

**CITIZENS ADVISORY COMMITTEE ON HOUSING
AND COMMUNITY DEVELOPMENT**

HYBRID MEETING

September 13, 2022 | 6:30 p.m.

Members Present: Rose Armstrong, Richard Berge, Lynn Bittel, Jaime Carolina, Vince Chowdhury, Demetra English, Teri Marquantte, Hayley Reddish, Jason Schneider, Joshua Thaete, Charlene Wisher-Howard

Members Absent: Erica Howard, Erica Ponder

***Excused**

**Late Arrivals/
Early Departures:** Christopher Boyd

Staff Present: Billye Williams, Jeffrey Hancock, Martha "Alicia" Montoya,

Guests Present: None

Roll Call

Chairperson Teri Marquantte called the meeting to order at 6:37 p.m. and roll call followed.

Approval of Agenda

Lynn Bittel motioned to approve the agenda as presented. Jaime Carolina seconded the motion. The motion passed unanimously.

Approval of Minutes

Lynn Bittel motioned to approve the minutes from July 12, 2022 meeting as presented. Richard Berge seconded the motion. The motion passed unanimously.

Public Comment

None.

Communications from Committee

a. New Member Introductions

- Teri Marquantte welcomed five new members (Richard, Rose, Chris, Erica, and Joshua) to the team and board. She announced CHD has 14 members with a goal of 15. The executive sub-committee (Teri, Jaime,

and Jason) interviewed Judy Donovan on September 8, 2022. The committee decided to move her forward for approval from City Council.

- Joshua Thaete introduced himself. Currently works for Taylor Morrison in the Warranty Department. Before relocating to Colorado, he was active in local politics, state politics, community development, and grassroots organizing.
- Richard Berge introduced himself. Retired Pharmacist from surgery and emergency room. Currently serves as Board Secretary for the Metro District and volunteers at the Aircraft Museum.
- Rose Armstrong introduced herself. Currently works for L3Harris.
- Christopher Boyd introduced himself. Currently works for Adams County Housing Authority, also known as Maiker Housing Partners. He works with a special voucher population with individuals and families that are fleeing domestic violence. He has three years of experience in housing and homelessness programming areas in Colorado and Arizona.

b. Bylaws

- The committee raised concern about Article VII, Section A, which states "A chairperson, 1st vice-chairperson and the 2nd vice-chairperson shall be elected from active committee members during September or during the next regularly scheduled meeting where a quorum exists, of each year by majority vote of the committee..."
- Joshua Thaete suggested allowing the current elected officers (Chairperson, Teri Marquantte; 1st Vice-Chair, Jason Schneider; 2nd Vice-Chair, Jaime Carolina) to complete their one-year term and elect new officers on January 10, 2023 to serve for only a 9-month term. On September 12, 2023 new officers will be elected and serve for a full term of one year or until their successors are duly elected and qualified.
- After members' discussion, Teri Marquantte presented two voting options: (A) current executive committee stays in place until September 2023 or (B) current executive committee stays in place until January, election will be held in January and new executive committee will serve for only 9-months until September at which time another election will be held and the executive committee will serve 12-months.
- Jason Schneider motioned to approve Joshua Thaete's idea, do nothing now, wait until January to do elections. Committee would decide if term would be 9-months and then proceed. Richard Berge seconded the motion. The motion passed unanimously. Teri reiterated; the current executive committee will stay in place until January when a new set of elections will take place. The assumption is that CHD will be on board by 2023 September elections according to the city's plan.
- Jason Schneider asked to have language inserted for Articles 10 and 11 for processes for the revision of bylaws and standard code of ethics.

c. 2022-2023 Roster

- Jason Schneider asked to review his terms. He was appointed in 2018 but records show his term ends in 2024. City Clerk's Office contacted him in 2020 for renewal, but he suggested it was too early. He would like to clarify his terms and term dates completed.
- Billye will check to make sure physical address for Erica Ponder is within Aurora city limits.
- Jaime Carolina requested to update phone number, Joshua Thaete requested to update last name, phone number and email address.

