

**MINUTES**  
**HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND**  
**SANTA BARBARA AFFORDABLE HOUSING GROUP**  
706 Laguna St. Santa Barbara, California  
4:00 p.m. – May 6, 2015

**I. CALL TO ORDER/ROLL CALL**

4:01 P.M. Chair Green presiding

Board Members present: Barbara B. Allen, Dolores Daniel, David Hughes, Don Olson, Victor Suhr, Catherine Woodford and Geoff Green

Staff Members present: R. Pearson, R. Fredericks, D. Aazam, B. Peirson, T. Carter, V. Loza and J. Schipa

**II. PUBLIC COMMENT**

**III. CONSIDERATION OF MINUTES**

Consideration of the Minutes of the Housing Authority of the City of Santa Barbara and Santa Barbara Affordable Housing's Regular Meeting of April 1, 2015

It was noted by staff that Minutes were amended to include comments made by public presenters for Items VI. 3, 4 & 5. A copy of the corrected minutes was provided to the Board.

**MOTION**

M/S Allen/Woodford moved to approve the Minutes as corrected of Housing Authority of the City of Santa Barbara's and Santa Barbara Affordable Housing Group's Regular Meeting of April 1, 2015

**VOTE**

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR**

As directed by Chair Green, staff will begin presenting Expenditure Reports under the "Consent Calendar".

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission: (1) ratify the Executive Director's award and execution of a contract with Ardalan Construction in the amount of \$419,000 for the renovation of the two-unit Building 17 at Pearl Gardens (13-21 South Soledad Street); (2) authorize the Executive Director, or his designee, to approve up to \$62,850 (15% of base contract amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be

covered by the HUD Capital Fund Program (CFP) and/or HUD Assisted Public Housing reserves

DOCUMENTS

- April 14, 2015 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Olson moved to (1) ratify the Executive Director's award and execution of a contract with Ardalan Construction in the amount of \$419,000 for the renovation of the two-unit Building 17 at Pearl Gardens (13-21 South Soledad Street); (2) authorize the Executive Director, or his designee, to approve up to \$62,850 (15% of base contract amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be covered by the HUD Capital Fund Program (CFP) and/or HUD Assisted Public Housing reserves

VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

2. Recommendation that the Commission receive a report responding to public comments made at the Housing Authority Commission's April 1, 2015 meeting

DOCUMENTS

- April 23, 2015 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: R. Pearson

For information only. No action required.

3. Recommendation that the Commission authorize an increase in the purchase order amount with Spherion Recruiting and Staffing for temporary staffing and payroll services to an amount not to exceed \$75,000 in the 2015 calendar year

DOCUMENTS

- April 26, 2015 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Pearson, T. Carter

It was noted by staff that the May 6, 2015 Agenda had an incorrect recommendation noted for this Item; the corrected recommendation is noted above and was provided to the Board as an amended Agenda.

MOTION

M/S Allen/Suhr moved to authorize an increase in the purchase order amount with Spherion Recruiting and Staffing for temporary staffing and payroll services to an amount not to exceed \$75,000 in the 2015 calendar year

VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

4. Recommendation that the Commission receive information on the impact of short term rentals on housing supply in the City of Santa Barbara and consider making policy recommendations to City Council on how to limit or stop their impact

DOCUMENTS

- April 26, 2015 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson, R. Fredericks

Liz Limon and Irma Unzueta of Santa Barbara City Planning Department were present for discussion to provide information. They confirmed that all current short term rentals in the City through Airbnb and like companies are not permitted and therefore operating illegally. Additionally, they noted the Santa Barbara City Council will be discussing this issue at one of their June 2015 meetings.

Mr. Fredericks reviewed the impact of Short Term Vacation Rentals reducing the supply of available affordable housing for local residents within the City of Santa Barbara. The Commission noted this issue is clearly within the Housing Authority's purview and directed staff to prepare a report for the City Council, in time for their June meeting on the subject, presenting the Housing Authority Commission's concerns regarding the impact of short term rentals on the housing supply in Santa Barbara. The Board recommended the report be evidence based and emphasize how the practice of short term rentals is/will be impacting affordable housing. The Board further recommended staff approach the report from the perspective of our area of expertise, affordable housing, relaying the urgency of action, but leaving possible solutions to City Council.

The Board elected to appoint a subcommittee to review noted report. Commissioner Allen suggested Chair Green and Commissioner Hughes serve on such subcommittee.

