

**MINUTES  
CITY OF FORT COLLINS  
AFFORDABLE HOUSING BOARD**

**Date:** Thursday, August 3, 2017  
**Location:** Community Room, 215 North Mason Street  
**Time:** 4:00–6:00pm

**For Reference**

Diane Cohn, Chair  
Ken Summers, Council Liaison  
Sue Beck-Ferkiss, Staff Liaison 970-221-6753

**Board Members Present**

Diane Cohn  
Catherine Costlow  
Eloise Emery  
Jennifer Bray  
Curt Lyons  
Jeffrey Johnson

**Board Members Absent**

Kristin Fritz

**Staff Present**

Sue Beck-Ferkiss, Social Sustainability Specialist  
Tina Hopkins-Dukes, Minute Taker

**Guests**

Christine Macrina, City Clerk's Office  
Dale Adamy, Community Member

**Call to order:** 4:00 pm

**Agenda Review:** No changes

**Public Comment:** None

**Review and Approval of Minutes:**

Jennifer moved to accept the July meeting minutes as corrected. Curt seconded. The correction is to the last page third bullet should be Catherine with a 'C' not 'K'. **Motion passed 5-0-1.** Eloise abstained as she was absent for the July meeting

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**PRESENTATION: Engage Volunteer Software – Christine Macrina – City Clerk's Office**

Christine Macrina presented on the new Engage Volunteer Software. Christine registered all Board members and set up everyone's profile. All Board members should have received an email from [engage@mail.offero.com](mailto:engage@mail.offero.com). You can log in to your Engage account and make changes by going to [engage.fcgov.com](http://engage.fcgov.com) and logging in with your email and password. Once logged in you can use your dashboard at the top to navigate. You can see upcoming events you are scheduled to attend, find

activities/places to volunteer, make a to-do list, and view messages from staff under the tab “Announcements”. The tab labeled “My Profile” is where you will go to edit and update your contact information, availability, interests & skills, and change your privacy settings. Under this tab you can also create a report of your service history. Christine mentioned that by adding interests to your profile will trigger emails to be sent to you when opportunities to volunteer in those areas are available. You may opt out of the email notifications however; Christine strongly urged not to opt out of “Special Events” since that would include things like recognitions, awards, and social celebrations. Christine mentioned that you must be on the waiting list in order to receive emails regarding opportunities to volunteer. Christine said the “Discussion Tab” is strictly off limits for Boards and Commission members. She is trying to get that tab removed. Christine showed the members how to add hours to their record. This can be done through the dashboard and “My site visit” tab. You simply click on the schedule/report research visit tab and calculate your time. Christine offered to help anyone either individually or as a group if you have any questions or concerns you should call or email her for assistance.

### Comments/Q&A

- Can we change or add hours?
  - Christine: Yes. If you have hours for prep time for meetings or research or if you need to adjust your hours for any reason.
- Is this information public?
  - Christine: You can change the privacy to make it public or private
- What is the purpose of this software?
  - Christine: The purpose is to use this site to track volunteer hours and to use it as a webpage for Boards and Commissions. It can be used to distribute communications and to find volunteer opportunities.
- Can you change the name of the tabs? It would be easier to name the tab “Add Hours”
  - Christine: I will see what I can do.

**ACTION ITEMS:** Christine Macrina will follow up with the issues we discovered when trying to adjust hours and will suggest the changes to labels for accessing the tabs in the dashboard.

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### Update on City Waiver Policy: Sue Beck-Ferkiss – Social Sustainability Department

The current City Code states that fee waivers can only be accessed by Housing Catalyst for the development of housing for individuals with an AMI of 30% or less. Council Finance would like to extend that to include all developers who provide housing units to this AMI level not just to Housing Catalyst. The new proposal will go to Council on September 19, 2017. Sue said that in 2016 no fee waivers were offered and in 2015 about \$300,000 was provided to Red Tail Ponds.

Eloise Emery moved that the Affordable Housing Board support the proposed ordinance change to allow any developer to request fee waivers for 30% AMI housing units. The motion was seconded by Jennifer Bray. After much discussion the **motion passed unanimously 6-0**.

**Raw Water Fee Rate Increase Discussion:** Sue Beck-Ferkiss said the proposal being considered by Council is to delay the implementation of a fee increase for six months and to make no accommodation for affordable housing. They have committed to continue to discuss options for affordable housing developments. The proposal brought to Council by Utilities staff would implement an increase in fees for water and reevaluate the need for amount of water depending on unit type. Diane reminded the members of the memo sent to Council and what the Board recommended. Sue said Council has legal concerns regarding the freeze on rates the Board proposed and that Council will discuss the phase approach over the next six months before finalizing.

**ACTION ITEMS:** Diane Cohn and Jeffery Johnson are available to attend the Council meeting on August 15<sup>th</sup> to reemphasize the Boards recommendations and stance on this issue and to reference the memo provided to Council by this Board earlier.

**Open Board Discussion:**

Diane Cohn was invited by City Council to attend a work group to understand and decide on development fees. This group will discuss what the development fees are and how those fees are assigned. The first meeting is August 14, 2017.

**ACTION ITEM:** Diane will present next month after this meeting and will share the Charter information with this Board via email.

NoCo Housing Now – They are a regional group including City, County, Housing, and Real Estate members who are gathering data regarding growth of the City to estimate where we will be in the future in terms of planning and zoning based on projected population. The group has contracted with EPS, Inc. to do a study on whether current zoning would allow anticipated population growth. The group also just applied for a grant to send nine people to technical assistance training so they can work to develop a regional housing strategic plan.

Diane and Kristin are meeting with Councilman Ken Summers for coffee on Monday August 7, 2017 and invite him to attend a meeting.

Sue said she will be gone for a few weeks in August and mentioned that Social Sustainability hired an Administrative Support to replace Dianne Tjalkens, her name is Brittany Depew.

**Agenda Planning**

- September meeting: Beth Rosen – HBA and deed restrictions and Sue – Provincetowne update.
- October meeting: Sue – Private Activity Bonds  
Ginny Sawyer on U + 2

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**Meeting Adjourned:** 5:54 pm

**Next Meeting:** September 7