



**WHEAT RIDGE HOUSING AUTHORITY
A G E N D A
February 23, 2010**

**CITY COUNCIL CHAMBERS
4:00 P.M.**

Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Heather Geyer, Public Information Officer at 303-235-2826 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of the Minutes: January 26, 2010**
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
 - 1. Strategic Planning - Interviews**
- G. Unfinished Business**
- J. Other**
- K. Adjournment**

WRHA

WHEAT RIDGE HOUSING AUTHORITY MINUTES January 26, 2010

1. CALL MEETING TO ORDER

The meeting was called to order by Chair Brungardt at 4:12 p.m. in the City Council Chambers of the Wheat Ridge Municipal Building, 7500 West 29th Avenue, Wheat Ridge, Colorado.

2. ROLL CALL

Authority members present:

Cheryl Brungardt
Joseph DeMott
Kathy Nuanes
Janice Thompson
Katie Vanderveen

Others present:

Sally Payne, Deputy Director
Larry Nelson, Cornerstone Realty
Betty Maybin, Cornerstone Realty
Dick Mathews, Accountant
Kathy Field, Admin. Assistant

3. APPROVAL OF MINUTES: October 27, 2009

It was moved by Janice Thompson and seconded by Kathy Nuanes to approve the minutes of October 27, 2009 as presented. The motion carried 4-0 with Joseph DeMott abstaining.

4. OFFICERS REPORTS

There were no officers reports.

5. PUBLIC FORUM

There were no individuals present to address the Authority.

6. NEW BUSINESS

A. Resolution 01-2010, Presentation & Approval of 2010 Budget

Dick Matthews reviewed the proposed Housing Authority budget for 2010.

Following discussion by the Authority, **it was moved by Kathy Nuanes and seconded by Katie Vanderveen to approve Resolution No. 01-2010, a resolution enacting a budget and appropriation for the year 2010. The motion passed unanimously.**

B. Resolution 02-2010, Establishing a designated public place for the posting of meeting notices as required by the Colorado Open Meetings Law

Pursuant to legislative amendments to the Colorado Open Meetings Law, Section 24-6-402(2)(c), the Wheat Ridge Housing Authority is to designate at its first meeting of each calendar year a public place for the posting of notices for meeting. This resolution identifies the lobby of the Municipal Building and the City's website as the designated place for posting meeting notices.

It was moved by Katie Vanderveen and seconded by Janice Thompson to approve Resolution 02-2010 establishing a designated public place for posting meeting notices as required by the Colorado Open Meetings Law. The motion passed unanimously.

C. Authorization to hire Swanhorst & Company to perform Audit

It was moved by Kathy Nuanes and seconded by Katie Vanderveen to authorize Swanhorst and Company to perform the annual Housing Authority audit with a cost not to exceed \$5,000. The motion passed unanimously.

D. Rehab Partner

At the last meeting, a decision was made to enter into an agreement with Eric Stevens and Value-builders; however an agreement was never formulated because there are no Authority projects to work on at this time. Mr. Stevens is no longer with Value-builders but is continuing to work on his own. There was discussion as to whether or not the Housing Authority should now enter into an agreement with Eric Stevens.

There was consensus to direct Sally Payne to work out an agreement with Eric Stevens to serve as the Authority's rehab partner and bring it back to the next meeting for approval.

E. Strategic Planning Session

The possibility of a strategic planning session relating to the Housing Authority's vision, goals, and strategies as they relate to today's economic

conditions was discussed. Chair Brungardt distributed copies of the Authority's vision and mission statement.

Sally Payne reported that she asked the State Division of Housing for suggestions of individuals who could serve as a facilitator for a strategic planning session. As a result, she talked with Community Strategies Institute headed up by Tom Hart, past director of the Colorado Division of Housing. He lives in Wheat Ridge and his firm specializes in working with nonprofit groups, housing authorities, etc. The other suggestion was Joe Gonzalez whose background is in mediation and facilitation for housing groups. It was decided to invite these two individuals to give a presentation to the Authority before making a decision.

There were suggestions to invite other individuals to the strategic planning session to include Eric Stevens, representatives from affected city departments, private development investors and lenders.

F. Election of Officers

It was moved by Janice Thompson and seconded by Kathy Nuanes that Cheryl Brungardt continue to serve as Chair of the Housing Authority and Katie Vanderveen serve as vice chair for 2010. The motion passed unanimously.

