

**CITIZENS ADVISORY COMMITTEE ON HOUSING
AND COMMUNITY DEVELOPMENT
HYBRID MEETING
April 12, 2022 | 6:30 p.m.**

Members Present: Marcella Barnett, Lynn Bittel, Vince Chowdhury, Jaime Carolina, Demetra English, Erica Howard, Teri Marquantte, Brittany Noble, Jason Schneider

Members Absent:
***Excused**

**Late Arrivals/
Early Departures:** Hayley Reddish, Charlene Wisher-Howard

Staff Present: Jessica Prosser, Alicia Montoya, Barbara “Bobbi” Abbotts, Jeff Hancock, Emma King, Tristen Sheptock, Jacquelyn Bayard, Billye Williams

Guests Present: Austin Foote

Roll Call

Chairperson Teri Marquantte called the meeting to order at 6:31 p.m. and roll call followed.

Approval of Agenda

Lynn Bittel motioned to approve the agenda as presented. Marcella Barnett seconded the motion. The motion passed unanimously.

Approval of Minutes

Lynn Bittel motioned to approve the minutes of the March 8, 2022 meeting as presented. Marcella Barnett seconded the motion. The motion passed unanimously.

Public Comment

None.

Committee Member Briefings

None.

Communications from Staff

a. Aurora Safe Outdoor Space

- Presentation by Austin Foote, Aurora Safe Outdoor Space (SOS) Manager with the Salvation Army. The mission of the SOS is to directly assist the unhoused by providing safety, shelter and services to end their homelessness. Their goals are to meet and improve individual needs through targeted case management, employment services, community resources and lastly, kindness.
 - Jason Schneider asked about the current condition of the pallet homes from when they were first erected. Austin replied from a structural standpoint they are holding up well. He mentioned the only time repairs have been needed were to repair heaters and replace locks. Clients are not allowed to change the integrity of the unit (examples: paint, nails). The pallets were placed in November and held up during the winter months.
 - Jason asked about data on projected budget versus actual expenses. Jessica Prosser, Director of Housing and Community Services, shared that operational costs are approximately one million per year. Some operational costs include a shower trailer, staffing, food, porta lets, and electricity. Pallets cost between \$8,000 to \$10,000 totaling about \$300,000 to \$500,000 as a one-time cost. Jason asked if cost reduction is possible with a smaller site. Jessica replied the staffing cost would remain the same with a site of 20-40 pallets, but other costs would be scaled down.
 - Vince Chowdhury asked about the program sustainability, and timeline for success since it has only been established for 8 months. Austin gauged one-year to collect better data and metric standards the SOS determines as successful. Vince asked how shelter sites are chosen and if transportation factors into the locations. Austin deferred to the city about acquiring site specific details. He stated the SOS has a company van that is split between both sites (11701 E 33rd Ave., Aurora, CO 80010 and Restoration Christian Fellowship in Aurora, CO). Bus tickets are supplied too. Vince mentioned private-public partnership with RTD. Austin gave kudos to Emma King for setting up a laundromat partnership on Colfax.
 - Emma King, Homeless Program Liaison, spoke on the differences between the pallet homes and traditional congregate shelter options.
 - Teri Marquantte asked about client participation for program input. Austin said there is nothing official in place to track clients who have moved on due to the bandwidth staff would need to provide. However, he mentioned having an anniversary or reunion is a good idea. Jason Schneider suggested spotlighting willing participants to tell their stories to the city, get support from City Council, and expand the program. Jessica stated that a member on the shower trailer team has gone through the program. Emma mentioned he was featured in the Aurora Sentinel.
 - Lynn Bittel asked how the Salvation Army gets locations to build pallet communities. Jessica said the city ultimately decides. She

mentioned a community engagement event held at Restoration Christian Fellowship (RCF) in 2021. RCF came to the city and offered 12-acres to use in the interim. Lynn asked about available city properties. Jessica said the city has been looking, but there are multiple factors involved to run this semi-permanent set up. The city is committed to funding this program for two years (2022-2023).

- Charlene Wisner-Howard asked about the length of stay and parameters. Austin stated the program is not considered permanent housing, the goal is to utilize the space to help clients get into a better or more independent environment. There is no set deadline, however the staff follow-up weekly and monthly. Clients receive an intake evaluation after three months. Charlene asked for a list of partners for individuals to apply for the program. Austin stated there is not a website, but he would put together a list of partners and the SOS is always looking for more new partners.

b. Community Investment Update

- Jessica presented the community investment updates. Three projects are applying to CHFA for Private Activity Bonds. This information was presented to Council on April 4, 2022 and recommendations were unanimously approved to move forward. Agreement information is currently being put together; none have been signed yet.

c. Foreclosure Update

- Barbara “Bobbi” Abbotts presented the housing counseling update. The overview of funding sources (types of funding, number of households, dollar amount funded, and status of funds). To receive assistance, applicants must live within Aurora city limits. As of March, the city had funded over \$15 million in rental assistance. One funding source (Emergency Rental Assistance 2) initial award was over \$3 million and the State Treasury stipulated 40% had to be spent by a specific time. The city is just under that, but are hoping to reach that target to receive the remaining funds from the State Treasury. The deadline is April 30, 2022.
- In March 2022, the City of Aurora only had 54 Notices for Election and Demand (NED) which is the start of foreclosure with the public trustees. As of April 4, 2022, there are 158 NED’s. Every Tuesday the city sends a letter to new recorded foreclosures to ensure homeowners know their options, avoid being scammed and receive assistance. So far six (6) individuals have called since sending this information. One obstacle that homeowners are facing is being ineligible for COVID loan modifications because they were in default prior to COVID. A full application must be submitted to show hardship prior to COVID. The Consumer Finance Bureau (CFB) has a list of ways to exit forbearances, the city recommends them for additional assistance.
- The State of Colorado has started doing Emergency Mortgage Assistance. They allow up to \$35,000 to pay off forbearances. Homeowners have up to

18 months to not pay their mortgage. They can assist with first and second mortgage reinstatements, HOA dues, property taxes, and soon, homeowner's insurance. Also, allowing six (6) months of mortgage payments, but the limit is still \$35,000. In some cases, agencies will allow the lender to request a partial claim for FHA and request the State to pay the silent second. As of March 4, 2022, they assisted 22 households in Aurora and paid out \$210,000.

