

ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE

DATE: MARCH 3, 2016

LOCATION: ROOM 2000 - CITY HALL

AGENDA

1. Introduction of New Members (Chair) 7:00 p.m.
2. Chair remarks (Chair) 7:10 p.m.
3. Consideration of February 4, 2016 meeting minutes (Chair) 7:15 p.m.
Action Requested: Review and Approve Minutes
4. Update on Home Rehabilitation Loan Program Enhancements (Shane Cochran) 7:20 p.m.
5. Review of affordable Housing Contribution Procedures and Valuation Techniques
(Eric Keeler/Tamara Jovovic) 7:35 p.m.
6. Feedback from Planning Commission Worksession (Tamara Jovovic) 8:05 p.m.
7. Feedback from NAIOP regarding Enhanced Bonus Density Study
(Helen McIlvaine) 8:10 p.m.
8. Establishment of North Potomac Yard Advisory Group (Helen McIlvaine) 8:15 p.m.
9. City Strategic Plan (Helen McIlvaine) 8:20 p.m.
Action Requested: Review worksheet
10. Alexandria Redevelopment and Housing Authority Update (Carter Flemming) 8:25 p.m.
11. Alexandria Housing Development Corporation Update (Jon Frederick) 8:30 p.m.
12. Information Items: 8:35 p.m.
Financial Reports (Eric Keeler)
13. Announcements and Upcoming Housing Meetings (Staff) 8:40 p.m.
Old Town North Small Area Plan
Advisory Group Planning, Land Use and Design & Housing Subcommittee Meeting—March 9, 2016, 8:00 a.m.,
City Hall, Planning and Zoning Library Conference Room
Advisory Group Meeting—March 24, 2016, 7:00 p.m., City Hall, Sister Cities Conference Room (tentative location)
Planning Commission Worksession
Housing Briefing—March 1, 2016, City Hall
City Strategic Plan
Community Visioning Meeting—March 14, 2016, 7:00 p.m., TC Williams High School (cafeteria)
2016 Northern Virginia Housing Expo
March 19, 2016, 10 a.m.-3:00 p.m., Freedom High School, 15201 Neabsco Mills Road, Woodbridge, Virginia 22191
14. Other 8:45 p.m.
Topics of interest for future meetings
New member orientation
Community Development Week
Action Plan
GIS/mapping update
- Adjournment (Chair) 9:00 p.m.

AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES

City Hall Room 2000 | February 4, 2016

	Members Present	Members Absent	Staff
1	Bill Harris	Joe Ouellette (excused)	Eric Keeler, Division Chief
2	Daniel Foreman		Tamara Jovovic, Housing Analyst
3	Michelle Krocker		Robert Kerns, Division Chief, P&Z
4	Peter-Anthony Pappas		
5	Eric Weiss		
6	Carter Flemming		
7	Robyn Konkol		
8	Jon Frederick		
9	Helen McIlvaine*		
10	Michael Butler		
11	David Taylor		
12	Edric Kirkman		
13	Jessica Lurz*		
	Guests	Affiliation	Email
	Mary Parker	Commission on Persons with Disabilities	
	Lesa Gilbert	DCHS	
	Cathy Puskar	Walsh, Colucci, Lubeley & Walsh	
	Amy Friedlander	Walsh, Colucci, Lubeley & Walsh	
	Connie Staudinger	ARHA	

*non-voting

The meeting was called to order by the Chair, Katharine Dixon, at 6:02 pm.

1. Update on Old Town North Small Area Plan (OTN SAP) (Tamara Jovovic)

T. Jovovic provided an update on the ongoing OTN SAP which has entered into the second and third phases of the planning process. The draft report on the November charrette will be made available soon. The advisory group meets monthly. Five subcommittees have been established. Housing has been integrated with the subcommittee on Land Use and Design. Notes from the first Land Use, Housing, and Design subcommittee meeting will be posted online. The second meeting is scheduled to be held on March 9th.