7. UNFINISHED BUSINESS

Larry Nelson reviewed the history of the West 41st Avenue properties for the new member of the Authority. He reported that the market indicates the units are over-priced by about \$10,000. Due to regulations on funds received from Jefferson County, there is also a ten-year resale restriction on the properties which has inhibited sales. Consolidated Mutual Water has declined to consider a party-wall agreement which prohibits FHA financing so buyers would need to use conventional financing. The Authority's attorney is contacting the water company one more time to see if they will reconsider the party-wall agreement. Flood insurance is also required on the units.

In an effort to move these properties, Mr. Nelson suggested that the price be lowered and, further, that the Housing Authority consider financing the properties. Cornerstone Realty could service the loans without extra charge.

Following extensive discussion, **it was moved by Katie Vanderveen and seconded by Kathy Nuanes to authorize Cornerstone Realty to reduce the price on the West 41st Avenue properties to \$129,900 for 9690 and \$133,900 for 9710. In addition, the Housing Authority agrees to provide permanent financing to eligible buyers and to pay 50 percent of the flood insurance premium for a 5-year period. The motion passed unanimously.**

8. OTHER

Joseph DeMott asked if there was a way the Housing Authority could be involved in addressing a solution to several properties on Chase Street that experience flooding during every rainstorm. It was decided that this subject could be brought up during the strategic planning session.

9. ADJOURNMENT

It was moved by Kathy Nuanes and seconded by Joseph DeMott to adjourn the meeting at 5:42 p.m. The motion passed unanimously.

Cheryl Brungardt, Chair

Ann Lazzeri, Secretary

DRAFT

WRHA

Wheat Ridge Housing Authority
7500 W. 29th Ave.
Wheat Ridge, CO 80033

Mission

The mission of the Wheat Ridge Housing Authority (HA) is to increase home ownership and neighborhood and community pride in Wheat Ridge. The HA typically purchases rental property and rehabs it to decent, safe and sanitary conditions. The HA then converts the property from a rental to an affordable unit for home ownership. The typical property will be a multi-family site and the units will be converted to condominiums or townhomes.

Buyers of HA properties are generally first time home buyers. Often CDBG or HOME funds are used to purchase properties meaning that income limits may apply on certain projects. Buyers must have a minimum of \$1,000 or 1% of the purchase price of their own funds to invest in the transaction and they must attend a first time home buyers class.

The WRHA Goals are:

- Acquire rental properties and convert them to owner-occupied units
- Increase pride through ownership
- Decrease blight of low-maintained residences
- Prioritize acquisition of multi-family units to convert to home ownership
- Become a community resource for housing funding and other housing needs
- Maintain and increase property values in Wheat Ridge
- To become a self-sustaining agency

Background

The City of Wheat Ridge has had a rental rate of approximately 50% in recent years. The HA was created in 2001 in an effort to help increase the home ownership rate and provide decent, affordable housing in the City. In addition, to address deteriorated neighborhood conditions that sometimes are associated with rental units. The HA has rehabbed 38 properties for home ownership.

Initially the HA partnered with the Jefferson County Housing Authority (JCHA). JCHA provided the rehab services to rehab units the HA would purchase. Approximately 2 years ago, the JCHA terminated the partnership with the HA. They since have worked with an individual contractor on the rehab of properties. They partner with Cornerstone Realty for their real estate services.

The HA is made up of a five member Board with one member a City Council representative. They meet on a monthly basis.

The HA currently has a budget of approximately one million dollars.

Reason for strategic planning

The HA has been in existence for nine years. In that time many properties have been rehabbed and turned over to home ownership. While initially the HA purchased multi-unit properties, recently the HA has focused on duplexes. Currently, the HA does not have any properties being rehabbed.

The HA has not undertaken a strategic planning session since they were formed in 2001. Since the HA is currently between projects, and has two relatively new members, this seemed like a good time to revisit their mission and goals. There are no problems per se that the HA is trying to address. The purpose of the strategic planning would be to look at the HA's current mission and goals and determine if the Board would like to consider other areas to focus on. Along with this would be reviewing the role and responsibilities of Board members.

Anticipated Outcomes

The anticipated outcome of the strategic planning session would be an updated, if needed, mission and goals for the Board. It would also be clarification of any questions regarding the role and responsibilities of the Board and individual Board members. Depending on the revisited mission, possibly the identification of new projects or new areas of focus for the HA.

Budget

The HA has budgeted up to \$1500.00 for the strategic planning session.

