



**MEETING MINUTES**  
**November 15, 2018 8:00 A.M.**

**Committee Members Present:**

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

**Staff:**

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

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**Matters for Council Action: None**

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**1. Call to Order/Roll Call**

Meeting was called to order by Council Member/Chair O'Neill at 8:03 A.M.

**2. Public Presentations**

None

**3. Review of Approved Minutes from August 9, 2018**

**4. Items for Discussion**

**A. Review of Budget Status Reports**

Budget reports were reviewed and discussed. Division Manager Veach pointed out that while current reports may reflect the program as over budgeted, some of the larger projects in our approved pipeline will not be completed until the next fiscal year so will roll into in the next year's budget.

Council Member/Chair O'Neill asked about availability of contractors and if that has been a problem. Yes, since the construction business is very busy right now, many contractors do not have time and are not interested in bidding on many of our smaller projects. Housing Inspector Azcona indicated that he is acting as the 'General' contractor on some of our projects to help expedite them. While this burdens his workload, it saves the client and the city money in the end.

Marketing and outreach efforts include an article in the Winter edition of the Inside Santa Clara newspaper, and upcoming presentations at local Rehab Facilities as well as at the Santa Clara Woman's League.

B. Program Status

i. Completed Projects

Before and after photos were displayed of recent completed projects.

ii. Program Evaluations

Committee members were pleased to see the evaluations completed by program recipients. Committee Member Pascual asked if we could post the reviews on our website, the answer was yes.

5. Items For Action

A. Projects Pending Review and Action

**Client #10243**

Motion: Approve an amount up to **\$40,000** 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 \$50,000.

**Motion approved 4-0**

**Client #10320**

Motion: Approve an additional amount up to **\$30,000\*** 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 \$37,500 on additional amount.

\*Client currently has a loan for \$13,070; executed in 2011 for a new roof.

**Motion approved 4-0**

**Client #10563**

Motion: Approve an amount up to **\$88,000** 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 \$110,000 for a total loan maximum \$125,000. (Client has \$15K urgent loan\*)

*Discussion that the maximum loan could go higher if client decides to include foundation work.*

\*Approved Urgent Loan of **\$15,000** Loan approved by Division Manager 10/30/18

Approved Urgent Scope: Wall heater installation; roof replacement, and smoke detector(s) installation as per code.

**Motion approved 4-0**

**Client #10564**

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 maximum \$125,000.

**Motion approved 4-0**

**Additional/Revised Scope**

**Client #10036**

Motion: Approve the revised scope for identified work. Client currently has \$9000 left in approved/available funds. Client would like to update kitchen cabinets and counter tops. Revised scope estimated at \$9000. No increase to current loan amount.

\*Client currently has loan for \$112,025.79

**Motion approved 4-0**

**6. Other Business**

A. Proposed Meeting dates for 2019

- February 14
- May 7 - Joint Dinner Meeting With Council
- May 9
- August 8
- November 14

**7. Adjournment – Next meeting scheduled for February 14, 2019 at 8:00 A.M.**

Meeting was adjourned at 8:55 A.M.