



## City of Santa Rosa

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

### Housing Authority Special Meeting Minutes - Final

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Monday, November 27, 2017

1:30 PM

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#### 1. CALL TO ORDER

Chair Downey called the meeting to order at 1:38 p.m.

#### 2. ROLL CALL

**Present** 5 - Chair Wayne Downey Ph. D, Vice Chair David Harris, Commissioner Fran Bolduc, Commissioner Stephen Burke, and Commissioner Helga Lemke

**Absent** 2 - Commissioner Delia Gaitan, and Commissioner Phil Olsen

#### 3. STUDY SESSION

##### 3.1 REVIEW OF HOUSING AUTHORITY DISASTER REPORT AND RECOVERY STRATEGIES

**BACKGROUND:** The purpose of this study session is to provide information regarding the impacts of the October wildfires on the Department of Housing and Community Services programs, as well as a review of the recovery activities undertaken by the Department.

Presented by Rebecca Lane, Housing and Community Services Manager.

##### PUBLIC COMMENT

Duane DeWitt spoke regarding public participation regarding funds expended.

#### 4. PUBLIC COMMENTS

Duane DeWitt spoke regarding the current housing crisis, mentioning housing reports from 1996 and 1997 and the impact of the October fires on the housing stock.

#### 5. STATEMENTS OF ABSTENTION

None.

## 6. APPROVAL OF MINUTES

6.1 June 12, 2017, Special Meeting Minutes

Approved as submitted.

6.2 July 11, 2017, Special Meeting Minutes

Approved as submitted.

## 7. CHAIRMAN/ COMMISSIONER REPORTS

Chair Downey spoke regarding the impact of recent fires in the community and its impact on Santa Rosa housing stock. Chair Downey thanked staff for their work in response to the emergency and recovery.

Commissioner Burke spoke regarding the lessening of federal barriers to affordable housing.

Vice Chair Harris spoke regarding moving towards nonflammable materials used in construction of affordable housing units.

Requested to place an item on a future agenda to discuss further.  
No second was received.

## 8. COMMITTEE REPORTS

None. Commisioner Burke announced he would be leaving the meeting early.

## 9. DIRECTOR'S REPORTS/ COMMUNICATION ITEMS:

David Gouin, Director of Housing and Community Services introduced new staff to the Housing Authority Members.

Director Gouin suggested to the Chair that he consider a nominating committee in conjunction with the present tenant commissioner recruitment being moved onto the City Council interview process, so that by February a Chair and Vice Chair can be voted on.

Director Gouin also announced the Post Disaster Task Forces staff will be involved in, in partnership with County Agencies . There are

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task forces on the following subjects: Debris Removal and Rebuilding, Health and Human Services with Carmelita Howard acting as City staff liaison, the Housing Task Force for recovery with County and FEMA, Ad Hoc Committee with City Council looking at the possibility of raising capital for housing and infrastructure. Staff will know more about whether the Housing Authority will have any action in those matters soon. Director Gouin reported on the Ad Hoc Homeless Redesign which includes City Council members and Board of Supervisors members, and includes staff from the Housing and Community Services Department.

Commissioner Lemke asked a clarifying question about the Tenant Commissioner Recruitment.

Commissioner Burke asked a clarifying question about the VASH project in Guerneville approved earlier in the year.

Vice Chair Harris asked about the pilot program which limited the preference for vouchers and asked for a status update.

Commissioner Burke left the meeting at 2:35 p.m.

- 9.1**      HOUSING AUTHORITY MONTHLY ACTIVITIES REPORT - Provided for information.
- 9.2**      ANNUAL ADJUSTMENT TO THE HOUSING AUTHORITY PROCESSING FEE SCHEDULE - Provided for information.
- 9.3**      FISCAL YEAR 2016/2017 HOUSING SUCCESSOR AGENCY REPORT - Provided for information.
- 9.4**      FY 2017/18 FIRST QUARTER FINANCIAL REPORT - Provided for information.

**10. CONSENT ITEMS - NONE**

## 11. REPORT ITEMS

### 11.1 REPORT - HABITAT FOR HUMANITY AGING IN PLACE HOME REPAIR PROGRAM

**BACKGROUND:** Habitat for Humanity of Sonoma County has requested funding in the amount of \$12,000 to create a program to provide repairs to homes owned and occupied by low-income senior citizens in the City of Santa Rosa. If approved, the Housing Authority's funds would pay for staff and material costs that cannot be met with in-kind donations or volunteer labor.

**RECOMMENDATION:** It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, approve a Professional Services Agreement in the amount of \$12,000 with Habitat for Humanity for administration of a program to provide funding to assist low-income senior homeowners with repairs to the exteriors of their homes, the source of funds being Fund 2282/Key 340110.

