



Good Neighbors

San Diego
Housing Commission

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REPORT

DATE: For the Housing Commission Agenda of October 20, 2000

REPORT NO. HCR00-093

ITEM 106

SUBJECT: Review of Housing Commission Policies (Citywide)

SUMMARY

Issue: Should the Housing Commission recommend that the Housing Authority delegate responsibility for certain operational policies to the Housing Commission in order to streamline operations and increase efficiency?

Recommendation: That the Housing Authority distinguish day-to-day operational policies from major policies and delegate responsibility to the Housing Commission for certain day-to-day operational policies as described in Attachment 1.

Future Related Action(s): Revisions to the policies so identified in Attachment 1 will be brought forward to the Housing Commission for review.

BACKGROUND

Historically, the Housing Authority has provided policy direction to the Commission. The Housing Commission Board, in turn, has been responsible for overseeing the daily operations of a variety of housing assistance and development programs and projects.

Over the years, funders' rules and regulations have been created or revised, adding to the administrative requirements of many housing programs. These changes prompt the development or revision of day-to-day operational policies that currently require the review and approval of first the Housing Commission and then the Housing Authority.

The important participation of the Housing Authority, as a policymaking Board, may become diminished due to the need to bring day-to-day policy changes to the Authority. The proposed recommendation provides an opportunity to reinforce the individual roles of the Housing Authority members as "policymakers" and delegate further responsibility to the Housing Commission in overseeing the day-to-day operations of the agency.

DISCUSSION

Over the last several years there has been a national movement for housing authorities and other public organizations to become more “businesslike” and to streamline operations and processes to increase efficiency and effectiveness.

The Housing Commission staff is working on several levels to improve processes and overall administrative effectiveness. In reviewing past Housing Authority agendas, it is apparent that many “policies” which currently require Housing Authority review and approval, are actually operational or administrative procedures, e.g., Procurement Policy, Safety Policy, Resident Organization Policy. In fact, many of the Housing Commission’s policies are either direct copies of the San Diego Municipal Code or City Ordinances, with a Housing Commission Policy number assigned or prepared according to Resolutions and/or State or Federal law.

Therefore, staff is proposing that the Housing Authority delegate responsibility for certain day-to-day operational policies to the Housing Commission Board for review and subsequent approval. General Counsel has also reviewed the proposed recommendations.

Attachment 1 details the Housing Commission’s policies, and it provides staff recommendations on the desirability of maintaining and/or amending the policies as well as recommendations for approval authority.

ALTERNATIVE

Continue to present all revisions to current policies to the Housing Commission Board and, following review and approval, present new or revised policies to the Housing Authority for review and final approval.

Submitted by,

Carrol M. Vaughan
Chief of Staff

Approved by,

Elizabeth C. Morris
Chief Executive Officer

**Signature on File
With Original Document**

Attachment 1: List of Current Housing Commission Policies

ATTACHMENT 1

SAN DIEGO HOUSING COMMISSION POLICIES

			Retain? Yes/No	Housing Commission Staff Recommendation	
Policy #	Subject	Policy Purpose	AR ¹ or Policy	HA Approval for Subsequent Change? Yes/No	Comments
PO000.001	Creation of Housing Commission	SDHC created.	Yes Policy	Yes	To be revised and consolidated into one policy
PO000.101	Establishment of Commission	SDHC established.	Yes Policy	Yes	
PO000.201	SDHC General Policy	Vision, Missions & Goals.	Yes Policy	Yes	
PO000.301	Legislative Policy Guidelines	Provide policy direction to City Departments and the Dept. of Legislative Services in evaluating State and Federal proposed legislative.	No	N/A	Excerpt from City Council Policy 00-19 (7/12/93)
PO000.401	Pension Plan Assets	Defined contribution plan.	Yes Policy	Yes	
PO101.000	Conflict of Interest Code	Disclosure of investments and sources of income.	Yes Policy	No	Policy reflects state law and has been revised to reflect code by reference
PO102.000	Personnel Policies	SDHC General Provisions.	Yes Policy	Yes	
PO103.000	Employee Relations Policy	Re: Employee organizations	Yes Policy	Yes	
PO104.000	MOU (7/1/95- 6/30/97)	Negotiations between SDHC and Union.	Yes Policy	Yes	
PO105.000	Equal Opportunity Plan	SDHC Equal Opportunity.	Yes Policy	Yes	
PO106.000	Employment of Project Area Residents & Utilization of Project Area Businesses	To provide business and employment opportunities for businesses and lower income persons located in the HUD-assisted project area.	Yes AR	No	Section 3 policy required under HUD Act of 1968; retitle as an Administrative Regulation
PO202.000	Disposition of Excess, Lost, Stolen or Abandoned Property	Regulating disposition of excess, lost, stolen or abandoned property as specified by HUD and the ACC.	Yes Policy	No	Policy restates HUD rules

