Committee Members:

Present: Anthony Kassel, Joy Castillo, Linda Fahrenbruch, Alan Feinstein, Robert Munroe, James Peters, Mindy Quiachon, Councilmember Sharon Tessier

Absent: Barbara Kelly, Councilmember Elizabeth Law-Evans

Others Present:

Staff Members: Anna Bertanzetti, Branden Roe, Cheryl St. Clair, Kevin Standbridge, Lisa Sacker

Guests: Marrton Dormish, The Refuge

Proceedings: Meeting called to order at 11:00 a.m. by Chairman Kassel

1. Roll Call and Approval of Minutes

Motion to approve the minutes, as corrected, from the March 9, 2020, meeting; seconded and passed.

2. Guest Comments

Chairman Kassel welcomed new committee members and asked for guest comments; Mr. Dormish reported that 34-36 people/families that were unhoused have now been in a hotel for about a month thanks to a hotel voucher program. They are working on keeping these individuals until at least the end of April. The CCOB has been very helpful in the process. The Community Foundation is currently funding the voucher program and they are looking into options to supplement the funds with another $10,000. The foundation is looking to launch a few social media campaigns in the near future to target a broader audience.

Councilmember Tessier added that the individuals mentioned should be able to stay in a hotel until the end of April. This will cost approximately $29,060. Because of this opportunity, 3-4 families are in a position to save up a deposit and first month’s rent to eventually move to transitional housing at the beginning of next month. The possibilities for emergency transitional housing are being explored. Councilmember Tessier asked whether there were any codes issues or recommendations for Council that should be considered.

Chairman Kassel explained that code, compliance, and life safety issues were eventual hurdles that need to be addressed when dealing with transitional housing.
3. **Introductions**

**New Committee Members:**

**Mindy Quiachon:** Mindy has lived in Broomfield for the past 20 years. She is a mother of three children who attend the catholic school in Broomfield. Mindy is involved with FISH and Precious Child. The family owns two small businesses. She comes from a hospitality and sales background. Mindy wants to help where she can. She is aware of the affordable housing challenge in Broomfield.

**James Peters:** James prefers to go by JB. JB has been a Broomfield resident since 1998. He is an active realtor. JB thinks the City and County of Broomfield is amazing. He has gained much from his time in Broomfield. JB is excited to learn how to assist vulnerable populations and make Broomfield a better place.

**Joy Castillo:** Joy moved to Broomfield in 2019 but has been in the north metro area, mainly Thornton, for the past 19 years. Joy is also a realtor in the area and has been for the past 18 years. She is a mom of three daughters. All three children are in Adams 12 K-12 schools. Housing is Joy’s living. She hopes to bring a new perspective to the table through her own homeless experience. Joy is a dual Spanish/English speaker that grew up with unpredictable housing for the first 18 years of her life. They now own their own home and investment property and Joy looks forward to tackling Broomfield’s struggle for affordable housing.

**Standing Committee Members/Staff:**

**Tony Kassel:** Tony has been with the Housing Advisory Committee (HAC) since its inception in 2016. He is a long-time resident of Broomfield. Tony is also in Real Estate. He is involved in the emergency housing space as well as being a board member of the Boards for FISH and the Broomfield Community Foundation.

**Alan Feinstein:** Alan has also been with HAC since its inception in 2016. He has been a Broomfield resident since 2012 and affordable housing is his life. Alan served in various affordable housing capacities for Jefferson County for 28 years, Englewood for three years, and Boulder for five years. Alan enjoys this committee very much where his vast experience is appreciated.

**Linda Fahrenbruch:** Linda has been a part of HAC for the past two years. Formerly, Linda served as a Councilmember for 12 years. Linda is active on many boards and commissions. Her passion is to help people via affordable housing.

**Bob Munroe:** Bob is a Denver native. He has lived in Broomfield for over 20 years. He has served on the HAC since its inception in 2016. Bob is currently an Affordable Housing Advisor. He has ten plus years of experience with CHFA, he was a former Director of Portfolio Risk Management at Mercy Housing and has extensive experience over 23 years working with nonprofits and housing authorities.

**Sharon Tessier:** Sharon has served on Broomfield’s City Council for the past six years. Housing is her passion. She is also the Housing Advocate Manager at FISH.
Cheryl St.Clair: Cheryl is the Housing Program Manager for the City and County of Broomfield. She takes care of staffing the committee and is a primary resource for Broomfield’s housing development and concerns.

Branden Roe: Branden is a Senior Planner. Planning assists in the development and planning process and is the point of contact for development proposals as well as possible changes to code due to development and planning.

Anna Bertanzetti: Anna is the Director of Planning. She advises on any Planning questions or issues.

Lisa Sacker: Lisa is the Administrative Coordinator for the Housing and Transportation Divisions at the City and County of Broomfield. She assists Cheryl in various capacities with regard to Housing.

Kevin Standbridge: Kevin is the Deputy City and County Manager and also supports the Housing Advisory Committee.

