



MEMORANDUM

DATE: November 3, 2010

TO: Housing Commission

FROM: Douglas Frederick
Housing Manager

RE: **Approval of the 2-Year Work Plan**

Attached please find the completed 2-year work plan. Margaret Roberts tells me that we are ready for Commission approval. Please review the plan and be prepared to suggest any changes that you feel are needed. If you (collectively) feel that it meets the Commission needs, the Commission can vote to send it forward to the City Council.



Commission Work Plan Guidelines

- Step 1** Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004.
- Step 2** Develop a mission statement that reflects that purpose.
- Step 3** Discuss and outline any priorities established by Council.
- Step 4** Brainstorm goals, projects, or priorities of the Commission and determine the following:
- A. Identify priorities, goals, projects, ideas, etc.
 - B. Determine benefit, if project or item is completed
 - C. Is it mandated by State or local law or by Council direction?
 - D. Would the task or item require a policy change at Council level?
 - E. Resources needed for completion? (Support staff, creation of subcommittees, etc.)
 - F. Completion time? (1-year, 2-year, or longer term?)
 - G. Measurement criteria? (How will you know you are on track? Is it effective?, etc.)
- Step 5** Prioritize projects from urgent to low priority.
- Step 6** Prepare final Work Plan for submission to Council for review and approval in the following order:
- Work Plan cover sheet, Listing of Members, Priority List, Work Plan Worksheet – Steps 1 through 8
- Step 7** Use your “approved” work plan throughout the term of the plan as a guide to focus in on the work at hand
- Step 8** Report out on work plan priorities to the City Council, which should include:
- A. List of “approved” priorities or goals
 - B. Status of each item, including any additional resources required in order to complete
 - C. If an item that was on the list is not finished, then indicate why it didn’t occur and list out any additional time and/or resources that will be needed in order to complete



Mission Statement

The mission of the Housing Commission is to make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters.

Housing Commission Cover Sheet
Work Plan for 2010-2011



Commission Members Listing

Commissioner	Patty Boyle (Chair)
Commissioner	Brigid Van Randall (Vice Chair)
Commissioner	John Bautista
Commissioner	Sally Cadigan
Commissioner	Carolyn Clarke
Commissioner	Anne Moser
Commissioner	Yvonne Murray



Housing Commission Priority List

The **Housing Commission** has identified the following priorities to focus on during 2010-2011:

1.	Housing Element
2.	ECR Downtown Specific Plan as it relates to housing locations
3.	Community Outreach for awareness and input
4.	All City publications, including the Activity Guide should include information on the housing programs available
5.	



Commission Work Plan Guidelines Work Plan Worksheet

Step 1

Review purpose of Commission as defined by Menlo Park Council Policy CC-01-0004	Housing matters including housing supply and housing related problems; Community attitudes about housing (range, distribution, racial, social-economic problems); Programs for evaluating, maintaining, and upgrading the distribution and quality of housing stock in the City; Planning, implementing and evaluating City programs under the Housing and Community Development Act of 1974; Members serve with staff on a loan review committee for housing rehabilitation programs and a first time homebuyer loan program; Review and recommend to the Council regarding the Below Market Rate (BMR) program; Initiate, review and recommend on housing policies and programs for the City; Review and recommend on housing related impacts for environmental impact reports; Review and recommend on State and regional housing issues; and Review and recommend on the Housing Element of the General Plan
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Step 2

Develop or review a Mission Statement that reflects that purpose <i>Who we are, what we do, who we do it for, and why we do it!</i>	The mission of the Housing Commission is to make recommendations to the City Council on issues related to housing policy, implement Council policy decisions, and represent the City where needed on housing matters.
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Step 3

Discuss any priorities already established by Council	
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Step 4

Brainstorm goals, projects or priorities of the Commission	Benefit, if completed	Mandated by State/local law or by Council direction?	Required policy change at Council level?	Resources needed for completion? Staff or creation of subcommittees?	Estimated Completion Time	Measurement criteria How will we know how we are doing?
Housing Element		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Funding Staff time 	24 Months	<ul style="list-style-type: none"> Housing Commission Approval Planning Commission Approval City Council Approval
ECR Downtown Specific Plan as it relates to housing locations	<ul style="list-style-type: none"> Advocates Increase housing in neighborhoods with transportation and shops 	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> Staff time Copies of the ECR Downtown Specific Plan for Commissioners 	3-4 Months	<ul style="list-style-type: none"> Housing Commission Approval Planning Commission Approval City Council Approval Community Support
Community Outreach for awareness and input <ul style="list-style-type: none"> Advise on the commission and what they do Programs available and the process to utilize them What does the community feel they need Article in Menlo Focus Table at Farmers Market Information and programs placed on channel 26 	<ul style="list-style-type: none"> Increase in community input on housing issues 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Staff time Printing costs Subcommittee Marketing materials (business cards) 	1-2 Months for printed materials and then on-going	<ul style="list-style-type: none"> The information is printed More community participation in the housing programs
All City publications, including the Activity Guide should include information on the housing programs available	<ul style="list-style-type: none"> 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Staff time Printing costs 	1-2 Months for printed materials and then on-going	<ul style="list-style-type: none"> The information is printed More community participation in the housing programs

Step 5

List identified Goals, Priorities and/or Tasks for the Commission	Prioritize Tasks by their significance			
	1 Urgent	2 1-year	3 2-year	4 Long Term
Housing Element	X			
ECR Downtown Specific Plan as it relates to housing locations	X			
Community Outreach for awareness and input <ul style="list-style-type: none"> • Advise on the commission and what they do • Programs available and the process to utilize them • What does the community feel they need • Article in Menlo Focus • Table at Farmers Market • Information / programming placed on channel 26 	X Is taking place and is Ongoing			
All City publications, including the Activity Guide should include information on the housing programs available	X Should begin now and continue			

Step 6 Prepare final work plan for submission to the City Council for review, possible direction and approval and attach the Worksheets used to determine priorities, resources and time lines.

Step 7 Once approved, use this plan as a tool to help guide you in your work as an advisory body.

Step 8 Report out on status of items completed. Provide any information needed regarding additional resources needed or And to indicate items that will need additional time in order to complete.