**WHEAT RIDGE HOUSING AUTHORITY
STRATEGIC PLANNING SESSION
Consultant Interview Questions**

1. Based on the information provided about the Housing Authority, how would you proceed with developing a strategic planning process?
2. What are your areas of expertise?
3. What experience do you have working with non-profits?
4. What is your experience and background working in affordable housing and with affordable housing agencies?
5. What does a typical strategic planning process look like with you?
6. What are your expectations of the board in this process? What can we expect from you?
7. Would we receive a report from you?
8. What is your fee structure? Is it hourly or lump sum and what is included? Based on the Housing Authority budget, explain what you would propose for a planning session.
9. What is your project workload at present? When would you be able to schedule this project?

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Mission



Located at the foot of the Rocky Mountains, the Community Strategies Institute was created to provide fiscal and economic analysis, education and training, and research to a variety of public and private entities and individuals to better understand and improve the economic and social factors driving affordable housing development, housing conditions, mobility of low-income populations and creation of public policy.

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Community Strategies Institute Range of Services

Local Program Development

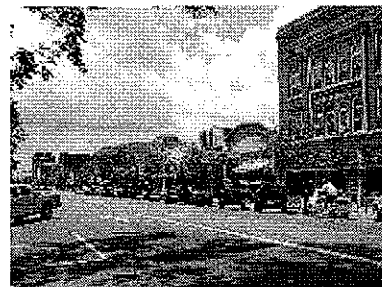
CSI has developed programs and plans at the agency, local government, and state level and can help your agency develop programs that fit the needs of your clients. Let us help your organization develop a strategic plan, design organizational strategies, create specific programs or identify and apply for program funding. CSI can also help your agency or local government identify local priorities and develop strategies to work within your community on housing and service solutions.



CSI has recently developed a tool for local and state governments that allows agencies to estimate the cost of local housing strategies. This tool can be used to help any housing financing agency estimate agency and other costs and help drive strategic planning efforts. Contact to find out more about how you can use this tool.

Housing Needs Assessment, Market Studies, and Publications

CSI has produced housing reports including *The Road Home: Denver's 10 Year Plan to End Homelessness*, portions of the upcoming *Denver Housing Plan*, new reports on housing needs for the Colorado Division of Housing (2007), and various housing needs assessments in Colorado, New Mexico and Wyoming. Let us profile your city, county, state or nonprofit organization. We are experts in identifying local housing needs, conducting market studies, Consolidated Plans, Impediments to Fair Housing, and developing local strategies for addressing housing needs.

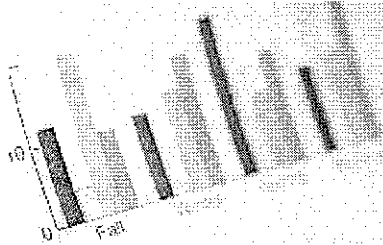


Project Finance and Development

CSI can ensure your project's success. Our services include proforma and project predevelopment work, funding application preparation and grant tracking. We have in-depth knowledge of housing finance, funding source requirements and creative finance solutions that help our clients find the financing to get their deals done. Our funding program expertise extends to the HOME, CDBG, NSP, FHLBB and other resources.

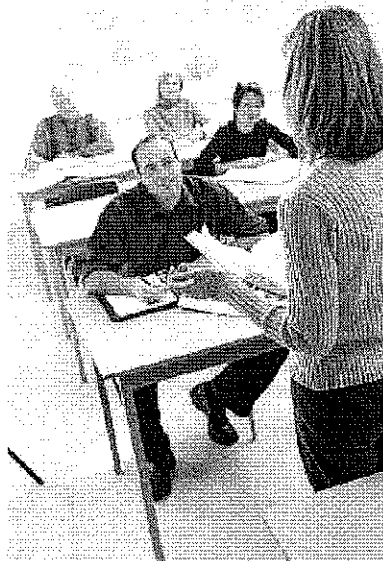
CSI has developed grant and funding request review processes and documents for local and state governments, including funding applications, formal review processes, project tracking databases, underwriting spreadsheets, review checklists and loan committee presentation write-ups. CSI can create these documents to meet all HUD or other funding resource standards and criteria. CSI can also help local and state governments design programs for the new HUD Neighborhood Stabilization program.

Research



State and local governments, housing authorities and nonprofits can benefit from good data. We have created some of the most innovative housing and economic justice research available today. Former projects include data analysis on housing needs in Colorado, New Mexico and Wyoming. CSI has created models that estimate the cost of various housing strategies, housing need models for growing communities, and statewide housing need models.