2. Update on Ramsey Homes (Helen McIlvaine)

H. McIlvaine outlined ARHA's development program for the proposed redevelopment of Ramsey Homes. It includes 15 new replacement housing units per Resolution 830 that are affordable to households with incomes up to 30% of the Area Median Income (AMI) and 38 new units affordable to households at 50 and 60% AMI. ARHA is requesting a loan of up to \$1 million from the Housing Opportunities Fund to cover expenses not eligible for low-income tax credit financing (such as pedestrian crossings and signalization, brick sidewalks, undergrounding of utilities, and other improvements). The loan would be funded from proceeds of ARHA's future repayment of the City's 2008 loan for Glebe Park. Besides low income housing tax credits and the City loan, the project will use \$855,000 in HUD grant funding and a VHDA REACH loan of \$100,000. ARHA is providing a seller note for the value of the land. ARHA does not expect to defer its developer fee nor assume any first trust debt. Based on ARHA's proforma, approximately one quarter of the cash flow will be applied towards the city's debt service while three quarters will be applied towards ARHA's debt service.

M. Butler asked if the debt is repaid as a waterfall and if there was plug equity. C. Staudinger responded that that was correct.

M. Krockner made a motion to approve the Affordable Housing Plan and the loan request. B. Harris seconded the motion. The vote to approve the motion was unanimous, with one abstention.

3. Affordable Housing Plan for Edens-ABC/Giant Site (Helen McIlvaine/Cathy Puskar)

C. Puskar with Walsh, Colucci, Lubeley & Walsh provided a summary of the development program and proposed Affordable Housing Plan (AHP) for the site of the former ABC and Giant stores at 530 First Street. The project is seeking a rezoning to a CDD. The AHP commits to providing nine (7 efficiencies and 2 one-bedroom) affordable units at 60% of AMI for 40 years. There are no committed affordable rental units in the OTN area other than ARHA's properties.

C. Puskar noted that the units were between 550 and 640 (net rentable) square feet and that some were accessible per the City's Code. M. Parker asked if the building would meet visitability requirements.

M. Krockner asked staff to discuss at a future meeting how the number of affordable units is determined during the development and community benefits process.

J. Frederick made a motion to approve the Affordable Housing Plan. D. Foreman seconded the motion. The vote to approve the motion was unanimous.

4. Predevelopment Loan for Carpenter's Shelter Site (Helen McIlvaine/Jon Frederick)

J. Frederick introduced the project to the Committee and explained that the Carpenter's Shelter and AHDC had executed an MOU for a joint venture to allow AHDC to develop a new shelter with ten permanent supportive units on the 1st floor and up to 100 affordable units above. The units would serve households earning between 40% and 60% of AMI. The combined footprint of the shelter and the supportive units will be approximately the same as the existing shelter. Cooper Cary was the selected architect for the project. A concept plan was being developed. The predevelopment loan will help AHDC cover soft costs associated with advancing the project through the development approval process, as well with securing funding, including low-income housing tax credits.

Parking will be provided on one level below ground. The units will be family friendly offering a range of bedroom sizes. J. Frederick presented the concept to the Braddock Implementation Advisory Group on February 6th and received positive feedback.

Members asked what would happen to the shelter residents and programs/services during the construction process. J. Frederick explained that the relocation costs would be built-in to the proforma. Further discussions would need to occur with DCHS to address potential disruptions to daytime programs and resident services and to ensure that the building design takes into account the shelter's future needs.

M. Butler inquired about the sponsor equity. J. Frederick explained that AHDC would be buying the land from Carpenter's Shelter for \$6.2 million, \$5.2 million of which would go towards building the new shelter. J. Frederick noted that AHDC plans to explore all funding sources, including the new state housing trust fund, before coming to the City with a loan request. M. Krockner noted that the newly funded National Housing Trust Fund might also be an option.

Members debated the pros and cons of dispersing the supportive units throughout the building. AHDC is committed to researching best practices on this matter.

R. Konkel made a motion to approve the loan request. P. Pappas seconded the motion. The vote to approve the motion was unanimous, with two abstentions.

5. Alexandria Redevelopment and Housing Authority Update (Carter Flemming)

A written update was distributed to Committee members prior to the meeting.

6. Informational Items (Tamara Jovovic)

T. Jovovic shared the updated Housing Master Plan Progress Report template. B. Harris inquired why Ladrey's units were reflected on the report. H. McIlvaine explained that the Housing Master Plan's goal of 2,000 units of new affordability included preserved units; Ladrey's renovation extends the life of the 170-unit building.

7. Consideration of January 7 AHAAC Minutes

Consideration of the January 7, 2016 minutes was deferred at the beginning of the meeting due to a lack of quorum. Once a quorum was reached, K. Dixon called for a motion to approve the minutes with one correction to the third bullet on page two (change MI to AMI). B. Harris moved to approve the minutes and M. Krockner seconded. The vote to approve was unanimous, with one abstention.

