

City of Lawrence

Affordable Housing Advisory Board

July 8, 2019 minutes

MEMBERS PRESENT: Susan Cooper, Ron Gaches, Edith Guffey, Thomas Howe, Patrick Kelly, Paul Nuzum, Monte Soukup, Sarah Waters

MEMBERS ABSENT: Rebecca Buford, Dana Ortiz, Shannon Oury, Erika Zimmerman

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, Community Development Analyst

Chair Gaches called the meeting to order at 11:00 am. [ENTIRE VIDEO](#)

1. General Public Comment [VIDEO](#)

There was no public comment.

2. Review Notice of Funding Availability (NOFA) applications [VIDEO](#)

- a. [Lawrence Habitat for Humanity](#)
- b. [Tenants to Homeowners, Inc.](#)
- c. [Wheatland Investments Group](#)
- d. [Independence, Inc.](#)
- e. [Lawrence-Douglas Co. Housing Authority / Family Promise of Lawrence](#)
- f. [Ohio Mortgage Investors, LLC](#)

Gaches told the board he accidentally left out two scores when completing his scoring matrix; staff updated his scores and provided the board with an [Adjusted key project elements chart](#) to reflect the new scoring changes. Staff also provided a [key project elements chart without the construction feasibility scoring](#), to allow the board to equalize the rating scales for both capital and non-capital requests.

Gaches reminded the board the NOFA was intentionally designed to award projects to be executed in 2019, and to consider that factor when making their funding recommendations.

3. Discuss allocations and consider making funding recommendation to the City Commission [VIDEO](#)

Gaches asked if there was any staff direction on how to proceed with the allocation discussion. Stoddard said the discussion was up to the board, using the materials provided by staff and the board's [NOFA Application Process and Procedures](#), as a guide. Stoddard reminded the board the score for each application is just a tool, and may not be the determining factor when a recommendation is made to the City Commission.

McCullough reminded the board of the staff prepared [leverage calculation](#) and [construction feasibility information](#).

The board discussed the applications and presentations.

Soukup suggested to defer the Ohio Mortgage Investors, LLC application, to defer the Wheatland Investments Group application but suggest they resubmit an application for the upcoming round of funding, to fund the LDCHA/FP application at least \$50,000, to fully fund Tenants to Homeowners, Inc. at \$150,000, to fully fund Lawrence Habitat for Humanity at \$50,000, and to not fund Independence, Inc.

The board discussed Soukup's suggested funding recommendations.

Howe **moved to fund Tenants to Homeowners, Inc. at \$125,000; Independence, Inc. at \$25,000; Lawrence Habitat for Humanity at \$50,000; and Lawrence-Douglas County Housing Authority at \$50,000 specifically for voucher use.** Guffey seconded the motion. [VIDEO](#)

The board discussed Howe's funding recommendations, including a discussion on if the housing trust funds should be used to pay for staffing.

Howe agreed to amend his motion, and **moved to fund Tenants to Homeowners, Inc. at \$125,000; Independence, Inc. at \$25,000; Lawrence Habitat for Humanity at \$50,000; and Lawrence-Douglas County Housing Authority/Family Promise at \$50,000 to be used for vouchers or case management, at their discretion.** Guffey agreed to second the amendment to the motion. [VIDEO](#)

The **motion passed 8-0.**

4. Quick Updates [VIDEO](#)

- a. Potential joint meeting with the [Planning Commission](#), August 14, 7:30 a.m.

5. Other New Business / Next Meeting / Future Agenda Items [VIDEO](#)

The next meeting will be on August 12, 2019.

As a future agenda item, Nuzum suggested the board discuss an online submission of the next NOFA, to provide a more uniform format of the received applications.

Howe asked when the funding recommendations would go to the City Commission. Stoddard said the board's funding recommendations would be on the July 16, 2019 City Commission agenda.

6. Adjourn [VIDEO](#)

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

August 12, 2019 -

August 14, 2019 - Potential joint AHAB/Planning Commission meeting, 7:30 a.m.

September 5, 2019 - Douglas County Community Foundation, community conversation on behavioral health,
5:30-7:30 p.m., Theatre Lawrence

September 9, 2019 -

October 14, 2019 -

November 11, 2019 -

December 9, 2019 -

These minutes were approved by the Board: August 12, 2019

| 2019 Attendance | Jan | Feb | March | Apr | May | June | July | | Aug | Sept | Oct | Nov | Dec |
|------------------------|-----|-----|-------|-----|-----|------|------|-----|-----|------|-----|-----|-----|
| Brown, Andrew | + | U | E | E | U | U | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| Buford, Rebecca | + | + | E | + | + | + | R | R | | | | | |
| Cooper, Susan | + | E | + | U | + | + | + | + | | | | | |
| Gaches, Ron | + | E | + | + | + | + | + | + | | | | | |
| Guffey, Edith | + | E | + | E | + | + | + | + | | | | | |
| Howe, Thomas | + | + | U | + | + | + | + | + | | | | | |
| Kelly, Patrick | N/A | E | + | + | + | + | E | + | | | | | |
| Nuzum, Paul | + | + | + | + | + | + | + | + | | | | | |
| Ortiz, Dana | + | + | + | + | + | + | + | R | | | | | |
| Oury, Shannon | + | + | + | + | + | + | R | R | | | | | |
| Soukup, Monte | + | + | + | + | + | + | + | + | | | | | |
| Waters, Sarah | + | + | + | E | + | + | + | + | | | | | |
| Zimmerman, Erika | + | + | + | E | + | + | + | R | | | | | |

(+) - in attendance; (U) - unexcused absence; (E) - excused absence; (R) - recusal

A Board member having **three or more unexcused absences** or **five or more absences for any reason** during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.