Presented by Nancy Manchester, Program Specialist  
Clarifying answers provided by Kathy Hayes from Habitat for Humanity.

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

**RESOLUTION NO. 1638 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH HABITAT FOR HUMANITY FOR CREATION OF AN AGING IN PLACE HOME REPAIR PROGRAM.**

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

**Yes:** 4 - Chair Downey Ph. D, Vice Chair Harris, Commissioner Bolduc and Commissioner Lemke

**Absent:** 3 - Commissioner Burke, Commissioner Gaitan and Commissioner Olsen

### 11.2 REPORT - TRANSFER OF HOUSING AUTHORITY FUNDS TO REPAY THREE REHABILITATION LOANS MADE TO JOURNEY'S END MOBILEHOME PARK RESIDENTS

**BACKGROUND:** On October 9, 2017, the City of Santa Rosa (City)

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experienced a devastating wildfire that destroyed or substantially damaged the majority of mobilehomes at Journey's End Mobilehome Park, including two homes with rehabilitation loans funded by the CalHome Owner-Occupied Mobilehome Rehabilitation Program in 2017, and one funded by Community Development Block Grant (CDBG) dollars in 1992. Because the borrowers are low-income (80% AMI or less) senior citizens, and because the insurance settlements these borrowers will receive will not provide adequate resources to replace their homes if they are required to pay back the Housing Authority's loans, staff recommends transferring funds from the Housing Authority Reserves (Fund 2130) and Housing Grant (Fund 2282) into the Housing Authority funds which were the original source of the rehabilitation loans for each borrower as repayment of all three loans to reduce hardship on the borrowers.

**RECOMMENDATION:** It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, transfer Housing Authority funds to repay loans totaling \$48,386 for three low-income (80% of Area Median Income [AMI] or less) rehabilitation borrowers who resided in Journey's End Mobilehome Park; two of whose homes were destroyed and one whose home was damaged by the October 2017 wildfires, the source of funds being Fund No. 2130 - Housing Authority Operating Reserve Fund and Fund 2282 - Housing Grant.

Presented by Nancy Manchester, Program Specialist

#### **PUBLIC COMMENT**

Kristy Collins spoke on behalf of her mother who lost her home in Journey's End mobilehome park, recounting the night of fires and asked that the Housing Authority forgive her loan on the lost mobilehome.

Duane DeWitt spoke regarding Journey's End mobilehome park and his past involvement in efforts to save the park. He advocated for the Housing Authority to forgive the loans made to those who lost their homes.

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

**RESOLUTION NO. 1639 ENTITLED: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING TRANSFER OF HOUSING AUTHORITY FUNDS TO REPAY THREE REHABILITATION LOANS MADE TO JOURNEY'S END MOBILEHOME PARK RESIDENTS**

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

**Yes:** 4 - Chair Downey Ph. D, Vice Chair Harris, Commissioner Bolduc and Commissioner Lemke

**Absent:** 3 - Commissioner Burke, Commissioner Gaitan and Commissioner Olsen

**11.3 REPORT - HOUSING AUTHORITY PLANNING DAY INPUT**

**BACKGROUND:** The Ad-Hoc Planning Day Subcommittee, along with staff, have devised a draft agenda for a possible Housing Authority retreat or Planning Day. Due to the nature of the identified discussion topics and the interest of the Ad-Hoc Subcommittee to utilize Commissioner and staff time in an efficient manner, the Subcommittee expressed interest to receive the input from the full Housing Authority on the best way to proceed.

**RECOMMENDATION:** It is recommended by the Department of Housing and Community Services that the Housing Authority, by motion, suspend its current effort to prepare for a retreat (a.k.a. Planning Day) and provide direction to staff regarding alternatives to obtain information on topics suggested by the Ad Hoc Committee.

Presented by Nicole Rathbun, Administrative Technician.

Motion to ask staff to set up a one topic special meeting, on the continuity and clarity of policies for the HA

**A motion was made by Commissioner Lemke, seconded by Vice Chair Harris, to direct staff to setup a single-topic special meeting to discuss whether the Housing Authority is content with its current role, or if they wish to be more upfront, and if so, what strategies should be adopted to make that so.**

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

**Yes:** 4 - Chair Downey Ph. D, Vice Chair Harris, Commissioner Bolduc and Commissioner Lemke

**Absent:** 3 - Commissioner Burke, Commissioner Gaitan and Commissioner Olsen

**12. ADJOURNMENT**

Chair Downey adjourned the meeting at 3:22 pm.

**Approved on December 18, 2017**

**/s/ Sara Roberts, Recording Secretary**