



Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely.

Via [Microsoft TEAMS](#)

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Phone Conference ID: 185 233 019#

AGENDA

November 12, 2020

9:00 am

Committee Members

Carmen Pascual

Darius Brown

Staff

Jonathan Veach, Housing & Community Services Division Manager

Kathy Bunce, Staff Analyst II (Staff Liaison)

Carlos Azcona, Building/Housing Inspector

Jennifer Carvalho, Office Specialist

1. Call to Order
2. Public Presentations
This portion of the meeting is reserved for persons to address the Housing Rehabilitation Loan Committee on any matter not on the agenda. The law does not permit Housing Rehabilitation Loan Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. Commissioners or the staff liaison may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting. Please limit your remarks to 3 minutes.
3. Review/approval of Minutes from February 13, 2020
4. Item for Discussion:
 - A. Update on recent NCIP activity
 - B. Committee Restructure; formalization of Housing Commission.
5. Adjournment



**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 February 13, 8:00 A.M.

Committee Members Present:

Carmen Pascual
Tahir Naim
Darius Brown

Staff:

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

1. Call to Order/Roll Call

Meeting was called to order at 8:05 A.M.

2. Public Presentations

None

3. Introduction of new Committee Member

Newest Committee Member Darius Brown introduced himself; Has strong ties to housing issues and a passion for wanting to make a difference as he works for the City of San Jose in Homeless Services. He looks forward to being involved with the City of Santa Clara through the loan committee.

4. Review of Approved Minutes from November 14, 2019

Minutes were approved by Committee Members Naim and Pascual. Committee Member Brown abstained as was not a member of the Committee at that time.

5. Items for Discussion

A. Review of Budget Status Reports

An overview of program funding was provided. Highlights included the amount of project income received so far this fiscal year; the annual mailer and the hot real estate market have contributed to what is already a record breaking year for payoffs.

Only two loans from the November meeting have been executed so far due to various timing issues. Discussion and overview on the bidding process was provided; how it works and the types of things that cause delays.

B. Program Status

i. Completed Projects

Slide show was presented of completed projects, and committee members and staff were impressed by quality of work. Discussion was had on the types of scenarios that allow for the removal of heritage trees, and the possible option for a tankless water heater, depending on household situation.

6. **Items For Action**

A. Projects Pending Review and Action

Client #10576

Approve an amount up to **\$100,000.00** 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 \$125,000.00

Motion Approved 3-0

7. **Other Business**

A. AB 1234 Ethics Training

Reminder that committee members that all new appointees are required to complete their AB 1234 Local Ethics Training within a year of their appointment and complete a renewal certificate every two years from their original completion.

8. **Adjournment** – Next meeting: pending; typically held quarterly on the 2nd Thursday of the month, tentatively scheduled for May 14. Kathy will follow up.

Meeting was adjourned at 9:05 am.

4. Item for Discussion:
 - B. Committee Restructure: formalization of Housing Commission.

At the September 14, 2020 Governance and Ethics Committee (Committee) meeting, the Committee provided direction for the Housing Rehabilitation Loan Committee (HRLC) under Item 2 (Discussion and Consideration of Approving a New Boards, Commission and Committee).

It was moved by Member Watanabe, seconded by Member Gillmor, that the Committee approve the staff recommendation (recommend that the City Council enact ordinances that clearly set forth the composition of the membership of each commission and the scope of the commission's jurisdiction), with the following direction:

- Bring back a recommendation on formalizing the HRLC, which will include the HRLC's input (e.g., possibly expanding scope) and a suggested name change, to the December 7, 2020 Committee meeting