8. Other

J. Frederick raised the importance of exploring the opportunity to develop a city-based rental subsidy program to expand affordability and to enhance the competitiveness of the city's LIHTC applications. Projects with rental subsidies are awarded an additional 20 points during the LIHTC review process and an additional 25 points if the project commits to serving persons with intellectual and development disabilities. H. McIlvaine stated that she would bring this topic back to AHAAC for discussion following consultation with DCHS. Low Income Housing Tax Credits are planned for a future discussion, too. Changes to the LIHTC scoring criteria are anticipated in the fall which may impact the scale, scope, and type of any future rental subsidy program.

H. McIlvaine noted the City's Strategic Planning process was underway and encouraged the Committee to participate during the public engagement process.

K. Dixon made a motion to send to the City Council a letter of support regarding Ramsey Homes. J. Frederick seconded the motion. The vote to approve the motion was unanimous, with one abstention.

The meeting adjourned at 7:30 pm.

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 25, 2016

TO: THE ALEXANDRIA HOUSING AFFORDABILITY ADVISORY COMMITTEE (AHAAC)

THROUGH: HELEN S. MCILVAINE, DIRECTOR

FROM: SHANE COCHRAN, DIVISION CHIEF FOR PROGRAM IMPLEMENTATION

SUBJECT: UPDATE ON ENHANCEMENTS TO THE CITY'S HOME PURCHASE ASSISTANCE PROGRAMS, ACCESSIBILITY MODIFICATION INITIATIVES AND HOME REHABILITATION LOAN PROGRAM (HRLP) IN SUPPORT OF THE HOUSING GOALS ESTABLISHED BY THE HOUSING MASTER PLAN

ISSUE: Update on enhancements to the City's home purchase assistance programs, accessibility modification initiatives, and Home Rehabilitation Loan Program (HRLP) in support of the housing goals established by the Housing Master Plan (HMP).

DISCUSSION: The City's HMP, adopted by City Council in December 2013, included a host of potential tools and strategies to enhance or expand the City's ability to create and preserve affordable housing opportunities, including a number of short-term (1-3 years) recommended actions. While some of these actions have already been adopted, others have required additional resources to be implemented and some are no longer recommended due to changes in the housing market. This report summarizes the recommended actions to authorize or implement the remaining short-term housing program enhancements recommended in the HMP.

Home Purchase Assistance Loan Program Enhancements

The HMP recommends a number of program enhancements related to the City's home purchase assistance program. Recommendations already addressed include:

- Limiting City purchase assistance to no more than 50% of the appraised value of the assisted property.
- Development of post-purchase loan policies and subordination guidelines to provide detailed guidance to both borrowers and lenders on loan refinances, short-sales, and foreclosures. The creation of an Asset Manager position has further strengthened Housing's role in loan servicing and oversight.

- Increasing opportunities for post-purchase counseling and homebuyer support was achieved through a new counseling agreement with First Home Alliance, a HUD-certified housing counseling agency. In addition, the Office of Housing has played a lead role in development of a regional training program related to condominium ownership and community association governance. Staff continues to seek partnership opportunities to offer financial education and empowerment opportunities for lower income residents.

The HMP also includes a recommendation that City home purchase assistance programs be converted to a self-sustaining funding model with future support provided by the Housing Trust Fund, loan repayments, and other sources of special financing. However, since FY13, funding to support the City's Homeownership Assistance Program (HAP) and Moderate Income Homeownership Program (MIHP), as well as the City's Employee Homeownership Incentive Program (EHIP) has been limited to purchase of units available through the NSP, Affordable Set-aside Sales Units Program, and Resale Restricted Resale Program. This has greatly limited the City's ability to expand the number of long-term affordable homeownership units in the City's affordable housing inventory. No new Affordable Set-asides have been delivered since 2007 and affordability restrictions of the first generation (1998-2000) of these developer-committed units have now expired.

To achieve the stated goal and to diversify the sources of funding for affordable homeownership housing, staff proposes to begin reallocating loan repayments from previous home purchase assistance loans to the Flexible Homeownership Program. By reprogramming loan repayments, it is expected that the inventory of long-term affordable homeownership units will increase by 12 to 14 units per year, representing more than a 100% increase over the FY16 projected program activity of seven loans. This increase is expected to be achieved through revenue generated by monthly installment loan repayments as well as lump sum repayments resulting from the resale of previously assisted, non-deed restricted units. These units will be counted toward the HMP target of new affordability in 2000 units by 2025. A reallocation of existing staff resources has already been made that provides capacity to undertake the program.

