

MINUTES
Seven Hundredth Twenty-Ninth Meeting
HOUSING AUTHORITY
CITY OF SANTA BARBARA
814 Laguna St.
Santa Barbara, California
5:30 p.m. – May 21, 2008

I. CALL TO ORDER/ROLL CALL

5:37 P.M. Chair Silverstein presiding

Board Members present: Barbara Allen, Stanley Eisele, David Hughes, Mary Johnston-de Leon, Robert Niehaus, Cheryl Rogers, Christine Silverstein

Staff Members present: R. Pearson, R. Fredericks, V. Loza, R. Maccianti, M. Trejo, R. Lawrence, T. Carter, T. Hood, J. Schipa, A. Hughes

II. PUBLIC COMMENT

Daisy Martin, a resident of Presidio Springs, addressed the Board to report the continuing strong odors she claims to smell coming from somewhere around her apartment. She requested that Staff investigate about these odors. Staff will investigate and report back to the Board on their findings at the next regularly schedule meeting.

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of April 16, 2008

MOTION

M/S Rogers/Johnston de-Leon moved to approve the Minutes of the Regular Meeting of April 16, 2008 as presented.

VOTE

Ayes:	Barbara Allen	Robert Niehaus
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
	Mary Johnston de-Leon	
Nays:	None	
Abstain:	None	
Absent:	None	

IV. BILLS AND COMMUNICATIONS - None

V. CONSENT CALENDAR - None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission: (1) accept and approve the responsive low bid from Shaw Excavating & Grading for the concrete flatwork and masonry wall repair/replacement at 418 Santa Fe Place (aka SHIFCO) in the amount of \$206,235; (2) authorize the Executive Director or his designee to execute a contract with said firm for the subject work; and (3) further authorize the Executive Director or his designee to approve up to \$51,558 (25% 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

DOCUMENTS

- April 28, 2008 Executive Director's Report prepared by Director of Property & Development listing the following bids: Shaw Excavating & Grading \$206,235 and Rounds Construction, Inc. \$240,625

SPEAKERS

Staff: R. Pearson, R. Maccianti

MOTION

M/S Allen/Niehaus moved to accept and approve the responsive low bid from Shaw Excavating & Grading for the concrete flatwork and masonry wall repair/replacement at 418 Santa Fe Place (aka SHIFCO) in the amount of \$206,235; authorize the Executive Director or his designee to execute a contract with said firm for the subject work and further authorize the Executive Director or his designee to approve up to \$51,558 (25% 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.

VOTE

Ayes:	Barbara Allen	Robert Niehaus
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
	Mary Johnston de-Leon	
Nays:	None	
Abstain:	None	
Absent:	None	

2. Recommendation that the Commission ratify the Property Management Agreement and Addendum to the Property Management Agreement between the Housing Authority and MHA Garden Street Apartments L.P., for the management of the residential units currently under construction at 617 Garden Street

DOCUMENTS

- May 12, 2008 Executive Director's Report prepared by Deputy Executive Director/CAO together with Property Management Agreement and Addendum to Property Management Agreement. A corrected Exhibit B, Management Fee Schedule, was distributed to the Commissioners

SPEAKERS

Staff: R. Pearson, R. Fredericks

Guest: Patricia Collins from Mental Health Association (MHA)

Ms. Collins mentioned that they are confident that MHA will be able to provide the services needed by that group of clients, from the rent revenue that they will be receiving. She also mentioned that when program opens for applications, they will have plenty of prospective applicants that are in need of this type of housing.

Commissioner Hughes and Commissioner Allen requested clarification on what constituted a direct charge versus the Management Fee set at 6% in the Management Agreement. Director of Finance, Rita Lawrence explained in detail how the charges are allocated. Rob Fredericks will create an amendment to the Management Agreement, clarifying the charges against the Management Fee.

MOTION

M/S Johnston-de Leon/Allen moved to approve and ratify the Property Management Agreement and Addendum to the Property Management Agreement between the Housing Authority and MHA Garden Street Apartments L.P., for the management of the residential units currently under construction at 617 Garden Street.

VOTE

Ayes:	Barbara Allen	Robert Niehaus
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
	Mary Johnston de-Leon	
Nays:	None	
Abstain:	None	
Absent:	None	

3. Recommendation that the Commission review and approve the base form of Residential Lease Agreement for use by the Housing Authority in its operation and management of the Mental Health Apartments as well as authorize Staff to approve and make needed changes to the base form of Lease as may be recommended in the future by the Authority's Director of Housing Management

DOCUMENTS

- March 15, 2008 Executive Director's Report prepared by Director of Housing Management together with MHA base form of Lease

SPEAKERS

Staff: R. Pearson, V. Loza

MOTION

M/S Allen/Niehaus moved to approve the base form of Residential Lease Agreement for use by the Housing Authority in its operation and management of the Mental Health Apartments as well as authorize Staff to approve and make needed changes to the base form of Lease as may be recommended in the future by the Authority's Director of Housing Management.

