

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. – August 6, 2014

I. CALL TO ORDER/ROLL CALL

4:04 P.M. Chair Green presiding

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

Board Members absent: David Hughes

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

II. PUBLIC COMMENT

Robert Burke, a member of the public, commented that he would like the Board's assistance in regards to the issue of posting of the bus schedule at the Villa Santa Fe and Methodist Church bus stops; he also requested Villa Santa Fe residents have notification and input in regards to any significant plant removal/harvest; and lastly had a personal request to allow the Resident Council of the Housing Authority to meet in the conference room at 706 Laguna St instead of 814 Laguna St.

Maggie Gold, a member of the public, noted she is Vice Chair of the Resident Council of the Housing Authority of the City of Santa Barbara and commented that this is the first time she has heard the request to use the conference room at 706 Laguna for meetings of the Council.

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of Santa Barbara Affordable Housing Group's Regular Meeting of May 4, 2014

MOTION

M/S Allen/Woodford moved to approve the Minutes of Santa Barbara Affordable Housing Group's Regular Meeting of May 4, 2014.

VOTE

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

2. Consideration of the Minutes of the Housing Authority of the City of Santa Barbara's Regular Meeting of June 4, 2014

Commissioner Woodford clarified her comment noted on Page 3 of the Minutes, requesting it be changed to read "residents themselves to independently form a committee to address this issue".

MOTION

M/S Allen/Suhr moved to approve the Minutes as corrected of Housing Authority of the City of Santa Barbara's Regular Meeting of June 4, 2014

VOTE

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

IV. **BILLS AND COMMUNICATIONS**

V. **CONSENT CALENDAR – None**

VI. **REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission receive a report on the Housing Authority's current real estate portfolio and future ownership structure

DOCUMENTS

- PowerPoint presentation prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Fredericks

Robert Burke, a member of the public, suggested staff produce a video to post on YouTube for the public to more easily understand the Low Income Tax Credit Program. He added that comments made at a recent Santa Barbara City Council hearing criticized the Housing Authority's programs and housing and accusing that alcoholics and drug users were given priority over of others who have been waiting for many years. Mr. Pearson addressed this by noting he was also present at the meeting and the comments made were not accurate and would very willingly address with the Council or the public speaker.

No action required.

2. Recommendation that the Commission receive a report on the completion of the Villa Santa Fe renovation project

DOCUMENTS

- July 17, 2014 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson, D. Aazam

MOTION

M/S Allen/Woodford moved to accept the report on the completion of the Villa Santa Fe renovation project

VOTE

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

3. Recommendation that the Commission consider a grant request in the amount of \$10,000 to Second Story Associates as a pass through grant for the City's Rental Housing Mediation Task Force for their operating year of July 1, 2014 through June 30, 2015 and if approved, appropriate the needed funding from Non-HUD Operating Reserves

DOCUMENTS

- July 24, 2014 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: R. Pearson

MOTION

M/S Woodford/Suhr moved to approve a grant request in the amount of \$10,000 to Second Story Associates as a pass through grant for the City's Rental Housing Mediation Task Force for their operating year of July 1, 2014 through June 30, 2015 and appropriate needed funding from Non-HUD Operating Reserves

VOTE

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

4. Recommendation that the Commission: (1) authorize the purchase of a promissory note held by Union Bank and secured by a first trust deed mortgage on the real property known as Garden Court located at 1116 De La Vina St. in an amount not to exceed \$240,779.54 plus estimated closing costs; (2) extend the term of said promissory note to April 1, 2019 (currently due March 2015); (3) authorize the Executive Director or his designee to execute all necessary documents required to complete the promissory note purchase; and (4) if approved, appropriate the needed funding from Non-HUD Operating Reserves

DOCUMENTS

- July 22, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

Commissioner Allen inquired about the forgiveness of loan by City; Mr. Pearson responded it is not due until 2017, although he has been consulting with City staff.

