



CITY OF FORT LAUDERDALE

APPROVED
City of Fort Lauderdale
Community Services Board
February 11, 2019 – 4:00 P.M.
City Commission Chambers, City Hall
Fort Lauderdale, FL 33301

October 2018-September 2019

MEMBERS		PRESENT	ABSENT
Wanda Francis, Chair	P	4	0
Jasmin Shirley, Vice Chair	P	3	1
Jonathan Bennett	A	2	1
Laurel Bolderson	A	3	1
Christina Disbrow	A	2	1
April Kirk	P	2	2
Richard Morris	P	3	2
Marisol Simon	P	3	0
Noah Szugajew	P	4	0

Staff Present

Rachel Williams, Housing and Community Development Manager
Simone Flores, CDBG Grants Administrator
Jamie Opperlee, Recording Secretary, Prototype, Inc.

Communication to the City Commission

None.

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

- **Quorum Requirement – As of January 23, 2019, there are 9 appointed members to the Board, which means 5 constitutes a quorum**

Chair Francis called the meeting to order at 4:02 p.m. and all present recited the Pledge of Allegiance. Roll was called and it was noted a quorum was present at the meeting.

II. WELCOME / BOARD AND STAFF INTRODUCTIONS

III. APPROVAL OF MINUTES – January 14, 2019

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

Chair Francis requested an update on the status of U.S. Department of Housing and Urban Development (HUD) reimbursements to agencies, as the recent federal government shutdown has ended. Ms. Williams replied that reimbursement requests were

submitted to HUD the previous week. It is hoped that they will be processed before Friday, February 15, 2019, as there is the possibility of another federal government shutdown beginning on that date. The City has submitted roughly \$109,000 in requests for Community Development Block Grant (CDBG) reimbursements.

Ms. Williams advised she would keep the Board apprised of developments. The previous shutdown had implications for the Housing Opportunities for Persons with HIV/AIDS (HOPWA) program, as one client did not receive her rental voucher and was temporarily housed in a hotel.

Ms. Kirk suggested the Board consider sending a communication to the City Commission regarding the implications of another government shutdown for the HOPWA and CDBG programs. Ms. Williams explained that the City has budgeted for these allocations, so it should be able to reimburse agencies thus far. Reimbursement typically takes up to four business days.

IV. HOPWA UPDATE

- **Shared Housing Update / MODCO**

Sharon Bryant, Director of Operations for Mount Olive Development Corporation (MODCO), reported that the agency secured a lease for its shared housing program in November 2018 and began recruiting applicants and purchasing furniture. There are currently two tenants who joined the program in December 2018 and January 2019. Interviews for additional tenants are still underway.

Mr. Morris requested information regarding outreach and marketing to potential applicants to the program. Ms. Bryant replied that MODCO has contacted other HOPWA service providers to ask that eligible clients be made aware of the program. Mr. Morris asked that the criteria for eligibility be emailed to the Board members.

V. CDBG

- **Application Update**

CDBG Grants Administrator Simone Flores stated that applications were sent out on January 31, 2019. The final deadline is 3 p.m. on February 22, 2019. There are approximately seven agencies applying in the Public Services category. Applications will be sent to the Board by February 25, and the Board will review CDBG applications at the April 8, 2019 meeting.

Ms. Williams explained that Staff will check all applications to ensure all necessary documentation is included. The Board members may select a hard copy or an electronic copy of the application. The scoring process and criteria for applications will be reviewed

at the March 2019 meeting. Applicants are invited to the April meeting, where the Board may ask questions of them and make funding recommendations.

At Chair Francis' request, Ms. Williams further reviewed the scoring process for new Board members, stating that the members are asked to submit their scores for each applicant. Staff will then enter these scores into a pre-programmed spreadsheet to determine the agencies' rankings. This information is communicated back to the Board at the April meeting.

There have been no changes to the CDBG categories since the previous year. The Public Services category includes educational programs, assistance to senior citizens, programs that assist homeless persons, and an "Other" category. She cited some of the agencies that have received CDBG funds in the past, such as Jack and Jill Children's Center, Turnstone Development, the Broward Partnership for the Homeless, among others.

Mr. Morris asked if any of the 2019 applicants received CDBG funding the previous year. Ms. Williams advised that this information will be included on the scoring spreadsheet.

Vice Chair Shirley requested that the City's regulations regarding conflict of interest, scoring, and non-participation be reviewed prior to the members' receipt of applications.

VI. AFFORDABLE HOUSING OPTIONS

• Tiny Homes Update / Zoning Information

Ms. Williams recalled that at the January 2019 meeting, the Board had requested follow-up information on HOPWA Housing Inspector Christopher Leonard's presentation on the "tiny house" model for affordable housing. She had reached out to the City's Zoning Department to determine if that model is permitted in Fort Lauderdale. While tiny homes are permitted in the City, no more than one single-family structure may be placed on a residential lot, which undermines the intent of the program.

Vice Chair Shirley noted that tiny home "villages" are allowed on single lots in some municipalities. Ms. Williams replied that she would contact the Zoning Department for more information on this possibility.

Mr. Szugajew suggested that a zoning waiver could be obtained to permit use of the tiny homes model. Ms. Kirk added that the discussion may need to extend past the Zoning Department alone, as the City Commission appears to be open to changing zoning regulations for certain structures. She proposed that City officials, such as the head of the Building Department and a representative from the City Manager's Office, meet with the Board for this larger conversation.

Ms. Williams advised that the Building Department is scheduled to provide a presentation to the City's Affordable Housing Advisory Committee at their regular meeting on

Wednesday, February 20, 2019 at 9:00 a.m. Affordable housing and some zoning issues will be addressed at this time. Ms. Kirk noted that the City Commission sometimes schedules joint meetings with City advisory boards and committees, and that the Community Services Board (CSB) may wish to request a meeting of this nature.

Ms. Williams concluded that she would reach out to the City Commission to begin coordination of a joint meeting with the Board. She recommended that the discussion of tiny homes be expanded beyond HOPWA to include broader consideration of affordable housing.

VII. GOOD OF THE ORDER

None.

VIII. PUBLIC COMMENTS

None.

IX. ITEMS FOR THE NEXT AGENDA

Ms. Williams advised that she would review the City's rules regarding conflict of interest as they relate to CDBG applications at the March 2019 meeting. She would also reach out to the Zoning Department for more information regarding the tiny homes concept, and will contact to the City Commission to determine the process for scheduling a joint meeting with the CSB. Finally, she will review the CDBG scoring process for the benefit of new Board members.

X. COMMUNICATIONS TO CITY COMMISSION

None.

XI. ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 4:42 p.m.

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