In addition, staff will request that City Council approve an allocation of \$30,000 in program deliverable fees generated through the Neighborhood Stabilization Program (NSP) to support a line of credit held by the City's NSP partner, Rebuilding Together Alexandria (RTA). This request is expected to be presented at City Council's legislative session of March 29, 2016. While staff wishes to solicit AHAAC's input regarding this action, since the requested funds are non-HTF monies, no action by AHAAC is required.

The City's NSP and ANSP take advantage of distressed property sale opportunities, such as foreclosures and short sales, to make homebuying affordable for low and moderate income first-time purchasers. Since 2009, a total of 25 units have been purchased, renovated, and resold through the NSP and ANSP initiatives. RTA anticipates that the line of credit would be used to take advantage of market opportunities when all other funds are committed to other properties. The NSP funds will be used to pay credit line interest accrued during the time that RTA holds the property, typically three to four months, or until sale proceeds are adequate to satisfy the outstanding balance of the line of credit. Staff and RTA believe that use of the line of credit will

provide greater flexibility to the program and will expand the pool of properties that may be considered for acquisition.

The HMP recognizes homeownership as a critical element of the continuum of affordable housing and a tool through which the City can retain low and moderate income households who currently live or work in Alexandria but have limited opportunities for home purchase within the City.

Home Rehabilitation Loan Program (HRLP) Enhancements

The HMP recommends enhancement of the HRLP to allow the City to serve more households. To that end, staff has recently taken action, in consultation with the City Manager's Office, to administratively increase the 1997 construction loan limits under the HRLP from \$90,000 to \$135,000 for non-condominium units, and from \$50,000 to \$75,000 for condominiums.

As background, the HRLP is primarily funded through the federal Community Development Block Grant (CDBG) and provides a critical source of financing for lower-income homeowners to modify their homes to address:

- Code violations
- Lead-based paint hazards (since lead mitigation is a federal mandate, the loan amount may be raised to include this work)
- Accessibility improvements
- Energy efficiency modifications

Staff has found that the combination of higher labor and supplies/materials costs over the past 18 years made the 1997 loan limit inadequate to fully fund some loans. The HRLP serves an average of ten households each year, with half of these at or approaching the maximum non-lead loan amount. Increasing the loan limit will especially benefit clients with significant code or accessibility needs. By managing program income from loan repayments, the increase will not diminish Housing's ability to meet client demand. It is noted that the cost of projects must be secured by a client's home equity so that the City's position is fully secured. Since the modifications achieved help Alexandrians remain affordably in their homes, HRLP projects are included towards the HMP target.

The second proposed enhancement to the HRLP from the HMP is the creation of a subcategory of funding which will focus solely on improving the energy efficiency of owner-occupied homes. While HRLP funds may presently be used for such improvements, priority is given to addressing structural and health-related conditions as noted earlier. As a result, energy efficiency improvements are often limited or not fully implemented but can have a significant impact on housing affordability as well align with Alexandria's overarching Eco-City goals. Staff is therefore pursuing the expansion of the home rehabilitation program to assist homeowners in completing a range of energy efficiency improvements to both lower their monthly housing costs as well as to help the City achieve important environmental policy goals. Staff believes the change is consistent with HUD's emerging interest in energy efficiency and will be well received.

While details of the program design are still being developed, it is expected that the program administration would generally mirror that of the HRLP but without the involvement of a project architect. Housing staff would market and process applications for the program, work with homeowners to complete a pre- and post-renovation energy audit, and work with the selected energy auditor to complete recommended improvements. An important element of the program will be increasing the homeowner's understanding of their home's function and energy use and to assist them in identifying ways to lower their monthly utility costs. Homeowners will be encouraged to complete all identified improvements to the extent possible, but priority will be given to areas with the greatest return on investment. Homes receiving energy efficiency improvements would be counted toward the HMP goal.

In addition, staff is proposing that the income limits for the HRLP be increased to mathematical 80% of the Department of Housing and Urban Development (HUD) area median income (AMI), e.g., \$87,360 for a family of four rather than \$68,000. These income levels are currently being used for the City's federally-funded homeownership loans, so the proposed change would achieve consistency among the programs provided related to homeownership. The proposed increase could be approved by HUD via the City's Annual Comprehensive Plan to be submitted in May.

