

MINUTES

SAN DIEGO HOUSING COMMISSION
MINUTES OF THE REGULAR MEETING
DECEMBER 19, 2008, 9:00 A.M.
SMART CORNER
SAN DIEGO, CALIFORNIA

ATTENDANCE

Present were Chair Sal Salas and Commissioners Jennifer Adams-Brooks, Khadija Basir, Allen Sims and Tony Yip. Also present were Chuck Christensen, General Counsel and President and CEO Richard Gentry.

10 CALL TO ORDER

Chair Salas called the meeting to order at 9:06 a.m.

20 PUBLIC COMMENT

None

30 COMMISSIONER COMMENT

None

40 REPORT BY PRESIDENT & CHIEF EXECUTIVE OFFICER

None

50 APPROVAL OF THE MINUTES

MOTION BY ADAMS-BROOKS TO APPROVE THE OCTOBER 10, 2008 REGULAR MEETING MINUTES. SECONDED BY BASIR AND CARRIED ON A UNANIMOUS VOTE OF 4-0 WITH YIP ABSENT ABSTAINING.

CONSENT AGENDA

MOTION BY YIP TO APPROVE THE FOLLOWING ITEMS ON CONSENT:

100 HCR08-126 2009 Housing Commission Meeting Schedule

Recommendation: That the Housing Commission Board approve the 2009 meeting schedule that includes twelve scheduled meetings to be held at the Housing Commission's office building.

102 **HCR08-131** **Award of Contract for the 2010-2014 San Diego Regional Analysis of Impediments**

Recommendation: Authorize the Executive Vice President & Chief Operating Officer or designee to execute a contract with Veronica Tam & Associates in the amount of \$56,644 for the preparation of the AI.

103 **HCR08-105** **Selection of Bond Counsels and Financial Advisors for Participation in the Multifamily Mortgage Revenue Bond Program (Citywide)**

Recommendation: Approve the selection committee's recommendation that the following firms participate in its Multifamily Mortgage Revenue Bond Program for transactions initiated between January 1, 2009 and December 31, 2010, with an option to renew for two additional one-year periods.

SECONDED BY ADAMS-BROOKS AND CARRIED ON A UNANIMOUS VOTE OF 5-0.

ACTION AGENDA

101 **HCR08-134** **Loan for Arbor Crest Supplemental Report (Council District 3)**

Project Manager Dan Cady gave a staff report.

Commissioners asked numerous questions regarding the appraised value and the use of HOME funds.

MOTION BY BASIR TO FORWARD TO THE HOUSING AUTHORITY FOR APPROVE THE FOLLOWING RECOMMENDATIONS: 1) FUNDING OF THE HOUSING COMMISSION LOAN FOR ACQUISITION OF THE SITE PRIOR TO APPROVAL OF THE REDEVELOPMENT AGENCY LOAN FOR THE PROJECT; AND 2) REIMBURSE THE REDEVELOPMENT AGENCY OF THE CITY OF SAN DIEGO UP TO \$550,500 FUNDED FROM ITS LOAN IN THE EVENT THE PROJECT DOES NOT OBTAIN TAX CREDIT FINANCING OR OTHERWISE FAILS TO MOVE FORWARD AND THE HOUSING COMMISSION OBTAINS TITLE TO THE PROPERTY. SECONDED BY YIP AND CARRIED ON A UNANIMOUS VOTE OF 5-0.

104 HCR08-115 Award of Contract for Architectural Services at Via Las Cumbres (Council District 6)

Sr. Program Analyst Maurcell Gresham gave a staff report.

Commissioners asked questions regarding the entitlement process.

MOTION BY BASIR TO APPROVE THE FOLLOWING RECOMMENDATIONS:

- 1) THAT THE HOUSING COMMISSION RECOMMENDS HOUSING AUTHORITY APPROVAL OF AWARD OF A "FULL SERVICE" A/E CONTRACT TO M.W. STEELE GROUP, INC. IN AN AMOUNT NOT TO EXCEED \$900,000 FOR THE CREATION AND DEVELOPMENT OF SENIOR AFFORDABLE HOUSING.
 - a. PHASE I IS NOT TO EXCEED \$225,000 TO UNDERTAKE THE INITIAL ARCHITECTURAL PLANNING AND ENTITLEMENT PROCESS INCLUDING COMMUNITY PLAN AMENDMENT IN ORDER TO CREATE SENIOR AFFORDABLE HOUSING.
 - b. PHASES II & III ARE NOT TO EXCEED \$675,000 FOR THE DESIGN PREPARATION AND CONSTRUCTION DRAWINGS AND ADMINISTRATION OF THE SENIOR AFFORDABLE HOUSING.
- 2) AUTHORIZE THE PRESIDENT AND CHIEF EXECUTIVE OFFICER OR DESIGNEE TO EXECUTE THE CONTRACT, IN A FORM APPROVED BY GENERAL COUNSEL, AND ALL NECESSARY DOCUMENTS, AND IF NECESSARY, EXPEND A CONTINGENCY OF UP TO \$200,000 FOR ENVIRONMENTAL IMPACT REPORT PROCESSING AND PREPARATION, AND DESIGN PREPARATION OF ITEMS NOT ANTICIPATED IN THE ORIGINAL SCOPE OF WORK. SECONDED BY SIMS AND CARRIED ON A UNANIMOUS VOTE OF 5-0.

105 HCR08-135 Personal Policies Revision and Delegation of Authority

Human Resources Officer Tina Holmes gave a staff report.

General Counsel stated he is currently working on changing the description on page 2, Policy #102, Employment At Will, 1 and will be completed before going forward to the Housing Authority.

MOTION BY ADAMS-BROOKS TO AMEND SECTION 102 AND TO SEEK HOUSING AUTHORITY APPROVAL FOR THE FOLLOWING RECOMMENDATIONS: 1) PROPOSED CHANGES TO THE PERSONNEL POLICY HANDBOOK (ATTACHMENT 2); AND 2) DELEGATION OF AUTHORITY TO THE HOUSING COMMISSION BOARD TO MAKE DECISIONS RELATED TO THE ADMINISTRATION AND MANAGEMENT OF HUMAN RESOURCE ISSUES. SECONDED BY BASIR AND CARRIED ON A UNANIMOUS VOTE OF 5-0.

ADJOURNMENT

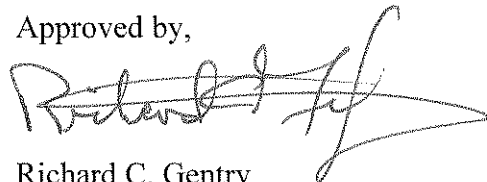
Chair Salas adjourned the regular meeting at 9:42 a.m.

Respectfully submitted,



Angie Risotti
Executive Assistant to the President and CEO

Approved by,



Richard C. Gentry
President and CEO