

**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
March 6, 2024—4 PM
AGENDA**

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.

Zoom Video Conference Platform: Listen, view, and/or participate in this meeting using Zoom. Using Zoom is free of charge; however, if using a mobile device and/or tablet, you may have to download the Zoom app to your device. Downloading the Zoom app is free of charge.

HOW TO PARTICIPATE IN THIS MEETING USING THE ZOOM VIDEO CONFERENCE PLATFORM:

From a desktop computer:

Go to: <https://us02web.zoom.us/j/87305222043>
If prompted, enter Meeting ID: 873 0522 2043

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In the app, tap on “Join Meeting”
Enter Meeting ID: 873 0522 2043

Conference call via phone: Join the meeting from your telephone or mobile phone.

HOW TO PARTICIPATE VIA PHONE:

To access the meeting by telephone:

Dial: 1-669-900-6833

When prompted, enter meeting ID: 873 0522 2043

Once connected, if you wish to speak on an item, press *9 to raise your hand

PUBLIC COMMENT

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Commission. The Chair has the discretion to further limit this time if warranted. If you would like to provide public input, please contact Jennifer Schipa at jschipa@hacsb.org by 5:00 p.m. the day before a meeting stating the item on which you wish to speak.

If joining the meeting via remote connection, any member of the public who would like to provide public input on an item listed on the agenda may utilize the “Raise Hand” feature through the Zoom App or enter “*9” if participating by telephone only. The host will be notified and you will be recognized to speak on the agenda item in the order such requests are received by the Commission. NOTE: Only matters within the Commission’s jurisdiction may be addressed.

I. Roll Call

Almengor	_____	Fenger	_____
Carlos	_____	Rowell	_____
Faulstich	_____	Wheatley	_____

II. Public Comment – Any member of the public may address the Housing Authority Commission and SBAHG Directors for up to three 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. Letter from HUD approving the Authority’s 2024 Annual PHA Plan.
2. Letter from HUD approving the Authority’s MTW Supplement to the PHA Plan.
3. *SB Independent* article: “[Santa Barbara City Council Grants \\$6M Loan to Convert Hotel to Housing.](#)”
4. [HACSB 2023 Annual Report.](#)

V. Consent Calendar – *The following Consent Calendar items will not usually require discussion by the Commission. Items on the Consent Calendar may be approved by a single motion. Any Consent Calendar item is open for discussion and a separate vote by the Commission upon request of any Commissioner. 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 and SBAHG Board approve the Minutes of their December 6, 2023 Regular Meeting.

2. Subject: Consideration of Minutes

Recommendation: That the HACSB Commission and SBAHG Board approve the Minutes of their January 29, 2024 Special Meeting.

3. Subject: Investment Report for the Quarter Ended December 31, 2023

Recommendation: That the Commission: (1) review and order filed the quarterly investment report for quarter ended December 31, 2023; and (2) approve and adopt the Authority’s Investment Policy.

4. Subject: Expenditures November 2023 and December 2023

Recommendation: That the Commission approve costs incurred and payments made for the month of November 2023 and December 2023.

VI. Report of Executive Director

1. Subject: Review and Approval of Housing Authority’s Draft 5 Year Action Plan for the Period 2024 to 2029

Recommendation: That the Commission review and approve the Authority’s draft 5-Year Action Plan for the period 2024 to 2029.

2. Subject: Extension of General Counsel Contract with Price, Postel & Parma LLP for the Period April 1, 2024 through March 31, 2026

Recommendation: That the Commission approve the Extension of Contract for Legal Services with Price, Postel & Parma LLP and authorize the Housing Authority’s Executive Director/CEO to execute same on behalf of the Authority.

VII. Treasurer's Report

1. Subject: Authorized Signers on Authority Accounts at U.S. Bank, N.A.

Recommendation: That the Commission adopt a resolution designating certain Authority staff and Commissioners as authorized signers on the Authority's checking and savings accounts with U.S. Bank, N.A. and designating certain Authority staff as authorized to act on behalf of the Authority on all matters related to the Authority's trust and investment accounts at U.S. Bank, N.A.

2. Subject: Update on Interim Financial Statements

Recommendation: That the Commission receive an update on the status of the quarterly interim financial statements for the Housing Authority and Santa Barbara Affordable Housing Group.

3. Subject: Approval of Consolidated Operating Budget for all Housing Authority Programs for the Fiscal Year Ending March 31, 2025

Recommendation: That the Commission adopt a resolution approving the Authority's proposed consolidated operating budget for the fiscal year ending March 31, 2025.

4. Subject: Approval Operating Budget for Santa Barbara Affordable Housing Group for the Fiscal Year Ending March 31, 2025

Recommendation: That the Board of Directors approve the proposed operating budget for the fiscal year ending March 31, 2025.

VIII. Committee Reports – None

IX. Unfinished Business – None

X. New Business

1. Subject: Resolution Authorizing Needed Action Relative to the Development of Jacaranda Court (400 West Carrillo Street) Rental Housing Project

Recommendation: That the Commission approve a resolution authorizing the Authority to accept a Regional Early Action Planning (REAP 2.0) Grants of 2021 award from the Santa Barbara County Association of Governments (SBCAG) in the amount \$395,000 to fund architectural and related softs costs for the Jacaranda Court development located at 400 West Carrillo Street.

2. Subject: Resolution Approving Staffing Related Adjustments and an Across-the-Board Salary Increase

Recommendation: That the Commission adopt a resolution approving the following effective March 30, 2024: (1) elimination of the Deputy Executive Director/COO, Director of Housing Programs and Operations, Director of Real Estate and Technology and Executive Assistant positions and the creation of the Deputy Executive Director of Programs and Operations and Deputy Executive Director of Real Estate and Technology positions; (2) creation of the Housing Programs and Services Manager and Property and Development Manager positions; (3) implementation of a salary and market adjustment for the Building and Facilities Construction Coordinator, Property and Development Supervisor, Resident Services Supervisor and Housing Programs Specialist positions; (4) retitling of the Property and Development Programs Analyst position to Property and Development Analyst; (5) addition of a Property Management Representative position; (6) updated position descriptions and organizational structure for certain Authority management, supervisor and general staff positions; and (7) amendments to the Authority's Manual of Policies and Procedures implementing a 3% across-the board cost of living salary increase for all management, supervisory and general employees.

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

Recommendation: That the Commission adopt a resolution approving revisions to the Housing Authority's Manual of Policies and Procedures.

4. Subject: Resolution Updating Designated Retirement Plan Committee Members

Recommendation: That the Commission designate the following positions to serve as members of the Housing Authority's Retirement Committee: Executive Director/CEO, Director of Finance and Deputy Executive Director, Real Estate and Technology.

5. Subject: Resolution Approving an Amendment to the Authority's Bylaws

Recommendation: That the Commission adopt a resolution approving the following amendments to the Housing Authority's Bylaws: Article II Section 5 - Assistant Secretary – changing the Assistant Secretary from the Deputy Executive Director/Chief Operating Officer to Deputy Executive Director/Programs and Operations.

XI. Closed Session – None

XII. Commission Matters

XIII. Adjournment