



**Housing Authority  
Special Meeting Minutes - Final**

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Monday, May 20, 2019

1:30 PM

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**1. CALL TO ORDER**

Chair Burke called the meeting to order at 1:33 PM.

**2. ROLL CALL**

**Present** 4 - Commissioner Stephen Burke, Commissioner Wayne Downey Ph. D,  
Commissioner Phil Olsen, and Commissioner Jeffrey Owen

**Absent** 2 - Commissioner Leora Johnson-Morgan, and Commissioner Diane  
Test

**3. STATEMENTS OF ABSTENTION**

None.

**4. STUDY SESSION**

**4.1 REVIEW OF FY 2019/20 PROPOSED HOUSING AUTHORITY  
BUDGET**

**BACKGROUND:** The Housing Authority's annual budget process runs concurrently with the City's process from January through June each year, and consists of two study sessions and the budget hearings. The Housing Authority held a study session at the February 25, 2019 meeting to provide direction and hear public commentary on the FY 2019/20 budget. The Authority will review the proposed FY 2019/20 budget at study session today. Budget hearings will be held on June 17, 2019 where the Authority will be asked to approve the budget for FY 2019/20 before it goes to the City Council for final approval later that week.

Presented by: David Gouin, Executive Director and Kate Goldfine,  
Administrative Services Officer.

**PUBLIC COMMENT:** George Moskoff spoke regarding the budget and asked whether the increase in the budget would serve more people or allow more funds per person. Executive Director Gouin responded generally that this year the Housing Authority would have

three notices of funding availability.

**5. PUBLIC COMMENTS ON NON-AGENDA MATTERS:**

None.

**6. APPROVAL OF MINUTES**

Approved as submitted.

**6.1** MARCH 25, 2019 - DRAFT MEETING MINUTES.

**7. CHAIRMAN/ COMMISSIONER REPORTS**

Chair Burke reported on the requirement for all commissioners to attend harassment training per SB1343. Chair Burke also announced that there would be a Boards, Commissions and Committees Orientation on Wednesday, May 29th. Chair Burke also reported that the Mayor has a monthly luncheon with the Chairs of each Board and Commission and that the Mayor discussed the Tier 1 and Tier 2 City Council priorities.

Commissioner Downey asked whether there would be an off-site retreat led by the Organizational Development and Training Manager.

**8. COMMITTEE REPORTS**

Chair Burke reported that there are two ad hoc subcommittees currently scheduled to meet later this month regarding the Focused NOFA and Project Based Vouchers.

**9. EXECUTIVE DIRECTOR REPORTS/ COMMUNICATION ITEMS:**

**9.1** FY 2018/19 QUARTER 3 FINANCIAL REPORT - Provided for information.

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

**10. REPORT ITEMS**

**10.1** REPORT - REQUEST FROM COMMUNITY SUPPORT NETWORK TO EXTEND THE TERM OF THE HOUSING AUTHORITY LOAN FOR

933 GRAND AVENUE IN THE PRINCIPAL AMOUNT OF \$50,000 FOR AN ADDITIONAL 20 YEARS

BACKGROUND: 933 Grand Avenue (Property) is a five-bed permanent housing facility serving mentally ill and homeless adults at or below 50% of Area Median Income (AMI). In 1989, Community Support Network (CSN) received a Housing Authority loan in the principal amount of \$50,000 for acquisition and rehabilitation of the Property. CSN is requesting extension of the term of its Housing Authority Loan (#9014-0464-90) in the principal amount of \$50,000 from July 18, 2019 to July 18, 2039, deferred payment, at 3% simple interest per year.

RECOMMENDATION: It is recommended by the Housing & Community Services Department that the Housing Authority, by resolution, approve an extension of the term of the \$50,000 loan made to Community Support Network (Loan #9014-0464-90) for 933 Grand Avenue from July 18, 2019 to July 18, 2039, deferred payment, at 3% simple interest per year.

Presented by: Nancy Manchester, Program Specialist.

