



## TOWN BOARD WORK SESSION

February 11, 2019 - 5:30 PM

1st Floor Conference Room, 301 Walnut Street, Windsor, CO 80550

***GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.***

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

### AGENDA

1. Housing Authority Funding Request
2. Colorado State University Historic Homes Presentation
3. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



## MEMORANDUM

**Date:** February 11, 2019  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Shane Hale, Town Manager  
**Re:** Housing Authority Funding Request  
**Item #:** 1.

### **Background / Discussion:**

The Housing Authority has requested supporting funds from the Town of Windsor. The Board had a lot of questions of the Housing Authority when they presented in December, and this meeting is in follow up to those questions.

### **Financial Impact:**

The Town Board fund that is reserved for discretionary donations is \$101,903, and any support for the Housing Authority would be paid out of this budgeted source.

### **Relationship to Strategic Plan:**

n/a

### **Recommendation:**

n/a

### **ATTACHMENTS:**

- Regional DDA info

## NoCo Housing Authority Comparison

Municipality	Housing Authority	Outside Agency vs. Internal	Other Affordable Housing Programs	Notes
Estes Park	yes	Estes Park Housing Authority (EPHA) is its own independent entity + currently receives 30K funding from Town of Estes Park. Self-sustaining now (started with more support from LHA). LHA now is contracted for admin work only.	Habitat also does some work with a few footprints and a few planned for next year. Also a couple private developers doing workforce housing projects	Heavily funded through Town initially and was started by LHA; has since become a separate authority. Some admin work is contracted through LHA. The authority now is developing on their own. Initially, Town funded authority with 600k annually, now down to 32K, next year 26K.
Milliken	yes	Milliken Housing Authority (MHA) partners with LHA	Town works with Habitat for Humanity	MHA role and function is similar to WHA
Johnstown	yes	JHA (Johnstown Housing Authority/Senior Housing Authority)		Oversees Columbine Complex, 24-unit apartments
Berthoud	no	NA (did attempt to partner with LHA in the past)	Reduction in water fees for houses on lots under 3,500 sf, and under 1,200 sf home. 40% reduction in water and impact fees. Berthoud Habitat for Humanity	Previous town board was looking at starting a housing authority, but effort fizzled out when the town board lost seats. Town would have partnered with LHA.
Severance	no	NA	no	
Wellington	yes	Contract with HUD & facilities are managed by Housing Catalyst (formerly Fort Collins Housing Authority)	no	Created an URA in 2013 to oversee TIF districts with tax credits for blighted areas. A couple residential areas, but not affordable components. Frederick's Comprehensive Plan and Strategic Plan include a goal of creating a housing policy for providing affordable housing incentives, but not a housing authority or other program.
Frederick	no	NA	no	
Firestone	no	NA	no	
Eaton	yes	internal	Due to change in town's financial incentives, the need is being filled more by private entities (per Jeff Schreier).	One HUD subsidized section 8 development for seniors with 2+ yrs wait, 4-plex 60 units 1 bedroom built in the 80's.
Evans	no	NA	Riverside Park redevelopment includes 110 low-income rental units. Project part of a HUD CDBG in response to flood damage	

- LHA - Loveland Housing Authority
- CDBG - Community Development Block Grants
- HUD - US Dept of Housing and Urban Development
- TIF - tax increment financing
- URA - urban renewal authority