MOTION

M/S Olson/Suhr moved to (1) authorize the purchase of a promissory note held by Union Bank and secured by a first trust deed mortgage on the real property known as Garden Court located at 1116 De La Vina St. in an amount not to exceed \$240,779.54 plus estimated closing costs; (2) extend the term of said promissory note to April 1, 2019 (currently due March 2015); (3) authorize the Executive Director or his designee to execute all necessary documents required to complete the promissory note purchase; and (4) appropriate needed funding from Non-HUD Operating Reserves

VOTE

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

5. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Recap Real Estate Advisors in the not-to-exceed amount of \$75,000 for financial consulting with regard to the overall RAD application process with HUD and conversions of properties not requiring financing; (2) approve and authorize the Executive Director to award and execute a contract with California Housing Partnership Corporation in the not-to-exceed amount of \$196,000 for financial consulting with regard to the tax credit and/or other financing of properties going through the RAD conversion process; (3) approve and authorize the Executive Director to award and execute a contract with Price, Postel and Parma LLP in the not-to-exceed amount of \$200,000 for legal consulting with regard to the overall RAD conversion process, including all of the legal work resulting from anticipated tax credit financing transactions; (4) ratify the Executive Director's award and execution of a contract with EMG in the not-to-exceed amount of \$75,000 for engineering services in connection with producing the Property Condition Assessments required as part of the RAD conversion process; (5) authorize the Executive Director, or his designee, to approve up to \$54,600 (10% of combined base contract amount for all of the above-referenced contracts) in additional expenses to cover any cost increases resulting from work not anticipated or covered by the contracts; and (6) note that the contract costs will be covered by HUD Public Housing reserves

DOCUMENTS

- July 22, 2014 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Allen moved to (1) approve and authorize the Executive Director to award and execute a contract with Recap Real Estate Advisors in the not-to-exceed amount of \$75,000 for financial consulting with regard to the overall RAD application process with HUD and conversions of properties not requiring financing; (2) approve and authorize the Executive Director to award and execute a contract with California Housing Partnership Corporation in the not-to-exceed amount of \$196,000 for financial consulting with regard to the tax credit and/or other financing of properties going through the RAD conversion process; (3) approve and authorize the Executive Director to award and execute a contract with Price, Postel and Parma LLP in the not-to-exceed amount of \$200,000 for legal consulting with regard to the overall RAD conversion process, including all of the legal work resulting from anticipated tax credit financing transactions; (4) ratify the Executive Director's award and execution of a contract with EMG in the not-to-exceed amount of \$75,000 for engineering services in connection with producing the Property Condition Assessments required as part of the RAD conversion process; (5) authorize the Executive Director, or his designee, to approve up to \$54,600 (10% of combined base contract amount for all of the above-referenced contracts) in additional expenses to cover any cost increases resulting from work not anticipated or covered by the contracts; and (6) note that the contract costs will be covered by HUD Public Housing reserves

VOTE

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

6. Recommendation that the Commission ratify the Executive Director's decision to process payment to the Housing Authorities Risk Retention Pool (HARRP) for general liability, property, fidelity, auto and errors and omissions coverage for the period July 1, 2014 to June 30, 2015 in the amount of \$123,748

DOCUMENTS

- July 28, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, R. Peirson

MOTION

M/S Olson/Woodford moved to ratify the Executive Director's decision to process payment to the Housing Authorities Risk Retention Pool (HARRP) for general liability, property, fidelity, auto and errors and omissions coverage for the period July 1, 2014 to June 30, 2015 in the amount of \$123,748

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Dolores Daniel	Catherine Woodford
	Don Olson	Geoff Green
Nays:	None	
Abstain:	None	

Absent: David Hughes

7. Recommendation that the Commission authorize Rob Pearson, Rob Fredericks, Barbara Allen and perhaps one additional Commissioner to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2014 National Conference to be held in Baltimore, Maryland, October 15th through October 18th, 2014

DOCUMENTS

- July 22, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Suhr moved to authorize Rob Pearson, Rob Fredericks, Barbara Allen and one additional Commissioner to attend the National Association of Housing and Redevelopment Officials (NAHRO) 2014 National Conference to be held in Baltimore, Maryland, October 15th through October 18th, 2014

VOTE

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

VII. TREASURER'S REPORT

1. Recommendation that the Board of Santa Barbara Affordable Housing Group review and order filed the quarterly financial statements for the quarter ended June 30, 2014

DOCUMENTS

- July 28, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Woodford moved to order filed the quarterly financial statements for the quarter ended June 30, 2014

VOTE

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

2. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended June 30, 2014

DOCUMENTS

- July 28, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Suhr moved to order filed the quarterly financial statements for the quarter ended June 30, 2014

VOTE

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

3. Recommendation that the Commission review and order filed the quarterly investment report for the quarter ended June 30, 2014

