

**MINUTES
REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND
SANTA BARBARA AFFORDABLE HOUSING GROUP
706 Laguna St. Santa Barbara, California
4:00 P.M. – December 5, 2018**

I. CALL TO ORDER/ROLL CALL

4:00 P.M. Chair Wheatley presiding

Board Members present: Lucille Boss, Geoff Green, David Gustafson, David K. Hughes, Larry Larsson and Victor Suhr

Board Members absent: None

Staff Members present: R. Fredericks, S. Szymanski, T. Carter, V. Loza, T. Hood, J. Morales, C. Montenegro-Uhl and J. Schipa

II. PUBLIC COMMENT

A member of the public, Anna Gott, was present and commented that she found a City Council Resolution that permanently restricts the use of the parking lots as commuter parking, and that there is a fiduciary obligation to keep them for this purpose.

III. CONSIDERATION OF MINUTES

Minutes were considered under Item V. Consent Calendar.

IV. BILLS AND COMMUNICATIONS

V. CONSENT CALENDAR

MOTION

M/S Green/Hughes moved to approve recommendations in Consent Calendar (Items 1 – 2).

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	
Nays:	None	
Abstain:	None	
Absent:	None	

1. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their November 7, 2018 Regular Meeting.
2. Recommendation that the Commission approve costs incurred and payments made for the month of October 2018.

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission receive a report on the Authority's involvement in the Homeless Emergency Aid Program (HEAP) grant application and, if warranted, provide staff with input.

DOCUMENTS

- November 26, 2018 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: R. Fredericks, S. Szymanski

Staff provided an overview of the status of the HEAP grant. S. Szymanski noted the Housing Authority is providing funds for security deposits from its own budget. Commissioner Hughes inquired about the public comment brought up today regarding past City resolutions as roadblocks to developing affordable housing in City commuter lots. Staff responded that there has been no indication from the City that this is a problem, and they will address this issue. Staff agreed with the Board that it should be figured out one way or another. Commissioner Boss inquired whether residents are required to be sober and Secretary Fredericks noted this requirement is not permitted with these funds. Chair Wheatley inquired about oversight of the evaluation component of the project, to determine which components work and which do not. Staff responded that the City is the lead on the project, and along with coordinating with other participating entities, regular reporting is expected.

2. Recommendation that the Commission: (1) approve the award and execution of a contract with Vortex Construction in the amount of \$336,147 for rehabilitation improvements to the apartment complex located at 100 North la Cumbre Road; and (2) authorize the Executive Director, or his designee, to approve up to \$50,422 (15% 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..

DOCUMENTS

- November 26, 2018 Executive Director's Report prepared by Director of Property, Development and Administration

SPEAKERS

Staff: R. Fredericks, S. Szymanski

MOTION

M/S Hughes/Green moved to (1) approve the award and execution of a contract with Vortex Construction in the amount of \$336,147 for rehabilitation improvements to the apartment complex located at 100 North la Cumbre Road; and (2) authorize the Executive Director, or his designee, to approve up to \$50,422 (15% 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.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	
Nays:	None	
Abstain:	None	
Absent:	None	

3. Recommendation that the Commission receive a report on the status of developments in planning and/or under construction.

SPEAKERS

Staff: R. Fredericks, S. Szymanski

Mr. Szymanski provided an overview of several projects. Staff is pleased with the progress at the 251 S. Hope Ave. site and preparations are in progress in anticipation of rain. Johnson Court is expected to be issued a building permit tomorrow.

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and approve the budgets for the Authority's Consolidated Property Management, Villa Santa Fe and Santa Barbara Housing Partnership IV programs for fiscal year ending December 31, 2019, and a three-month budget for Garden Court for the period from January 1 through March 31, 2019.

DOCUMENTS

- November 26, 2018 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Hughes/Green moved to approve the budgets for the Authority's Consolidated Property Management, Villa Santa Fe and Santa Barbara Housing Partnership IV programs for fiscal year ending December 31, 2019, and a three-month budget for Garden Court for the period from January 1 through March 31, 2019.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	
Nays:	None	
Abstain:	None	
Absent:	None	

VIII. COMMITTEE REPORT – None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

1. Recommendation that the Commission: (1) hold a public hearing and take public comment on an amended and fully restated Admissions and Continued Occupancy Policy for its Essential Workforce Housing Program; and (2) adopt a resolution approving said Policy.

DOCUMENTS

- November 26, 2018 Executive Director's Report prepared by Senior Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks, V. Loza

Chair Wheatley held a public hearing from 4:34 P.M. to 4:48 P.M. Commissioner Hughes inquired about the screening process for the occupancy policy, specifically a roommate situation. Staff responded that all residents go through the same thorough screening process, and roommates cannot be added to a household before successful completion of this process. Commissioner Green inquired about the rent structure changes, and staff responded with an explanation of how the rent tiers were calculated. A member of the public, Anna Gott, commented that the time between income reviews, 3 years, seemed too long considering the transient nature of Santa Barbara renters, and maybe should be 1 year.

