

CITY OF PALM DESERT HOUSING AUTHORITY STAFF REPORT

MEETING DATE: August 28, 2025

PREPARED BY: Jessica Gonzales, Housing Manager

SUBJECT: RESOLUTION AMENDING AND RESTATING THE ADMINISTRATIVE PLAN FOR THE HOUSING AUTHORITY'S AFFORDABLE RESIDENTIAL COMMUNITIES AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE APPROPRIATE ACTIONS FOR IMPLEMENTATION

RECOMMENDATION:

1. Adopt Resolution entitled "A RESOLUTION OF THE PALM DESERT HOUSING AUTHORITY AMENDING AND RESTATING THE ADMINISTRATIVE PLAN FOR THE PALM DESERT HOUSING AUTHORITY PERTAINING TO THE MANAGEMENT AND OPERATION OF ITS AFFORDABLE HOUSING PROPERTIES."
2. Authorize the Executive Director, or designee, to make any necessary corrections and take all actions required to administer, facilitate, modify, establish, and implement the Administrative Plan, provided such actions are consistent with its terms or all applicable local, state, and federal regulations.

BACKGROUND/ANALYSIS:

As a Public Housing Agency (PHA), the Palm Desert Housing Authority (Authority) is required by the California Department of Housing and Community Development (HCD) to adopt and maintain an Administrative Plan that governs specific policies applicable solely to the rental units owned, operated, or managed by the Authority ("Restricted Units"). In 2008, the Authority Board considered and adopted the Authority's Administrative Plan (the Plan). The Plan does not require annual review but is returned to the Authority Board for further review and approval when there are substantial changes suggested by Authority staff or the property manager, or changes issued by the HCD that require action by the Authority.

The purpose of the Plan is to establish program guidelines, policies, and procedures as they pertain to the Restricted Units. This Plan serves as the management plan for the leasing, improvement, preservation, maintenance, and affordability of the Authority's Restricted Units. As defined under California law and consistent with the Palm Desert Municipal Code, the Authority functions as a PHA for its owned or managed properties. Therefore, policies in the Plan apply only to PDHA's rental units and are not applicable to other affordable housing programs or developments within the city that are not owned or managed by the Authority

This Administrative Plan establishes the Authority's commitment to fair, transparent, and consistent management of its rental housing portfolio. It ensures compliance with applicable local, state, and federal regulations and supports the Authority's goal of maintaining long-term housing affordability for very low, low, and moderate-income households.

The Authority is responsible for the day-to-day operations of the Restricted Units and is further authorized to do all acts necessary or appropriate in connection with the operation, management, repairs, and rehabilitation. Consequently, instituting and maintaining the Plan as a means of communicating policies and procedures to very low, low, and moderate-income households of the restricted units will assist in promoting an affordable housing program pursuant to the Fair Housing Act, as well as the enforcement of the requirements thereof.

The Authority's policies are derived mainly from state law, including fair housing law and regulations issued by HCD. As affordable housing program regulations and/or local policy are revised, the Plan will continue to be amended. In the absence of legal requirements or HCD guidance, industry best practices may lead to additional changes in Authority policy.

The Executive Director of the Authority or his/her designee shall have the authority to implement and administer the Plan in accordance with the terms therein, as well as the authorizations provided in the Authority Bylaws and resolutions. In matters where the Authority has discretion, waivers to existing policy shall be determined by the Executive Director or his/her designee.

On November 19, 2020, the Authority Board approved revisions to the Plan to update various policies. The updates included policies and procedures regarding resident selection, wait list procedures, household qualification, leasing policies and procedures, recertification requirements, and termination of tenancy. Since then, staff has made additional revisions to the Plan and there have been substantial changes issued by the United States Department of Housing and Urban Development (HUD) and HCD that require action by the Authority.

Summary of Proposed Policy Revisions

The proposed revisions are highlighted in redline format in Attachment 2. Below is a summary of the key changes made:

ADMIN PLAN SECTION	CURRENT POLICY	PROPOSED CHANGES
Section 3. Fair Housing – Reasonable Accommodations	Existed as a general guideline.	Created as a separate section and includes more details on the process reasonable accommodations will be considered.
Section 4. Resident Selection and Waiting List Procedures	Prospective interested households complete a guest card to be placed on the waiting list.	Prospective interested household will now complete an application (no fee) to be placed on the waiting list.
Section 4. Resident Selection and Waiting List Procedures	Two waiting lists are being maintained for interested households and transfer requests.	One waiting list will now be maintained that includes interested households and transfer requests.

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Section 4. Resident Selection and Waiting List Procedures	Waiting list maintenance is currently purged every two years.	Waiting list maintenance will now be purged annually and includes more systematic criteria.
Section 4. Applications and Household Qualification	Criminal Background outdated.	Criminal Background updated pursuant to Federal and State requirements.
Section 8. Grievance Process	Grievance Process includes a third party arbitration.	Grievance process proposed does not include arbitration.
Exhibit D – Animal Policy	Allows pets as a reasonable accommodation or a senior companion.	Proposed changes are pursuant to new state law allowing pets in apartment communities.
Exhibit E – Zero Tolerance Policy	Zero Tolerance Policy outdated.	Zero Tolerance Policy updated pursuant to Federal and State requirements.

The proposed revisions to the Plan, if approved, will be effective September 1, 2025, for all new residents and within thirty (30) days for all existing residents upon proper notice being provided (from the effective date of the Policy).

The management company, pursuant to its contract with the Authority, must implement any management or administrative plan provided by the Authority. Given that the Plan memorializes the existing policies, it is expected that implementation will be seamless. The Plan incorporates comments received from the incoming management company, National Community Renaissance of California (National CORE).

Legal Review:

This report has been reviewed by the City’s special counsel.

Housing Commission:

At its regular meeting of July 9, 2025, the City of Palm Desert Housing Commission recommended the Palm Desert Housing Authority adopt a resolution approving the amended and restated Administrative Plan.

The Plan has had a minor update to Exhibit D - Animal Policy since that approval, including:

- Adding a definition for “Pet” under Section 1.4
- Amending Section 3.3 to clarify that animals shall be licensed, if applicable.

FINANCIAL IMPACT:

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There is not direct financial impact with this action. Any expenditure necessary to implement the Plan will not affect the General Fund nor exceed the Housing Authority funds in the approved FY 2025-26 Financial Plan.

ATTACHMENTS:

1. Draft Housing Authority Resolution
 - a. Exhibit A Draft PDHA Administrative Plan
2. Draft PDHA Administrative Plan Redlined