DOCUMENTS

- July 28, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Olson/Woodford moved to order filed the quarterly investment report for the quarter ended June 30, 2014

VOTE

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

4. Recommendation that the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara setting forth costs incurred and payments made for the month of May, 2014

DOCUMENTS

- July 30, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with May 2014 expenditure list

SPEAKERS
Staff: B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2564 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of May, 2014

VOTE

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

5. Recommendation that the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara setting forth costs incurred and payments made for the month of June 1, 2014

DOCUMENTS

- July 30, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with June 2014 expenditure list

SPEAKERS
Staff: B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2565 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of June, 2014

VOTE

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

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

1. Recommendation that the Commission hold a public hearing and take public comment on the Housing Authority's proposed revision to the flat rent schedule for units in its HUD Assisted Public Housing program and adopt a resolution approving the revised flat rent schedule effective September 1, 2014

DOCUMENTS

- July 25, 2014 Executive Director's Report prepared by Director of Housing Programs
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, V. Loza

At 5:46 the meeting was opened for a public hearing; at 5:49 the public hearing was closed. No comments were received from the public. Commissioner Olson commented on the large increase for four and five bedrooms flat rents; staff noted there are no families in four and five bedrooms on flat rent. Staff also confirmed for the Board that no comments were received during the last 45 days.

MOTION

M/S Allen/Olson moved to adopt Resolution No. 2566 of the Housing Authority of the City of Santa Barbara, as presented, approving the revised flat rent schedule effective September 1, 2014

VOTE

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

2. Recommendation that the Commission adopt a resolution appropriating needed funding and authorizing needed actions relative to all agreements necessary (including creating a new limited partnership and co-development agreement with Front Porch Development Company) for pre-development activities necessary for the eventual development of "Grace Village", a new affordable senior housing complex at 3869 State Street

DOCUMENTS

- July 17, 2014 Executive Director's Report prepared by Deputy Executive Director/COO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

Commissioner Olson inquired about any contiguous overlap between Grace Village and Gardens on Hope; staff addressed the question noting there does not appear to be.

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2567 of the Housing Authority of the City of Santa Barbara, as presented, approving the appropriation of needed funding and authorizing needed actions relative to all agreements necessary (including creating a new limited partnership and co-development agreement with Front Porch Development Company) for pre-development activities necessary for the eventual development of "Grace Village", a new affordable senior housing complex at 3869 State Street

VOTE

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

3. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures relative to (1) a 2.0% Cost of Living (COLA) salary adjustment for general and supervisory employees, effective October 11, 2014; (2) adjusting the City comparable positions and salary ranges for the Director of Finance, Director of Housing Programs and Director of Property and Development positions, effective October 11, 2014; (3) changing the title of the Administrative and Purchasing Specialist position to an Administrative Specialist position and creating a second Administrative Specialist position effective September 1, 2014; and (4) eliminating one Office Assistant II position effective September 1, 2014

DOCUMENTS

- July 16, 2014 Executive Director's Report prepared by Human Resources Analyst

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Allen moved to adopt Resolution No. 2568 of the Housing Authority of the City of Santa Barbara, as presented, approving amendments to the Authority's Manual of Policies and Procedures relative to (1) a 2.0% Cost of Living (COLA) salary adjustment for general and supervisory employees, effective October 11, 2014; (2) adjusting the City comparable positions and salary ranges for the Director of Finance, Director of Housing Programs and Director of Property and Development positions, effective October 11, 2014; (3) changing the title of the Administrative and Purchasing Specialist position to an Administrative Specialist position and creating a second Administrative Specialist position effective September 1, 2014; and (4) eliminating one Office Assistant II position effective September 1, 2014

VOTE

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

XI. COMMISSION MATTERS

1. Commissioner Allen provided a report to the Board on attendance at a NAHRO conference in Tampa, FL as part of service on NAHRO's regional commission committee. She commended staff and the Authority for being "ahead of the curve", especially in regards to RAD. Commissioner Allen noted the emerging dialog between Commissioners about

NAHROs direction, and the anticipated Book Club offerings, with the theme of diversity, for staff.

XII. CLOSED SESSION - None

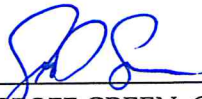
XIII. ADJOURNMENT

Meeting adjourned at 6:08 P.M. on order of Chair Green.



ROBERT PEARSON, SECRETARY

APPROVED:



GEOFF GREEN, CHAIR