



CITY OF FORT LAUDERDALE

**Approved**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**100 NORTH ANDREWS AVENUE**  
**CITY COMMISSION CHAMBERS**  
**1<sup>ST</sup> FLOOR CITY HALL**  
**MONDAY, APRIL 11, 2022 – 9:00 A.M.**

**Cumulative**

<b>Board Members</b>	<b>Attendance</b>	<b>January-December 2022</b>	
		<b>Present</b>	<b>Absent</b>
Brandon Stewart, Chair	P	4	0
William Condon	P	4	0
Leighton Lindo	P	1	1
Donnalee Minott	A	0	4
Margi Nothard	P	3	2
Edwin Parke	P	4	0
Reed Solberg	P	3	0
Ryan Wipplinger	P	4	0
Mayor Dean Trantalis / Scott Wyman, Alternate	A	3	1

**Staff**

Avis Wilkinson, Housing Programs Administrator/Staff Liaison  
Jamie Opperlee, Recording Secretary, Prototype, Inc.

**Communication to the City Commission**

None.

**I. ROLL CALL / DETERMINATION OF A QUORUM**

Chair Stewart called the meeting to order at 9:03 a.m. Roll was called and it was noted a quorum was present.

New Committee member Leighton Lindo introduced himself at this time.

**II. APPROVAL OF MINUTES – March 14, 2022**

**Motion** made by Ms. Nothard, seconded by Mr. Condon, to approve the minutes. In a voice vote, the **motion** passed unanimously.

**III. OLD BUSINESS**

Ms. Wilkinson provided a brief update on the Local Housing Assistance Plan (LHAP), explaining that the City must formally certify and approve the document by Resolution

before it can be sent to the Florida Housing Finance Corporation by May 2, 2022. Once it has been certified, copies will be sent to the Committee members.

Chair Stewart also requested an update on a project underway by Habitat for Humanity. Ms. Wilkinson advised that meetings have been scheduled with both Habitat for Humanity and the Florida Housing Coalition. These entities are working on the development of 24 town homes for low-income residents. She anticipated that it may be possible to bring this project before the City Commission as early as June if the organizations provide all the necessary information to the City.

The City Manager and City Commission are supportive of this project. The City may provide as much as \$700,000 in State Housing Initiatives Partnership (SHIP) funds toward the project, as well as possible HOME grant funds and Community Development Block Grant (CDBG) dollars.

Mr. Parke requested additional information on the qualifications that must be met by prospective residents of this project. Ms. Wilkinson replied that they must meet SHIP income certification guidelines, which include third-party income verification. Extremely low- to low-income households may earn up to 80% of the area median income (AMI).

Ms. Wilkinson continued that the City seeks to place qualified Fort Lauderdale residents into these units if possible. Habitat for Humanity provides its own financing and has its own reserves and resources. They will also receive funding from Broward County for the project. Habitat is also one of the few providers of housing for extremely low-income households, and holds the first mortgage on the property.

Mr. Parke asked if households will be accepted on the basis of other considerations in addition to income. Ms. Wilkinson clarified that these households must first meet income limit restrictions. She added that construction is expected to begin in the summer, with completion expected within 18 to 24 months. The SHIP funds provided for this project are from fiscal year (FY) 2021-2022 and must be used within three years of receipt.

Ms. Wilkinson continued that the City will receive \$1,782,537 in SHIP funds for FY 2022-2023. The SHIP program mandates that a percentage of funds be set aside for new construction and for home ownership. A second lien is placed on SHIP-funded properties in the event that they are sold within 15 years. These funds are considered program income and may be used toward other strategies listed within the LHAP, such as rental assistance for the elderly, assistance for youth who have aged out of foster care, and disaster assistance.

- **Affordable Housing Trust Fund Balance – Avis A. Wilkinson**

Ms. Wilkinson stated that the new balance of the Affordable Housing Trust Fund is \$620,600.21. This reflects a \$286,000 increase resulting from the sale of a City property. At this time there are no encumbered funds.

- **Affordable Housing Incentive Plan**

Chair Stewart encouraged the Committee members to submit their recommendations and/or suggestions for the Affordable Housing Incentive Plan to Ms. Wilkinson. The goal is to bring this Plan before the City Commission no later than November 2022, as it is due to the state by the end of December.

Chair Stewart also requested that the Broward County housing needs assessment, which was discussed at the March 2022 meeting, be provided to the members once it has been updated with 2020 U.S. Census information. Ms. Wilkinson advised that the update is expected to be complete in summer 2022.

Chair Stewart noted that United Way's Asset Limited, Income Constrained, Employed (ALICE) report is also being updated and will be available soon. He stated that he would ensure the Committee receives copies of this report.

It was determined that the members' recommendations must be provided to Ms. Wilkinson no later than July 11, 2022, which is the date of that month's meeting.

Ms. Wilkinson also noted that representatives of the City's Urban Design and Planning Department would address the Committee in June 2022 on the updated affordable housing policy they are submitting to the City Commission.

#### **IV. NEW BUSINESS**

None.

#### **V. AGENDA TOPICS FOR NEXT MEETING**

Mr. Parke suggested that a representative of Habitat for Humanity be invited to make a presentation to the Committee. Ms. Wilkinson replied that she would reach out to this organization, although she cautioned that they remain busy. She added that as other programs listed in the LHAP take shape, such as rental assistance for senior citizens or youth aging out of foster care, representatives of these programs can be invited to address the Committee as well.

Mr. Solberg commented that he was interested in information regarding building and repair costs. Ms. Wilkinson noted that because repairs are part of a City program, these typically do not come before the Committee.

The members briefly discussed the current housing market, including the City's efforts to help individuals and families with the purchase of homes. The City provides up to \$75,000 in down payment assistance for home purchase, which carries a 15-year lien on the property. If the client remains in the home for 15 years, the lien is forgiven.

Chair Stewart suggested that the Committee could hear from developers or contractors on the costs associated with construction or repairs. Ms. Wilkinson advised that she could invite a construction review specialist to address the Committee, as they are the party responsible for determining the scope of minor or substantial repairs. Substantial repairs may cost up to \$60,000, while minor repairs may be up to \$30,000. These repairs carry 15- and 10-year liens respectively. The City is currently focusing on minor repairs, such as roofing, air conditioning, hot water heaters, and hurricane impact-resistant windows and doors, using CDBG funds.

Mr. Parke asked if the City has programs that work with the homeowners it has assisted in purchasing homes, such as tax bill reminders or other education. Ms. Wilkinson pointed out that this is the responsibility of the homeowner: every property owner in Broward County receives annual notice of their property taxes, and payment plans are available. She noted that homeowners who received purchase assistance from the City have first mortgages through their lender of choice. Some nonprofit organizations offer educational programs that can assist homeowners experiencing difficulty.

Ms. Nothard suggested that the Committee discuss current trends toward unaffordability in the housing market at a future meeting. Ms. Wilkinson noted that the City has offered a workshop in the past for the homeowners it assists with purchase or repairs to advise them on how to protect their investment.

**VI. GOOD OF THE ORDER**

None.

**VII. NEXT SCHEDULED MEETING DATE – May 9<sup>th</sup>, 2022**

**VIII. ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 9:55 a.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, Prototype, Inc.]