



SAN DIEGO  
HOUSING  
COMMISSION

# MINUTES

**SAN DIEGO HOUSING COMMISSION  
MINUTES OF THE REGULAR MEETING  
MAY 12, 2023  
SMART CORNER  
4<sup>TH</sup> FLOOR CONFERENCE ROOM  
1122 BROADWAY  
SAN DIEGO, CA 92101**

## **ATTENDANCE**

Present:

Chair Eugene “Mitch” Mitchell  
Vice Chair Ryan Clumpner  
Commissioner Johanna Hester  
Commissioner Melinda K. Vásquez  
Interim President & CEO Jeff Davis  
General Counsel Charles Christensen

Not present:

Commissioner Stefanie Benvenuto  
Commissioner Kellee Hubbard

## **10      CALL TO ORDER**

Chair Mitchell called the Special Meeting to order at 9:05 a.m.

## **20      NON-AGENDA PUBLIC COMMENT**

Alice Iyana commented on rental assistance and social services.

Joy Sunyata commented on updates to the Community Action Plan on Homelessness for the City of San Diego, homelessness data dashboards, grant funding, and affordable housing preservation.

Aaron Wohlmuth commented on San Diego Housing Commission (Housing Commission) Housing Specialists becoming represented by Service Employees International Union (SEIU) Local 221.

Mathew Casas commented on Housing Commission Housing Specialists becoming represented by SEIU Local 221 and the process for selecting the Housing Commission’s next President and Chief Executive Officer.

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### **30      COMMISSIONER COMMENTS**

Vice Chair Clumpner congratulated and thanked the Housing Commission’s Housing Specialists for the work they do and encouraged the workforce and residents to participate in public forums regarding the search for the next President and Chief Executive Officer. Vice Chair Clumpner also said the Housing Commission Board of Commissioners (Board) appreciates hearing from residents and clients and encourages more residents to provide comments to the Board.

Chair Mitchell also expressed appreciation to connect with, converse with and hear from the public about areas the Housing Commission should address.

Commissioner Hester expressed her appreciation for the workforce and congratulated the Housing Commission’s Housing Specialists on becoming represented by SEIU Local 221.

### **40      REPORT BY THE INTERIM PRESIDENT & CHIEF EXECUTIVE OFFICER**

#### **Federal Communications Commission (FCC) Grant**

On April 20, 2023, the Federal Communications Commission has awarded a \$230,000 grant to the Housing Commission. This grant will support local collaborative efforts to bridge the digital divide for people with low income. City Council President Sean Elo-Rivera joined FCC Commissioner Geoffrey Starks—who created the “Your Home, Your Internet” pilot program—for an event last month to announce the grant. The grant supports awareness, outreach and assistance for households to apply for the FCC’s Affordable Connectivity Program, which provides eligible households with a monthly discount toward internet service and a one-time discount toward the purchase a laptop, desktop computer, or tablet from participating providers. The San Diego Association of Governments estimates that only about 28 percent of eligible households in the San Diego region participate in the Affordable Connectivity Program. With this grant, the Housing Commission anticipates reaching out to approximately 120,000 San Diego households that are eligible for the program.

#### **First-Time Homebuyers Milestone**

In April, the Housing Commission’s First-Time Homebuyer Programs for the City of San Diego achieved a significant milestone. These programs have now helped more than 6,000 homebuyers since 1988, when the Housing Commission began assisting first-time homebuyers. The number of households assisted includes those who have received deferred-payment loans, closing cost assistance grants or Mortgage Credit Certificates. Buyers in the Affordable For-Sale Housing program are also included. In recent years, because of Housing Commission staff’s expertise and knowledge, other local jurisdictions have also approached the Housing Commission about administering their programs for first-time homebuyers. The Housing Commission now administers these programs for the County of San Diego and the cities of Chula Vista, El Cajon and La Mesa.