4. Update on COVID-19 Rental Assistance Program

Ms. St Clair reported that Broomfield has been assisting Broomfield residents with a rental/homeowner assistance program called **Bridge the Gap**. Applicants may qualify if they fulfill the requirements:

- Broomfield Resident
- Household income was at or under 80% Broomfield AMI **prior** to the loss of wages due to COVID-19.
- Filed for unemployment (if eligible) due to a reduction of hours or laid off related to COVID-19 after March 1.

Online applications have been received from over 65 residents to date. The program is meant to assist those whose income has been adversely affected by COVID-19. They may apply for one month of rental assistance or, in some cases, for mortgage assistance, although they are also asking homeowners to connect with their lenders to ask about forbearance of mortgage payments. Although the Governor’s orders restrict eviction notices to renters, they may still face late fees, etc. $75,000 was originally approved earlier this year, more funding may be considered.

Councilmember Tessier brought to the committee’s attention the recent Department of Local Affairs (DOLA) notice of $3M to be distributed for rental assistance throughout the state. Ms. St Clair acknowledged this notice and furthered that no guidance has been offered yet as to how this funding will be applied. Broomfield has a team keeping track of all possible funding sources on a spreadsheet and will update as more information becomes available. Mr. Peters cautioned that while some mortgage lenders may grant forbearance for 3-6 months, depending on the Lender and the fine print verbiage, the forbearance could lead to a balloon payment at the end of the forbearance. Homeowners should double-check with their lender.

5. Status of Boulder/Broomfield Regional Consortium 2020-2024 Consolidated Plan, Broomfield Annual CDBG Action Plan, and additional CDBG allocation received for Covid related activities plan
Broomfield receives on the annual average approximately $250,000/year from Community Development Block Grant (CDBG) funding. The allocation of appropriations is determined by the Housing of Urban Development (HUD). It is regulated at the federal level how these funds may be used. Broomfield does not currently have Section 8/low-income housing voucher program and these funds have, most recently, been used mainly for Single-Family Home Rehabilitation and Mobile Home Repair (SFHR/MHR) programs. This includes assistance for rehabilitation for senior homes, ramps for disabled, urgent home repairs, bathrooms, as well as support for nonprofits committed to building affordable housing. Other communities have used them for Business Development as well as infrastructure for low-income neighborhoods.

For 2020, Broomfield has received notice of the annual allocation of $279,000. In addition to the annual allocation, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) will extend Broomfield an additional $164,000. This is a total of $443,000 that Broomfield will have to prioritize as to how the money would best serve its community.

A committee member inquired about steps taken by Broomfield in the way of more testing or facilities to assist with testing.

Deputy City and County Manager, Kevin Standbridge, informed the committee that there are ongoing discussions with Adams County around using the First Bank Center as a ‘COVID-19 Tier 4 Facility’. This means housing people that no longer display COVID symptoms, but need to remain in quarantine for an additional three days before being released. Testing may or may not be a part of that. Negotiations are still in progress as to cost allocation per collaborating entity. Mr. Standbridge also informed the committee that the $1M in the Housing Development Fund has not been touched and remains in reserves. Management is going through all CIP projects and re-assessing the prioritization of each project. City sales-tax is down substantially and is expected to remain that way over the next few months. Management is proceeding cautiously.

The committee agreed that using the CDBG funding to continue existing housing programs was important and that additional funds could be used towards the rental/mortgage assistance program as well as the hotel voucher program. ‘Payments in lieu’ from developers should remain in the Housing Development Fund for future housing programs. Ms. St. Clair will present an outline of potential uses for the committee at the next meeting.

6. Committee Reports and Comments - Strategic vision for next priority goals from Housing Needs Assessment Action Plan

Vicechair Munroe reported that the committee has a large task in front of them, namely assessing the committee’s current vision and mission to what is needed moving forward to address the vulnerable populations in Broomfield including seniors, disabled, low-moderate income levels, permanent low-income housing, etc. What needs to be accomplished and/or changed to reach new goals? A proposal was made to establish a subcommittee for Future Strategic Planning. After discussion, it was decided that it should be the entire committee taking on Future Strategic Planning, but that subcommittees may be required for more detailed work. Committee members were charged with reviewing the Housing Needs
Assessment Action Plan bringing their thoughts and priorities to the next scheduled committee meeting.

Chairman Kassel commented that public comment will be important in this work as well. Public hearings should be considered when the social distancing factor allows for this to happen. In the meantime, the committee may be able to utilize technology and other available platforms.

Ms. Fahrenbruch commented that there are Housing Website changes that are necessary before drawing public focus to the website. An outside meeting will be set-up to complete this task.

7. **Other Staff Updates**

Ms. St. Clair offered to meet with the new committee members outside of this meeting to introduce the housing programs and overall vision, mission, and goals of the committee. Chairman Kassel would like to participate in these meetings as well.

Ms. St. Clair had a phone meeting with Kyle Harris with the McWhinney development team, clarifying the new Broomfield ordinance. McWhinney will submit something further. They want to continue the conversation. Ms. St.Clair is expecting something in the next couple of weeks.

*Next Meeting Date - May 11, 2020, at 11:00 a.m.*

*Meeting adjourned at 12:19 p.m.*