



City of San Antonio

Agenda Memorandum

File Number:21-3687

Agenda Item Number: 2.

Agenda Date: 5/26/2021

In Control: Housing Commission

DEPARTMENT: Neighborhood and Housing Services Department

DEPARTMENT HEAD: Verónica R. Soto, FAICP, Neighborhood and Housing Services Department Director

COUNCIL DISTRICTS IMPACTED: Citywide

SUMMARY:

Discussion and possible action on the development of subcommittees of the Housing Commission

BACKGROUND INFORMATION:

With the acceptance of San Antonio's Housing Policy Framework on September 6, 2018, City Council recommended the Housing Commission become the oversight commission for the Framework implementation.

Per Ordinance 2018-11-15-0919, passed and approved November 15, 2018, Section 9: In order to support its work, the Commission may also seek voluntary technical or specific professional assistance from individuals in the community representing certain technical disciplines or areas of special expertise.

On April 7, 2021, the Housing Commissioners elected to create the following subcommittees to support the Commission's Charge:

- Public Engagement and Outreach Committee
- Dashboard and Annual Report

The Housing Commission also discussed the continuation of the Agenda Working group as another subcommittee called the Agenda Subcommittee.

Many city boards and commissions adopt codes of conduct or by-laws to govern the rules and procedures that govern the board/commission. Within these documents the structure not only of the commission, but of the

subcommittees to support the commission, are laid out.

ISSUE:

During the April 28 regular meeting, the Commission selected members to sit on a workgroup which would determine details such as:

- The purpose and charge of each subcommittee
- The number of members in each subcommittee
- Whether the subcommittee will have non-commission members on the subcommittee
- Whether appointments to the subcommittees will be made by commissioners or some other method

Three Commissioners, Robert Abraham, Jeffrey Arndt, and Paul Furukawa met on May 10 to identify the makeup of the two subcommittees. The following are the suggestions from the working group:

	Dashboard/Annual Report	Public Engagement and Outreach	Agenda
Charge	Measure and report on the progress of Housing Commission and NHSD specifically related to the progress of Housing Policy Framework and SHIP for purposes of oversight, communication, and annual report on progress.	Efficiently engage the public through guidance, support, and oversight of NHSD's public engagement as it relates to policies developed in response to HPF and SHIP. Support refers to Commissioner work and help. Give voice to parts of the community traditionally underrepresented but who make up a significant segment of the population. Including but not limited to those most impacted by housing insecurity	Select the topics and set the agenda for monthly meeting and special sessions as needed

Goals	<p>Dashboard- Posted online and updated as needed. Focused on ongoing communication between Housing Commission and the public. Staff will help update the dashboard. Subcommittee to recommend to Housing Commission what should be reported on and how frequently. Housing Commission to formally direct. Decided what it should look like based on what other cities are doing. Also, recommend what it should include based on best practices.</p> <p>Annual report- Produced once a year. Will include some but not all of what is on the dashboard. May include extra information not included on the dashboard. Will also be posted online. Might include information the commission doesn't have direct control over such as funding at state or federal level. Include funding requests or recommendations. To be released ahead of or with NHSD budget presentation.</p>	Assist staff in outreach to communities, increase public comments related to agenda items, engage media, draft Housing Commission statements	Create monthly and special meeting agendas designed to stay within meeting time limits.
Terms	Charge to be reevaluated during the retreats. Terms to overlap to maintain institutional knowledge	Charge to be reevaluated during the retreats. Terms to overlap to maintain institutional knowledge	Charge to be reevaluated during the retreats. Terms to overlap to maintain institutional knowledge
Members	4 Commissioners max; Technical Experts as needed	4 Commissioners max; 5 community experts with lived experience	4 Commissioners Max
Length	2-year terms, 2 term max	2-year terms, 2 term max	2-year terms, 2 term max
Composition	Max. 4 Commissioners	Max. 4 Commissioners and 5 community experts	Max. 4 Commissioners

Selection	Self-nominate, if more than 4 interested Chair picks	Self-nominate, if more than 4 interested Chair picks Commissioners For community experts, an application. Housing Commission votes in members.	Self-nominate, if more than 4 interested Chair picks
Frequency	Quarterly, more as needed	Every other month, more as needed	Once a month, more as needed

They are to present their recommendations for approval to the Commission.

ALTERNATIVES

If Commission does not agree with the proposed subcommittee guidelines, the workgroup can take the recommendations to continue working on the terms.

FISCAL IMPACT:

There is no fiscal impact at this time.

RECOMMENDATION:

Staff recommends that the Commission approve the working group's recommendation. Staff will support to create guidelines for the subcommittee with full Commission's approval.