Training

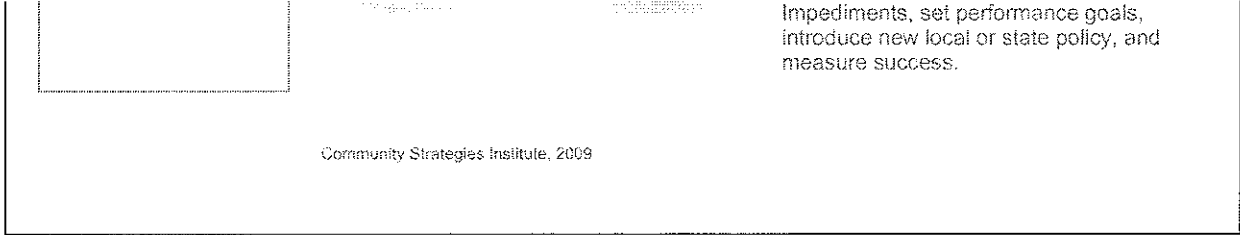


CSI directors have over 60 years of combined experience in housing development, government policy, finance and training. We are able to design training specifically to your audience, or offer basic hands on training designed to teach housing professionals about the development process, finance and regulatory reform. We are available to give one on one training to your staff on housing or development related issues. CSI has designed large group training events, seminars, one-on-one trainings and agency-wide training.

Housing and Community Development Policy



Good policy and benchmarks for success are important to move issues such as affordable housing to the forefront. We are experts in performance measurement, legislative initiatives, and state and local policy making. We can help your state or local agency write strategic plans, Consolidated Plans and Analysis of



Impediments, set performance goals,
introduce new local or state policy, and
measure success.

Community Strategies Institute, 2009

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Community Strategies Institute Directors and Associates

Our team has diverse background in housing development, finance, policy, planning, demographics, and research. Directors and Associates include:

Tom Hart, Director

Formerly Director of the Colorado Division of Housing, Mr. Hart developed programs and plans resulting in the largest production increase of affordable housing units in the state's history. Mr. Hart is a 1972 graduate of the University of Colorado with a major in English. Over the years Hart has pursued graduate studies in management, construction trades, and real estate finance. With nearly 30 years experience in the housing industry, he has worked as a government official, real estate broker, educator, property manager, consultant and general partner in real estate investment partnerships.

Jennie Rodgers, Director

Ms. Rodgers has 20 years experience in the arena of affordable housing finance and development. She has worked in the nonprofit, private and government sectors on a broad range of urban and rural housing initiatives. Starting her career by developing a homeless shelter and homeless services in Durango, Colorado, Ms. Rodgers moved on to a housing consultancy firm, an urban nonprofit, and finally the State of Colorado Division of Housing. For 11 years, she helped local agencies and governments to identify housing needs, create local services, develop real estate and establish nonprofit agencies.

GONZALES & ASSOCIATES

Mr. Joe Gonzales is a mediator, trainer and facilitator. He designs and facilitates strategic planning processes that define collaborative solutions. He works extensively with communities and organizations experiencing the difficulties of reorganization and change.

He is a Management Consultant with NeighborWorks America's Rocky Mountain District; a Senior Staff Associate with CDR Associates in Boulder, Colorado; a Senior Consultant with Generon Consultants, Boston; a trainer and facilitator with the CU at Denver's Center for Public/Private Sector Cooperation; a Senior Consultant with Enterprise Foundation, the Rural Community Assistance Corporation, Mercy Housing Inc., Colorado Trust; and Senior Corporate Trainer with Anderson-davis, Inc.

He has a B.A. in Social Psychology from the University of California at Santa Cruz; was trained as a trainer in Facilitation and Group Dynamics by David Sibbett & Associates; Training for Trainers by NeighborWorks America; Advanced Mediation, Facilitation and International Cross-Cultural Negotiation skills by CDR Associates; Cultural Diversity Training for Trainers by J. Howard & Associates and Workplaces that Work, Inc.; and, Sexual/Workplace Harassment and EEO Policies by Anderson-davis, Inc.

He provides ongoing technical support to a Network of 240 nonprofit organizations; consults with both for and nonprofit organizations. Services range from specifically developed training's; strategic planning processes to develop group alignment; and, general mediation or intervention strategies for organizational or community disputes. He has provided training in many areas especially those that support strong community partnerships. Courses include Conflict Management & Dispute Resolution; Leadership Transition & Board Succession Planning; Building Community Partnerships; and, Nonprofit Board Governance.

Contact: jagonzales@aol.com
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