

AGENDA

WESTMINSTER HOUSING AUTHORITY SPECIAL MEETING

MONDAY, JULY 28, 2014

AT 7:00 P.M.

- 1. Roll Call**
- 2. Minutes of Previous Meeting** (February 24, 2014)
- 3. Public Hearings and New Business**
 - A. Resolution No. 58 Authorizing Supplemental Appropriation to 2014 Budget
- 4. Adjournment**

CITY OF WESTMINSTER, COLORADO
MINUTES OF THE WESTMINSTER HOUSING AUTHORITY
MONDAY, FEBRUARY 24, 2014, AT 7:56 P.M.

ROLL CALL

Present at roll call were Chairperson Herb Atchison, Vice Chairperson Faith Winter, and Board Members Bruce Baker, Bob Briggs, Alberto Garcia, Emma Pinter, and Anita Seitz. Also present were J. Brent McFall, Executive Director, Martin McCullough, Attorney, and Linda Yeager, Administrative Secretary.

MINUTES OF PRECEDING MEETING

Board Member Briggs moved, seconded by Pinter, to approve the minutes of the meeting of February 10, 2014, as written and distributed. The motion carried unanimously.

RESOLUTION NO. 57 LEASING 73RD AVENUE COMMUNITY THEATER TO SWAG

Board Member Garcia moved, seconded by Winter, to adopt Resolution No. 57 authorizing the Chairperson to execute a Lease Agreement, in substantially the same form as included in the agenda packet, with the South Westminster Arts Group for use of Westminster Housing Authority-owned property at 7287 Lowell Boulevard, referred to as the 73rd Avenue Community Theater. On roll call vote, the motion passed unanimously.

ADJOURNMENT

There being no further business to conduct, the meeting adjourned at 7:58 p.m.

Chairperson

ATTEST:

Administrative Secretary

WHA Agenda Item 3 A

Agenda Memorandum

Westminster Housing Authority Meeting
July 28, 2014



SUBJECT: Resolution No.58 re Westminster Housing Authority 2014 Budget Supplemental Appropriation

Prepared By: Karen Creager, Special Districts Accountant

Recommended Board Action

Adopt Resolution No. 58 approving a supplemental appropriation to the 2014 Westminster Housing Authority Budget.

Summary Statement

- When necessary, City Staff prepares a resolution to appropriate unanticipated revenues and adjust the budget side of transactions that occur during the year. Typically supplemental appropriations are prepared on a periodic basis for the Westminster Housing Authority (WHA) to simplify administrative procedures and reduce paper work.
- This is the first supplemental appropriation for WHA in 2014.
- On January 13, 2014 the Board approved the 2014 WHA budget.
- 2014 Amendments:
 - \$10,000 carryover from prior years
- In 2013 WHA entered into an agreement with a design/developer team to prepare a conceptual development plan for the Northgate area with funding provided for this service in the 2013 budget.
- This service was not fully performed by the end of the year and Staff is proposing re-appropriation of this item in 2014.

Expenditure Required: \$ 10,000

Source of Funds: Carryover from prior year

Policy Issue

Should the WHA Board appropriate funds as set forth in the attached Resolution?

Alternative

The Board could decide not to appropriate carryover for the Northgate plan. This plan is essential to ensure the 60 acre Northgate area will eventually be developed in a cohesive manner given the several land ownerships could lead to an inefficient street layout and infrastructure improvements. Currently WHA has limited revenues and while the Board could decide to appropriate these carryover funds to other WHA projects, the Northgate plan is the most immediate need at this time given the strong demand for residential development in the Denver metro market and the opportunity for such development presented at the site.

Background Information

The Westminster Housing Authority (WHA) was initially created as a means of constructing and operating the Westminster Commons Senior Apartments at 3180 W. 76th Avenue. Through operations of this apartment complex, the WHA generated about \$60,000 in revenues annually to the general administrative and operations account. In 2012, the WHA sold the Westminster Commons senior apartments to Volunteers of America (VOA) so as to provide an infusion of approximately \$6.5 million in funds for a needed rehabilitation of the 30-year old complex. With the sale, the WHA no longer had this revenue stream to rely upon. However, WHA retains an estimated ending cash balance of \$95,420 as of the end of 2013 that was generated from this revenue source and other refinancing transactions over time.