#### **Homelessness Programs Manual**

The Housing Commission, in consultation with the City of San Diego’s Homelessness Strategies and Solutions Department, has completed a manual of Homelessness Programs in the City of San Diego. It provides a comprehensive list and description of the wide range of homelessness programs and services



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administered by the Housing Commission and the City. This manual also includes a list of frequently used terms and acronyms and a glossary of programs. These are similar to the terms and glossary that are part of the Housing Commission Onboarding Manual, which was completed last year. The homelessness programs manual will be posted on the Homelessness Solutions page on the Housing Commission's website at [www.sdhc.org](http://www.sdhc.org). Mr. Davis thanked City Councilmember Marni von Wilpert, who requested this manual during a meeting of the Select Committee on Housing Commission Oversight and Reform late last year, as well as staff from Housing Commission and the City's Homelessness Strategies and Solutions Department for working together on this manual and ongoing efforts to address homelessness.

### **50      APPROVAL OF THE MINUTES**

Motion Vice Chair Clumpner to approve the April 6, 2023, Regular Meeting Minutes and the April 20, 2023, Special Meeting Minutes. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

### **CONSENT AGENDA**

Motion by Commissioner Hester to approve Items 100 and 101 listed below on consent. Seconded by Vice Chair Clumpner and passed by a vote of 4-0.

#### **100      HCR23-063    Admissions and Continued Occupancy Policy Update for Public Housing**

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Approve the revised Admissions and Continued Occupancy Policy for Public Housing (Attachment 1), pursuant to the authority delegated to the Housing Commission Board by the Housing Authority of the City of San Diego (Housing Authority) in Housing Authority Resolution HA-1036.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.

#### **101      HCR23-060    Approval of an Amendment to San Diego Housing Commission Administrative Regulation 219.000 Regarding Retention of Real Estate Brokers, Operating Procedures for Brokers, and Peer or Desk Review of Appraisals**

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

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- 1) Authorize the Housing Commission to amend section 6.A.v of Administrative Regulation 219.000 regarding Retention of Real Estate Brokers; Operating Procedures for Brokers; and Peer or Desk Review of Appraisals, as detailed in this staff report and shown in Attachment 1.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to further alter the Housing Commission Administrative Regulation regarding Retention of Real Estate Brokers; Operating Procedures for Brokers; and Peer or Desk Review of Appraisals only to correct a typographical or clerical error or omission, with the written approval and concurrence of Housing Commission General Counsel, without further action by the Housing Commission Board or the Housing Authority of the City of San Diego (Housing Authority). Housing Commission staff will notify the Housing Authority and the City Attorney's Office about any subsequent amendments or modifications to the Housing Commission Administrative Regulation regarding Retention of Real Estate Brokers; Operating Procedures for Brokers; and Peer or Desk Review of Appraisals.

**DISCUSSION AGENDA**

**102    HCR23-054    Approval of the Sole Source Justification and Fiscal Year 2024 Operating Agreement between the San Diego Housing Commission and People Assisting the Homeless to Provide System Navigation and Related Services at the Homelessness Response Center**

Casey Snell, Vice President of Administration of Homelessness Initiatives, and Jessica Adamo, Housing Programs Manager, Strategic Initiatives and Homelessness Innovations Division, presented the request for approval.

Motion by Vice Chair Clumpner to take the staff-recommended actions. Seconded by Commissioner Hester and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize the Housing Commission to enter into an agreement with People Assisting the Homeless (PATH) in the amount of \$748,154 for an initial term of July 1, 2023, through June 30, 2024, with two one-year options to renew, contingent upon funding being made available for that purpose and the execution of a new or successor Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homelessness Response Center (current MOU ends June 30, 2024), to provide system navigation and related services at the Homelessness Response Center at 1401 Imperial Avenue, San Diego, 92101, on terms and conditions as set forth in the operator agreement (Agreement). Funding for Fiscal Year (FY) 2024 is expected to consist of funds from the Low Moderate Income Housing Fund and City of San Diego General Fund, contingent on funds being made available for this purpose in the FY 2024 City of San Diego budgeting process.

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- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.
- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission's Board of or the Housing Authority of the City of San Diego (Housing Authority) but only if and to the extent that funds are determined to be available for such purposes.

