



CITY OF FORT LAUDERDALE

**Approved**  
**AFFORDABLE HOUSING ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**CITY OF FORT LAUDERDALE**  
**100 NORTH ANDREWS AVENUE**  
**CITY COMMISSION CHAMBERS**  
**8<sup>TH</sup> FLOOR CONFERENCE ROOM**  
**MONDAY, MAY 20, 2019 – 9:00 A.M.**

**Committee Members Attendance – July 2018 through December 2019**

|                             |   | Present | Absent |
|-----------------------------|---|---------|--------|
| Brandon Stewart, Chair      | P | 9       | 2      |
| Frances Epstein, Vice Chair | P | 10      | 1      |
| Peter Cooper                | P | 10      | 1      |
| Donnalee Minott             | P | 9       | 2      |
| Edwin Parke                 | P | 11      | 0      |
| Mitchell Rosenstein         | P | 9       | 2      |
| Nancy Daly                  | P | 8       | 3      |
| Margi Nothard               | P | 8       | 3      |
| Skeet Jernigan              | A | 6       | 4      |
| Phallon Bullard             | A | 0       | 1      |
| Irv Minney                  | P | 1       | 0      |

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

**Staff/Guests**

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**

The meeting was called to order at 9:02 a.m. Roll was called and it was noted a quorum was present.

**II. APPROVAL OF MINUTES – April 15, 2019**

**Motion** made by Mr. Cooper, seconded by Ms. Minott, to approve the minutes from April 15. [The minutes were approved by consensus.]

New Committee member Irv Minney introduced himself at this time.

Ms. Wilkinson advised that according to City Ordinance, members who miss three consecutive meetings or four meetings within one year will no longer be on the Committee. The City Clerk's Office will also be notified so the Commissioner who appointed the former Committee member may appoint his or her replacement. The Commissioner may also choose to reinstate the previous member.

### **III. OLD BUSINESS**

- **Affordable Housing Trust Fund Balance update**

The current balance of the Affordable Housing Trust Fund is \$895,483.63, which has not changed since the previous month. Ms. Wilkinson explained that the Trust Fund receives 100% of proceeds from the sale of City-owned residential properties and 15% of the net proceeds from the sale of City-owned commercial properties.

- **Request for Proposal for HOME Community Housing Development Organizations (CHDOs) Update**

Ms. Wilkinson stated that the request for proposal (RFP) from HOME has gone out for bid, with a due date of May 24, 2019. The responses to the RFP will be presented at the June 2019 meeting, where the Committee will evaluate bids and determine which entity will receive the funding. \$300,000 is available for the best proposal, which may be either single- or multi-family affordable housing, to meet the needs of the community.

Ms. Wilkinson briefly reviewed the CHDO program, which uses 15% of each year's funding allocation. Funds were recently added to to bring the available funding to \$300,000. CHDOs provide affordable housing for individuals or families with low to moderate incomes, which can be up to 80% of the average median income (AMI). Funds may be used toward acquisition, new construction, or rehabilitation for either resale or rental. The selected organization must also bring other funds to this process. She encouraged all Committee members to attend next month's meeting to review the bids.

Ms. Wilkinson distributed a handout on CHDOs and the Consolidated Plan, which includes the objective of creation of affordable housing ownership, rental, and housing opportunities. The City collaborates with nonprofit developers and CHDOs to provide more affordable units. The primary concern is affordable housing for renters who are cost-burdened. RFPs are asked to address these issues. Evaluation of the RFP is based on criteria that demonstrate the capacity and ability of applicants to carry out acquisition, rehabilitation, and purchase of properties for rental or home ownership.

Ms. Wilkinson continued that she would have information packets on the bidders delivered to the Committee members before the June 2019 meeting. Participants in the HOME program must have a specific property in mind when submitting an application.

Staff will review the necessary applicant information before sending packets to the Committee members.

Ms. Epstein asked if it would be possible for the members to visit proposed CHDO properties. Ms. Wilkinson replied that this could be arranged if the members are interested. CHDOs do not have to be based within Fort Lauderdale but must provide activities within the City limits.

- **Vote on new AHAC Chairman and Vice Chairman**

The members discussed their individual tenures on the Committee among themselves. Mr. Rosenstein advised that under the new Ordinance, May or June 2019 may be his last meeting unless he is reappointed. He noted that he is a developer of affordable housing within Fort Lauderdale and did not wish to give any appearance of impropriety. For this reason, he was not certain he would request reappointment.

It was noted that the Committee's joint meeting with the City Commission is scheduled for June 4, 2019, at 12 p.m. This joint meeting is before the next regular meeting date.

**Motion** made by Mr. Rosenstein to wait to vote on a Chair and Vice Chair until the June 17 AHAC meeting.

Mr. Rosenstein **withdrew** his **motion**.

**Motion** made by Mr. Rosenstein, seconded by Ms. Nothard, to nominate Brandon [Stewart] for Chair. In a voice vote, Mr. Stewart was unanimously elected Chair.

**Motion** made by Ms. Daly, seconded by Ms. Minott, to nominate Frances Epstein for Vice Chair. In a voice vote, Ms. Epstein was unanimously elected Vice Chair.

Mr. Rosenstein advised that should he not continue as a Committee member, the Committee should continue to use him as a resource if necessary.

- **AHAC 2019 Work Plan**

Ms. Wilkinson recalled that the Committee should consider what they would like to accomplish during the rest of 2019. One suggested area of focus was community outreach and feedback, as the members are encouraged to raise the subject of affordable housing with their City Commissioners and other parties. She recommended that the Committee think about ways to implement some of the incentives they have discussed in the past, including working with Urban Design and Planning, who will make a presentation to the City Commission at the June 4, 2019 meeting.

Vice Chair Epstein proposed that the Committee consider some of the issues that have proven to be success stories in affordable housing, such as container housing and tiny

homes. The members discussed this, including issues such as redirection of the Sadowski Fund in response to the need for hurricane relief in other parts of the state. Ms. Wilkinson estimated that Fort Lauderdale was likely to receive \$200,000 to \$250,000 from this fund in the current fiscal year. The State Legislature has voted to redistribute these funds away from major Florida cities. It was determined that the Committee would discuss use of the Sadowski Fund at their joint meeting with the City Commission.

Ms. Nothard suggested that the Committee receive updates regarding what is being done for affordable housing at the County level. Mr. Parke proposed that the Committee meet with the Broward County entity that addresses affordable housing. Ms. Wilkinson stated she would invite members of this advisory body to an upcoming Committee meeting. She concluded that members should share concerns with their individual State representatives as well.

Vice Chair Epstein proposed that Committee members research what has been found successful in other cities regarding affordable housing, including tiny homes, converted containers, Quonset huts, or other.

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

- **Preparation for review of CHDO RFP**

This was scheduled for the June 17, 2019 meeting.

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

No additional items were proposed for discussion at the June 2019 meeting.

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

None.

#### **VII. NEXT SCHEDULED MEETING DATE – June 17, 2019**

#### **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.