**VII. TREASURER'S REPORT**

1. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended March 31, 2015

DOCUMENTS

- April 21, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Hughes/Woodford moved to order filed the quarterly financial statements for the quarter ended March 31, 2015

VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

2. Recommendation that the Board review and order filed the quarterly financial statements for the quarter ended March 31, 2015

DOCUMENTS

- April 20, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Olson moved to order filed the quarterly financial statements for Santa Barbara Affordable Housing Group for the quarter ended March 31, 2015

VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

3. Recommendation that the Commission review and order filed the quarterly investment report for quarter ended March 31, 2015

DOCUMENTS

- April 20, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Daniel moved to order filed quarterly investment report for quarter ended March 31, 2015

Minutes of the Housing Authority

Regular Meeting of May 6, 2015

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VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

4. Recommendation that the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$22,123.64

DOCUMENTS

- April 20, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2597 of the Housing Authority of the City of Santa Barbara, as presented, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$22,123.64

VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

5. Recommendation that the Board of Directors adopt a resolution of the Santa Barbara Affordable Housing Group authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$3,353.12

DOCUMENTS

- April 20, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Woodford/Olson moved to adopt Resolution No. 8 of the Santa Barbara Affordable Housing Group, as presented, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$3,353.12

VOTE

|       |               |             |
|-------|---------------|-------------|
| Ayes: | Barbara Allen | Victor Suhr |
|-------|---------------|-------------|

|                |                    |
|----------------|--------------------|
| Dolores Daniel | Catherine Woodford |
| David Hughes   | Geoff Green        |
| Don Olson      |                    |

Nays: None  
Abstain: None  
Absent: None

6. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of March, 2015

DOCUMENTS

- April 24, 2015 Executive Director's Report prepared by Finance Analyst

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2598 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of March, 2015

VOTE

|       |                |                    |
|-------|----------------|--------------------|
| Ayes: | Barbara Allen  | Victor Suhr        |
|       | Dolores Daniel | Catherine Woodford |
|       | David Hughes   | Geoff Green        |
|       | Don Olson      |                    |

Nays: None  
Abstain: None  
Absent: None

7. Recommendation that the Commission adopt a resolution authorizing the destruction of certain records held by the Finance Department

DOCUMENTS

- April 20, 2015 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Hughes/Allen moved to adopt Resolution No. 2599 of the Housing Authority of the City of Santa Barbara, as presented, authorizing the destruction of certain records held by the Finance Department

VOTE

|       |                |                    |
|-------|----------------|--------------------|
| Ayes: | Barbara Allen  | Victor Suhr        |
|       | Dolores Daniel | Catherine Woodford |
|       | David Hughes   | Geoff Green        |
|       | Don Olson      |                    |

Nays: None  
Abstain: None  
Absent: None

**VIII. COMMITTEE REPORT - None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission adopt a resolution approving the Authority's Section 8 Management Assessment Program form HUD-52648 for submittal to HUD for FYE 3-31-2015

**DOCUMENTS**

- April 15, 2015 Executive Director's Report prepared by Housing Programs Analyst
- Resolution referenced above

**SPEAKERS**

Staff: R. Pearson

**MOTION**

M/S Olson/Suhr moved to adopt Resolution No. 2600 of the Housing Authority of the City of Santa Barbara, as presented, approving the Authority's Section 8 Management Assessment Program form HUD-52648 for submittal to HUD for FYE 3-31-2015

**VOTE**

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

2. Recommendation that the Commission adopt a resolution approving an amendment to the Authority's Manual of Policies and Procedures relative to adding a Housing Authority paid holiday to observe Cesar Chavez' birthday

**DOCUMENTS**

- March 19, 2015 Executive Director's Report prepared by Human Resources Manager
- Resolution referenced above

**SPEAKERS**

Staff: R. Pearson, T. Carter

**MOTION**

M/S Olson/Suhr moved to adopt Resolution No. 2601 of the Housing Authority of the City of Santa Barbara, as presented, approving an amendment to the Authority's Manual of Policies and Procedures relative to adding a Housing Authority paid holiday to observe Cesar Chavez' birthday

**VOTE**

|       |                |                    |
|-------|----------------|--------------------|
| Ayes: | Barbara Allen  | Victor Suhr        |
|       | Dolores Daniel | Catherine Woodford |

|          |              |             |
|----------|--------------|-------------|
|          | David Hughes | Geoff Green |
|          | Don Olson    |             |
| Nays:    | None         |             |
| Abstain: | None         |             |
| Absent:  | None         |             |

#### XI. COMMISSION MATTERS

1. Recommendation that the Commission appoint the Chair as the Housing Authority's Designated Negotiator for the closed session under Item XII

##### MOTION

M/S Allen/Suhr moved to appoint Chair Green as the Housing Authority's Designated Negotiator for the closed session under Item XII

##### VOTE

|          |                |                    |
|----------|----------------|--------------------|
| Ayes:    | Barbara Allen  | Victor Suhr        |
|          | Dolores Daniel | Catherine Woodford |
|          | David Hughes   | Geoff Green        |
|          | Don Olson      |                    |
| Nays:    | None           |                    |
| Abstain: | None           |                    |
| Absent:  | None           |                    |

#### XII. CLOSED SESSION

No reportable actions per legal counsel present. Closed Session began at 5:44 P.M. and ended at 6:10 P.M.

#### XIII. ADJOURNMENT

Meeting adjourned at 6:11 P.M. on order of Chair Green.



ROBERT PEARSON, SECRETARY

APPROVED:



GEOFF GREEN, CHAIR