

CITY OF SANTA ROSA  
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS  
FROM: NICOLE RATHBUN, ADMINISTRATIVE TECHNICIAN  
HOUSING AND COMMUNITY SERVICES DEPARTMENT  
SUBJECT: HOUSING AUTHORITY PLANNING DAY INPUT

AGENDA ACTION: MOTION

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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.

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EXECUTIVE SUMMARY

The Ad-Hoc Planning Day Subcommittee, along with staff, have devised a draft agenda for a possible Housing Authority Planning Day, listed below as Attachment 1. 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.

BACKGROUND

On June 8, 2015, the Housing Authority Board and staff held an inaugural Housing Authority Planning Day. The agenda items at this meeting included teambuilding, educational topics, and a discussion on the roles of Commissioners and Staff.

During Chairman/Commissioner Reports at the October 24, 2016 Regular Meeting of the Housing Authority, Chair Downey expressed his interest in having a second Housing Authority Planning Day, possibly sometime in 2017.

At the Housing Authority Meeting of April 24, 2017, Chair Downey appointed an Ad-Hoc Subcommittee, consisting of Vice Chair Harris, and Commissioners Bolduc and Gaitan, to work with staff to create an agenda.

The Subcommittee met on May 15, 2017 and identified six primary areas of interest; 1) Housing Authority and City Council Partnership; 2) Affordable Housing Financing, Refresher and Trends; 3) Housing Authority Role in Identifying Affordable Housing Resources (Bond, other); 4) National and Regional Housing Policies – Commissioner Training/Conference Opportunities; 5) Understanding the Notice of Funding Availability (NOFA) process; and, 6) Identify Educational/Informational topics for future Study Sessions (Status of Pipeline Projects, Barriers to Development, etc.).

The draft Planning Day agenda was presented to the Ad-Hoc Subcommittee at their second meeting on August 23, 2017. The discussion concluded with direction to staff to bring this item to the full Board for input, and the Housing Authority by motion, provide direction on the best way to proceed to review these topics.

#### PRIOR HOUSING AUTHORITY REVIEW

Not applicable.

#### ANALYSIS

Due to the nature of the identified discussion topics in the draft agenda and the interest of the Ad-Hoc Subcommittee to utilize Commissioner and staff time in an efficient manner, the Subcommittee expressed interest in receiving input from the full Housing Authority Board on whether to proceed in preparation of a Planning Day to cover these topics, or consider alternate forums to receive information on topics that range from internal process review to Commissioner training opportunities.

#### FISCAL IMPACT

Due to the preliminary status of the proposed Housing Authority Planning Day, a cost estimate has not yet been calculated. If a motion is made directing staff to proceed with facilitating this event, staff will be able to estimate costs based on variables that have not yet been decided upon by the Subcommittee such as the need for an outside facilitator, venue rental, duration of meeting, etc. As a point of reference, the approximate cost of the 2015 Planning Day, not including staff costs, was approximately \$6,700.

Alternatively, other than staff cost, there is no fiscal impact of the Board directing staff to provide information.

#### ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

### COUNCIL/BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The Ad-Hoc Planning Day Subcommittee expressed an interest in receiving input from the full Housing Authority regarding whether to proceed with the proposed draft agenda, attached, or to consider reviewing the identified topics in an alternate forum.

### NOTIFICATION

Not applicable

### ATTACHMENTS

- Attachment 1 – Draft Planning Day Agenda

### CONTACT

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