vice Chair Test, to waive reading of the text and adopt:

RESOLUTION NO. 1720 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE REALIGNMENT OF THE JANUARY 25, 2021 ALLOCATION OF PROJECT-BASED VOUCHERS AWARDED TO 3575 MENDOCINO AVENUE FROM 30 VOUCHERS FOR 3575 MENDOCINO AVENUE PHASE 1 TO 17 VOUCHERS FOR 3575 MENDOCINO AVENUE PHASE I AND 13 VOUCHERS FOR 3575 MENDOCINO AVENUE PHASE II.

The motion carried by the following vote:

Yes: 4 - Commissioner Burke, Commissioner Downey Ph. D, Vice Chair Test and Chair Owen

Absent: 1 - Commissioner Olsen

12.2 REPORT - FISCAL YEAR 2021/22 HOUSING AUTHORITY BUDGET ADOPTION

BACKGROUND: The Authority's annual budget preparation process runs concurrently with the City's process from January through June each year. The Executive Director of the Authority must submit an expenditure, revenue, and transfer budget for all Authority programs for approval by the Authority Commissioners, which then becomes the formal budget for the next fiscal year. Annually, the Authority is asked to adopt the budget at their June meeting.

RECOMMENDATION: It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, adopt the proposed budget for Fiscal Year (FY) 2021/22.

Megan Basinger, Housing and Community Services Interim Director, gave a presentation and answered Commissioner's questions.

A motion was made by Vice Chair Test, seconded by Commissioner Burke, to waive reading of the text and adopt:

RESOLUTION NO. 1721 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING THE HOUSING AUTHORITY BUDGET FOR FISCAL YEAR 2021/22

The motion carried by the following vote:

Yes: 4 - Commissioner Burke, Commissioner Downey Ph. D, Vice Chair Test and Chair Owen

Absent: 1 - Commissioner Olsen

13. ADJOURNMENT

Seeing no other business, Chair Owen adjourned the meeting at 2:57pm.

Approved on:

_____ **Steven V. Brown Recording
Secretary**