



**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
November 14, 2019 8:00 A.M.**

Committee Members Present:

Carmen Pascual
Tahir Naim

Staff:

Jonathan Veach, Housing Division Manager
Kathy Bunce, Staff Analyst (Staff Liaison)
Carlos Azcona, Building/Housing Inspector
Jennifer Carvalho, Staff Aide

1. Call to Order/Roll Call

Meeting was called to order at 8:00 A.M.

2. Public Presentations

None

3. Introduction of new Committee Member

Newest Committee Member, Tahir Naim, introduced himself as a Tax Attorney and resident of Santa Clara since 2014. He is interested in helping to maintain housing standards in the City. Staff took a few minutes to give him a program overview, including that over 2000 people have been helped since 1976 when the program started.

4. Review of Minutes from June 6, 2019

No quorum to approve. Committee Member Wilczoch termed out on June 30, 2019. Committee Member Pascual, the only active Committee Member from the June meeting, stated that the minutes looked fine.

5. Items for Discussion

A. Review of Budget Status Reports

Budget reports were reviewed. General discussion on federal funding and that while FY19/20 funds were approved by HUD in May, we did not receive them until October. Explanation of Program Income (PI) and set asides. There was an increase of PI this past year from loan payoffs and home sales in part due to the implementation of annual Certifications of Owner Occupancy. Committee Member Naim asked about estimates and bids for our projects, and Carlos explained how he manages that portion of the program.

B. Program Status

i. Completed Projects

Before and after photos were displayed of recent completed projects. Committee was pleased to see the quality of work. Committee member Naim asked if we

recommend solar when roof work is needed, Carlos and Division Manager Veach said not currently. Brief discussion on tankless water heaters.

6. Items For Action

Explanation of 500 ft. radius around a project excludes Committee Member from participating in project approval. With each project review below, the address was verbally given so the Committee Members could determine if they lived within this 500 ft radius.

A. Approved Project Funding for Committee Review

Client #10164

Background: Returning client. Client was unable to use furnace as ducting was compromised and needed to be replaced. Division Manager approved an amount of **\$12,000.00** on September 16, 2019, so that the repairs could be done before winter approaches.

Approved Scope: Furnace ducting replacement and possible mold remediation
Brings current loan total to \$87,084.71 (not including today's request for an additional \$30,000.00, below).

Client #10550

Background: Client was approved for a loan totaling \$125,000.00 on August 19, 2018. Due to unforeseen repairs requiring change orders, additional funding was needed to complete the project. Division Manager approved an amount of **\$5,000.00** on September 19, 2019, so that the project could continue without having to stop for Committee approval at the next meeting.

Approved Scope: Replacement of damaged foundation support beams
Total loan not to exceed maximum \$130,000.00

B. Pending Project Funding for Committee Review and Action

Additional Work:

Client #10164

Motion: Approve an amount up to **\$30,000.00** for identified work, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$120,000.00 Existing Loan of \$87,084.71.

Motion approved 2-0

Client #10562

Motion: Approve an amount up to **\$25,000.00** for identified work, 3% interest and twenty-year deferred payment. Loan is subject to availability of program funds. Not to exceed maximum \$150,000.00 Existing Loan of \$125,000.00.

Motion approved 2-0

New Work:

Client #10570

Motion: 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 2-0

Client #10572

Motion: Approve an amount up to **\$125,000.00** 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 2-0 with corrected amount of \$100,000.00 plus 25% contingency, not to exceed maximum of \$125,000.00

Client #10573

Motion: Approve an amount up to **\$65,000.00** 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 \$81,250.00.

Motion approved 2-0

Client #10574

Motion: 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 2-0

Client #10575

Motion: Approve an amount up to **\$100,00.000** 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 \$125,000.00.

Motion approved 2-0

7. Other Business

- A. Informed Committee Members about the December 17, 2019 dinner with City Council at 5:00 P.M.

8. Adjournment – Next meeting: pending

Meeting was adjourned at 9:05 A.M.