Communications from Staff

a. Hiring Updates

- Alicia announced a new Housing Development Supervisor, Sarah Carroll, and explained her job role/responsibilities surrounding development programs. She and her team will manage the agreements and workload for the community investment rounds, rehabilitation programs, rental assistance (interim), and emergency mortgage assistance (interim).
- Alicia re-announced the Housing Officer, Bianca Lopez, and explained her job role/responsibilities surrounding housing development. She works directly with developers regarding funding through community investment finance and oversees agreements lifecycle.
- Alicia shared two openings in the division for a Housing Specialist, and a Program Specialist.
- Jeff Hancock introduced himself to the committee. He explained as the Financial Supervisor in Community Development, he works with the monitoring and compliance team on the federal grants that the city receives from the government to help the city carry out programs.

b. Housing Strategy Implementation

- Alicia listed the departments that are a part of the Housing Strategy working groups: planning, treasury, marketing and communications, legal, and more. She stated there are 11 goals which include researching fee waivers, integration of local funds, internal division/departmental structure, program offerings, communication, engagement with the community and everything that has to do with housing from beginning to end. There are three sub-committees re-created to manage specific strategies: communication and community engagement, policy and housing, and structure and program management.
 - i. Communications and Community Engagement: lead by Cristal Dukes in communications and Omar Lyle in community development. Responsibilities include but are not limited to review and update websites, creating marketing materials, building community relationships and partnerships. Alicia pointed out this team will create a sub-section on the city's website

dedicated to housing strategy updates and information, including the original goals, milestones, results, and ongoing projects.

- ii. Policy and Housing Development: lead by Sarah Carroll and Bianca Lopez in community development. Responsibilities include but are not limited to develop fee reduction/DOLA Grant Study, Chicago Research on Trust Fund and local funding to support housing., development of housing (994 units awarded – 695 in the pipeline), and create process for city owned land usage
 - iii. HCD Structure & Program Management let by Alicia Montoya and Jeff Hancock in community development. Includes other division Supervisors and the Department Director, Jessica Prosser. Responsibilities include but are not limited to the creation of the development investment process, landlord recruitment project – ARPA funds, housing rehabilitation assistance – ongoing, creation of the homelessness divisions, and homelessness work – Aurora Home Strategic Plan. Overall it is looking at the structure of the division and the department and making sure the city has the right amount of people, workloads, tools, resources to perform jobs efficiently, and what improvements need to be made.
- Richard asked how the city decides which developers to work with. Alicia replied from the Housing Strategy a Community Investment Finance process was created. The city provides gap financing for developers twice a year. The lengthy process includes submit application, project discussion, project research, environmental research, and other details concerning every aspect of the project and community it will serve. An internal review committee reviews application and makes recommendations to City Council. Richard asked if zoning department is involved. Alicia said developers usually already have land and have done the research and the planning and development services department gets involved to address concerns and provide awareness. Richard inquired about building parcels and if the city required section 8 housing. Alicia stated the developers are not required to build in specific areas and the city looks at annual median income (AMI) as one of the criteria. Chris voiced his knowledge regarding housing vouchers. He explained the differences in the type of vouchers, who qualifies for them, and how landlords versus complexes are required to accept vouchers but citizens can still be disqualified for various reason such as criminal background. Teri mention three affordable housing projects are under construction on Colfax. She believed they were mixed-use projects with varying levels of AMI, and included features like a day care center, office and retail business which would allow families to work where they live. She made a point that this committee has asked developers to identify the citizens needs such as grocery stores and transportation in the scope of the projects they wanted funding for. Richard asked what percentage of funding is given to developers. Alicia replies a small amount to cover gap financing, she mentioned approximately 2 million at the most. Also, developers seek 4% or 9% of funding from Colorado Housing and Finance Authority (CHFA).

- Alicia announced a consultant is in the final stages of being hired. The consultant will review certain goals of the housing strategy and look at the Housing and Community Services department as a structure and as a city to determine gaps to housing development. Their role is to help the city build a local fund by determining opportunities such as creating fee waivers and utilizing financial resources such as city owned land. Alicia mentioned since the original housing strategy was created in 2017, significant changes like the pandemic will influence the consultant's recommendations. The consultant (named during the meeting but excluded from minutes), is from California and has worked with large cities, urban and suburban areas. Richard asked if there will be mutual plans to coordinate events with the City and County of Denver. Alicia stated there will be plans surrounding transportation issues.
- Jason asked if the housing strategy working groups sense that housing stock is improving in the areas where it was short as a result of the strategy. Alicia replied the working groups are halfway through reassessing how many units need to be created. She surmised the housing strategy is being re-evaluated from previous accomplishments and future expectations as a new manager onboard. Alicia shared that 1400 affordable units have been created in two and a half years. Jason suggested adding key metrics for the consultant to track such as population and homelessness to show declines and progress to the public even if the issue has not been solved. Rose asked about the type of housing stock being built. Alicia stated most of the housing is new construction, few refurbished, and homeownership is not very strong). Richard followed by stating barriers to building such as water, sewer, trash, and traffic.
- Alicia invited members to be a part of the Community Investment Finance panel in January to learn about the project details and how they are funded.
- Richard expressed concern about development at Murphy Creek, building 1,000 homes and Gun Club is overloaded. No plans to improve infrastructure. 200 townhomes are just being finished and another 500 homes are being started, and 300+ apartments at the intersection of Jewell and Gun Club. In theory another 2,000 cars trying to get through equals a horrible lack of planning for infrastructure. Alicia encouraged the committee to join public meetings to address concerns and receive feedback from the city on how it plans to solve the traffic issues. Richard replied that from past hearings, it has been shown that developers own City Council. Alicia responded the department has a policy committee (Housing, Neighborhood Services & Redevelopment) that is composed of a couple of City Council members and they are married to the mission of affordable housing.
- Chris brought up the recent incident at Parkside Apartments, fairly new development on Alameda and Sable. There was an explosion that caused 300+ tenants to be temporarily relocated. He is concerned as an Aurora Resident about this alarming incident. He asked what the city is