VOTE

Ayes:	Barbara Allen	Robert Niehaus
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
	Mary Johnston de-Leon	
Nays:	None	
Abstain:	None	
Absent:	None	

4. Recommendation that the Commission: (1) consider a one-time challenge grant request of \$50,000 from Casa Esperanza Homeless Center to continue and improve upon their "Housing the Homeless Initiative" which assists the Housing Authority in providing counseling, referral and advisory services to homeless residents of Santa Barbara seeking affordable rental housing; and (2) if approved, appropriate the needed grant funding from Non HUD Operating Reserves

DOCUMENTS

- May 14, 2008 Executive Director's Report together with correspondence dated 5-7-08 from Casa Esperanza Homeless Center requesting grant, Homeless Older Adults Strategic Plan and Casa Esperanza Homeless Center brochure entitled "Under one Roof"

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Johnston-de Leon moved to approve a one-time challenge grant request of \$50,000 from Casa Esperanza Homeless Center to continue and improve upon their "Housing the Homeless Initiative" which assists the Housing Authority in providing counseling, referral and advisory services to homeless residents of Santa Barbara seeking affordable rental housing, noting that the funds will be appropriated from Non HUD Operating Reserves.

VOTE

Ayes:	Stanley Eisele	Robert Niehaus
	David Hughes	Cheryl Rogers
	Mary Johnston de Leon	Christine Silverstein
Nays:	None	
Abstain:	Barbara Allen	
Absent:	None	

5. Recommendation that the Commission consider the request from 1116 De La Vina Associates, L.P. for assistance by the Housing Authority in covering the cost of earthquake insurance for Garden Court for the balance of our Master Lease, a term which extends through the end of 2015

DOCUMENTS

- May 15, 2008 Executive Director's Report together with correspondence dated 5-15-08 from Frank Thompson, Administrative General Partner of 1116 De La Vina Associates, LP requesting covering cost of earthquake insurance for Garden Court

SPEAKERS

Staff: R. Pearson

Guest: Frank Thompson, general partner

Mr. Thompson answered questions from the Board regarding the situation and need for coverage of the earthquake insurance.

MOTION

M/S Hughes/Allen moved to approve request from 1116 De La Vina Associates, L.P. for assistance by the Housing Authority in covering the cost of earthquake insurance for Garden Court for the balance of our Master Lease, a term which extends through the end of 2015, making it clear that the amount is for the payment of premium cost of earthquake insurance, per paragraphs 1 and 2 of page 2 from Mr. Thompson's letter of request.

VOTE

Ayes:	Barbara Allen	Robert Niehaus
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
	Mary Johnston de-Leon	
Nays:	None	
Abstain:	None	
Absent:	None	

6. Recommendation that the Commission receive a report on certain Housing Authority real estate acquisition and development activities – oral report and slide presentation

Director of Property and Development, Roberta Maccianti, gave the Board a power point presentation on the progress of some of the Authority's properties currently under construction and development.

Commissioner Niehaus left the meeting at 6:45 p.m.

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly Financial Statements for period ending March 31, 2008 for programs with a March 31st Fiscal Year End

DOCUMENTS

- May 15, 2008 Executive Director's Report prepared by Director of Finance together with quarterly Financial Statements for period ending 3-31-08 for programs with a 3-31-08 FYE

SPEAKERS

Staff: R. Pearson, R. Lawrence

MOTION

M/S Rogers/Johnston-de Leon moved to accept and order filed the quarterly Financial Statements for period ending March 31, 2008 for programs with a March 31st Fiscal Year End

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

2. Recommendation that the Commission review and order filed the quarterly Financial Statements for period ending March 31, 2008 for programs with a December 31st Fiscal Year End

DOCUMENTS

- May 15, 2008 Executive Director's Report prepared by Director of Finance together with quarterly Financial Statements for period ending 3-31-08 for programs with a 12-31-08 FYE

SPEAKERS

Staff: R. Pearson, R. Lawrence

MOTION

M/S Allen/Johnston-de Leon moved to accept and order filed the quarterly Financial Statements for period ending March 31, 2008 for programs with a December 31st Fiscal Year End

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

3. Recommendation that the Commission review and order filed the quarterly Investment Report for period ending March 31, 2008

DOCUMENTS

- May 6, 2008 Executive Director's Report prepared by Director of Finance together with Trust Investments Report, detailed Interest Income on General Fund Investments and report from Vice President and Sr. Trust Portfolio Manager for SBB&T giving a summary on the factors and economic conditions influencing the market and the performance of the Housing Authority's funds for the quarter ending 3-31-08

SPEAKERS

Staff: R. Pearson, R. Lawrence

MOTION

M/S Johnston-de Leon/Rogers moved to accept and order filed the quarterly Investment Report for period ending 3-31-08.

