Housing Authority
Monday, January 13, 2025 at 5:30 PM

City Commission Chambers, 214 Sams Ave, New Smyrna Beach FL 32168

1. CALL TO ORDER

1.A Housing Authority Agenda.

2. ROLL CALL

3. INVOCATION/PLEDGE OF ALLEGIENCE

4. APPROVAL OF MINUTES

4.A Consider the adoption of the December 9, 2024, Housing Authority meeting minutes.

5. TENANT ACCOUNT CHARGE OFFS

5.A Executive Director Teresa Pope will outline the tenant account charge offs.

6. CONDEMNED ASSETS

7. DIRECTORS REPORT

7.A Executive Director Teresa Pope will review the director's report.

8. NEW BUSINESS

9. DEVELOPMENT

9.A Development discussion items.

10. OLD BUSINESS

10.A Old business discussion items.

11. RESOLUTIONS

11.A Consider the adoption of Resolution Nos. 2025-1, 2025-2, 2025-3, 2024-4, 2025-5, 2025-6, and 2025-7.

12. FINANCIALS

13. PUBLIC PARTICIPATION

Citizens: General Rules-

1. First, state your name, address, and the organization you represent
2. Make **ONLY** a brief statement of the facts within your knowledge as it pertains to policies of the agency.
3. Organize your presentation within a brief time limit, and upon completion refrain from additional comments, unless requested by the Board.
4. Avoid repetition/gossip. You must present facts.

14. BOARD COMMENTS

15. ADJOURMENT

Pursuant to Florida Statutes 286.0105, if an individual decides to appeal any decision made by the board, agency or commission of the City of New Smyrna Beach with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. Such person must provide a method for recording the proceedings.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's office in person or by mail at 210 Sams Avenue, New Smyrna Beach, Florida 32168, (386) 410-2630, prior to the meeting.

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

HOUSING AUTHORITY AGENDA.

January 13, 2025

Background:
None.

Fiscal Analysis:
None.

Strategic Plan Item:
No

Staff Report Created By: Sharon Harding - Deputy City Clerk

Attachments:

AGENDA DECEMBER MEETING JANUARY 2025.docx

New Smyrna Beach HOUSING
Central Office
1101 S. Dixie Freeway
New Smyrna Beach, FL 32168
P 386.428.8171 • F 386.427.3429
NewSmyrnaHousing.com
New Smyrna Beach HOUSING DEVELOPMENT Corporation

MEETING AGENDA
January 13, 2025 @ 5:30 p.m.
City Hall
210 Sams Avenue

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGANCE

APPROVAL MEETING MINUTES December 9, 2024

All agenda items have been reviewed by Housing Authority Staff and/or Executive Director and are being recommended for Board review and approval.

TENANT ACCOUNT CHARGE OFFS

Attached

ASSETS TO CONDEMN

NONE

DIRECTORS REPORT

- Vacancy report
- FSS report
- ROSS report
- HMIS report
- Training report

NEW BUSINESS

OLD BUSINESS

2024 AUDIT finding resolution

DEVELOPMENT

- Greenlawn Manor Update
  - Conversion is complete.

- Live Oak Updates (now Landings at Live Oak)

- Still working with FEMA for Maintenance Shop and Buildings
- Working on MDA with Good Housing Partnership
- Section 18 application submitted to Special Application Center of HUD August 6, 2024
- Part 58 Environmental Review signed by City of NSB and sent to Jacksonville Field Office.
- Application for 4% Tax Credits though Volusia County Housing Finance approved by County Council on December 3, 2024 for $16,500,000.
- Landings at Live Oak, LP Formed
- NSBHDC Live Oak, GP, LLC formed.
- Approval of $3,500,000 of CDBG-DR funding scheduled for January 21 County council meeting.
- Insurance company will be sending out contractors to test windows.
- Arbitration is on hold until the public adjuster sends out contractors.

- Westside Phase II
  - CDBG-DR application submitted approved for $75,000 per unit for 92 units $6,900,000.
  - The County declined the application submittal for Westside Phase II. No other matching funding currently. Can reapply on a future date.

RESOLUTIONS

2025-1 Approval of procedure changes and training on VMS due to audit finding for FYE 2024.

2025-2 A RESOLUTION AUTHORIZING THE NEW SMYRNA BEACH HOUSING AUTHORITY TO ACT AS THE LIMITED PARTNER OF LANDINGS AT LIVE OAK, LP

2025-3 A RESOLUTION APPROVING THE 2025 UTILITY ALLOWANCES FOR PH AND HCV.