doing to investigate this incident as we grow as a community and make sure these types of things do not happen. Specifically, what was the city's role and what happened in the situation. Alicia responded the development was not a partner with the City of Aurora. The most important concern is the displaced citizens. Rose asked if someone from the city will insert themselves to investigate. She heard a news report that 5 families lost their home but everyone else gets to move back in. She pointed out the potential risk of a reoccurrence in the same complex or the possibility of other complexes built by the same developer. Richard inquired if the Fire Department would have more information. Alicia stated she will provide more information about what happened and how the city will be involved. Rose asked if the committee or city should consider putting together a process for situations that happen like this. Alicia explained there are people within the city that have that responsibility, but she will find out more information and follow up at the October meeting. Rose asked if OSHA was involved. Alicia replied she was sure anyone involving safety is looking into it. Rose mentioned it is a preventative thought process, because obviously the city doesn't have anything in place. Chris summed up the conversation by saying there is a lesson learned and once the city investigates what happened, there is will be more research as the city is looking to develop and partner with more properties and developers. The findings will help ensure that those types of things do not happen and what role the city will play working with developers to minimize issues and not create a safety hazard for the community.

c. Invitation to hold CHD meeting at Nine Mile Station Senior Living

- Jeff explained the city is working with the developer who built Nine Mile Station who is currently working on a different project in the city. The developer offered to let the city hold a meeting in the future. Jeff though it would be a good idea to show the committee sites that have been funded in the past. The committee seemed eager to see the development. Jeff will coordinate and confirm details with the committee next meeting.

d. Loan Write-Offs

- Jeff presented the information. He informed the committee that affordable housing development projects are funded by grants received from the federal government that the city uses to help developers finance their projects. Funding examples were to build new affordable housing, loans for homeowners to do rehabilitation on their homes, and down payment assistance for first time home buyers. He explained sometimes the loans go bad, for instance a foreclosure. Once a month for this committee, the community development division presents loan write offs, meaning the loan went bad and had to been written off. In August, there were no loan write-offs. The program income received from loan repayment was \$777,024.45 and the program gain was \$777,024.45 in August. He explained program income comes from

repayments on loans that the city made in the past where homeowners have refinance, sold, or paid off the loan. The program income breakdown was: HOME \$767,528.32 and CDBG \$9,496.13. Year to date program income breakdown was: HOME \$1,365,546.97, and CDBG \$357,232.98. He provided additional information about the city's typical annual grant agreement: HOME \$1.1-\$1.2 million. Rose asked what the surplus/windfall will go towards. Jeff stated every year as part of the budget the city plans for some program income. There will be loan repayments throughout the year, however the number of loans and the dollar amounts are unknown and will vary. Program dollars in excess will go to the next program year and divided among various projects. A lot of funding goes into the community investment rounds to assist developers in building additional affordable housing units in the city. Alicia clarified the budget is presented to the committee and the plans for funding allocation is presented by Jeff Hancock which was done in August. She announced Teri will present it to City Council. Alicia stated the committee will have a say as the city defines where different types of funding are and what projects will be supported.

Adjournment

Richard Berge moved to adjourn the meeting and Lynn Bittel seconded the motion. The meeting adjourned at 8:01 p.m.

Minutes taken by:

Billye Dee Williams

09/13/2022

Billye Williams

Date

Administrative Specialist

Housing and Community Services Department

Minutes reviewed by:

Martha A. Montoya

12/21/2022

Martha Alicia Montoya

Date

Community Development Manager

Housing and Community Services Department

Minutes approved by:

Teri Marquantte

10/11/22

Teri Marquantte, Chairperson

Date