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

4. Recommendation that the Commission adopt the Resolution setting forth costs incurred and payments made for the period ending April 2008

DOCUMENTS

- May 8, 2008 Executive Director's Report prepared by Department of Finance
- Resolution referenced above together with April 2008 list of expenditures

SPEAKERS

Staff: R. Pearson, R. Lawrence

MOTION

M/S Allen/Rogers moved to adopt Resolution No. 2314 of the Housing Authority of the City of Santa Barbara, as presented, ratifying and approving the expenditure of Housing Authority funds by the Executive Director for necessary supplies and services rendered to the Housing Authority and paid during April 2008.

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

1. Recommendation that the Commission adopt the Resolution approving the Housing Authority's Public Housing Assessment System (PHAS) Management Operations Certificate for submittal to HUD for FYE 3-31-08

DOCUMENTS

- May 12, 2008 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above together with the Authority's Public Housing Assessment System (PHAS) FYE 3-31-08

SPEAKERS

Staff: R. Pearson, R. Fredericks

2. Recommendation that the Commission adopt the Resolution approving the Housing Authority's Section 8 Management Assessment (SEMAP) Certificate for submittal to HUD for FYE 3-31-08

DOCUMENTS

- May 12, 2008 Executive Director's prepared by Deputy Executive Director/CAO
- Resolution referenced above together with the Authority's Section 8 Management Assessment (SEMAP) FYE 3-31-08

SPEAKERS

Staff: R. Pearson, R. Fredericks

MOTION

M/S Rogers/Johnston-de Leon moved to adopt the Resolutions Nos. 2315 and 2316 of the Housing Authority of the City of Santa Barbara, as presented, approving the Housing Authority's Public Housing Assessment System (PHAS) Management Operations Certificate and Section 8 Management Assessment (SEMAP) Certificate for submittal to HUD for FYE 3-31-08.

VOTE

Ayes:	Barbara Allen Stanley Eisele David Hughes	Mary Johnston-de Leon Cheryl Rogers Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

3. Recommendation that the Commission adopt the Resolution approving amendments to the Authority's Manual of Policies and Procedures relative to a Cost of Living (COLA) salary adjustment for all positions and a salary market adjustment for the Executive Director/CEO position, effective July 1, 2008

DOCUMENTS

- May 13, 2008 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above together with revised Semi-Monthly Salary Schedule for Management and Supervisory Staff with a 3.5% salary adjustment and 3.7% salary market adjustment for the Executive Director/CEO and revised Semi-Monthly Salary Schedule for General Staff with a 3.5% salary adjustment

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Allen/Johnston-de Leon moved to adopt the Resolution No. 2317 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 a Cost of Living (COLA) salary adjustment for all positions and a salary market adjustment for the Executive Director/CEO position, effective July 1, 2008.

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

4. Recommendation that the Commission adopt the Resolution commending Peter Dean for his outstanding service and contributions to the Housing Authority and the community

DOCUMENTS

- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Rogers moved to approve the Resolution No. 2318 of the Housing Authority of the City of Santa Barbara, as presented, commending Peter Dean for his outstanding service and contributions to the Housing Authority and the community.

VOTE

Ayes:	Barbara Allen	Mary Johnston-de Leon
	Stanley Eisele	Cheryl Rogers
	David Hughes	Christine Silverstein
Nays:	None	
Abstain:	None	
Absent:	Robert Niehaus	

XI. COMMISSION MATTERS

1. Recommendation that the Commission review and comment on the draft agenda for the work session/retreat on June 12, 2008 from 8:30 a.m. to 3:00 p.m. at the Authority's Villa La Cumbre Community Room for the purpose of developing a new 5-Year Action Plan for the Housing Authority

DOCUMENTS

- May 13, 2008 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson, R. Fredericks

Rob Fredericks informed the Board that he along with Angela Antenore the facilitator for the retreat, have prepared a survey for the attendees to complete before the retreat, either via online or in print. The survey breaks down the current Authority's Five Year Action Plan through questions as to what things are still relevant and what are not, new ideas to be incorporated, comments on relationships among Staff, etc. The completed surveys will help to set the ground work for developing the new Plan.

Commissioner Hughes suggested it would be good idea to get an understanding of how our 5 Year planning effort reflects or incorporates the goals set forth in the City's Housing Element and General Plan. Mr. Pearson suggested Staff contact City Planning to and secure a City Planner that could give a brief overview of their affordable housing goals to the Commission during the retreat.

XII. ADJOURNMENT

1. Recommendation that the Commission cancel their next Regular meeting scheduled for June 4, 2008 and adjourn this meeting to Thursday, June 12, 2008 at 8:30 a.m. to be held at the Housing Authority's Villa La Cumbre Community Room located at 521 N. La Cumbre, Santa Barbara, California

The Commission agreed to the recommendation by acclamation.

Meeting was adjourned at 7:17 p.m. on order of Chair Silverstein, to Thursday, June 12, 2008 at 8:30 a.m. at the Housing Authority's Villa La Cumbre Community Room located at 521 N. La Cumbre, Santa Barbara, California.

ROBERT G. PEARSON, SECRETARY

APPROVED:

ROBERT D. NIEHAUS, VICE CHAIR