



**CITY OF COCONUT CREEK
AFFORDABLE HOUSING ADVISORY COMMITTEE MINUTES**

**Government Center
4800 W. Copans Road
Coconut Creek, Florida**

**Date: September 19, 2016
Time: 5:00 p.m.**

1. CALL TO ORDER

The meeting was called to order by Deputy Director of Sustainable Development Scott Stoudenmire at 5:05 p.m.

2. PRESENT UPON ROLL CALL:

Joseph Fahey
Thomas Head
Raymond Lebowitz
Dominick Mangone
Ryan Marken
Cheryl Stein
Karen Trudeau

Also present: Deputy Director of Sustainable Development Scott Stoudenmire, Housing and Grants Specialist Dan Nelson, Executive Vice President and Chief Operating Officer for Community Redevelopment Associates of Florida, Inc. Andrew Azebeokhai, Assistant City Attorney Eve Lewis, and Deputy City Clerk Marianne Bowers.

Alfred Delgado arrived at 5:21 p.m.
Keith Velian arrived at 5:44 p.m.

3. INTRODUCTION OF COMMITTEE AND STAFF MEMBERS

Mr. Stoudenmire thanked the Committee members for their service on the Affordable Housing Advisory Committee (AHAC) and began staff introductions, followed by Committee introductions. Mr. Stoudenmire announced the role each member represented on the Committee. He explained that the State recently amended the statute related to the AHAC membership requirements because it was difficult for many cities to fill the eleven, specific roles. He noted that the statute was relaxed to allow cities to appoint between eight and eleven members to the Committee, and the City appointed nine members for this cycle of appointments.

4. OATH OF OFFICE

Mr. Stoudenmire asked if the Oath of Office could be moved to the end of the agenda to allow time for Mr. Delgado and Mr. Velian to arrive. Ms. Lewis asked the Committee for a consensus on moving the agenda item. Ms. Stein made a motion to move the Oath of Office to the end of the agenda, seconded by Mr. Mangone.

Upon roll call, the motion passed by a 7-0 vote.

The Oath of Office was administered by Deputy City Clerk Bowers after agenda item 10 with all members present.

5. ELECTION OF CHAIR AND VICE CHAIR

Mr. Stoudenmire stated that the Election of Chair and Vice Chair could also be moved to the end of the agenda with a motion by the Committee or they could move forward with the agenda item. Ms. Stein made a motion to move the Election of Chair and Vice Chair to the end of the agenda after the Oath of Office, seconded by Mr. Fahey. Upon roll call, the motion passed by a 7-0 vote.

The Election of Chair and Vice Chair was heard after the Oath of Office as agenda item 11.

MOTION: Stein/Velian - To nominate Alfred Delgado as Chair.

Upon roll call, the motion passed by a 9-0 vote.

MOTION: Fahey/Mangone - To nominate Cheryl Stein as Vice Chair.

Upon roll call, the motion passed by a 9-0 vote.

6. SUNSHINE LAW, PUBLIC RECORDS LAW, AND ETHICS PRESENTATION

Assistant City Attorney Lewis distributed a packet to the Committee Members and proceeded to give an overview of the Sunshine Law; Public Records Law; the Broward County Ethics Ordinance and Florida Ethics Laws; laws pertaining to Honest Services and Voting Conflicts; and the City's Lobbyist Registration.

7. APPROVAL OF MINUTES

A MOTION APPROVING THE MINUTES FROM PREVIOUS AFFORDABLE HOUSING ADVISORY COMMITTEE MEETING(S). (2014-0224)

MOTION: Lebowitz/Stein - To approve the Minutes of the February 24, 2014, meeting.

Upon roll call, the motion passed by 8-0 vote, with Mr. Velian not in attendance at the time of the vote.

