



**City of
Santa Clara**
The Center of What's Possible

**MINUTES OF THE HOUSING REHABILITATION
LOAN COMMITTEE**

City Manager's Staff Conference
Room 1500 Warburton Ave, Santa Clara,
CA, 95050

**MEETING MINUTES
May 10, 2018 8:00 A.M.**

Committee Members Present:

Teresa O'Neill – Council Member/Chair
Carmen Pascual
Bianca Wilczoch
Michael Louis Ferrito

Staff:

Jonathan Veach, Housing Division Manager
Kathy Flood, Staff Analyst
Carlos Azcona, Building/Housing Inspector
Jennifer Carvalho, Office Specialist

Matters for Council Action: None

1. Call to Order/Roll Call

Meeting was called to order by Council Member/Chair O'Neill at 8:05 A.M.

2. Public Presentations

None

3. Review of Approved Minutes from February 8, 2018

4. Items on Agenda

ITEMS FOR DISCUSSION

A. Review of Budget Status Reports

Current budget reports were reviewed and discussed. Division Manager Veach explained the increased allocation for CDBG and HOME funds from HUD for FY1819. With this increase and with our restructured Grant program that will be implemented next fiscal year (\$100k), the division will increase advertising to promote the NCIP program.

B. Program Status

i. Staffing Update

a. Introduction of new Building/Housing Inspector

Carlos Azcona was introduced to the Committee; he provided a brief overview of his experience, including time at City of San Jose. Committee Chair O'Neill asked about specifics of San Jose's program and revitalization.

- ii. Completed Projects
Before and after photos were displayed of two recent completed projects with a positive response to the quality work that was done.
- iii. Program Evaluations
Recent evaluations were shared with the Committee – they were pleased with the positive responses from recent clients. Committee Member Pascual asked if these responses could be incorporated in our marketing tools to help promote the NCIP program. She also asked if the form could be completed online – no it is not. With our average client being older, our experience shows they prefer to complete the form by hand, so we have not posted to the website.

5. Items for Possible Action

- A. Projects Pending Review and Action
Client #10395 – Estella Drive
Motion: Approve an amount up to \$25,000 for identified work, to demolition of non-permitted in-ground vinyl lined swimming pool, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$31,250.00.
Motion approved 4-0
- B. Review of Approved Urgent Loan
Client #10520 – Bucher Ave
Motion: Approve the additional scope for identified work, with no increase to funds, to expand scope of work to complete the supply re-pipe under floor. Client currently has \$40,400 in approved funds with \$4,460.80 remaining from completed projects. Requested work estimated at \$3,000.
Motion approved 4-0

6. Other Business

- A. Community HERO nominations
The Committee has been offered the opportunity to nominate local HEROs by the office of Assembly Member Kansen Chu.
- B. Possible elimination of Loan Committee
As part of the restructuring analysis with City Council on reducing council committees, the Housing Rehabilitation Loan Committee is one among five committees listed for possible elimination. Discussion included the administrative nature of the committee's objective, the transition to an internal loan approval process and the possibility of a creating an organized forum to discuss broader housing issues. A formal decision on the elimination is anticipated later this year.

7. Adjournment – Next meeting scheduled for August 9, 2018 at 8:00 A.M.

Meeting adjourned at 9:31 A.M.