- Hayley Reddish asked how the foreclosure numbers at this time of the year compare to pre-COVID numbers. Bobbi stated there was a study done in 2019, but did not have updated information to provide.

d. Brothers Redevelopment, Inc. Volunteer Opportunities

- Alicia Montoya presented the Paint-a-Thon volunteer opportunity with Brothers Redevelopment Inc. The committee chose the date of Saturday, June 11, 2022 and were asked to fill out the volunteer sign-up sheet online if interested in participating.
 - Brittany Noble asked if additional people can help. Alicia stated individuals age 18 years or older can help.

e. City Clerk's Office

- Presentation by Tristen Sheptock, City Clerk Analyst for the City of Aurora. He presented a PowerPoint presentation that included the following information:
 - Terms
 - Terms of office for members are staggered. Terms commence on the same day and month of each year.
 - Number of Members – 15
 - Term – 4 years
 - Term Limit – 2 terms
 - Term Dates – begin 09/01 end 08/31
 - Term Limits
 - Members who are term-limited may reapply for appointment to the same board or commission after waiting one full-term.
 - A person selected to fill an unexpired term of more than one-half the length of a full-term is considered to have completed one term.
 - A person selected to fill an unexpired term of less than one-half the length of a full-term is not considered to have completed one term.
 - A former member who is term-limited may apply to fill an unexpired term prior to waiting one full-term if they are determined to be the most qualified candidate. A former member may only fill an unexpired term once on the same board.
 - Current CHD members that have exceeded their term limits have been extended through 08/31/2022.

Members may be able to reapply for another term if there are still vacancies to be filled.

- Bylaws
 - Every Board and Commission adopts its own rules and procedure for the proper conduct of its business. Bylaws cannot override City Code, Charter, Ordinance or Resolutions.
 - City Clerk's Office is re-doing the whole structure for bylaws to provide each board and commission a standard process of bylaws and how those are altered.
- Process of Recruitment
 - Applications are received and verified by the City Clerk's office.
 - The commission schedules interviews with qualified applicants and makes a recommendation to City Council for appointment or reappointment.
 - The recommendation is considered at study session and then at the next regular council meeting for a formal vote.
 - The applicant is notified of their appointment by the City Clerk Analyst.
 - The Liaison contacts the applicant, invites them to the next meeting, and provides a welcome packet with pertinent board information.
 - The applicants that were interviewed but not appointed are contacted by the Liaison. Applications are held on file for one year. Applicants can apply to other boards and commissions.
 - Current recruitment effort will be to contact applicants who were not selected for another commission and let them know there are vacancies for CHD.
 - Jessica pointed out the website description and social media information is incorrect for CHD and needs to be updated. She suggested using the definition from the Housing Strategy or the language from the Housing and Community Development division and how it encompasses homelessness.

f. Loan Write-Offs

- Jeff Hancock presented the write-off report. There was no loan write-off in March. The program income was very light as follows: HOME had \$636.25 and CDBG had \$16,678.81. NSP1 and NSP3 had no program income. The total program income received from loan repayment in March was \$17,315.06. Sometimes the monthly program income can vary each month depending on timing when payments and checks arrive in-house. Year to date program income, HOME has \$235,893.62 and CDBG \$30,141.34. The city projected in the budget \$400,000.00 in HOME program income and

expect to surpass that. CDBG projected \$100,000.00 and are on track to meet that by the end of the year.

Communications from Committee

a. New Member Applicant

- Application for Erica Ponder was received on 04/04/2022. The executive sub-committee decided to interview Ms. Ponder at the next meeting on 05/10/2022.

b. Open Discussion

- Jessica stated there only needs to be one (1) meeting in July because the budget process was changed a few years ago.
- Jessica reminded members about touring projects over the summer months because it gets darker later.
- Haley will not be attending the May meeting and appreciates having the hybrid option.

Adjournment

Marcella Barnett motioned to adjourn the meeting and Lynn Bittel seconded the motion. The meeting adjourned at 8:10 p.m.

Minutes taken by: Billye Dee Williams 05/10/2022
Billye Williams Date
Administrative Specialist
Housing and Community Services Department

Minutes reviewed by: Martha Alicia Montoya May 13, 2022
Martha Alicia Montoya (May 13, 2022 08:56 MDT) Date
Alicia Montoya
Community Development Manager
Housing and Community Services Department

Minutes approved by: Teri Marquantte 5/10/2022
Teri Marquantte, Chairperson Date






CHD Minutes (APR) - need signatures

Final Audit Report

2022-05-13

Created:	2022-05-12
By:	Billye Williams (bdwillia@auroragov.org)
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-  Document created by Billye Williams (bdwillia@auroragov.org)
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Signature Date: 2022-05-13 - 2:56:46 PM GMT - Time Source: server
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