

City of Lawrence

Affordable Housing Advisory Board Retreat

January 14, 2019 minutes

MEMBERS PRESENT: Andrew Brown, Rebecca Buford, Susan Cooper, Ron Gaches, Edith Guffey, Thomas Howe, Paul Nuzum, Dana Ortiz, Shannon Oury, Monte Soukup, Sarah Waters, Erika Zimmerman

MEMBERS ABSENT: Patrick Kelly

STAFF PRESENT: Diane Stoddard, Assistant City Manager; Scott McCullough, Director of Planning and Development Services; Danielle Buschkoetter, Budget and Strategic Initiatives Manager; Danelle Walters, Community Development Manager; Jeff Crick, Planning Manager; Brad Karr, CDBG Program Analyst

Chair Oury called the meeting to order at 11:11 am.

1. Introductions

2. Election of Chair and Vice Chair

Oury nominated Gaches for Chair; there were no other nominations. Oury moved to elect Gaches to the Chair. Howe seconded the motion. The motion passed 11-0.

Gaches nominated Oury for Vice Chair; there were no other nominations. Guffey moved to elect Oury for Vice Chair. Ortiz seconded the motion. The motion passed 11-0.

3. General Public Comment

There were no general public comments.

4. Approve Minutes from December 10, 2018 meeting

Ortiz moved to approve the [minutes from the December 10, 2018 meeting](#). Zimmerman seconded the motion. The motion passed 11-0.

5. Consider [request from the City Commission](#) to review the \$90,000 that was not funded for the Lawrence/Douglas County Housing Authority and Family Promise proposals associated with the recent RFP process, and consider fully funding the proposal out of 2019 budgeted funds

Oury and Ortiz recused themselves from the discussion and left the room.

The board discussed the request and decided not to recommend funding \$90,000 out of the 2019 budgeted funds. Soukup moved to defer the creation of a response to the City Commission request to later on the agenda. Howe seconded the motion. The motion passed 10-0.

6. Review and consider approving the draft 2018 Annual Report

Stoddard presented the board with a [draft 2018 AHAB Annual Report](#). Buford requested leveraging information be added to the sections describing funds awarded from the Housing Trust Fund. Guffey requested a list of acronyms be added to the report. Stoddard said staff would make the additions to the report and return it to the February AHAB meeting for approval.

7. Review Housing Market Analysis summary of findings and proposed goals

McCullough reviewed with the board the summary of findings and proposed goals from the [Housing Market Analysis](#).

Brown arrived at the meeting.

The board suggested some wording changes to the Guiding Principles listed in the housing market analysis.

Crick presented the board with an updated [Wage Scale Chart](#), based on 2017 data.

8. Confirm/Establish goals based on Housing Study and previous goal setting sessions

McCullough reviewed the [goals](#) previously set by the AHAB, and the proposed goals listed in the housing market analysis. The board suggested some wording changes to the proposed goals.

9. Lawrence Housing Toolkit review and alignment with goals

McCullough reviewed the [Lawrence Housing Toolkit](#) with the board, and conducted an exercise to have each board member vote on three tools to address each of the established goals. The results of the voting will be presented in the Retreat Summary.

10. Discuss 2019 Housing Roadmap framework

Stoddard discussed with the board a roadmap for allocating funding in 2019.

Stoddard presented the board with the [Cumulative Housing Trust Fund Revenue Projections for 2019](#).

The board discussed options for allocating funding in 2019.

Brown moved to recommend having two request for proposals in 2019; the first in March 2019 for \$250,000 from the CIP; the second in November 2019 for the remainder of the funds in the housing trust fund. Howe seconded the motion. Oury suggested amending the motion to change March 2019 to within the first six months of 2019. Brown and Howe agreed to the amendment to the original motion. The motion passed 12-0.

11. New Business

Oury indicated the LDCHA has received inquiries into the status of housing assistance payments with the federal government being shut down; Oury said they have been funded through February 2019 to make housing assistance payments.

12. Revisit Agenda Item #5

Oury and Ortiz recused themselves from the discussion and left the room.

The board discussed their reply to the City Commission.

Brown moved to reply to the City Commission request: "The AHAB expresses reluctance in awarding funds outside of the open RFP process, and an AHAB recommendation has been made related to the 2019 funding cycle that the board believes would make funds available to any agency that had applied for funding in the late 2018 round." Cooper seconded the motion. The motion passed 10-0.

13. Adjourn

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

February 11, 2019 – review draft 2018 Annual Report, discuss timeline for 2019 RFPs, confirm date of March AHAB meeting

February 12, 2019 – Work Session with City Commission, 6 E 6th St.

These minutes were approved by the Board: February 11, 2019