Accessibility Program Enhancements

The Office of Housing administers two programs to assist individuals with disabilities in modifying their rental units to meet the accessibility needs of the household: the Rental Accessibility Modification Program (RAMP), funded through the federal CDBG Program and a smaller, locally-funded Mini-RAMP. RAMP can fund accessibility improvements of up to \$50,000 while the Mini-RAMP offers up to \$1,500 to complete basic accessibility repairs. In addition, the Office of Housing serves as a Community Agent of the Virginia Housing Development Authority (VHDA) and is authorized to originate grants through VHDA's Rental Unit Accessibility Modification (RUAM) program. These grants provide up to \$2,800 to fund similar improvements and can be combined with the City's Mini-RAMP funding.

These accessibility programs are critical to implementation of HMP Goal 5 by increasing the accessibility of the City's existing housing stock. While the number of grants provided under these programs are small and no new initiatives have been implemented since approval of the HMP, the Office of Housing has increased outreach regarding these and other resources to assist renters seeking accessible housing within the City. The Office recently developed the attached brochure to highlight the range of housing resources available to individuals with disabilities and will be attending various stakeholder meetings over the coming months to increase awareness of the programs. Since outreach began in late Fall interest in the program has resulted in one RAMP project and three Mini-RAMP cases completed or underway. The RAMP grants are counted toward the HMP goal.

HMP Recommendations Not Addressed/No Longer Recommended

One recommendation included in the HMP related to both the home rehabilitation and home purchase assistance programs is not addressed here. The HMP recommends that the City implement a 5-year performance/eligibility review horizon to ensure that the participant remains qualified for the assistance, with the possibility of initiating a loan repayment for those whose

income has increased in the interim. Staff has found that this recommendation would be very difficult to implement for a variety of reasons. These include:

- Most very low income program participants have limited ability to make additional monthly payments, especially those participating in the HRLP.
- Staff has been advised that changing the terms of a home purchase assistance loan after loan closing introduces uncertainty to the mortgage underwriting and approval process. Based on feedback from lenders, staff is concerned that mortgage companies may be unwilling to participate in the City's program should this recommendation be implemented.
- Staff capacity to implement the recertification process is not currently available within the Office of Housing budget.

Based on these concerns, staff does not recommend implementation of this program element at this time.

Lastly, the HMP recommends that the City, "continue working regionally to create a loan consortium to ensure ongoing mortgage financing for deed restricted units" and "continue advocacy with the Federal Housing Administration (FHA) and Government-Sponsored Enterprises (GSEs) on standardization and acceptability of local authority to create deed-restricted homeownership opportunities". While limited progress has been made in creation of a loan consortium to date (it is a current study), discussions are continuing on the financing of deed restricted properties. These discussions, generally led by VHDA, resulted in a May 2015 meeting of staff from five localities (including the City) with senior staff of the FHA. One of the expected outcomes of this discussion was to increase FHA's participation at a national level in deed restricted homeownership. However, no new guidance has been issued by FHA as of this time.

STAFF:

Helen McIlvaine, Director, Office of Housing

Shane Cochran, Program Implementation Division Chief, Office of Housing

Eric Keeler, Program Administration Division Chief, Office of Housing



Legislation Text

File #: 14-4952, Version: 1

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 17, 2016

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: MARK B. JINKS, CITY MANAGER /s/

DOCKET TITLE:

Consideration of an Update on the North Potomac Yard Small Area Planning Process and Consideration of a Resolution to Establish an Ad Hoc North Potomac Yard Advisory Group. [ROLL-CALL VOTE]

ISSUE: Update on the North Potomac Yard Small Area planning process and consideration of a resolution to establish an Ad Hoc North Potomac Yard Advisory Group.

RECOMMENDATION: That City Council:

- (1) Receive this update on the proposed planning process for the North Potomac Yard Small Area Plan Update;
- (2) Approve the attached resolution establishing an Ad Hoc North Potomac Yard Advisory Group ("Advisory Group");
- (3) Request that the Chairs of the Planning Commission, Alexandria Housing Affordability Advisory Committee, Park and Recreation Commission, Transportation Commission, and Potomac Yard Design Advisory Committee (PYDAC) nominate a representative to serve on the Advisory Group, and request that the Planning Commission member serve as Chair of the Advisory Group;
- (4) Request that each of the two civic associations listed in the attached resolution nominate a member from their group to serve on the Advisory Group; and
- (5) Authorize the City Manager to appoint the five at-large representatives through a nominations process.