8. OVERVIEW OF HOUSING FUNDING SOURCES

Mr. Stoudenmire gave an overview of the AHAC's authority and responsibilities. He discussed the requirement for the Committee's action on the 2016 Incentive Plan Strategies (IPS) Report and the timeline for completion of the Report. He began a *PowerPoint* presentation, outlining the City's housing assistance programs. Mr. Stoudenmire explained that the City became an entitlement community in 2008 after

reaching a population of 50,000, which made the City eligible for federal and state funding to address affordable housing and community development needs. He noted that the City uses a consulting firm, Community Redevelopment Associates of Florida, Inc., to help staff administer the grant programs. He discussed the Federal funding sources, including the Community Development Block Grant (CDBG) Program and HOME Investment Partnership (HOME) Program; the State funding source known as the State Housing Initiatives Partnership (SHIP) Program; and the Local funding source from the City's Affordable Housing Trust Fund. Mr. Stoudenmire explained how the City funds the Local Affordable Housing Trust fund with a linkage fee assessed on non-residential development as a way to address affordable housing. He said the City has collected approximately \$2 million through the linkage fee, which has been used for a public private partnership purchase assistance strategy and a home repair strategy for workforce income households.

Housing and Grants Specialist Dan Nelson reviewed the income guidelines for the funding sources, explaining who would be eligible for the available programs. He spoke about affordability and stated that households spending more than 30 percent of their gross income on housing are considered cost burdened.

Mr. Stoudenmire explained that the City funds two main programs with the federal and state dollars, which include purchase assistance and home repair. He summarized the projects completed with the grant funds since 2008. Mr. Delgado asked if CDBG funds have to be used in the year they are received. Mr. Stoudenmire explained that funds can rollover, but the City must meet timeliness by spending a certain amount by a set date. Mr. Delgado asked if the funds are reduced if the City does not meet timeliness, and Mr. Stoudenmire responded that a history of not meeting timeliness may lead to a reduction in funding.

Mr. Stoudenmire noted that the AHAC is established as a requirement of the SHIP Program. He reviewed the AHAC's responsibilities contained in the SHIP Statute. He spoke about the requirement for the AHAC to review the City's policies and procedures and make recommendations for incentive strategies to facilitate affordable housing. He explained that the strategies would be compiled into the IPS Report. Mr. Stoudenmire invited questions from the Committee on any of the topics discussed. Ms. Stein asked if the summer camp scholarship funds took away from the number of residents assisted with home repair funds. Mr. Stoudenmire stated that there are multiple funding sources to address home repair needs, and that the scholarship program was designed to expand the types of services available at the direction of the City Commission. Mr. Delgado inquired about the scheduling of meetings after the Committee completes the IPS Report. Mr. Stoudenmire said the Committee and staff could discuss future meetings. Mr. Delgado asked if the linkage fee deterred any developers from building in the City. Mr. Stoudenmire responded that some developers have been unhappy with the fee but not enough to discourage development. He added that the fee is not unreasonable, and the funds have been used for beneficial programs.

9. REVIEW OF STATE GUIDELINES FOR INCENTIVE STRATEGIES

Mr. Stoudenmire provided the AHAC with binders, containing backup material to facilitate the discussion for incentive strategies and gave an overview of the binder contents. He

noted that the AHAC, at a minimum, has to review the eleven areas of focus, itemized as (a) through (k) in the binder. He asked the Committee to become familiar with the areas of review and exhibits for the next meeting. He concluded by discussing the timetable to complete the IPS Report.

10. REVIEW OF THE 2013 INCENTIVE PLAN STRATEGIES REPORT

Mr. Stoudenmire noted that the 2013 IPS Report was included in the agenda backup and asked the Committee to review the report for next meeting. He noted that it is mandatory for the AHAC to take action on items (a) and (i); but in previous years, the AHAC had addressed all areas, and suggested that the Committee continue to do so.

11. COMMUNICATIONS AND REPORTS

Discussion ensued regarding the next meeting date. Ms. Stein made a motion to set the next meeting for October 3, 2016, at 5 p.m., seconded by Mr. Mangone. The motion carried by a unanimous voice vote. Mr. Stoudenmire concluded by thanking the members for the service on the Committee.

12. ADJOURNMENT

The meeting was adjourned at 6:25 p.m.



Marianne E. Bowers
Deputy City Clerk



Date