## QUESTIONS ON TAXPAYER SUPPORT FOR AFFORDABLE HOUSING

Premise – affordable housing is a benefit to the community	
1	What is the benefit to the community as a whole?
2	What is my response to a Water Valley resident when they ask how they benefit from their tax dollars are being used to subsidize the administration of an affordable housing program, or someone else’s rent/housing cost?
Presentation – WHA received a grant in 2010	
1	From whom? Is it or other grant money no longer available?
2	To support the grant application did WHA need to provide a financial model that showed it would be self-sustaining? How it would fund administrative costs?
Presentation – some units are 30% AMI, some are 60% AMI	
1	Who determines which buildings are available to which income categories? Is that determined per building or per unit?
2	Does Windsor have a separate AMI, or are we using Fort Collins or Loveland data? Greeley? What is the Windsor AMI?
3	Is the applicant qualified solely on AMI? Are available assets/net worth a consideration?
Presentation – currently Windsor Meadows has 80 units; Century III has 72 units	
1	Windsor Meadows is “affordable”; CIII is senior/disabled. What is the average rent for a unit in WM? How about CIII?
2	How are the rents established? Are there strict Federal or State caps on rent? If so, what is the law/regulation that sets those caps?
3	To obtain \$65,000 in self-funding, rents per unit would need to increase \$36/month. Why is that not possible?
Presentation – WHA may have an opportunity to acquire Governors Farm, adding 48 low income units	
1	What are the overall requirements for Governors Farm (30% AMI or 60% AMI)? How are rents set? Are they also capped? By whom?
2	With the financial challenges facing WHA today, does it make sense to take on more debt?
Presentation – Golden Meadows will bring online another 123 units, phased in over time	
1	What is the timing of bringing these units online?
2	Are rents for these units also set to a cap even before coming to market? How are initial rents set? Can they be set at a rate sufficient to bring in the additional \$65,000/year?
Premise – Communities need affordable housing so policeman, fireman, and teachers can live where they work	
1	Why? It may be a nice to have, but over my career I’ve commuted for hours because I couldn’t afford a home near my office.
2	Even if desirable, of the current 152 units, how many are occupied by police or fire personnel? Teachers?
Premise – Seniors who grew up in Windsor cannot afford to remain in their homes, but want to stay in the Windsor community	
1	Between Windsor Meadows and CIII, how many residents lived in Windsor their entire lives? How many lived in Windsor 10 or more years prior to moving into

	their units? 5 years or more?
2	How long has each resident lived in WM or CIII? What was their prior address/zip code?
Presentation – An affordable housing program will not be financially self-sufficient until is has at least 325 to 350 units under management	
1	Any studies that support this statement?
2	WHA has 152 units now; Golden Meadows will bring online another 123 units, but phased; lase units not likely to be completed until 2026. Even then WHA will be 50 to 75 units shy of self-sufficiency. If the Town only provides financial support in the amount of \$68,000 for 3 to 5 years, what will WHA do between then and 2030 to be self-funding?
Premise – An affordable housing program cannot be organized regionally so on a combined basis the program can reach 350 units sooner	
1	Why not? What State or Federal law would prohibit that structure?
Presentation – Today WHA is managed by a volunteer with support from Loveland Housing	
1	How much does WHA pay Loveland annually for management and finance support?
2	Can that support be extended, and if so, at what rate?
3	Can the management be done on a contracted basis – either full-time or part-time?

## Answers on Taxpayer Support for Affordable Housing

- A. 1. Provides housing for Windsor service people who want to live where they work. Allows Windsor Housing Authority (WHA) to leverage local and state funding sources to be used for service dollars.  
2. It provides affordable housing to service personnel i.e. teachers, city workers, police etc. to live and work in the same community. Their money is being used here in Windsor to support the Town to achieve its goal of diverse housing.
- B. 1. This was a one time Federal grant to fund the lost resources to Century III as a result of the 2008 tornado. It was basically the replacement of capital for Century III.  
2. No financial model was required for the grant. The grant was for 18 months and the administrative cost was the responsibility of the WHA.
- C. 1. The funding sources determine the number of 30% - 60% AMI units needed to make the complex financially viable. This will break down to the number of 1, 2 and 3 bedroom apartments required to achieve the lenders requirements.  
2. There is no separate AMI for Windsor. We use the AMI for Weld County. An example of the AMI is \$65K for two person family at 60% level.  
3. AMI is one consideration as it must be a monthly income. Other assets are also considered.
- D. 1. Windsor Meadows Ph. I – average rent is \$753.00  
Windsor Meadows Ph. II – average rent is \$856.00  
Century III – average rent is \$522.00  
2. Rents are established by the funding sources. Yes, there are caps on rents and they are determined by the funding sources and Federal and State rules and regulations. These sources are too numerous to mention but we can provide you a list if needed.  
3. The funding sources will not allow us to use their monies for administrative reason. This ensures that the complex remains affordable.
- E. 1. Rents for Governor's Farm are set the same as Century III. They are capped.  
2. WHA would not take on any debt for Governor's Farm as the rent payments will take care of the mortgage payment. Each complex must stand alone on its own generated finances. We feel we should consider this complex of 48 senior and handicapped units to be preserved for their present usage.

## Answers on Taxpayer Support for Affordable Housing

F 1. 90 Units by fall of 2021

30 Units by fall of 2025

This all depends on the availability of funding.

2. Yes, rents are set prior to rental. Rents are established the same as the Meadows complex. No, they can't be set to bring in the additional \$65,000.00 because the units need to remain affordable for the population that we serve which is low to very low income residents. The \$65,000.00 would start to decrease in 2020 as units start to come on line.