NORTH POTOMAC YARD SMALL AREA PLAN UPDATE PROCESS: The North Potomac Yard developer representative, JBG, has indicated the desire to begin the planning process for redevelopment, which may necessitate amendments to the 2010 North Potomac Yard Small Area Plan and Design Standards. JBG has indicated to City staff that they intend to adhere very closely to the existing North Potomac Yard Plan specified mix of office, residential, retail and other permitted uses. By undertaking this redevelopment planning starting this spring, it is likely that the first phase of North Potomac Yard redevelopment can be delivered at the same time that the planned Potomac Yard Metrorail Station opens. It should be noted that the redevelopment of North Potomac Yard is key to the success of the Potomac Yard Metrorail Station financing plans. JBG has volunteered to pay for consultant services so that the City can begin the planning effort this spring to review technical studies and potential amendments within the constraints of the current departmental work program.

The scope of the planning process will include a review of potential amendments to the North Potomac Yard Small Area Plan, CDD requirements, conditions, Design Standards, corresponding technical studies and associated regulatory submissions. The process is planned for launch in April 2016 with a North Potomac Yard Advisory Group serving as the public forum for community engagement. Similar to other small area plans, work sessions will be scheduled with City Council to provide policy guidance at key points in the process. It is anticipated that the process will last approximately 12 to 14 months.

NORTH POTOMAC YARD AD HOC ADVISORY GROUP

Mission:

Provide advice to City staff on the potential small area plan amendments for the North Potomac Yard Small Area Plan Update.

Ad Hoc Advisory Group Composition:

The Advisory Group will consist of twelve members, including a Chair. The Planning Commission member will serve as the Chair of the Advisory Group. The Advisory Group will include the following representation:

Resident Representatives (6)

Del Ray Citizens Association	1
Lynhaven Civic Association	1
At-Large, Resident of Potomac Yard (East or West)	1
At-Large, other	3

City Commissions and Committees Representatives (5)

Planning Commission	1
Alexandria Housing Affordability Advisory Committee	1
Park & Recreation Commission	1
Transportation Commission	1
Potomac Yard Design Advisory Committee (PYDAC)	1

Business Representative (1)

At-Large, Business	1
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TOTAL: 12

The Chair of the above named commissions, committees, and associations will be asked to nominate someone to represent each of their respective groups to serve on the Advisory Group. The nominees can be a member of the respective City Commission or Committee, or an individual who is not a member but someone the Chair appoints, with the expectation that this designee will both appropriately represent the interests of the Commission or Committee and keep the Commission or Committee informed of the progress of the group. Due to the large number of ad hoc groups being established and the desire to have appropriate representation from many of the same City Commissions and Committees, staff believes that this flexibility will help ensure appropriate participation. Staff has received feedback from some Commission members that they are having trouble finding members to fill these spots. In addition, the ability to appoint non-member representatives may provide community members with experience and interest in applying for future vacancies on City Commissions. The decision of whether to appoint a member or other representative rests with the Chair of the respective Commission or Committee. Based on how well this flexibility works within this and other ad hoc groups, staff can re-evaluate whether or not to continue this practice.

The remaining five at-large members (one business representative, one resident of Potomac Yard (East or West), three general at-large) will be appointed by the City Manager based on a nominations process publicized through the City’s eNews service, notices to civic and community associations, and the City’s website. The City Manager will make selections for the at-large member positions based on the applicant’s stated areas of expertise.

Advisory Group Tasks:

1. Review, discuss, and develop advice to City staff with regard to potential amendments to the North Potomac Yard Small Area Plan related to topics such as land uses, open space, transportation and connectivity as part of the Small Area Plan Update process; and
2. Forward a letter(s) to the Director of the Department of Planning and Zoning on the Advisory Group’s comments on the

potential amendments. The Advisory Group comments will be transmitted to the Planning Commission and City Council as part of the staff report for the North Potomac Yard Small Area Plan.