2025-4 A RESOLUTION APPROVING THE 2025 PH FLAT RENTS

2025-5 A RESOLUTION APPROVING THE 2025 5 YEAR AND CFP PLAN

2025-6 A RESOLUTION APPROVING THE 2025 ANNUAL PLAN

2025-7 A RESOLUTION APPROVING THE FYE 2026 BUDGET

FINANCIALS

ADJORN MEETING

COMMENTS: (three (3) minute limit):

Citizens: General Rules-

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2. Make ONLY a brief statement of the facts within your knowledge as it pertains. to policies of the agency.

3. Organize your presentation within a brief time limit, and upon completion refrain from additional comments, unless requested by the Board.

4. Avoid repetition/gossip. You must present facts.

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

CONSIDER THE ADOPTION OF THE DECEMBER 9, 2024, HOUSING AUTHORITY MEETING MINUTES.

January 13, 2025

Background:

The Housing Authority held a meeting on December 8, 2024. The minutes are attached for your review and consideration of adoption.

Fiscal Analysis:

None.

Strategic Plan Item:

No

Staff Report Created By: Sharon Harding - Deputy City Clerk

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

EXECUTIVE DIRECTOR TERESA POPE WILL OUTLINE THE TENANT ACCOUNT CHARGE OFFS.

January 13, 2025

Background:
None.

Fiscal Analysis:
None.

Strategic Plan Item:
No

Staff Report Created By: Sharon Harding - Deputy City Clerk

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

EXECUTIVE DIRECTOR TERESA POPE WILL REVIEW THE DIRECTOR'S REPORT.

January 13, 2025

Background:

- Vacancy report
- Family Self Sufficiency (FSS) report
- Resident Opportunity and Self Sufficiency (ROSS) report
- Homeless Management Information System (HMIS) report
- Training report

Fiscal Analysis:

None.

Strategic Plan Item:

No

Staff Report Created By: Sharon Harding - Deputy City Clerk

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

DEVELOPMENT DISCUSSION ITEMS.

January 13, 2025

Background:

- Greenlawn Manor Update
  - Conversion is complete.

- Live Oak Updates (now Landings at Live Oak)
  - Still working with FEMA for Maintenance Shop and Buildings
  - Working on MDA with Good Housing Partnership
  - Section 18 application submitted to Special Application Center of HUD August 6, 2024
  - Part 58 Environmental Review signed by City of NSB and sent to Jacksonville Field Office.
  - Application for 4% Tax Credits though Volusia County Housing Finance approved by County Council on December 3, 2024 for $16,500,000.
  - Landings at Live Oak, LP Formed
  - NSBHDC Live Oak, GP, LLC formed.
  - Approval of $3,500,000 of CDBG-DR funding scheduled for January 21 County council meeting.
  - Insurance company will be sending out contractors to test windows.
  - Arbitration is on hold until the public adjuster sends out contractors.

- Westside Phase II
  - CDBG-DR application submitted approved for $75,000 per unit for 92 units $6,900,000.
  - The County declined the application submittal for Westside Phase II. No other matching funding currently. Can reapply on a future date.

Fiscal Analysis:

None.

Strategic Plan Item:

No

Staff Report Created By: Sharon Harding - Deputy City Clerk

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

OLD BUSINESS DISCUSSION ITEMS.

January 13, 2025

Background:
2024 AUDIT finding resolution

Fiscal Analysis:
None.

Strategic Plan Item:
No

Staff Report Created By: Sharon Harding - Deputy City Clerk

THE CITY OF NEW SMYRNA BEACH - CITY CLERK'S OFFICE

CONSIDER THE ADOPTION OF RESOLUTION NOS. 2025-1, 2025-2, 2025-3, 2024-4, 2025-5, 2025-6, AND 2025-7.

January 13, 2025

Background:

- 2025-1 Approval of procedure changes and training on Voucher Management Software (VMS) due to audit finding for FYE 2024.
- 2025-2 A resolution authorizing the New Smyrna Beach Housing Authority to act as the limited partner of Landings at Live Oak, LP.
- 2025-3 A resolution approving the 2025 utility allowances for PH and HCV.
- 2025-4 A resolution approving the PH flat rents.
- 2025-5 A resolution approving the 2025 five year and CFP plan.
- 2025-6 A resolution approving the 2025 annual plan.
- 2025-7 A resolution approving the FYE 2026 budget.

Fiscal Analysis:

None.

Strategic Plan Item:

No

Staff Report Created By: Sharon Harding - Deputy City Clerk