In addition to operating the Westminster Commons, the WHA has also been utilized to assist the City in its affordable housing and South Westminster revitalization efforts including making infrastructure improvements in the South Westminster TOD area and immediate vicinity, in support of affordable housing. As part of this effort, WHA is in the process of developing plans for the redevelopment of the vacant land just southeast of the intersection of Federal Boulevard and 72nd Avenue referred to as Northgate and commonly known as the Pomponio property, which is located within a ½ mile walking radius of the future Westminster Station commuter rail loading platform. The City has experienced a heightened interest in development of the Northgate property. Just over half of the property is situated within the City with the remainder currently in unincorporated Adams County. The area is devoid of any supporting water, sanitary, and storm water infrastructure to support any level of new development. Development on either the City or unincorporated portion of the property has implications for the cohesive development of the several privately-owned parcels, and therefore requires a consolidated planning effort to coordinate design of an efficient and operable infrastructure system to support development on the entire 60 acre site over time. In addition, the property is at a strategically located gateway into the City, which provides the City an opportunity to work with developers to develop a unique community. Accordingly, in 2013 the Westminster Housing Authority entered into an agreement with a design/developer team to prepare a conceptual development plan for the entire 60 acres of land to establish a framework for infrastructure improvements and provide guidance on land use and development design considerations. Funding appropriated for this planning project in 2013 was not fully expended leaving \$10,000 that needs to be re-appropriated for expenditure in 2014. The supplemental appropriation will permit the complete preparation of the concept and infrastructure plan.

The action requested in this agenda memorandum relates to Council's Strategic Plan goals of "Dynamic, Diverse Economy," "Vibrant Neighborhoods in One Livable Community" and "Ease of Mobility." These

goals are met by ensuring revenues are appropriated to expenditure accounts so the funds can be utilized as intended, including continued efforts to revitalize the South Westminster neighborhood and support improvements in the South Westminster TOD area.

Respectfully submitted,

Stephen P. Smithers
Acting Executive Director

Attachment: WHA Resolution

WESTMINSTER HOUSING AUTHORITY

RESOLUTION NO. **58**
SERIES OF 2014

INTRODUCED BY BOARD MEMBERS

**2014 WESTMINSTER HOUSING AUTHORITY
BUDGET SUPPLEMENTAL APPROPRIATION**

WHEREAS, the Westminster Housing Authority (WHA) initially adopted the 2014 budget on January 13, 2014 and

WHEREAS, WHA entered into an agreement with a design/developer team to prepare a conceptual development plan for the Northgate area with funding provided for this service in the 2013 budget; and

WHEREAS, this service was not fully performed by the end of the year; and

WHEREAS, WHA has the need to re-appropriate the remaining funds for the contract to complete the service in 2014; and

WHEREAS, as necessary a resolution to make adjustments to the budget is presented to the Board; and

WHEREAS, there are adjustments to be made to the 2014 budget; and

WHEREAS, the revenue adjustment consists of an increase of \$10,000; and

WHEREAS, the expense adjustment consists of an increase of \$10,000.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Westminster Housing Authority:

Section 1. The \$10,000 increase shall be allocated to WHA Revenue and Expenditure accounts as described below:

REVENUES

Description	Account Number	Current Budget	Amendment	Revised Budget
Carryover	2600.40020.0000	\$18,500	<u>\$10,000</u>	\$28,500
Total Change to Revenues			<u>\$10,000</u>	

EXPENDITURES

Description	Account Number	Current Budget	Amendment	Revised Budget
Contractual Services	26010900.67800.0000	\$15,500	<u>\$10,000</u>	\$25,500
Total Change to Expenses			<u>\$10,000</u>	

Section 2. The resolution shall be in full force and effect upon its passage and approval.

PASSED AND ADOPTED 28th day of July, 2014.

ATTEST:

Chairperson

Secretary