MOTION

M/S Green/Gustafson moved to adopt a Resolution No. 2697 of the Housing Authority of the City of Santa Barbara, approving an amended and fully restated Admissions and Continued Occupancy Policy for its Essential Workforce Housing Program.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	
Nays:	None	
Abstain:	None	
Absent:	None	

2. Recommendation that the Commission: (1) hold a public hearing and take public comment on proposed amendments to the Housing Authority’s Administrative Plan governing the operation of its Section 8 Housing Choice Voucher (HCV) program; and (2) adopt a resolution approving said amendments to the Administrative Plan.

DOCUMENTS

- November 8, 2018 Executive Director’s Report prepared by Senior Programs Analyst

SPEAKERS

Staff: R. Fredericks, V. Loza

Chair Wheatley held a public hearing from 4:48 P.M. to 4:55 P.M. No comments were received by the public. Commissioner Hughes inquired whether an absent student in an assisted household could teleconference in for annual income reviews. Staff noted this is possible, but their presence does also assist in determining household income and members.

MOTION

M/S Green/Larsson moved to adopt a Resolution No. 2698 of the Housing Authority of the City of Santa Barbara, approving amendments to the Housing Authority’s Administrative Plan governing the operation of its Section 8 Housing Choice Voucher (HCV) program.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley

David Hughes

Nays: None

Abstain: None

Absent: None

3. Recommendation that the Commission: (1) hold a public hearing and take public comment on the Housing Authority's adoption of a proposed Agency Annual Plan for fiscal year ending March 31, 2020, as required by the U.S. Department of Housing and Urban Development (HUD); and (2) adopt a resolution approving the Authority's Annual Plan for the fiscal year ending March 31, 2020 and authorizing its submission to HUD along with all required certifications.

DOCUMENTS

- November 20, 2018 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Fredericks, J. Schipa

Chair Wheatley held a public hearing from 4:58 P.M. to 5:03 P.M. No comments were received by the public.

MOTION

M/S Hughes/Green moved to adopt a Resolution No. 2699 of the Housing Authority of the City of Santa Barbara, approving the Authority's Agency Annual Plan for the fiscal year ending March 31, 2020 as required by the U.S. Department of Housing and Urban Development (HUD) and authorizing its submission to HUD along with all required certifications.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	

Nays: None

Abstain: None

Absent: None

4. Recommendation that the Commission adopt a resolution approving the implementation of a new 2019 utility allowance schedule effective January 1, 2019, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required.

DOCUMENTS

- November 21, 2018 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Fredericks, J. Morales

Commissioner Hughes inquired about a previous question asked of staff regarding the effectiveness of the photovoltaic systems installed in developments. Staff responded that an in-depth study was not completed, but noted from its own review that cost vs. return of the systems was out of balance.

MOTION

M/S Green/Hughes moved to adopt a Resolution No. 2700 of the Housing Authority of the City of Santa Barbara, approving the implementation of a new 2019 utility allowance schedule effective January 1, 2019, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required.

VOTE

Ayes:	Lucille Boss	Lawrence Larsson
	Geoff Green	Victor Suhr
	David Gustafson	Patricia Wheatley
	David Hughes	
Nays:	None	
Abstain:	None	
Absent:	None	

XI. CLOSED SESSION – None

XII. COMMISSION MATTERS

1. Recommendation that the Chair appoint a 3rd Commissioner (in addition to Chair and Vice Chair) to serve on the Commissioner's Ad Hoc Subcommittee charged with completing the Executive Director/CEO's performance evaluation for the year ending 12-31-18.

Commissioner Hughes suggested Commissioner Boss be added to the Ad Hoc Subcommittee. Commissioner Boss agreed and Chair Wheatley appointed Commissioner Boss as the third Commissioner to serve on the Commissioner's Ad Hoc Subcommittee charged with completing the Executive Director/CEO's performance evaluation for the year ending 12-31-18.

2. The Board and Chair Wheatley agreed to cancel the Commission meeting in January 2019.
3. Staff provided an update on the status of meeting with La Casa de La Raza staff, noting both parties are editing a Letter of Intent and the next meeting is scheduled for tomorrow. Staff added that a Special meeting would be scheduled in December if any action needed to be taken by the Board before January.
4. Commissioner Hughes inquired about meetings with City staff to discuss utilizing commuter parking lots as future sites for affordable housing. Secretary Fredericks responded that after meeting with City staff several weeks ago the feedback was positive to move forward.
5. Commissioner Hughes suggested staff prepare a 1-2 page slide to be available to let the public know about the Housing Authority. He noted it was his impression the public was unaware of the Housing Authority's projects, such as Casa de Las Fuentes, at the community meeting for the tiny homes project.
6. Staff announced and invited all to the annual holiday party being held at Garden Court.

XIII. ADJOURNMENT

Meeting adjourned at 5:23 P.M.



ROB FREDERICKS, SECRETARY

APPROVED:

A handwritten signature in cursive script, reading "Patricia Wheatley". The signature is written in black ink and is positioned above a horizontal line.

PATRICIA WHEATLEY, CHAIR