

**PUBLIC MEETING NOTICE
REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA (HACSB) BOARD OF COMMISSIONERS
AND REGULAR MEETING OF THE
SANTA BARBARA AFFORDABLE HOUSING GROUP (SBAHG) BOARD OF DIRECTORS**

**706 Laguna St., Santa Barbara, California
May 4, 2016—4 PM
AGENDA**

The Secretary of the Housing Authority and Santa Barbara Affordable Housing Group has on April 28, 2016 caused to be posted this agenda in the Office of the City Clerk and on the bulletin board of the Housing Authority of the City of Santa Barbara.

AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Housing Authority at (805) 965-1071, TTY (866) 660-4288 (En) or TTY (866) 288-1311 (Sp). Notification of at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable accommodations.

Materials related to an item on this Agenda submitted to the Board of Commissioners and/or Directors after distribution of the agenda packet are available for public inspection in the Housing Authority of the City of Santa Barbara Administrative office located at 706 Laguna St. during normal business hours.

I. Roll Call

Allen	_____	Suhr	_____
Daniel	_____	Woodford	_____
Green	_____	Hughes	_____
Olson	_____		

II. Public Comment – Any member of the public may address the Housing Authority Commission and SBAHG Directors for up to two minutes on any subject within the jurisdiction of the Housing Authority and/or SBAHG that is not scheduled for a public discussion before them. The total time for this item is ten minutes.

III. Consideration of Minutes

To be taken under Consent Calendar below.

IV. Bills and Communications

1. News articles regarding recent celebration of rehabilitation kick-off and escrow closing of Pearl and Sycamore Gardens
2. HUD Press Release announcing University of Texas at Austin as winner of Innovation in Affordable Housing Student Design and Planning Competition for Monteria Village

V. Consent Calendar – *The following Consent Calendar items will not usually require discussion by the Commission. A Consent Calendar item is open for discussion by the Commission upon request of any Commissioner. Items on the Consent Calendar may be approved by a single motion. Should a member of the public wish to comment on an item on the Consent Calendar below, please come forward to speak at the time the Commission considers the Consent Calendar.*

1. Subject: Consideration of Minutes

Recommendation: That the HACSB Commission approve the Minutes of their April 6, 2016 Meeting.

2. Subject: Expenditures March, 2016

Recommendation: That the Commission approve costs incurred and payments made for the month of March, 2016.

VI. Report of Executive Director

1. Subject: Approval of Contracts with New Beginnings Counseling Center for the Administration of the Authority's Supportive Services Program

Recommendation: That the Commission: (1) approve two contracts with New Beginnings Counseling Center for the period of June 1, 2016 to May 31, 2018, in the amount of \$224,000 for the Case Management component of the program, and in the amount of \$12,000 for the Counseling component of the program; (2) make the selection of New Beginnings under the Housing Authority's Non-Competitive procurement procedure; and (3) authorize the Executive Director, or his designee, to execute said contracts on behalf of the Housing Authority.

2. Subject: Ratification of Contract Award to Tomar Construction for Accessibility Improvements at 511 East Ortega Street

Recommendation: That the Commission: (1) ratify the Executive Director's award and execution of a contract with Tomar Construction in the amount of \$126,800 for accessibility improvements to the apartment located at 511 East Ortega Street, Unit D and associated ramp and sidewalk improvements to comply with ADA slope requirements; (2) authorize the Executive Director, or his designee, to approve up to \$25,360 (20% of the base 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 is anticipated to be funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed.

3. Subject: Contract Award to Tomar Construction for Rehabilitation Work at Casa Castillo

Recommendation: That the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Tomar Construction in the amount of \$468,300 for the rehabilitation of Casa Castillo located at 620-652 Castillo Street; (2) authorize the Executive Director, or his designee, to approve up to \$93,660 (20% of the base 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 funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed.

4. Subject: Commission Requested Follow-Up Report

Recommendation: That the Commission receive a follow-up report on subject(s) raised during Public Comment and/or by a Commissioner at a previous meeting. This is a running report provided for information only. Staff will provide an oral report on the status of armories/Fremont Center in response to Commissioners Olson and Suhr at the April 6, 2016 meeting.

5. Subject: Development Project Update

Recommendation: That the Commission receive a report on potential and pending development projects. No action is necessary. This is a running report provided for information only.

