



DRAFT MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, SEPTEMBER 22, 2010

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94087 on September 22, 2010 at 7:04 p.m. with Chair Anderson presiding.

ROLL CALL

Commission Members Present: Eric Anderson, Hannalore Dietrich, Dori Hailu, Fred Fowler, Anna Ko, Younil Jeong, and Mathieu Pham.

Commission Members Absent: None

Staff Present: Suzanne Isé, Housing Officer; Tim Kirby, Utility Billing Manager, and Edith Alanis, Housing Programs Technician.

Others Present: Sunnyvale Boy Scout Troop 444

Chair Anderson acknowledged Troop 444. The troop leader indicated that the troop was working on their "Citizenship and the Community" merit badge and one of their requirements was to attend a public meeting and listen to the issues being presented and discussed.

Commissioners Fowler and Commissioner Ko arrived at 7:07

Commissioners and Staff introduced themselves for the benefit of the Boy Scout troop.

SCHEDULED PRESENTATION

None

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

1.A Draft Minutes of August 25, 2010.

Chair Anderson asked for a motion to approve the minutes of August 25, 2010.

Commissioner Fowler moved and Commissioner Hailu seconded to approve the consent calendar.

Motion passed unanimously 6-0-0.

Commissioner Jeong arrived at 7:11 p.m.

PUBLIC COMMENTS

None

PUBLIC HEARINGS/GENERAL BUSINESS

2. Propose Study Issues and Budget Issues

A sample study issue was included in the agenda packet (FIN 11-01) which the Commission will have the opportunity to rank at their November meeting. Tim Kirby was available to answer questions about the study issue specifically, as well as the study issue process and the purpose of the process.

Tim explained that the budget issues and study issues process occurs annually with the commissions and City Council. He outlined the entire process and added that it is a way for members of the public, and members of boards and commissions and City Council to have policy issues or any other issues looked at more closely. For example, the utility rate study issue that they received as a sample originated at a utility rate hearing last year. During that hearing, some council members expressed concern about city residents who have lower fixed-incomes. As a result they asked staff to write up a study issue to provide discounted utility rates for water, sewer and garbage services for residents with low-income, fixed-income or who are seniors or disabled.

Chair Anderson asked about Proposition 218, which prevents local governments from raising taxes without voters' approval, and asked if this affected raising utility rates. Tim indicated that raising utility rates did not need voters' approval as it is a fee for a service, not a tax, but hearings are held regarding rate increases.

Officer Isé advised the Commissioners that ranking of study issues will take place at the November meeting. She also advised that this meeting was their last opportunity to sponsor an issue as a Commission, but that they had until mid-October to submit issues as individuals directly to Council.

Commissioner Fowler brought up the request from the last meeting that staff would bring language to amend Council Policy 5.1.3: Human Services, to address situations when grantees need to modify their grant agreements (such as scope of work changes) in the middle of the funding cycle. He also mentioned that through email communication from the Housing Officer he understood that the topic would be covered under this agenda item.

Officer Isé informed the Commissioners that she contacted the Office of the City Manager and was advised that the City uses the study issue process to consider any changes to Council Policies and staff does not have the ability to do it independently solely on direction from a Commission.

She also reminded the Commissioners that the agencies receiving funds and the amounts of those grants are reviewed and recommended to Council for approval via the Annual Action Plan, and that the actual agreements are standard forms approved by the City Attorney's Office between the human services agencies and the City, and those never go to City Council for review or approval, because the contract amounts are small (ranging from

\$5,000 to \$70,000) and the basic substance of the agreements is provided in the Action Plan.

After a lengthy discussion the Commissioners decided not to use the study issue process to recommend this particular change to Council Policy, but rather to write a letter on behalf of the entire Commission to go directly to City Council.

Commissioner Fowler moved and Commissioner Hailu seconded to have Commissioner Fowler draft a letter to Council which will be reviewed and signed by Chair Anderson. The letter will propose changes to Council Policy 5.3.1, Human Services, to address scope of work changes in the middle of the funding cycle.

Motion passed unanimously 7-0-0.

Commissioner Fowler asked for an update on the mixed density study issue. Officer Isé stated that it was ranked #1 last year, but was temporarily postponed due to the marijuana dispensary study issue that became a higher priority due to certain current events. She reassured the Commissioners that Planning will begin this study issue as soon as the marijuana project is completed. She also noted that staff had applied for some funding to help fund the mixed use study issue.

3. Public Hearing: Consolidated Annual Performance and Evaluation Report (CAPER) Review

Officer Isé gave a brief report on the CAPER. She explained that it is like a report card that summarizes for HUD the progress of the City has made on its five-year goals, as described in the Consolidated Plan. She explained that the City receives two grants, the Community Development Block Grant (CDBG), and the HOME grant. She advised that CDBG funds can be used for a variety of capital projects and programs to benefit low-income residents, such as the Columbia Neighborhood Center expansion project, and curb cuts. HOME funds, on the other hands, can be used for affordable housing, such as the new senior housing being built on Fair Oaks Avenue.

Chair Anderson opened the public hearing at 7:50 p.m.

The Boy Scout troop had some general questions for the Commissioners about their duties.

There were no public comments regarding the CAPER.

Chair Anderson closed the public hearing at 8:01 p.m.

Commissioner Fowler asked a number of questions about the CAPER.

Officer Isé answered Commissioners' questions and briefly explained the tables and other information in the CAPER. She advised that some goals were affected by the housing downturn, job losses, and also by the unanticipated stimulus funds that were received.

Commissioner Fowler suggested that Housing staff come up with suggestions of how to increase the flexibility in use of the Revolving Loan Fund, since it looks like a lot of funds were not used.

Commissioner Fowler also expressed concern with regards to the ethnic mix of the clients served by the human services funded in FY2009-10. Staff explained the different reasons why the numbers reflected a majority of white clients being served, such as the higher proportion of elderly clientele, who are more likely to be white than younger residents, and that Hispanic/Latino individuals are often reported as "white" (race) with the additional indication of Hispanic/Latino "Ethnicity" consistent with Census definitions.

4. Subcommittee Report on Human Services Agency Visits

Commissioner Fowler handed out a report about the two subcommittee meetings and advised that Commissioner Jeong was elected chair of the subcommittee.

Commissioner Fowler reported on the findings and the subcommittee recommendations.

There was a lengthy discussion about the goals and the best approach to visiting the current granted agencies.

Chair Anderson asked for a motion on this issue.

Commissioner Dietrich moved and Commissioner Hailu seconded to approve the list of visits as recommended by the subcommittee and to complete the visits by mid-December.

Motion passed unanimously 7-0-0.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

1. Commissioner Dietrich reported that she attended the Council Subcommittee meeting on September 8, 2010 to Review Board and Commission Bylaws Amendments.
2. Commissioner Dietrich also asked if they could get their meeting materials sooner than the Friday before their meeting. Staff explained the City's policy and schedule for board and commission agenda packets distribution and posting online.
3. Commissioner Fowler announced that he has filed papers to begin fundraising for his prospective candidacy for City Council seat #7 in the 2011 election.
4. Vice Chair Pham indicated that he's leaning towards running for one of the two School Board seats that will be vacant in the Sunnyvale School District next year.

- STAFF ORAL COMMENTS
None

INFORMATION ONLY ITEMS

None

ADJOURNMENT

Commissioner Dietrich moved and Commissioner Fowler seconded to adjourn the meeting.

Motion passed unanimously 7-0-0.

Meeting adjourned at 9:55 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer