

**MINUTES**  
FREMONT CITIZENS ADVISORY COMMITTEE  
REGULAR MEETING  
WEDNESDAY MARCH 16, 2016  
TRAINING ROOM  
3300 CAPITOL AVE., BUILDING B  
6:00 P.M.

1. **CALL TO ORDER**

2. **ROLL CALL**

The meeting was called to order at 6:00 p.m.

Present: Kim Coenen, Tom Litto, Mary Miller, Nancy Benton, Cynthia Schick

Absent: Beny Jain, Greg Roth,

Staff: Suzanne Shenfil, Lucia Hughes, Leticia Leyva, Shanti Jeyakumar

3. **APPROVAL OF MINUTES OF MEETING**

*A motion was made by Committee Member Miller and seconded by Committee Member Benton to accept the minutes of March 2, 2016. The motion was approved by Committee Members Coenen, Litto, and Schick, and so ordered.*

4. **OLD BUSINESS**

4.1 **FY 2016-17 & FY 2017-18 CDBG Capital and Microenterprise Projects Funding Recommendations**

**Background:** On January 28, 2016, staff received four proposals for CDBG capital funding and two proposals for CDBG microenterprise funding. The six proposals included \$896,660 of fund requests for capital projects and \$140,000 for microenterprise projects over the next two fiscal years totaling \$1,036,660.

Committee Members were provided scoring criteria to evaluate each agency, which they utilized when they scored each proposal. Staff Member Hughes presented a tabulation showing cumulative scores, ranked by the final average score for each agency and used that as a starting point for discussions.

Approximately \$885,000 was available for funding allocation. CAC developed funding recommendations for the proposals as detailed in the table below:

<b>Citizens Advisory Committee- CDBG Funding Recommendations FY 16/17 &amp; 17/18</b>				
<b>\$</b>	<b>Amount Requested</b>	<b>Amount Requested</b>	<b>CAC Recs</b>	<b>CAC Recs</b>
<b>Capital Funding Requested</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>	<b>FY 2016-17</b>	<b>FY 2017-18</b>
Alameda County Housing Rehabilitation	\$ 340,830	\$ 340,830	\$ 285,000	\$ 285,000
Habitat for Humanity Manufactured Home Repair	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Rebuilding Together SV Minor Home Repair	\$ 20,000	\$ 20,000		
MidPen Pickering Rehabilitation Phase II	\$ 75,000	\$ -	\$ 75,000	
<b>Microenterprise Funding Requested</b>				
Afghan Coalition	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
4C's of Alameda County	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
<b>TOTAL:</b>	<b>\$ 555,830</b>	<b>\$ 480,830</b>	<b>\$ 480,000</b>	<b>\$ 405,000</b>
<b>Capital &amp; Microenterprise Funds Available:</b>			<b>\$ 35,000</b>	<b>\$ (35,000)</b>

Three agencies, Alameda County Development Agency, Habitat for Humanity East Bay/SV and Rebuilding Together Silicon Valley had submitted proposals with a similar scope of work component: providing grants to mobile homes. Staff Member Hughes had presented a cost price analysis on each of the mobile home grant program.

Staff and Committee members deliberated over these three agencies and concurred that Habitat for Humanity's program provides the most value to City's residents. Habitat has been awarded CalHOME funds from the State and will set-aside \$140,000 for this program; therefore, allowing for a maximum per home repair of up to \$19,000. In comparison, the County's program allows for up to \$7,500 per repair and Rebuilding Together's program allows for only up to approximately \$5,000 per repair.

Staff and Committee recommended funding for Alameda County to continue the housing rehabilitation loan program.

Staff Member Hughes thanked the Committee Members for their time and effort in reviewing and scoring the proposals. She remarked that the scores provided by each Committee Member were consistent and in tune with staff and other Committee Members' scores. To further enhance

consistency, committee Member Miller recommended staff set-aside time on the agenda of our next meeting to go through each of the criteria together.

*Based on the discussions above, a motion was made by Committee Member Miller, seconded by Committee Member Benton to present the above recommendations to the City Council at their meeting on April 12<sup>th</sup>, 2016. The motion was approved by Committee Members Schick, Litto, and Coenen, and so ordered.*

5. **NEW BUSINESS** (Items on which the Committee has not yet had an agendaized discussion or taken action).  
There was no new business to discuss

6. **STAFF UPDATES**

Staff Member Hughes gave the following updates on status of current projects:

6.1 Allied Housing/MidPen Housing Laguna Commons

Construction completion is slated for April 29, 2016. Lease-up will take a couple of months thereafter.

6.2 CURA – Kitchen Upgrade Project

The bid documents for this project are almost ready and CURA should be going out to bid in a couple of weeks' time.

6.3 Abode Services - Renovations

The evaporation cooling system project was completed several months ago. The surveillance camera project went out to bid three times, the latest round has resulted in only one bid. Staff Member Hughes has given her approval to Abode to proceed with the project based on the bid. Abode might abandon the plan to construct the emergency exit ladder due to lack of contractors' interests.

6.4 Kidango

The Rix Center shade installation project has just started. Kidango has just entered into contract with the contractor. The project should be completed within one month.

6.5 Pickering Place

Staff Member Hughes had a pre-construction meeting with this agency and they will be entering into a contract with the contractor soon. They will order materials soon and should be starting work within the next 3-4 weeks when the materials arrive.

6.6 SAVE

The combination locks project has been completed. SAVE will be going out to bid for their Playground, Electrical, Security Cameras, and, Air Conditioner projects.

6.7 YMCA Parking Lot Renovation Project

Staff Member Hughes attended the pre-construction conference for this project. YMCA is in the process of finding out whether or not a plan/drawing is needed for the project. If so, the project will be delayed until the drawing is developed and approved.

7. **ADJOURNMENT**

*There being no further business a motion was made by Committee Member Litto, seconded by Committee Member Schick to adjourn the meeting at 7:00 p.m. The motion was approved by Committee Members Miller, Benton, and Coenen, and so ordered.*