**103 HCR23-057 Approval of the Sole Source Justification and Operating Agreement between the San Diego Housing Commission and Alpha Project for the Homeless to Operate the City of San Diego Bridge Shelter for Single Adults at 1535 Newton Avenue**

Casey Snell, Vice President of Administration of Homelessness Initiatives, and Jonathan Herrera, Special Programs Manager & Senior Policy Advisor, Strategic Initiatives and Homelessness Innovations Division, presented the request for approval.

Motion by Vice Chair Clumpner to take the staff-recommended actions. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize the Housing Commission to enter into a non-competitive, sole source agreement under Procurement Policy Section 14.2 with Alpha Project for the Homeless (Alpha Project) in the amount of \$6,608,164 for a 12-month term from July 1, 2023, through June 30, 2024, with one one-year option for renewal, contingent on funding being available for that purpose and the approval of the Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homeless Shelters and Services, to provide Bridge shelter and services for persons experiencing homelessness at the City of San Diego's Bridge Shelter at 1535 Newton Ave., San Diego, CA 92101. The funding source for the first operating term is expected to consist of Homeless Housing, Assistance and Prevention (HHAP) Program funds.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals; provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.

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- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission Board or the Housing Authority of the City of San Diego (Housing Authority), but only if and to the extent that funds are determined to be available for such purposes.

**104 HCR23-048 Approval of an Operating Agreement between the San Diego Housing Commission and Alpha Project for the Homeless to Operate the City of San Diego Harm Reduction Interim Shelter Program**

Casey Snell, Vice President of Administration of Homelessness Initiatives, and Jonathan Herrera, Special Programs Manager & Senior Policy Advisor, Strategic Initiatives and Homelessness Innovations Division, presented the request for approval.

Motion by Commissioner Hester to take the staff-recommended actions. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize the Housing Commission to enter into an agreement with Alpha Project for the Homeless in the amount of \$1,979,237 for an initial term of July 1, 2023, through June 30, 2024, with two one-year options for renewal, contingent upon funding being made available for that purpose and the continuance or extension of the Memorandum of Understanding (MOU) with the City of San Diego for oversight and administration of the City's Homeless Shelters and Services Programs (current term ends June 30, 2024), to provide interim shelter and services for persons experiencing homelessness at the City of San Diego's Harm Reduction Interim Shelter Program at 3220 Sports Arena Blvd., San Diego, 92110. The funding source for the initial operating term is the City of San Diego's General Fund.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.
- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission Board or the Housing Authority of the City of San Diego, but only if and to the extent that funds are determined to be available for such purposes.

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**105 HCR23-052 Approval of an Amendment to the Operating Agreement between the San Diego Housing Commission and Urban Street Angels to Operate the City of San Diego Interim Shelter Bed Program for Transition-Age Youth**

Casey Snell, Vice President of Administration of Homelessness Initiatives, and Jonathan Herrera, Special Programs Manager & Senior Policy Advisor, Strategic Initiatives and Homelessness Innovations Division, presented the request for approval.

Motion by Commissioner Vásquez to take the staff-recommended actions. Seconded by Commissioner Hester and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize the amendment of the existing non-competitive agreement under Procurement Policy 14.2 with Urban Street Angels to expand shelter capacity from 19 beds to 52 beds at the City of San Diego Interim Shelter Bed Program for Transition-Age Youth from July 1, 2023, through June 30, 2024, which will coincide with the execution of the first of the four one-year options to renew the agreement previously approved by the Housing Commission Board on September 20, 2022 (Report No. HCR22-107). The agreement requires an additional allocation of \$1,714,000, consisting of \$1,593,727 for operations and \$120,273 for one-time start-up costs to support the expansion. The ongoing annualized budget is \$2,118,716. The funding source in Fiscal Year 2024 is the City of San Diego General Fund and Homeless Housing, Assistance and Prevention (HHAP) Program funds.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form and format approved by General Counsel, and to take such actions necessary and/or appropriate to implement these approvals, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.
- 3) Authorize the Housing Commission's President & CEO, or designee, to substitute funding sources and/or increase compensation by not more than 20 percent of the total agreement amount for the proposed agreement, if necessary, without further action by the Housing Commission Board or the Housing Authority, but only if and to the extent that funds are determined to be available for such purposes.

