



# City of Santa Rosa

City Hall, Council Chamber  
100 Santa Rosa Avenue  
Santa Rosa, CA

## Housing Authority Regular Meeting Minutes - Draft

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Monday, February 26, 2018

1:30 PM

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### 1. CALL TO ORDER

Chair Harris called the meeting to order at 1:36 p.m.

### 2. ROLL CALL

**Present** 4 - Chair David Harris, Commissioner Stephen Burke, Vice Chair Helga Lemke, and Commissioner Phil Olsen

**Absent** 2 - Commissioner Wayne Downey Ph. D, and Commissioner Fran Bolduc

### 3. STUDY SESSION

#### 3.1 FY 2018/19 BUDGET PROCESS AND FUNDING PRIORITIES

**BACKGROUND:** Early each year, the Housing Authority holds a study session to obtain feedback and comments from the Housing Authority Commissioners and public regarding the annual budget process. Staff will provide an overview of the budget process timeline and anticipated trends for the coming year.

**Presented by:** David Gouin, Executive Director of the Housing Authority; Kate Goldfine, Administrative Services Officer

#### **PUBLIC COMMENT:**

Duane Dewitt spoke regarding the Section 8 federal funds and asked that veterans' advocates not reduce the number of VASH vouchers in Section 8.

#### 3.2 CONTINUED DISCUSSION OF IDEAS ORIGINATING FROM HOUSING AUTHORITY RETREAT

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, continue its discussion and decide on possible actions regarding: 1) an interest to have structured advocacy for affordable housing resources at the Federal, State, and Local levels of government and potentially form the

private sector; 2) explore the Housing Authority's role in expanding housing production, lowering housing construction costs, and strategies in housing design and construction; and, 3) explore ways to develop and promote the value of the Authority.

Presented by: David Gouin, Executive Director of the Housing Authority; and Paul Anjeski, Organizational Development and Training Manager.

**PUBLIC COMMENT:**

Duane Dewitt spoke regarding a project being built in Roseland area, Paseo Vista. He noted that the project was approved in the County by a former City of Santa Rosa planner.

**4. PUBLIC COMMENTS**

**PUBLIC COMMENT:**

Duane Dewitt asked that the Housing Authority have a sense of urgency of affordable housing and suggested reaching out to local learning institutions, such as UC Berkeley for the information the Housing Authority may need.

Duane Dewitt spoke regarding previous affordable housing projects within Roseland.

**5. STATEMENTS OF ABSTENTION**

None.

**6. APPROVAL OF MINUTES**

6.1 January 22, 2018 - Draft Meeting Minutes

**7. CHAIRMAN/ COMMISSIONER REPORTS**

Vice Chair Lemke attended and reported out on the Housing Bond group as liaison to advocate for a proposed tax rate on the housing bond.

Chair Harris reported out on Factory OS being a modular

manufacturer he has explored.

## **8. COMMITTEE REPORTS**

None.

## **9. EXECUTIVE DIRECTOR'S REPORT/ COMMUNICATION ITEMS:**

Executive Director Gouin reported out on the two communication items, as well as the attachment for Item 9.2 regarding the Renewal Enterprise District which was included for information. He commented that the proposal has not gone before any policy board for any formal action.

Executive Director Gouin also commented that he was invited to the Housing Bond meeting to talk about practical applications of how developments are received, considered and moved towards consideration by housing authorities.

**9.1** FY 2017/18 MID-YEAR FINANCIAL REPORT; Included in packet

**9.2** HOUSING AUTHORITY MONTHLY ACTIVITIES REPORT - Provided for information.

## **10. REPORT ITEMS**

**10.1** REPORT - ADOPTION OF ANNUAL PUBLIC HOUSING AGENCY PLAN

BACKGROUND: The Quality Housing and Work Responsibility Act of 1998 requires any housing authority that administers the Section 8 Housing Choice Voucher program to adopt a Public Housing Agency (PHA) Plan with two components: The Five-Year PHA Plan and Annual PHA Plan updates. The City of Santa Rosa Housing Authority submitted its Five-Year plan in 2014 for 2014-2019; the current plan is an annual update for Fiscal Year 2018-2019. The PHA Plans must be presented at a public meeting and be reviewed by a local Resident Advisory Board (RAB), and any comments by the RAB must be submitted with the PHA plan. The RAB requirement for the City of Santa Rosa is satisfied by the service of two Tenant Commissioners on

the Santa Rosa Housing Authority who represent the interests of those served by the Section 8 Housing Choice Voucher program. Adoption of the PHA Plan appoints any and all Housing Authority commissioners who are also Housing Choice Voucher program participants as the RAB.

RECOMMENDATION: The Department of Housing and Community Services recommends that the Housing Authority, by resolution, adopt the City of Santa Rosa Housing Authority PHA Annual Plan for Fiscal Year 2018-2019.

Presented by: Rebecca Lane, Housing and Community Services Manager; and Jules Pelican, Program Specialist

#### PUBLIC COMMENT

Duane Dewitt spoke regarding the PHA plan and the geographic areas that Section 8 voucher recipients live in. He also spoke regarding his experience as a Section 8 recipient that he has not heard of the Family Self Sufficiency Program from Public Housing Authority who administers the program.

**A motion was made by Commissioner Olsen, seconded by Commissioner Burke, to waive reading of the text and adopt:**

**RESOLUTION NO. 1644 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING AND ADOPTION THE PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL YEAR 2018-2019 AND ESTABLISHING MEMBERSHIP OF THE RESIDENT ADVISORY BOARD.**

**The motion carried by the following vote:**

**Yes:** 4 - Chair Harris, Commissioner Burke, Vice Chair Lemke and Commissioner Olsen

**Absent:** 2 - Commissioner Downey Ph. D and Commissioner Bolduc

**10.2** REPORT - ADJUSTMENT OF HOUSING AUTHORITY FEE INCREASE EFFECTIVE DATE FROM OCTOBER 1 TO JULY 1 ANNUALLY FOR CONSISTENCY WITH CITYWIDE MASTER FEE SCHEDULE

BACKGROUND: To sustain the services provided by the Santa Rosa

Housing Trust in its administration of affordable housing programs, the Housing Authority, via Resolution No. 1544, adopted the Housing Authority of the City of Santa Rosa Processing Fees and Charges (Fee Schedule) in June 2012, with an effective date of October 1, 2012. Resolution No. 1544 authorized an annual increase to the Fee Schedule effective October 1 of each year, however, this date is not consistent with the increase effective date for other City departments.

**RECOMMENDATION:** It is recommended by the Housing and Community Services Department that the Housing Authority, by resolution, adjust the annual effective date for increase of Housing Authority of the City of Santa Rosa Processing Fees and Charges (Fee Schedule) from October 1 to July 1 to be consistent with the Citywide Master Fee Schedule.

Presented by: Megan Basinger, Housing and Community Services Manager.

**A motion was made by Commissioner Lemke, seconded by Commissioner Olsen, to waive reading of the text and adopt:**

**RESOLUTION NO. 1645 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING ADJUSTMENT OF HOUSING AUTHORITY FEE INCREASE EFFECTIVE DATE FROM OCTOBER 1 TO JULY 1 ANNUALLY TO BE CONSISTENT WITH THE CITYWIDE MASTER FEE SCHEDULE.**

**The motion carried by the following vote:**

**Yes:** 4 - Chair Harris, Commissioner Burke, Vice Chair Lemke and Commissioner Olsen

**Absent:** 2 - Commissioner Downey Ph. D and Commissioner Bolduc

## **11. ADJOURNMENT**

Chair Harris adjourned the meeting at 3:37 p.m.