Responsibilities of Members:

The Advisory Group is an advisory body that will hold approximately monthly public meetings (or as needed) for the duration of the planning process and complete the tasks outlined herein. Members are expected to:

1. Support the City's community engagement and outreach efforts by 1) providing updates on the status and progress of the planning activities and tasks to their respective commissions, boards, and organizations, in addition to community residents at-large; 2) Speaking on behalf of those groups and communicating their interests in this process.
2. Attend and participate fully in all Advisory Group meetings, in addition to attending work sessions and public hearings of the Planning Commission and City Council. Attend meetings prepared by reading assigned materials and information. If unable to attend, members are encouraged to notify staff in advance and provide comments on meeting materials in a timely manner.

Responsibilities of Chair:

1. Serve as a spokesperson for the Advisory Group;
2. Serve as a meeting facilitator;
3. Work with City staff to set Advisory Group meeting agendas; and
4. Draft final letter(s) on behalf of the Advisory Group to the Director of Planning and Zoning referenced above.

Civic Engagement, Communication and Outreach: Advisory Group meetings will be open to the public, with ample public comment and participation opportunities, in addition to advisory group discussion. Consistent with the principles of *What's Next Alexandria*, City staff will keep the public informed of the schedule, topics, materials and progress of the Advisory Group through the North Potomac Yard Small Area Plan project webpage, as well as eNews, social media, flyers and other means of outreach as appropriate. AlexEngage, the City's online town hall forum, will be used to enable online participation in the process for those who are unable to participate in person.

Staff Support: The Advisory Group will be staffed by representatives of the Department of Planning and Zoning, with an interdepartmental team assigned to ensure adequate coverage of all relevant topic areas.

Sunset: Pursuant to City Code Section 2-4-8, the Advisory Group shall meet on an ad hoc basis for a period of 12 months, and up to an additional 12 months if needed for completion of their stated tasks as defined herein.

FISCAL IMPACT: The North Potomac Yard Small Area Plan Update planning and development review process is intended to be revenue neutral, as JBG has volunteered to provide funding for technical consultants. At this time that amount is estimated at approximately \$240,000 for the anticipated 12 month planning effort. This will enable the City to maintain the work program for the Department of Planning and Zoning as reviewed by City Council.

ATTACHMENT: Draft Resolution

STAFF:

Emily Baker, Deputy City Manager
Karl Moritz, Director, Department of Planning and Zoning
Jeffrey Farner, Deputy Director, Department of Planning and Zoning
Carrie Beach, Division Chief, Department of Planning and Zoning



2017-2022 CITY STRATEGIC PLAN

Boards & Commissions Worksheet

To be completed in February/March 2016.

Please fill out and email back to Radhika Mohan at Radhika.mohan@alexandriava.gov.

Board/Commission Name: _____

Supporting Department: _____

Please tell us about your work:

What plans guide your boards/commissions?	When was your plan adopted by City Council and for what period of time?	For our reference, please provide a web link where this plan is located (or attach it to this form).	What is the plan focused on achieving?	What else would you like us to know about this plan that would be helpful for the development of the City Strategic Plan?

Please remember to go to our website at www.alexandriava.gov/StrategicPlan to provide more of your insights and feedback on developing the plan and to keep up to-date on our plan and progress.

Housing Trust Fund Programs Financial Status

As of January 31, 2016

Balance as of December 30, 2015	7,457,332
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Revenues for January 2016	
Contributions	1,645,130
Loan Repayments	
Community Lodgings, Inc. (CLI)	0
Moderate Income Homeownership Program (MIHP)	20,834
Employee Homeownership Incentive Program (EHIP)	2,561
HCS - Subordination Fee Deposits	150
	1,668,676

Expenditures for January 2016	
Flexible Homeownership Program	0
Homeownership Counseling	2,511
Rebuilding Together Alexandria	0
Housing Opportunities Fund - <i>see attached report</i>	0
Rental Accessibility Modification Program (RAMP)	1,427
	(3,938)

Balance Available Before Outstanding Commitments/Reservations	9,122,070
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Outstanding Commitments/Reservations as of January 31, 2016	
Braddock Small Area Plan Fund	834,080
Flexible Homeownership Program	646,377
HOME/HOF Match	321,058
Homeownership Counseling	87,070
FY 2016 Budget Reservation	500,000
Housing Opportunities Fund - <i>see attached report</i>	5,047,982
AHC Inc. - Fillmore	
Rebuild Together Alexandria	0
Beauregard Fund	0
Rental Accessibility Modification Program (RAMP)	6,941
	(7,443,507)

Unreserved Balance as of January 31, 2016	1,678,562
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