**106 HCR23-021 San Diego Housing Commission Proposed Fiscal Year 2024 Budget**

Suket Dayal, Executive Vice President of Business Administration and Chief Financial Officer, and Christelle Van Der Windt, Vice President of Financial Operations, Financial Services Department, presented the request for approval.



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Motion by Vice Chair Clumpner to take the staff-recommended actions. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) recommend that the Housing Authority of the City of San Diego (Housing Authority) take the following actions:

- 1) Approve the San Diego Housing Commission's (Housing Commission) proposed \$595 million Fiscal Year (FY) 2024 Budget (Attachment 1).
- 2) Delegate authority to the Housing Commission Board of Commissioners (Board) to approve amendments to the FY 2024 Budget for the following amounts, consistent with prior delegation of authority from the Housing Authority:
  - a. Line item transfers not to exceed \$500,000 of budget authority that do not impact the overall size of the Housing Authority approved FY 2024 Budget;
  - b. Additional funding for the FY 2024 Budget resulting from applications submitted with the approval of the Housing Authority (per Housing Authority Resolution 1569); and
  - c. Additions from other sources, not to exceed \$500,000 on an individual basis, to the FY 2024 Budget.
- 3) Delegate authority to the Housing Commission's President and Chief Executive Officer (Interim President & CEO) to amend the FY 2024 Budget for amounts not to exceed \$250,000 consistent with policies, programs and activities approved by the Housing Commission and Housing Authority.

### **107 HCR23-058 Preliminary Bond Authorization and Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing for 8th Avenue Family Housing**

Jennifer Kreutter, Vice President of Multifamily Housing Finance, Real Estate Division, presented the request for approval.

Motion by Vice Chair Clumpner to take the staff-recommended actions. Seconded by Commissioner Hester and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions, as described in this report.

- 1) Approve the following steps to issue up to \$24,000,000 in Housing Authority of the City of San Diego tax-exempt Multifamily Housing Revenue Bonds to facilitate the construction of a new affordable housing development at 3927-37 1/2 8<sup>th</sup> Avenue in the Hillcrest neighborhood of the Uptown Community Planning Area, which will consist of 79 units affordable for 55 years for



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individuals and families earning 30 percent to 50 percent of San Diego's Area Median Income (AMI) and one unrestricted manager's unit:

- a. Issue a bond inducement resolution (Declaration of Official Intent) for up to \$24,000,000 in tax-exempt Multifamily Housing Revenue Bonds supporting the 8<sup>th</sup> Avenue Family Housing development by Rise 8th Ave LP, a California limited partnership;
  - b. Authorize an application (and subsequent applications, if necessary) to the California Debt Limit Allocation Committee (CDLAC) for an allocation of authority to issue tax-exempt private activity bonds in an amount up to \$24,000,000 for Rise 8th Ave LP, a California limited partnership; and
  - c. Approve the financing team of Quint & Thimmig LLP as the Bond Counsel and Ross Financial Inc. as the Financial Advisor.
- 2) Authorize the Housing Commission's President and Chief Executive Officer (President & CEO), or designee, to execute any and all documents that are necessary to effectuate the transaction and implement these approvals in a form approved by General Counsel and Bond Counsel and to take such actions as are necessary, convenient, and/or appropriate to implement these approvals upon advice of General Counsel and/or the Bond Counsel.
  - 3) Hold a Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing and adopt a resolution approving the issuance of tax-exempt Multifamily Housing Revenue Bonds in an amount up to \$24,000,000 to facilitate the development of 8th Avenue Family Housing.

**108     HCR23-064   Authorization to Apply for State of California Department of Housing and Community Development Homekey Program Grant Funds – 3737-3747 Midway Drive**

Buddy Bohrer, Vice President of Real Estate Finance and Acquisitions, Real Estate Division, presented the request for approval.

