

Fiscal Year 2018
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Draft

Meeting Date/Time: May 18, 2018 at 4:00 p.m.

Meeting Location: Burlington City Hall, 149 Church Street,
Third Floor, Community & Economic Development Office (CEDO) Meeting Room

Present: Councilor Brian Pine
Mayor's Office Communications & Projects Coordinator Katie Vane
CEDO Director Noelle MacKay
CEDO Housing Program Manager Todd Rawlings

Absent: None

Also Present: Erik Hoekstra, Redstone
Richard Haesler, City of Burlington Assistant City Attorney

Meeting called to order: by Director MacKay at 4:04 p.m.

Agenda: Motion made by Councilor Pine to accept the agenda as amended to include a discussion of HTF outcomes and deliverables under New Business, seconded by Director MacKay. Motion passed unanimously.

Old Business:

- a. **Minutes:** Motion made by Coordinator Vane to accept the draft minutes as drafted for the meeting dated January 30, 2018, seconded by Director MacKay. Motion passed unanimously, with Councilor Pine abstaining.

Public Forum: Eric Hoekstra said that HUD puts a lot of effort into their annual income survey. He said that there is ample opportunity to comment on that survey and that Inclusionary Zoning (IZ) already has a lot of process. He said that the rent calculation is very straightforward math and that he hoped that the annual process of setting IZ rents would be streamlined. Director MacKay said she did not agree that there were opportunities to comment or provide feedback on HUD's income survey data. Director MacKay offered to those present an opportunity to provide feedback as the HTFAC proceeded through the agenda and discussion.

New Business:

- a. Approve/Deny/Request Additional Information for proposed Inclusionary Zoning rents based on new income data

Discussion: Director MacKay said that she had met with CEDO staff and City legal staff regarding what the IZ ordinance requires and what the practice has been. She said that the setting of IZ rents is similar to the annual setting of the City’s Livable Wage rate: the mandate is to do the math and make clear to all stakeholders the current rates and their effective date. Councilor Pine asked whether the utility allowances change annually. Program Manager Rawlings said that City uses the Burlington Housing Authority utility allowances which are updated annually on June 1. Councilor Pine agreed with Erik Hoekstra that the calculation is straightforward. Assistant City Attorney Haesler said that he understands the ordinance to read that the HTFAC does not have discretion to set the rents at a level using a method other than using the U.S. Housing and Urban Development (HUD) income survey for the Burlington-South Burlington Metropolitan Statistical Area, however the HTF does have the ability to increase rents beyond this level for specific projects at the request of the property owner. The following are the proposed IZ rent limits for 2018-2019:

	Efficiency/Studio	1 BR	2 BR	3 BR	4 BR	5 BR
2018-19 Inclusionary Zoning Max. Gross IZ Rent*	\$1,045	\$1,120	\$1,344	\$1,552	\$1,731	\$1,910

*(assumes owner pays all utilities except cable and telecom)

Erik Hoekstra said in the future the HTFAC should meet as soon as possible after HUD’s median income data comes out. Program Manager Rawlings said that there is some ambiguity about when the HUD income limits are effective, for instance, the income limits for the HOME program are effective on June 1. Director MacKay proposed that if HUD’s median income data is effective on June 1, then the new rents should be effective on June 1, but that if the HUD’s income data is effective now, then, if approved, the new rents should be effective as of the date of this meeting. [Based on research following the meeting, Program Manager Rawlings has determined that the HUD income data is effective as of April 1, 2018; given that, the limits shall be effective as of May 18, 2018.]

Motion made by Councilor Pine to accept the 2018-2019 IZ Rent Limits as drafted and conditioned, seconded by Coordinator Vane. Motion passed unanimously.

b. HTF Outcome Reporting

Discussion: Program Manager Rawlings said that he has received some outcomes and accomplishments reports from the recipients of FY18 HTF awards. He said that some of these reports describe a broad variety of activities undertaken during the fiscal year and he suggested that the HTFAC consider requiring recipients to report activities which would not have occurred but-for the HTF investment. Director MacKay said that these outcomes/accomplishments reports could describe why the investment is important. Councilor Pine said that for some projects the HTF is a relatively small part of the overall budget, but it is still an important investment. Director MacKay said that she will work with Program Manager Rawlings to improve the reporting guidelines, including ensuring that the City’s HTF investment is publically recognized.

Adjournment: Motion made by Councilor Pine to adjourn the meeting, seconded by Coordinator Vane. Motion passed unanimously. The meeting was adjourned at 4:36 p.m.

Respectfully Submitted By:
 Todd Rawlings, Housing Trust Fund Staff