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## MEMORANDUM

DATE: October 3, 2019

TO: Mayor Wade Troxell & City Councilmembers

FROM: Darin Atteberry, City Manager   
Jeff Mihelich, Deputy City Manager 

RE: Advisory Committee For Affordable Housing & Homeless Services Site

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### Introduction

This memorandum describes the creation of an Advisory Committee to the City Manager regarding the potential development of new Affordable Housing and Homeless Services facilities.

### **Purpose**

Convene an Advisory Committee to enhance the overall community engagement process with in-depth, joint exploration and recommendations regarding the potential development of affordable housing and homeless service options in Fort Collins.

### **Members**

Members of the Advisory Committee will represent diverse stakeholder groups and backgrounds to inform the City Manager. The committee will be comprised of service providers, business owners, faith-based groups, non-profits, housing specialists, health specialists, neighbors, and community members. It will also include various geographic areas of Fort Collins.

### Role of Members:

- Advise City Manager on key considerations and varying perspectives
- Represent community interests to identify opportunities and concerns related to concepts and potential sites, if appropriate

### **City Staff**

Provides strategic direction and background to ensure overall organizational alignment on work related to housing and homeless services. Will also act as the lead presenter during meetings to provide context on the City's work.

## **External Facilitator**

Neutral party that facilitates meetings to ensure all members' opinions are heard. Works to keep discussions on task to best utilize meeting time.

## **Meeting Frequency**

The Advisory Committee will meet twice a month over the course of six months (12 meetings total). Meetings will start at the end of October/early November.

## **Terms**

A six-month commitment is required with the potential to extend based on need.

## **Member Accountability**

- Attend and actively participate in two, 90-minute meetings a month.
- Prepare for the meetings by reviewing the meeting agenda and completing the pre-meeting homework.
- Alert the City Staff Executive Representative if unable to attend the meeting.
- If necessary, a Committee member can send a proxy in their place.

## **Decision Types and the Decision-Making Process**

- The group utilizes the City's Public Engagement Spectrum (inform, involve, and collaborate) to determine decision making and influence type.
- Perspectives are shared with relevant City staff.
- Group consent is assumed if no dissenting notes are offered.

## **Meeting Structure**

The meetings will focus on specific areas and follow a sequential approach.

Meeting topics include:

1. Awareness
  - a. Understanding 'The Why' behind the Advisory Committee and its work
  - b. Understanding and sharing past learnings
  - c. Understanding the homeless challenge in Fort Collins
  - d. Understanding and determining gaps in the community
2. Effective Response
  - a. What models should be considered and what do they entail?
  - b. How can evidence from other communities help shape an effective response?

3. If a Campus Model...
  - a. What are the concerns?
  - b. What are the opportunities?
  - c. Where can we collaborate?
  - d. How can we improve efficiencies?
4. Mitigation Strategies
  - a. Knowing the concerns, how do we best mitigate them?
5. Siting Criteria
  - a. What makes a good site?
  - b. Should there be more than one?
6. Potential Locations
  - a. Using the siting criteria, what locations make the most sense?
7. Recommendation & Mitigation Strategies
  - a. Recommend a location or locations and establish mitigation strategies

#### Next Steps

Late next week, the City Manager's office will invite and confirm members to the advisory committee and advise City Council of the membership. Staff will continue additional targeted stakeholder engagement including meetings with concerned neighbors, business owners and service providers. We will provide Council with periodic updates and a final report.