6. Subject: Proposed Agenda for May 19, 2016 Commission Work Session with Management and Supervisory Staff

Recommendation: That the Commission review and comment on the proposed agenda for the May 19, 2016 Commission Work Session

VII. Treasurer's Report

1. Subject: Investment Report for the Quarter Ended March 31, 2016

Recommendation: That the Commission: (1) review and order filed the quarterly investment report for quarter ended March 31, 2016; and (2) review and approve an amended Investment Policy for calendar year 2016.

2. Subject: Approval of Quarterly Financial Statements for the Housing Authority for Quarter Ended March 31, 2016

Recommendation: That the Commission review and order filed the quarterly financial statements for the quarter ended March 31, 2016.

Santa Barbara Affordable Housing Group:

3. Subject: Approval of Quarterly Financial Statements for Santa Barbara Affordable Housing Group for the Quarter Ended March 31, 2016

Recommendation: That the Board review and order filed the quarterly financial statements for the quarter ended March 31, 2016.

4. Subject: Renewal of Professional Services Agreement for Audit Services with Barton, Gonzalez & Meyers, P.A.

Recommendation: That the Commission find it in the best interests of the Authority to enter into a professional services agreement with the firm Barton, Gonzalez & Meyers, P.A. for audit services for the two fiscal years ending March 31, 2017 and 2018, without a competitive solicitation.

5. Subject: Authorization to Write-off Uncollectible Tenant Accounts Receivable as of December 31, 2015

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 \$32,041.66.

Santa Barbara Affordable Housing Group:

6. Subject: Authorization to Write-off Uncollectible Tenant Accounts Receivable as of December 31, 2015

Recommendation: That the Board adopt a resolution of the Santa Barbara Affordable Housing Group authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$719.17.

VIII. Committee Reports - None

IX. Unfinished Business - None

X. New Business

1. Subject: Destruction of Records for Finance and Housing Management Departments

Recommendation: That the Commission adopt a resolution authorizing the destruction of certain records held by the Finance and Housing Management Departments.

2. Subject: Personnel Related Revisions to the Manual of Policies and Procedures

Recommendation: That the Commission adopt a resolution approving revisions to the Introductory Letter and Sections 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 2.5 No Retaliation, 4.8 Retirement Plans, 4.16 Sick Leave Policy, 5.2 School Leave, 5.9 Family Medical Leave Act, California Family Rights Act and California Pregnancy Disability Leave of the Housing Authority's Manual of Policies and Procedures effective May 4, 2016.

3. Subject: Resolution Approving Section 8 Management Assessment Program (SEMAP) Certification Form for Submittal to HUD for Fiscal Year Ended 3-31-2016

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 3-31-2016.

4. Subject: Resolution Approving Conveyance of 188 Units of the Authority's HUD-Assisted Public Housing Inventory (RAD Transactions 5 and 6) to Santa Barbara Affordable Housing Group

Recommendation: That the Commission adopt a resolution approving and authorizing the conveyance of 188 units of HUD-assisted Public Housing to Santa Barbara Affordable Housing Group, an instrumentality of the Housing Authority of the City of Santa Barbara, based on appraised value of the properties.

Santa Barbara Affordable Housing Group:

5. Subject: Resolution Approving Conveyance of 188 Units of the Authority's HUD-Assisted Public Housing Inventory (RAD Transactions 5 and 6) to Santa Barbara Affordable Housing Group

Recommendation: That the Board of Directors of the Santa Barbara Affordable Housing Group adopt a resolution approving and authorizing the acquisition of the Housing Authority's 188 units of HUD-assisted Public Housing under the Department of Housing and Urban Development's Rental Assistance Demonstration Program (RAD).

XI. Commission Matters

1. Commissioner Allen's written report and Commissioner Woodford's oral report on attendance at NAHRO National Legislative Conference in Washington D.C. April 9 – 13, 2016

XII. Closed Session

**1. Public Employee Performance Evaluation (Government Code section 54957)
Title: Executive Director/CEO**

**2. Conference with Labor Negotiators (Government Code section 54957.6)
Agency designated representatives: David K. Hughes, Chair
Unrepresented Employee: Executive Director/CEO**

**3. Public Employee Appointment (Government Code section 54957)
Title: Executive Director/CEO**

**4. Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One potential case)**

XIII. Adjournment