



**MINUTES OF THE HOUSING REHABILITATION
LOAN COMMITTEE**

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

**MEETING MINUTES
August 9, 2018 8:00 A.M.**

Committee Members Present:

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

Committee Member Not Present:

Mike Ferrito

Staff:

Jonathan Veach, Housing Division Manager
Eric Calleja, Housing Development Officer
Kathy Flood, Staff Analyst (Staff Liaison)
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 8:04 A.M.

2. Public Presentations

None

3. Review of Approved Minutes from May 10, 2018

4. Items for Discussion

A. Review of Budget Status Reports

FY1718 budget reports were reviewed and discussed. It was noted that the fiscal year started out with over budget projections, yet client withdrawals, staffing changes and the program manual revision ultimately led to expenditures coming in under budget. Division Manager Veach pointed out that projects in the current pipeline amount to more than the total spent all of last year. Staff looks forward to a robust year.

B. Program Status

i. Completed Projects

Before and after photos were displayed of recent completed projects. Discussion expanded to the pros & cons of recirculation pumps and 'tankless' hot water heaters. Council Member/Chair O'Neill indicated that SVP (with State guidance) may push for no gas installations. Committee Member Pascual inquired if green credit information could be incorporated into our program brochure. Division Manager Veach added that a green program partnership with SVP is pending for Multi-Family units.

ii. Adopted Municipal Fee Schedule

The Committee reviewed the newly adopted Housing fees. Council Member Pascual inquired if fees applied to existing as well as new loans; it was clarified that fees will apply only to new loans executed after July 1, 2018.

5. Items For Action

A. Projects Pending Review and Action

Immediate discussion on lack of addresses on Agenda, staff discussed information received from City Attorney's office regarding the California Welfare & Institutions Code § 10850 and confidentiality of program applicants/recipients

Client #10081

Motion: Approve an amount up to \$20,000 for identified work; amended to include a roof, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$25,000.

Motion approved 3-0

Client #10522

Motion: Approve an amount up to \$5,500 for identified work, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$6,875.

Motion approved 3-0

Client #10550

Motion: Approve an amount up to \$100,000 for identified work, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$125,000.

Motion approved 3-0

Client #10552

Motion: Approve an amount up to \$60,000 for identified work; amended to include a furnace replacement, plus a 25% contingency loan, 3% interest and twenty year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$75,000.

Motion approved 3-0

B. Loan Extension Request

Client #00464

Motion: Approve a 10 year extension, from the original maturity date, of a 20 year deferred promissory note; new maturity date to be June 14, 2026.

Motion approved 3-0

6. Other Business

A. How do people hear about our program

Question was asked how Client #10550 heard about the NCIP program, which lead to discussion on if we track that information. Request was made to add a section 'How did you hear about the program?' to the program application.

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

Meeting was adjourned at 9:11 A.M.