Premise

1. We were asked by the Town Board in 2016 to help find affordable housing for people working here. That is what we have been doing and this additional 123 units will be a big asset to these people.
2. We do not ask nor is it required by RD or HUD as to the occupation of the tenant. We only verify their monthly income which is required.

Premise

1. We have no way of knowing the information requested. It isn't required by RD or HUD.
2. Again this information isn't tracked. We can provide you with a general idea which is Century III tenants are all retired or disable. The average residency ranges from 1 year to 24 years. At the Meadows the range is 6 months to 5 years since it has only been opened five years.

G Presentation

1. This will be determined by the Performa of each project as it comes on line. We are not aware of any studies on this issue.
2. This will depend on the ownership structure and timing of the units coming on line and cash flow of each on line unit. However, as the units come on line the cash flow will increase and reduce Town financial support.

Premise

1. The lack of funding and competition for the funding will determine how soon a complex can be built and units will be available. There are no State or Federal laws that prohibit a project from moving sooner. The two concerns are stated above.

H. 1. LHA is paid \$37,000.00/year for management and finance.

2. Yes, it can be extended and the cost would be negotiable.

3. Yes, the management can be extended either part-time or full time. The effort required and cost would be negotiable.



## MEMORANDUM

**Date:** February 11, 2019  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Paul Hornbeck, Senior Planner  
**Re:** Colorado State University Historic Homes Presentation  
**Item #:** 2.

### **Background / Discussion:**

Graduate students in CSU's history program recently completed a research project focused on the history surrounding a number of homes located along Walnut Street. The group will present to Town Board highlights of their findings on the history of the homes, including information about the people who lived in some of these homes, the social and historic value of the homes today, and what this information can tell us about the history of Windsor.





## MEMORANDUM

**Date:** February 11, 2019  
**To:** Mayor and Town Board  
**Via:** Shane Hale, Town Manager  
**From:** Shane Hale, Town Manager  
**Re:** Future Meetings Agenda  
**Item #:** 3.

### ATTACHMENTS:

- Future Meetings Agenda



## FUTURE TOWN BOARD MEETINGS

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February 11, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Colorado State University Historic Homes Presentation Windsor Housing Authority Funding Follow-up
February 11, 2019 7:00 p.m.	Town Board Regular Meeting
February 18, 2019 6:00 p.m.	Work Session Cancelled – President’s Day
February 25, 2019 6:00 p.m.	Town Board Work Session MS4 Permit Ordinance
February 25, 2019 7:00 p.m.	Town Board Regular Meeting
March 4, 2019 6:00 p.m.	Town Board Work Session Weld RE-4 cash-in-lieu fee increase proposal RO Plant Presentation
March 11, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting Colorado River Compact Presentation – Northern Water District
March 11, 2019 7:00 p.m.	Town Board Regular Meeting Kern Board
March 18, 2019 6:00 p.m.	Town Board Work Session Advisory Board Review Economic Development/business incentive review
March 25, 2019 5:30 p.m.	Town Board Work Session Land Use Code Update - Joint meeting with Planning Commission
March 25, 2019 7:00 p.m.	Town Board Regular Meeting
April 1, 2019 6:00 p.m.	Town Board Work Session
April 8, 2019 5:30 p.m.	Board/Manager/Attorney Monthly Meeting
April 8, 2019 7:00 p.m.	Town Board Regular Meeting

April 15, 2019 6:00 p.m.	Town Board Work Session
April 22, 2019 6:00 p.m.	Town Board Work Session
April 22, 2019 7:00 p.m.	Town Board Regular Meeting
April 29, 2019	Fifth Monday – No Meeting

**Additional Events**

February 6, 2019	Community Conversation with Ken Bennett, Windsor Lake Coffee, Windsor, CO
February 16, 2019	Coffee with the Mayor, Coffee House 29, Windsor, CO
February 27, 2019	Upstate Annual Meeting, Pelican Lakes Golf Club, Windsor, CO
March 13, 2019	CDOT Windsor Area Network Study Public Open House 4:00-6:30 p.m., WSFR Station #1, Windsor, CO
March 16, 2019	Coffee with the Mayor, Community Recreation Center, Windsor, CO

**Future Work Session Topics**

- Investment Strategy Discussion
- Land Use Code Update meeting with Planning Commission (next code section in series) – Planning
- Residential buildout at 60,000 population
- Economic development/retail needs at 60,000 population
- Transportation—20 year projection
- 2018 Building Code Updates/Contractor licensing
- Smoking in Parks