



CITY OF FORT LAUDERDALE

**Approved**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**914 SISTRUNK BOULEVARD, SUITE 100**  
**2<sup>ND</sup> FLOOR CONFERENCE**  
**FORT LAUDERDALE, FLORIDA 33311**  
**MONDAY, SEPTEMBER 9, 2024 – 9:00 A.M.**

**Cumulative**

<b>Committee Members</b>	<b>2024 Attendance</b>	<b>Present</b>	<b>Absent</b>
Leann Barber, Chair	P	9	0
Susan Spragg, Vice Chair	P	9	0
Commissioner Dr. Pamela Beasley-Pittman	P	6	3
William Condon	P	7	2
Mindy Figueroa	A	5	2
Willie McKay (arr. 9:13)	P	7	2
Roderick Newkirk	A	6	3

**Staff**

Avis Wilkinson, Assistant Housing and Community Development Manager/Staff Liaison  
Akila Grant, Senior Financial Administrator  
K. Cruitt, Recording Clerk, Prototype, Inc.

**Communication to the City Commission**

None.

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

Chair Barber called the meeting to order at 9:05 a.m. Roll was called and it was noted a quorum was present.

**II. APPROVAL OF MINUTES – August 12, 2024**

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

**III. NEW BUSINESS**

- **AHAC Public Hearing for AHAC Incentive Report**

Ms. Wilkinson advised that today’s public hearing was announced in the local newspaper. She requested that the Committee members make any final changes to the Affordable Housing Incentive Report at this time, as it will be presented to the City Commission in October 2024.

Vice Chair Spragg suggested that Item 11 on p.14 of the Incentive Report, which would assign a budget for grassroots efforts and communications to educate and engage the affordable housing community, might be changed to a different budget amount, as the proposed budget is \$500,000. She expressed concern that the City Commission might dismiss the suggestion due to the amount.

The Committee members discussed the proposed budget for communications related to affordable housing. Ms. Wilkinson clarified that Housing and Community Development uses State Housing Initiative Partnership (SHIP) dollars for most of its housing initiatives and uses HOME funds for items found in the Annual Action Plan. She suggested that if the \$500,000 were placed in the Affordable Housing Trust Fund, it could be used toward more immediate needs, such as disaster relief for households that need help right away. Because the Trust Fund is not tied to any federal grants, those dollars would offer greater flexibility.

Mr. Condon requested additional information on the intent of Item 11. Ms. Wilkinson explained that the Incentive Report states the \$500,000 would be used to educate, empower, and engage the affordable housing community. Chair Barber added that she had interpreted this as intending to increase communications between residents, the City, businesses, developers, and other parties with an interest in affordable housing.

Mr. Condon stated that he perceived the Item to suggest the use of the \$500,000 for marketing and/or publicity. He pointed out that these funds could be used more effectively elsewhere. Vice Chair Spragg noted that p.13 of the Incentive Report proposes an annual budget of \$5 million for the Affordable Housing Trust Fund to supplement other affordable housing sources.

Mr. Condon recommended including the \$500,000 marketing initiative in the proposed \$5 million Trust Fund budget. Vice Chair Spragg recalled that her original recommendation had been to promote public awareness and education about affordable housing opportunities and City programs by increasing communications and outreach to residents, community organizations, and businesses, as well as seeking partnerships to provide workshops for first-time home buyers and residents in need of affordable housing.

There was consensus from the Committee members to restore Vice Chair Spragg's original proposed language to Item 11 in the Incentive Report.

Mr. Condon asked if the City already has a budget for marketing and communications with respect to affordable housing programs. Ms. Wilkinson replied that the City's Strategic Communications Office has an overall budget which is used for marketing, and communications regarding affordable housing are included in that budget.

Commissioner Dr. Beasley-Pittman asked how often Housing and Community Development asks for advertisement or marketing. Ms. Wilkinson explained that this only occurs in the case of special programs or needs. Commissioner Dr. Beasley-Pittman

advised that there may be opportunities to expand this advertisement into continuous marketing rather than only on an as-needed basis.

Goldie Weakland, member of the public, introduced herself at this time. She is a consumer advocate for homeless individuals.

Vice Chair Spragg suggested assigning a budget for marketing and advertising efforts in addition to restoring her original language. It was determined that the proposed budget would be \$250,000/year with an annual increase of 10%.

Chair Barber asked how the Incentive Report would be presented to the City Commission. Ms. Wilkinson explained that the Report will be brought forward as a City Commission Agenda Item, which will be reviewed by the Commission. The Commission will then provide direction to Staff on any items they would like to see advanced. If there are no such items, the Commission will state that they accept the Committee's recommendations. There is no mandate for action on the Incentive Report.

Chair Barber noted that many of the recommendations in the Incentive Report are not within the purview of Housing and Community Development Staff. The Commission would need to direct other Departments, such as Planning and Zoning, to take further action. Ms. Wilkinson confirmed that if the Commission decides to provide this direction, it will be done at the meeting when the Incentive Report is presented.

Commissioner Dr. Beasley-Pittman recalled that when the 2023 Affordable Housing Incentive Report was presented, most of the discussion moved in the direction of discussing homelessness. She recommended that the Committee identify specific items on which they would like the Commission to focus their attention.

Vice Chair Spragg asked if the Committee should request a joint workshop with the Commission. Ms. Wilkinson recommended that the Committee follow Commissioner Dr. Beasley-Pittman's proposal and encourage the Commission to focus on specific issues for further review. She reiterated that the discussion would need to focus on affordable housing rather than homelessness.

Ms. Wilkinson provided additional detail on SHIP funding, noting that 75% of total SHIP dollars must be used strictly for construction of affordable housing. 65% of SHIP funds must be used toward owner-occupied or new home purchase assistance. These two categories may overlap to some degree.

Ms. Wilkinson continued that a minimum of 60% of SHIP dollars must go toward households with extremely low, very low, or low incomes. There is less focus on households with moderate incomes, which are defined as earning up to 120% of the area median income (AMI).

Vice Chair Spragg asked if the Incentive Report will be part of the City Commission's Consent Agenda or the regular Agenda. It was clarified that a document placed on the Consent Agenda can be pulled by a Commissioner for additional discussion, including public comment. In addition, due to the restrictions of Florida's Sunshine Law, only one member of the Committee would be able to provide public comment at the Commission meeting. Ms. Wilkinson stated that she would email the members to let them know the date on which the Incentive Report will be presented to the Commission.

Chair Barber asked if the Commission, by accepting the report, would direct the City Manager to take additional action on one or more specific recommendations. She suggested that the Committee's recommendations could be tracked on a spreadsheet to show whether or not the Commission had or had not accepted them, as well as whether they were assigned to an appropriate City entity. Ms. Wilkinson stated again that the Commissioners have the option of simply accepting the report, or accepting the report and moving forward on specific recommendations.

Ms. Wilkinson pointed out that some other Departments, such as Urban Design and Planning, read the Incentive Report each year and work toward incorporating the Committee's suggestions into City Code. She emphasized that the Committee's work, even if it is only accepted by the City Commission, is not in vain, but can lead to action by other entities.

Chair Barber noted that the Commission may decide not to take further action on specific recommendations because they may not fully understand them. Ms. Wilkinson explained that Commissioner Dr. Beasley-Pittman can assist by leading discussion of the proposed incentives. Chair Barber added that the Committee can also monitor the Commission's actions and discuss progress on the incentives at each monthly meeting. Ms. Wilkinson also reminded the Committee that individual members may reach out directly to the City Commissioners who appointed them to emphasize some of the Incentive Report's recommendations.

Chair Barber noted a minor grammatical correction on p.8 of the Incentive Report under an item related to accessory dwelling units.

**Motion** made by Vice Chair Spragg, seconded by Commissioner Dr. Beasley-Pittman, to approve the Report as edited today. In a voice vote, the **motion** passed unanimously.

#### **IV. NEXT SCHEDULED MEETING DATE – October 14, 2024**

Ms. Wilkinson reminded the Committee that Community Redevelopment Agency (CRA) Manager Clarence Woods will make a presentation at the next Committee meeting to discuss CRA projects and other CRA-related issues.

Ms. Wilkinson also recommended that at the October meeting, the Committee discuss when to schedule a joint meeting with the City's Homeless Advisory Committee (HAC) in

November or December 2024. She requested that the members email her with their preferences.

## **V. ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 9:47 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.]