Representatives from Community Support Network offered clarifying answers for the Housing Authority.

**A motion was made by Commissioner Owen, seconded by Commissioner Olsen, to waive reading of the text and adopt as amended to include that the extension was subject to approval of the Regulatory Agreement between the Housing Authority and Community Support Network:**

**Resolution No. 1662, entitled: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA APPROVING A REQUEST FROM COMMUNITY SUPPORT NETWORK TO EXTEND THE TERM OF THE HOUSING AUTHORITY LOAN FOR 933 GRAND AVENUE IN THE PRINCIPAL AMOUNT OF \$50,000 FOR AN ADDITIONAL 20 YEARS.**

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

**Yes:** 4 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen and Commissioner Owen

**Absent:** 2 - Commissioner Johnson-Morgan and Commissioner Test

**BACKGROUND:** To evaluate loan applications, the Housing Authority currently relies on the Low-Income Housing Production Subsidy Policy that was approved in 2000. To modernize the guiding principles of the Housing Authority, staff is recommending that the Housing Authority approve updated, streamlined guidelines to assist with the review and ultimate decision-making on loan applications.

**RECOMMENDATION:** It is recommended by the Housing & Community Services Department that the Housing Authority, by motion, approve the updated Affordable Housing Program Guidelines.

Presented by: Nancy Manchester, Program Specialist

**A motion was made by Commissioner Owen, seconded by Commissioner Olsen, continue the item to the August 19th meeting.**

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

**Yes:** 2 - Commissioner Olsen and Commissioner Owen

**No:** 2 - Commissioner Burke and Commissioner Downey Ph. D

**Absent:** 2 - Commissioner Johnson-Morgan and Commissioner Test

**A motion was made by Commissioner Owen, seconded by Commissioner Olsen, to table the item.**

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

**Yes:** 4 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen and Commissioner Owen

**Absent:** 2 - Commissioner Johnson-Morgan and Commissioner Test

**10.3 REPORT - REVISION OF LIMITED PREFERENCE POLICY FOR DISASTER-AFFECTED FAMILIES ON THE HOUSING CHOICE VOUCHER WAITING LIST**

**BACKGROUND:** The Department of Housing and Community Services administers the federal Housing Choice Voucher program in the City of Santa Rosa. The U.S. Department of Housing and Urban Development (HUD) requires that each local Housing Authority administering the voucher program maintain an Administrative Plan outlining local policies for the program. The Department of Housing and Community Services is recommending a change to the local Administrative Plan to revise the

Limited Preference for Disaster-Affected families. The change would allow households displaced by the October 2017 wildfires from any Sonoma County address to qualify for the Limited Preference. By HUD requirement, any changes in the Administrative Plan must be adopted by Housing Authority resolution during a public meeting.

RECOMMENDATION: It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, approve a revision to Chapter 4, Section 4-III.C. of the Housing Choice Voucher Program Administrative Plan which would revise the policy for the Waiting List Limited Preference for Disaster-Affected Families. The change would allow households displaced by the October 2017 wildfires from any Sonoma County address to qualify for the Limited Preference.

Presented by: Jules Pelican, Program Specialist.

**A motion was made by Commissioner Owen, seconded by Commissioner Olsen, to waive reading of the text and adopt as amended to include a primary preference for Disaster-Affected Families that lived within the City of Santa Rosa limits prior to the October 2017 wildfires:**

**Resolution No. 1663, entitled: RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF SANTA ROSA REVISING LIMITED PREFERENCE POLICY FOR DISASTER-AFFECTED FAMILIES ON THE HOUSING CHOICE VOUCHER PROGRAM WAITING LIST.**

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

**Yes:** 4 - Commissioner Burke, Commissioner Downey Ph. D, Commissioner Olsen and Commissioner Owen

**Absent:** 2 - Commissioner Johnson-Morgan and Commissioner Test

## **11. ADJOURNMENT**

Chair Burke adjourned the meeting at 3:27 pm.

**Approved on June 17, 2019**

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