



HOUSING COMMISSION MEETING MINUTES

Wednesday, February 1, 2012 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor

Chair Murray called the meeting to order at 5:30 p.m. in the Administrative Building Conference Room.

ROLL CALL –

Commissioners Present: Sally Cadigan, Anne Moser, Yvonne Murray (Chair), Brigid Van Randall (Vice-Chair).

Commissioners Absent: John Bautista, Carolyn Clarke.

Staff Present: Douglas Frederick, Housing Manager; Megan Nee, Management Analyst.

A. PUBLIC COMMENT #1 – None.

B. REGULAR BUSINESS

1. Consideration of Additional Funding to Habitat for Humanity for its Neighborhood Revitalization Program

Housing Manager Frederick reported that there is currently about \$8.7 million of developer contributions in the BMR fund, plus an additional \$3 million in interest. We are required to designate developer contributions within five years of their collection (this requirement does not apply to interest earned). To date we've designated about \$8.1 million of the developer contributions in the BMR fund. The remaining approximately \$650,000 is available for designation and is subject to the five-year requirement.

Housing Manager Frederick received maybe five other requests for BMR funding over the previous year and all were unworkable. Commissioners said they are pleased with Habitat's use of BMR funds to date. If recommended by the Housing Commission, this funding request will go to the City Council for approval on February 14, 2012.

M/S Cadigan/Moser to accept and recommend Habitat's proposal for an additional \$650,000 to be used to purchase foreclosure properties for rehab and sale to BMR wait list families as part of the Neighborhood Revitalization Program; 4-0-0.

2. Approval of January 4, 2012 Minutes

M/S Van Randall/Moser to approve the minutes as presented; 2-0-0 (Commissioner Cadigan and Chair Murray unable to vote because they were not present at the January 4, 2012 meeting).

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick said his comments relate to Agenda Item D1 so he will save them until then.

2. Monthly Report on Housing Rehabilitation Loan Program for January 2012

Housing Manager Frederick reported that the program is now officially closed. The program's loan portfolio will be handed over to the County of San Mateo Department of Housing. Staff is also referring people who call with interest in the program to the County, which has a rehab program. There is currently one project actively under construction that will be completed. All other pending applications not currently under construction have been forwarded to the County.

Housing Manager Frederick also reported on the two homes being rehabilitated as part of the City's Neighborhood Stabilization Program (NSP). Both homes are expected to be completed this May and will be sold to buyers from the City's BMR waiting list.

3. Report from the Chair

Chair Murray held her comments for Agenda Item D1.

4. Commission Member Reports

Commissioner Moser reported she attended the Grand Boulevard Forum last Thursday and it was very informative.

D. INFORMATION ITEMS

1. Report on the City Council's Decision to Discontinue the Housing Division

Housing Manager Frederick provided a report on the January 24 and January 30, 2012 City Council meetings related to this subject. At the January 30th meeting, City Council approved the transition plan and reaffirmed its interest in maintaining the Housing Commission despite the fact that the Housing Division will cease to exist. A copy of the transition plan will be included in the Commission's agenda packet for next month. Commissioners discussed their interest in retaining the relevancy of the Housing Commission, being proactive and presenting City Council with a vision of how the Commission would like to operate. Commissioners decided to form one or more subcommittees so as to be effective moving forward.

E. PUBLIC COMMENT #2 – Ms. Nevada Merriman, a Project Manager at MidPen Housing Corporation, introduced herself as a resident of the Menlo Park Willows neighborhood.

F. ADJOURNMENT – 6:35 p.m.

Minutes submitted by: Megan Nee, Management Analyst.