



## APPROVED MINUTES

### SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION

March 28, 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 Chair Dietrich presiding.

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

#### **ROLL CALL**

##### **Board/Commission Members Present:**

Eric Anderson, Hannalore Dietrich, Patti Evans, and Mathieu Pham

##### **Board/Commission Members Absent:**

Younil Jeong (excused)

**Council Liaison:** Councilmember Patrick Meyering (present)

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

**Others:** Marie Bernard, Sunnyvale Community Services (SCS) Executive Director, Eileen Richardson, Downtown Streets Team (DST) Executive Director, Lillian Lew-Hailer, MidPen Senior Project Manager and Robert Baca, MidPen Housing Project Manager.

#### **SCHEDULED PRESENTATION**

Affordable Housing Projects Proposed in Response to Housing Mitigation Fund RFP

Officer Isé gave a brief introduction and indicated that there were originally two presenters scheduled for tonight, but due to a family medical emergency, one of them had to reschedule to the May meeting.

MidPen Housing Senior Project Manager Lillian Lew-Hailer gave an overview of MidPen's rehabilitation proposal for their Homestead Park property. Homestead Park was built in 1973 and is comprised of 24 buildings on 8.7 acres, which include town homes and flats. Its 211 units provide homes to seniors and families. MidPen has been rehabilitating the exterior of all the buildings in phases, as funding has become available from the City and other sources. To date, 14 buildings have been rehabilitated. MidPen's proposal is to rehabilitate the remaining 10 buildings. The exterior rehabilitation includes replacement of the deteriorating T11 siding, new energy-efficient windows, new doors and new roofs to improve comfort and energy-efficiency. MidPen is also proposing a full interior rehabilitation of all 211 units to include replacement of appliances, fixtures, kitchen and bath upgrades, and flooring. This work is also proposed to improve comfort and energy-efficiency, and to reduce utility costs to the tenants, to improve affordability. Ms. Lew-Hailer emphasized that the project would not require any tenant relocation.

Officer Isé pointed out that the applications for this funding are not due until April 6 and that any other applicants that submit applications will present their proposals at the Commission's April meeting.

### **PUBLIC ANNOUNCEMENTS**

None

### **CONSENT CALENDAR**

Chair Dietrich asked for a motion to approve the draft minutes of February 22, 2012, unless anyone had any comments or wanted to suggest any changes.

**Commissioner Anderson moved and Commissioner Evans seconded to approve the Draft Minutes of February 22, 2012 as presented.**

**Motion passed 1-0-3 with Chair Dietrich, and Commissioners Evans and Pham abstaining because they were not present at the meeting.**

### **PUBLIC COMMENTS**

None

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### 2. Recommended Funding of CDBG/HOME Capital Project Loans

Officer Isé summarized the staff review of the proposals received and staff's funding recommendations. She also mentioned that both applicants were present to answer any questions.

She noted that the City receives CDBG and HOME funds every year. She explained that the portion of CDBG funds that can be used for Human Services is currently allocated on a two-year cycle. The other portion of CDBG funds can be used for a wide array of community development and affordable housing programs and projects, while the HOME funds can only be used for affordable housing projects. These funds are made available annually through an RFP process.

MidPen Housing Corporation applied for a loan of \$1,500,000 in HOME funds for rehabilitation of the 20-unit Garland Plaza Apartments, located at 662 Garland Avenue, to improve and preserve affordable rental housing for low-income households. 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.

SCS applied for a grant of \$220,000 in CDBG funds for a Sunnyvale Workforce Development Program, implemented in partnership with Downtown Streets Team of Palo Alto, to provide job readiness training, job skills training, and job placement services for low-income individuals who are homeless, recently homeless, or at risk of homelessness in Sunnyvale.

Staff recommends approval of funding for both projects in the amounts requested by each applicant.

Chair Dietrich asked both agencies to briefly describe their proposals for the benefit of the Commissioners who were not present at the prior meeting.

After some discussion and several questions from Commissioners and a member of the public, Chair Dietrich asked for a motion.

**Commissioner Anderson moved and Commissioner Evans seconded to recommend approval of a HOME funds loan in the amount of \$1.5 million for MidPen's Garland Plaza Rehabilitation Project, and a CDBG grant of \$220,000 to Sunnyvale Community Services for the Sunnyvale Workforce Development Program.**

**Motion passed unanimously 4-0-0.**

### 3. Election of Vice Chair

Chair Dietrich opened the floor for nominations for the office of Vice Chair for the remainder of fiscal year 2011-2012.

Commissioner Anderson moved and Commissioner Pham seconded to nominate Commissioner Evans for the Office of Vice Chair.

Chair Dietrich asked for a vote.

**Motion carried unanimously.**

### **NON-AGENDA ITEMS AND COMMENTS**

B/C Members Oral Comments

- None

STAFF Oral Comments

- Officer Isé reminded the Commissioners about the invitation from SCS to the Hawaiian Luau to honor their donors and volunteers on April 26, 2012 at 4:30pm.

### **INFORMATION ONLY ITEMS**

None

### **ADJOURNMENT**

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer