

# City of Lawrence

## Affordable Housing Advisory Board

### January 11, 2016 minutes

MEMBERS PRESENT: Emmanuel Birdling, Stuart Boley, Rebecca Buford, John Harvey, Dana Ortiz, Shannon Oury, Nancy Thellman, Matt Sturtevant

MEMBERS ABSENT: Tim Stultz

STAFF PRESENT: Casey Toomay, Assistant City Manager; Scott McCullough, Director of Planning and Development Services; Danelle Dresslar, Community Development Manager; Brad Karr, Community Development Programs Analyst

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Chair Matt Sturtevant called the meeting to order at 11:06 am.

#### **1. Approve minutes from December 14, 2015 meeting**

Two corrections were made to the December 14, 2015 meeting minutes.

Shannon Oury moved to approve the amended meeting minutes from December 14, 2015. Dana Ortiz seconded the motion. The motion passed 8-0.

#### **2. Public Comment**

There was no Public Comment.

#### **3. Consider adoption of bylaws**

The Board reviewed the changes to the bylaws made by the City Attorney's office and suggested one additional change to Article II, Section 2 clarifying the appointment by the Board of County Commissioners of Douglas County, Kansas of one member is not subject to approval by the Governing Body.

Rebecca Buford moved to adopt the amended bylaws of the Affordable Housing Advisory Board. Ortiz seconded the motion. The motion passed 8-0.

#### **4. Election of Chair and Vice-Chair for 2016**

Oury moved to nominate Sturtevant Board Chair. Sturtevant accepted the nomination. Buford seconded the motion. No other nominations were made. The motion passed 8-0.

Emmanuel Birdling moved to nominate Oury Board Vice-Chair. Oury accepted the nomination. Nancy Thellman seconded the motion. No other nominations were made. The motion passed 8-0.

#### **5. Consider draft application/request for proposals for demonstration project**

Casey Toomay presented the Board with a draft Request for Proposals to utilize \$100,000 of Affordable Housing Trust Funds within the City of Lawrence. The RFP would need to be recommended to the City Commission for approval.

Oury suggested adding a requirement to include the targeted population and number of clients served to the Scope of Work. Toomay agreed to add that language to the Scope of work specifications.

Stuart Boley suggested removing the word 'early' 2016 in the Request for Proposals timeframe. Toomay agreed to change the wording to 'completed in calendar year 2016' in all locations on the proposal.

The Board agreed to set the due date for the applications to noon on Friday, February 19, 2016.

Harvey moved to approve the amended Request for Proposals. Oury seconded the motion. The motion passed 8-0.

Buford asked for a clarification from the City Attorney's Office on voting for proposals if multiple Agencies represented on the Board have submitted proposals; if a partnership between multiple agencies submits a proposal, does that leave enough Board members to vote? Toomay agreed to present the question to the City Attorney's Office.

The Board agreed to meet on February 22, 2016 to review the received applications. Boley indicated that he would not be able to attend that meeting, but could call in to vote if needed.

Scott McCullough asked Toomay if the review of completed applications would be the only item on the February 22, 2016 agenda. Toomay stated yes, that would be the only agenda item at that meeting.

#### **6. 2015 Annual Report (due March 1, 2016)**

Toomay explained the Annual Report format, which will need to be submitted by March 1, 2016 in accordance with [Ordinance No. 9129](#). Toomay will prepare the report, summarizing the agenda items and Board activities for 2015. A financial statement will be provided to detail the money in the Affordable Housing Trust Fund. No projects were recommended to the Board in 2015. The Board will review and approve the 2015 Annual Report at a future meeting.

#### **7. New Business**

Boley informed the Board that Dan Partridge, Director of the Lawrence-Douglas County Health Department, would like to speak at a future meeting about the intersection of health and affordable housing. The Board agreed to add this topic as an agenda item for a future meeting.

Oury indicated that she would be unable to attend the March 14, 2016 meeting; Toomay indicated that she would also be unable to attend that meeting.

Boley asked if this Board will be discussing the \$100,000 allocated from the City's 2016 Budget for the LDCHA transitional program. Oury explained Douglas County gave \$50,000 for the program with the preference of Douglas County families being the first assisted. Oury will meet with the City Commission to outline their preferences for who should be assisted. This Board will then make a recommendation to the City Commission based on those preferences. Toomay indicated this item could be added to the February 8, 2016 agenda if the preferences were finalized by that date.

#### **8. Next Meeting – February 8, 2016**

The Board agreed to meet twice in February, 2016 and cancel the March 14, 2016 meeting.

McCullough recommended the Board consider an agenda item to discuss affordable housing tools and methods of long term revenue streams for the trust fund. Sturtevant asked if it should also be on the February 8, 2016 agenda. The Board agreed to add the discussion to the February 8, 2016 agenda.

#### **9. Adjourn**

Boley moved to adjourn the meeting. Buford seconded the motion. The motion passed 8-0.

February 8 – approve 2015 Annual Report; recommend funding parameters for LDCHA transitional program to City Commission for the \$100,000 2016 budget item; affordable housing tools and long term revenue streams for affordable housing trust fund

February 22, 2016 - review submitted demonstration project applications

March 14 – no meeting

April 11 – 2017 budget overview and funding streams

May 9

June 13

July 11

August 8

September 12

October 10

November 14

December 12

These minutes were approved by the Board February 8, 2016.