



**DRAFT
HOUSING COMMISSION
MEETING MINUTES**

**Wednesday, June 2, 2010 at 5:30 p.m.
701 Laurel Street, Menlo Park, CA 94025
Administrative Building Conference Room, First Floor**

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

ROLL CALL –

Commission Members Present: Patricia Boyle (Chair), Carolyn Clarke, Anne Moser, Brigid Van Randall.

Commission Members Absent: John Bautista.

A. PUBLIC COMMENT – None.

B. REGULAR BUSINESS

1. Election of a Vice-Chair

Commissioner Moser nominated Commissioner Van Randall for Vice-Chair.

M/S Moser/Clarke to appoint Commissioner Van Randall Vice-Chair; 4-0-0.

2. Introduction of Process for Commission 2-Year Work Plan

Starla Jerome-Robinson, Assistant City Manager, and Pamela Aguilar, Deputy City Clerk, presented. Assistant City Manager Jerome-Robinson explained that they are working on the development of mission statements and work plans for the commissions that advise City Council. The goal is to align the work of the commissions with the goals of City Council. Assistant City Manager Jerome-Robinson and Deputy City Clerk Aguilar distributed information packets to the commissioners. Assistant City Manager Jerome-Robinson explained the eight steps of the Commission Work Plan Guidelines and said that commissions are asked to complete their work plans by the end of the year. Once complete, work plans will be taken to the City Council for approval.

Assistant City Manager Jerome-Robinson tasked Housing Commissioners with talking to five members of the community about what they think the Commission's goals – and role – should be. Members of the community may include neighbors and friends. Commissioners will be asked to report back at the next Commission meeting. The object is to elicit community input that helps the Commission establish a mission statement and complete the work plan. The Commission also discussed "cross pollination" among different commissions and the need for additional, better opportunities for communication/dialogue between commissions.

3. Consideration of Changing the Number of Housing Commissioners

Chair Boyle stated that the only commission for which it is being recommended that the number of commissioners be reduced is the Housing Commission. City Management is discussing the idea of reducing the number of Housing Commissioners from seven to five. Assistant City Manager Jerome-Robinson identified the following reasoning for this: (1) the Commission has two vacancies currently so no one would be displaced; (2) the City has a budget measure of success which is to receive two applications for every vacancy and this has been more of a challenge for the Housing Commission than for other commissions; and (3) consolidation fits in with the overall process of budget streamlining that the City is undertaking.

Chair Boyle noted that the budget measure is an indicator and does not actually impact the budget itself. The Commission also discussed the City's current policy and practice regarding recruitment for commission vacancies. In general the Commissioners expressed a desire to retain the current number of Housing Commissioners.

M/S Moser/Van Randall to recommend that the City Council retain the current number of Housing Commissioners, which is seven; 4-0-0.

4. Loan Committee Assignments to Cover Recent Resignations from the Commission

The following assignments were made to the 2010 Loan Advisory Calendar:

August: Brigid Van Randall

September: Anne Moser

October: Patricia Boyle

5. Guidelines for the Purchase of Condos or Apartment Buildings for the BMR Program.

Housing Manager Frederick described his conceptualization of a program that proposes to acquire (market rate) condos and apartment buildings for use in the BMR Program. He introduced realtor Davena Gentry, who is currently working with the City to identify suitable properties for consideration and possible purchase. The City Attorney, Bill McClure, has suggested that parameters be set for the program. The program proposes to convert market rate units into affordable BMR units by having the City pay the difference between the calculated BMR prices and the actual (market rate) sales prices of the units. The City currently has about \$3 million in unreserved BMR funds, most of this interest income, which the program could utilize.

The Commission discussed the following: (1) to what level is/should the City be willing to subsidize unit affordability (very low, low, or moderate income); (2) there is a need to act quickly to approve the program while market conditions are right; (3) the guidelines may be presented to City Council for approval with a specific unit and buyer in mind; (4) maximum dollar amount for City investment per unit; and (5)

possibility of determining unit affordability based on the needs of the next eligible applicant on the BMR waiting list.

Housing Manager Frederick confirmed Chair Boyle's statement that affordable units produced in this way would not count towards meeting the City's Regional Housing Needs Allocation (RHNA) numbers because they would not be new units. Housing Manager Frederick said that purchasing apartments may be less desirable than purchasing condos because it could require relocating existing tenants.

M/S Moser/Van Randall to recommend City subsidies to purchase units in the following amounts: (1) maximum of \$200,000 per one-bedroom unit; (2) maximum of \$300,000 per two-bedroom unit; and (3) consideration of additional \$50,000 maximum per one- or two-bedroom unit for low income affordability; 4-0-0.

6. Approval of the Commission Meeting Minutes from April 7, 2010

M/S Moser/Boyle to approve the minutes as amended; 4-0-0.

C. REPORTS AND ANNOUNCEMENTS

1. Update on Housing Activity (Report from Staff)

Housing Manager Frederick provided a brief update on the three BMR re-sales currently underway. Management Analyst Nee made an announcement about the City-sponsored Foreclosure Resource Fair being held in the Burgess Recreation Center and Menlo Park Council Chambers on Saturday, June 12th from 8:30 a.m. to 3:00 p.m.

2. Monthly Report on Housing Rehabilitation Loan Program for April 2010

Housing Manager Frederick reported that we finally got all the approvals for the Hill project.

3. Report from the Chair

Chair Boyle provided a report on the RHNA numbers and distributed copies of Sustainable San Mateo County's Fourteenth Annual Report Card, April 2010.

4. Commission Member Reports

Commissioner Moser reported she attended an event as part of Affordable Housing Week.

D. INFORMATION ITEMS – There were no information items.

E. PUBLIC COMMENT #2 – None.

F. ADJOURNMENT – 7:25 p.m.

Minutes submitted by: Megan Nee, Management Analyst