



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION

February 22, 2012

The Housing and Human Services Commission met in regular session in the City Hall West Conference Room, 456 W. Olive Avenue at 7:00 p.m. with Vice Chair Fowler presiding.

The meeting was called to order at 7:00 p.m.

ROLL CALL

Board/Commission Members Present:

Eric Anderson, Fred Fowler, Younil Jeong, and Anna Ko

Board/Commission Members Absent:

Hannalore Dietrich, Patti Evans, and Mathieu Pham (all excused)

Council Liaison: Councilmember Patrick Meyering (present)

Staff Present: Housing Officer Suzanne Isé and Housing Programs Technician Edith Alanis

Others: Marie Bernard, Executive Director of Sunnyvale Community Services, Eileen Richardson, Downtown Streets Team Executive Director, and Downtown Streets Team Program Manager Chris Richardson, Jan Lindenthal, MidPen Housing Vice President of Real Estate Development and Robert Baca, MidPen Housing Project Manager.

SCHEDULED PRESENTATION

Officer Isé gave a brief introduction and indicated that the presenters in attendance had submitted proposals in response to the RFP that was issued on January 13, 2012 for 2012-2013 CDBG/HOME funding.

MidPen Housing Vice President of Real Estate Development Jan Lindenthal gave an overview of MidPen's request for \$1.5M in HOME funds for the rehabilitation of Garland Plaza, a 20-unit affordable housing property acquired with City assistance in 2007. The comprehensive interior and exterior rehabilitation will include the addition of a community building, the conversion of four existing two-bedroom units into three-bedroom units, and the replacement of all carports. She pointed out that there are two families that may be over the income limits and may need to be permanently relocated, or Mid Peninsula could take the necessary administrative steps of leaving the units out of the tax credit program in order to avoid displacing them, but that would considerably affect the financing and cost of the rehabilitation.

MidPen Housing Program Manager Robert Baca was also available to answer questions after the presentation.

Sunnyvale Community Services (SCS) Executive Director Marie Bernard gave an overview of the request for \$220,000 in CDBG funds to help finance the Sunnyvale Workforce Development

Program. SCS proposes to contract with Downtown Streets Team (DST) of Palo Alto to implement the program, which provides job readiness training, job skills training and job placement for low-income individuals who are homeless, recently became homeless, or are at risk of becoming homeless in Sunnyvale, similar to the “work first” model that DST has implemented very successfully in Palo Alto. Other partner agencies that serve this population are very excited and supportive of this proposal.

DST’s Executive Director Eileen Richardson and Program Manager Chris Richardson were also available to answer questions after the presentation.

PUBLIC ANNOUNCEMENTS

None

CONSENT CALENDAR

Vice Chair Fowler asked if anyone wanted to pull any items from the Consent Calendar.

Both consent calendar items were pulled.

Regarding item 1.A, Commissioners asked how much detail needs to be included in the minutes. Vice Chair Fowler and staff explained that Council Policy required certain details to be captured in the minutes.

Regarding item 1.B, Officer Isé asked Commissioners to approve the proposed Draft Work Plan with the minor change of moving Item 2. Non-Routine HO-01: Amendments to Chapter 19.66 (Below Market-Rate Housing) from the “*Items to be considered in 2012 or 2013*” list to the May meeting.

There was a brief discussion and some clarification on other items on the work plan, but no changes.

Vice Chair Fowler asked for a motion.

Commissioner Anderson moved and Commissioner Jeong seconded to approve the Draft 2012 Work Plan with the change requested by staff.

Motion passed 3-0-1 with Vice Chair Fowler abstaining.

Commissioner Ko moved and Commissioner Anderson seconded to accept the draft minutes of January 11, 2012 as presented.

Motion passed unanimously 4-0-0.

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Review Draft Request for Proposals (RFP) for Housing Mitigation Funds.

Officer Isé gave a brief presentation and some background. She explained that the Housing Mitigation fund was set up by City ordinance and resolution whereby a “housing mitigation fee,” commonly known as a “linkage fee”, is assessed on certain types of employment-generating developments in the industrial and office park zoning areas. The rationale for this fee is to use these funds to build affordable housing to mitigate the increased housing demand created by new workers in these developments. She added that from its inception, it took some years for a significant amount of funding to accumulate in order to actually fund affordable housing projects. She noted that the Fair Oaks Senior Housing is a recent project funded by a large amount of Housing Mitigation funds (nearly \$5 million).

Officer Isé added that staff has determined that there are enough funds accumulated in the fund to provide assistance for one or more affordable housing projects, and has prepared an RFP.

She explained that the RFP was similar to the CDBG/HOME funding RFP that was issued in January, and highlighted that the main difference was the additional criteria for scoring, and removal of references to HUD requirements. She explained the rationale for the proposed calculations to be used in the scoring process.

There was some discussion about content on pages 4, 6 and 7, and suggestions for clarification of scoring category 5. Staff agreed to make the suggested change to simplify the language in this category.

There was no formal action taken on this item.

NON-AGENDA ITEMS AND COMMENTS

B/C Members Oral Comments

- Vice Chair Fowler announced his resignation and noted that it was the reason he abstained from voting on the work plan.

Staff and other Commissioners thanked Vice Chair Fowler for his service.

STAFF Oral Comments

- Officer Isé reminded the Commissioners about the invitation that was forwarded to them to attend a meet and greet “Coffee with Congressman Honda”.
- Officer Isé also informed the Commissioners of the official Grand Opening of the Fair Oaks Senior Housing Project on March 21, 2012.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer