



CITY OF FORT LAUDERDALE

**Approved**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**100 NORTH ANDREWS AVENUE**  
**CITY COMMISSION CHAMBERS**  
**1<sup>ST</sup> FLOOR CONFERENCE ROOM**  
**MONDAY, FEBRUARY 12, 2018 – 9:00 A.M.**

<u>Committee Members</u>		<u>Attendance – July 2017 through June 2018</u>	
		<u>Present</u>	<u>Absent</u>
Debbie Orshefsky, Chair	P	6	1
Roosevelt Walters, Vice Chair	P	7	0
Wilson Atkinson	P	5	2
Peter Cooper	P	7	0
Fran Epstein	A	6	1
Skeet Jernigan	P	3	4
Donnalee Minot	P	5	2
Edwin Parke	P	6	1
Mitchell Rosenstein	P	7	0
Brandon Stewart	P	6	1

At this time, there are 11 appointed members to the Committee, which means 6 would constitute a quorum.

**Staff**

Avis Wilkinson, Housing Programs Administrator / Staff Liaison  
Lian Chan, Recording Secretary, Prototype, Inc.

**Communication to the City Commission**

None.

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

Chair Orshefsky called the meeting to order at 9:07 a.m. Roll was called and it was noted that a quorum was present.

**II. APPROVAL OF MINUTES – January 8, 2018**

**Motion** made by Vice Chair Walters, seconded by Mr. Cooper, to approve the minutes as written. In a voice vote, the **motion** passed unanimously.

**III. OLD BUSINESS**

## **1. Approval of Draft Affordable Housing Trust Fund (AHTF) Policy & Procedures**

Chair Orshefsky stated that this document is expected to go before the City Commission in approximately March 2018. She advised that she has reviewed the draft Affordable Housing Trust Fund (AHTF) Policy and Procedures in the context of other documents to which it refers, as well as the Committee's scope, and recommended some organizational edits. She also emphasized the need to revise the Local Housing Assistance Program (LHAP) over the next few months to change and create priorities. The document needs a final edit before it is sent to the City Commission.

Chair Orshefsky requested that Ms. Wilkinson notify the Committee members when a date is set for the AHTF to come before the City Commission. Ms. Wilkinson confirmed that she would provide the members with copies of the City Commission Agenda Memo (CAM) reflecting the inclusion of the document on the Commission's Agenda.

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

## **IV. NEW BUSINESS**

### **1. Review AHAC Project Work Plan 2018**

Chair Orshefsky observed that the 2018 Project Work Plan based on discussion at the January 2018 meeting, as well as on the standard time frame under which the Committee is asked to perform its obligations.

Mr. Cooper noted that in the past, the Committee has addressed the LHAP prior to the month of December, at which time it will be submitted, the Work Plan should be discussed by the Committee in October or November to allow time for any necessary revisions. It was clarified that revisions are recommended to the LHAP in December, after which time Staff begins to develop the document and a draft is provided to the Committee in January for approval in May.

**Motion** made by Mr. Atkinson, seconded by Mr. Jernigan, to approve. In a voice vote, the **motion** passed unanimously.

### **2. Discussion of 2018 Update to AHAC Affordable Housing Incentive Report (2015)**

Ms. Wilkinson explained that the Committee's statutory and Ordinance-based responsibilities include review and update of the LHAP and the Affordable Housing Incentive Strategy Plan. The latter is due by December 31, 2018. She emphasized the importance of updating the Strategy Plan based on statutes, which requires reviewing different strategies under Florida Administrative Code and making recommendations

based on need to the City Commission. If these recommendations are approved by the Commission, they would be implemented as part of the LHAP.

The Committee's responsibilities in relation to the Strategy Plan include an advertised public hearing to discuss their recommendations. Comments from the public hearing are reviewed and incorporated into the document. The LHAP must address two basic requirements: expediting affordable housing and establishing a process to review regulations, policies, and procedures related to affordable housing. This process is developed in conjunction with the City's Urban Design and Planning Division.

Chair Orshefsky advised that the City's historical activity, as reflected in the Affordable Housing Incentive Report, has primarily focused on rehabilitation and renovation of existing housing. She asked if the Committee felt this should continue to be the priority within Fort Lauderdale, considering the magnitude of the need for affordable housing. Ms. Wilkinson encouraged the Committee to think of new strategies related to incentives for affordable housing, as well as how previously existing strategies relate to affordable housing today.

Chair Orshefsky requested that the members review the Incentive Report prior to the next meeting and prepare to discuss it further in order to make recommendations during the summer.

Mr. Atkinson asked if the geographical area covered by the LHAP remains the same. Ms. Wilkinson confirmed this, adding that the area may be modified when the LHAP is updated. Chair Orshefsky encouraged the Committee members to email Ms. Wilkinson's office prior to next month's discussion.

Vice Chair Walters commented that after March 2018, the City will have at least three new Commissioners. He suggested that the Committee consider planning a workshop with the new Commission to ensure that the two groups' priorities are in line. Chair Orshefsky agreed, suggesting that a workshop be planned for May or June 2018.

Mr. Atkinson emphasized the importance of offering recommendations at this workshop, as that is the Committee's charge. He pointed out that the new Commissioners may wish to move in a different direction and thought process regarding affordable housing.

Mr. Jernigan observed that the AHAC report includes several items the Committee has recommended for years, such as an inventory of locally owned properties and funding sources for the AHTF, on which the current City Commission did not take action. He suggested that once the first draft of the AHAC Report is complete, the Committee take this draft document to the Commissioners for their input.

Chair Orshefsky stated that while the AHAC Report may include proposals the Committee has discussed for some time, they are having little impact on affordable housing policy within the community. Beginning discussion of the update at the March

meeting would give them additional time to make and vet new proposals before presenting the document to the City Commission.

### **3. Discussion of 2019 Update to Local Housing Assistance Plan**

Chair Orshefsky suggested that the Committee first focus on the AHAC Report, as the LHAP is a longer document and is based on the AHAC Report. She recommended that the members review the LHAP prior to further discussion of it.

Ms. Wilkinson requested that the Committee members write down any questions, suggestions, or concerns they have regarding either document for greater clarity. Chair Orshefsky concluded that the Committee will discuss and update the LHAP later on in 2018.

### **4. Review of SHIP Annual Report for Last Three Years**

Chair Orshefsky recalled that she had asked for these reports to ensure the Committee understands how SHIP funds are being used. Ms. Wilkinson added that these reports have been approved by Florida Housing and Finance. The State Housing Initiative Program (SHIP) report is typically submitted to this entity on or before September 15 at the end of each funding cycle.

Chair Orshefsky requested clarification of the total amounts of SHIP funds allocated to Fort Lauderdale during a given cycle. Mr. Jernigan also asked that the amount of funds carried forward from one fiscal year to the next, as well as program income, be clarified. Ms. Wilkinson replied that documents reflecting these amounts would be provided to the members, confirming that the City has seen a substantial increase in the amount of these funds in recent years.

Mr. Rosenstein stated that he had visited the Sadowski Coalition's website, which publishes the estimated SHIP distributions by City and County. The site reflects that in 2016/2017, Fort Lauderdale received slightly over \$1.1 million in SHIP funds, which must be spent over the next three years. The guidelines used to determine how these dollars must be spent are based on the LHAP.

Ms. Wilkinson further clarified that the City Commission must approve the strategies used to allocate SHIP funds. In the past, 20% of funding was required to go toward projects for individuals with special needs.

Chair Orshefsky requested that the Board hear a monthly report on the following:

- Remaining SHIP funds
- Where SHIP dollars have been spent thus far
- Where SHIP funds are expected to be used in the near term

Ms. Wilkinson advised that at present, the City uses SHIP funds on rehabilitation projects, as that is where the greatest need exists. Mr. Jernigan asked for more information on what a rehabilitation project would involve. Ms. Wilkinson explained that these projects may spend up to \$60,000 on a given structure, including soft costs. Projects may include improvements to roofs, kitchens, plumbing, impact doors and windows, and interior or exterior painting if funding allows. She noted, however, that \$60,000 is often insufficient to perform all necessary improvements.

Mr. Cooper asked if the City lobbies for any portion of disaster relief funds, which are granted directly to the State in an emergency. Ms. Wilkinson replied that it can be difficult to access Federal Emergency Management Administration (FEMA) funds through the City or County, as the agency's terms may not be reasonable. FEMA money typically comes to the County.

Mr. Rosenstein commented that by revising and updating the AHAC policies and procedures recommendations, which then lead to a revised LHAP, the Committee has an opportunity to determine how it will recommend trust fund and SHIP dollars be used.

Mr. Atkinson asked when the SHIP annual report for 2015-2016 would be submitted. Ms. Wilkinson stated this document is due on or before September 15, 2018, which is three years after the funds were awarded.

Chair Orshefsky asked if the City receives any type of mortgage agreement when they invest in rehabilitating an individual's home. Ms. Wilkinson replied that the City and homeowner enter into a participation agreement in which the homeowner agrees to the City's terms and the City places a 15-year affordability period on the building, as well as a recorded mortgage and recorded promissory note. At present, these funds are considered a forgivable loan.

Mr. Rosenstein pointed out that other municipalities operate under different policies which allow them to recapture some of their funds, such as a loan with a low amount of interest. He clarified that this is often done for multi-family developments, in which a developer is asked to repay SHIP funds when the senior loan terminates or is re-financed. Chair Orshefsky suggested that Mr. Rosenstein share some of the details of other programs with the Committee at the March meeting.

Mr. Stewart asked if there is a regular review of the inventory of City-owned residential properties. Chair Orshefsky noted that the Incentive Report includes a section on the sale of City-owned property. Mr. Jernigan added that the Committee also hopes to see affordable housing dollars generated by the sale of commercial properties, although the City Commission has not elected to designate those dollars for this purpose.

Chair Orshefsky proposed requesting that the City Commission provide the Committee with this inventory, in addition to information about the programs in place to sell those properties. Ms. Wilkinson advised that she would reach out to the appropriate individual

and request that s/he make a presentation to the Committee on this topic. Vice Chair Walters encouraged the Committee to continue to seek funds from the net sales of commercial properties, pointing out that some of the opponents of this proposal have been outgoing City Commissioners.

#### **5. Monthly Report on Amount of Funds in AHTF as of 1/31/18**

Chair Orshesky reported that the current balance in the AHTF is \$691,804.64.

Vice Chair Walters suggested that the list of City-owned properties with which the Committee is provided no longer include properties that cannot be developed and are unlikely to be sold. It was noted that surplus City properties are typically surveyed every three years. Ms. Wilkinson advised that she would find out the date of the next survey.

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

Chair Orshesky concluded that the next meeting will focus on the AHAC Report. Mr. Rosenstein requested information on strategies used by other cities to service SHIP loans.

#### **VI. GOOD OF THE ORDER**

None.

#### **VII. NEXT SCHEDULED MEETING DATE – March 12, 2018 – City Commission Chambers**

#### **VIII. ADJOURNMENT**

There being no further business to come before the Committee at this time, the meeting was adjourned at 10:18 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.]