Motion by Commissioner Hester to take the staff-recommended actions. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize and direct the Housing Commission to submit an individual application to the State of California Department of Housing and Community Development (Department) Homekey Program for grant funds in an amount up to \$18,000,000 in accordance with the March 29, 2023, Notice of Funding Availability (NOFA) for the Homekey Program for the acquisition and rehabilitation of the Ramada Inn at 3737-3747 Midway Drive, San Diego, CA 92110, to be known as Pacific Village.
- 2) If the application is approved and the proposed project is subsequently approved by the

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Housing Authority of the City of San Diego, authorize and direct the Housing Commission to enter into, execute, and deliver a Standard Agreement in a total amount up to \$18,000,000 and any and all other documents required or deemed necessary or appropriate to secure Homekey Funds from the Department, and to participate in the Homekey Program, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.

The Housing Commission acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.

- 3) Authorize Jeff Davis, the Housing Commission's Interim President & Chief Executive Officer, or designee, to execute the application and the Homekey Program documents on behalf of the Housing Commission.
- 4) Authorize the Housing Commission's Interim President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals. provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.

**109 HCR23-065 Authorization to Apply for State of California Department of Housing and Community Development Homekey Program Grant Funds – 2147 Abbott Street**

Josh Hoffman, Vice President of Real Estate Development, Real Estate Division, presented the request for approval.

Motion by Vice Chair Clumpner to take the staff-recommended actions. Seconded by Commissioner Vásquez and passed by a vote of 4-0.

That the San Diego Housing Commission (Housing Commission) Board of Commissioners (Board) take the following actions:

- 1) Authorize and direct the Housing Commission to submit a joint application with Wakeland Housing and Development Corporation (Wakeland) to the State of California Department of Housing and Community Development (Department) Homekey Program for grant funds in an amount up to \$5,000,000 in accordance with the March 29, 2023, Notice of Funding

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Availability (NOFA) for the Homekey Program for the acquisition and rehabilitation of a 13-unit multifamily housing property at 2147 Abbott Street, San Diego, CA 92107.

- 2) If the application is approved and the proposed project is subsequently approved by the Housing Authority of the City of San Diego, authorize and direct the Housing Commission to join Wakeland in entering into, executing, and delivering a Standard Funding Agreement with the Department in a total amount up to \$5,000,000 and any and all other documents required or deemed necessary or appropriate to secure Homekey Program funds from the Department, and to participate in the Homekey Program, provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.

The Housing Commission acknowledges and agrees that it shall be subject to the terms and conditions specified in the Standard Agreement, and that the NOFA and application will be incorporated in the Standard Agreement by reference and made a part thereof. Any and all activities, expenditures, information, and timelines represented in the application are enforceable through the Standard Agreement. Funds are to be used for the allowable expenditures and activities identified in the Standard Agreement.

- 3) Authorize Jeff Davis, the Housing Commission's Interim President & Chief Executive Officer, or designee, to execute the application and the Homekey Program documents on behalf of the Housing Commission and Wakeland for participation in the Homekey Program.
- 4) Authorize the Housing Commission's Interim President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and to take such actions as are necessary and/or appropriate to implement these approvals. provided that a copy of the documents, signed as to form by General Counsel, are submitted to each Housing Commissioner.

**110 HCR23-067 Workshop & Discussion: San Diego Housing Commission Customer Experience Unit**

Joy Sunyata spoke on the workshop.

Mercy Maestre, Senior Executive Assistant to the Interim President & CEO, San Diego Housing Commission, presented an informational workshop about the San Diego Housing Commission's Customer Experience Unit. No action was taken on this item.



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**ADJOURNMENT**

Chair Mitchell adjourned the Regular Meeting at 12:15 p.m.

Respectfully submitted,

*Scott Marshall*

Scott Marshall  
Vice President  
Communications and Government Relations  
San Diego Housing Commission

Approved by,

*Jeff Davis*

Jeff Davis  
Interim President and Chief Executive Officer  
San Diego Housing Commission