¹ “AR” refers to Administrative Regulation when used throughout this document

			Retain? Yes/No	Housing Commission Staff Recommendation	
Policy #	Subject	Policy Purpose	AR ¹ or Policy	HA Approval for Subsequent Change? Yes/No	Comments
PO203.100	Procurement Policy	Fair and equitable treatment of all persons or firms involved in purchasing by SDHC.	Yes Policy	No	Policy restates HUD regulations and state law; HC's delegation of authority mirrors City policy and is more restrictive than City policy.
PO207.000	Safety Policy	Guidelines on how to proceed – Zero Tolerance re: violence.	Yes AR	No	Administrative in content; should be retitled as an AR
PO208.000	Claims and Legal Actions Against the Housing Commission	SDHC secure adequate insurance coverage and by risk control measures to protect the agency assets and the safety of employees, resident and the public.	Yes AR	No	Administrative procedure; should be retitled as an AR
PO0211.000	Competition Program	Deliver service through the most effective and efficient mean available.	Yes Policy	Yes	
PO300.102	Selection of Site for Public Housing	To provide guidelines for selecting sites for public housing.	Yes Policy	Yes	
PO300.103	Real Estate Acquisition Policy	SDHC will make every effort to avoid concentration of low-income families by means of acquiring units on scattered sited and to purchase no more than four units on a single site.	Yes Policy	Yes	
PO300.202	Affordable Housing Density Bonus	To provide increased residential densities to developers who guarantee that a portion of their housing development will be affordable by persons of low or moderate income.	No	N/A	Extract from SD Municipal Code (City Code 01.030A)
PO300.203	Senior Citizen Affordable Housing Conditional Use Permit (CUP) Requirements	To provide developers with development incentives to construct senior housing.	No	N/A	Restates City requirement

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			Retain? Yes/No	Housing Commission Staff Recommendation	
Policy #	Subject	Policy Purpose	AR ¹ or Policy	HA Approval for Subsequent Change? Yes/No	Comments
PO300.301	Multifamily Mortgage Revenue Bond Program	To increase the supply of affordable housing in the City by establishing the minimum number of units participating projects affordable to very-low and low-income tenants.	Yes Policy	Yes	
PO300.403	SRO Ordinance	SD Residential Hotel Preservation Regulations to benefit the general public by minimizing the adverse impact on the housing supply resulting from the loss of residential hotel room through their conversion and demolition.	No	N/A	Restates Municipal Code Section 101.1900
PO300.404	Condominium Conversions	To provide for the conversion of apartments to condominiums.	No	N/A	Restates Municipal Code Section 101.0990
PO300.501	Commission Responsibilities Related to the Housing Trust Fund	To state SDHC policy concerning general issues related to the SD Housing Trust Fund.	Yes Policy	Yes	
PO500.103	Security Policy	To summarize security measures appropriate for a public housing authority in management of residential properties.	Yes Policy	No	
PO500.104	Resident Organizations	To establish a policy regarding resident participation in management of public housing including guidelines concerning recognition of resident organizations, and minimum standard operating procedures for such resident organizations.	Yes Policy	No	
PO500.105	Resident- Caused Major Property Damage	To state policy concerning assessments to residents for resident-caused major property damage.	Yes AR	No	Retitle as an Administrative Regulation

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Policy #	Subject	Policy Purpose	AR ¹ or Policy	HA Approval for Subsequent Change? Yes/No	Comments
PO500.106	Sale of Public Housing	Guidelines to evaluate the potential sale of a public housing unit(s) or project.	Yes Policy	Yes	
PO600.101	Housing Program Lending Authority	To state policy and program parameters for lending funds to finance housing activities.	Yes Policy	Yes	
PO600.102	Loan Committee	To state policy and parameters concerning establishment & operation of the Loan Committee.	Yes Policy	Yes	
PO600.300	San Diego Housing Commission Rules on Relocation Assistance to Tenants in Rental Rehabilitation Programs	To set forth specific policies and procedures of the Commission in implementing the Relocation Assistance Act.	Yes Policy	No	Governed by state and federal law
PO600.301	Financial Participation in Housing Development, Acquisition with Rehabilitation & Large Rehabilitation Projects	Provide housing assistance and forge partnerships among public, nonprofit and private entities to provide housing opportunities and an integrated range of social services for segments of the community not adequately served.	Yes Policy	Yes	

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