



**Housing Authority**  
**Monday, March 9, 2026 at 5:30 PM**

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

**1. CALL TO ORDER**

---

1.A [Agenda](#)

**2. ROLL CALL**

---

**3. INVOCATION/PLEDGE OF ALLEGIENCE**

---

**4. APPROVAL OF MINUTES**

---

4.A [Consider the adoption of the minutes from the Housing Authority meeting held on Monday, February 9, 2025.](#)

**5. 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

---

### 8.A New Business Discussion Items

## 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. 2026-4 and 2026-5

## 12. FINANCIALS

---

### 12.A January 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

## AGENDA

March 9, 2026

---

**Background:**

The agenda is provided for your review.

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

**Attachments:**

[AGENDA MEETING MARCH 2026 \(003\).pdf](#)

**MEETING AGENDA**  
**MARCH 9, 2026 @ 5:30 p.m.**  
**City Commission Chambers**  
**214 Sams Ave.**

**CALL TO ORDER**

**ROLL CALL**

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL MEETING MINUTES FEBRUARY 9, 2026**

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

**PUBLIC PARTICIPATION**

**COMMENTS: (three (3) minute limit):**

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.

**TENANT ACCOUNT CHARGE OFFS**

None

**ASSETS TO CONDEMN**

None

**DIRECTORS REPORT**

- Vacancy report
- Property Report
- HCV report
- FSS report
- Services Report

**FINANCIALS**

- January 2026 Financials

## **NEW BUSINESS**

- Maintenance on call changes.

## **OLD BUSINESS**

- Budget meeting for March 11, 2026, at 3:30 Greenlawn Manor

## **DEVELOPMENT**

### Live Oak Updates (now Landings at Live Oak)

- Reviewed the following capital repairs:
  - Replace older HVAC units
  - Replace all windows
  - Replace old sewer pipes
  - Replace older tankless water heaters
  - Replace all kitchen cabinets
  - Replace pedestal sinks with vanities in the bathrooms
  - Paint all buildings adding new outside veneer and paint to modernize the veneer look from US 1.
  - Rehab the remaining 5 units left that need updated
  - Remove and replace old clotheslines with umbrella clotheslines
  - Remove all outside wires and shutters from the buildings
  - Add picket fences to yards to separate units
  - Expand the main office for more file rooms and a board/briefing room
- Locate alternate maintenance shop or build one
- Section 18 application submitted to Special Application Center of HUD August 6, 2024
  - been approved by SAC for demolition December 8, 2025
- Mediation updates- settlement discussions still pending.
- Westside Phase II
  - Westside Phase II is now in a DDA boost area for 2026.
  - The application process has been sent to Florida Housing Finance Corporation (FHFC) for lottery drawing.
    - Not selected for 2025.
    - 2026 Options:
      - Bonds w/sail and 4% LIHTC
      - Geo 9% LIHTC
      - Local bonds w/4% LIHTC and CDBG if there are any

## **RESOLUTIONS**

- 2026-4 Authorizing a change in the personnel policy to increase on call pay from \$50 a week to \$150 a week.
- 2026-5 Authorizing a change to the procurement policy to update the micro and small purchase thresholds

## **ADJORN MEETING**

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

CONSIDER THE ADOPTION OF THE MINUTES FROM THE HOUSING AUTHORITY MEETING  
HELD ON MONDAY, FEBRUARY 9, 2025.

March 9, 2026

---

**Background:**

The Housing Authority held a regular meeting on Monday, February 9, 2025. The attached minutes are submitted for your review and consideration of adoption.

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

**Attachments:**

[MINUTES OF THE FEBRUARY 2026 MEETING.pdf](#)

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF  
NEW SMYRNA BEACH, FLORIDA HELD  
February 9, 2026**

The Board meeting of the Board of Commissioners was held Monday, February 9, 2026, at City Hall.

At 5:30 p.m. The Chairman called the meeting to order.

The roll call was as follows:

|                              |         |
|------------------------------|---------|
| Chair- Judy Reiker           | Present |
| Vice Chair- Regis Sloan      | Present |
| Commissioner- Wilda Bennett  | Present |
| Commissioner- Michele Davis  | Present |
| Commissioner-Nelson McDonald | Present |

Also, present Teresa Pope, Executive Director, Sonia Sierra-Torres; Deputy Director.

**Invocation and Pledge of Allegiance**

Commissioner McDonald lead the Invocation and Pledge of Allegiance.

**Approval of the Board Minutes for January 12, 2026**

The Board Members present reviewed the minutes of the Board meeting held February 9, 2026 a motion was, made by Commissioner McDonald and seconded by Commissioner Sloan to approve the minutes. All were in favor of the motion.

**Public Participation**

None

**Tenant Account Charge Offs**

No tenant account charge offs

**Assets to condemn**

There were no assets to condemn.

**Director's Reports**

The Executive Director reviewed the following reports with the board:

Vacancy Report  
Property Report  
HCV Report  
FSS Report  
Services Report

## **Financials**

The Deputy Director reviewed the financials for the Month of December 2025 with the board.

## **New Business**

The Executive Director discussed the budget with the board:

- The conflict of interest of employees renting HA owned units. A discussion was held regarding the resolution that will be brought to the board restricting HA employees from renting HA owned units due to lease violation issues.

## **Old Business**

The Executive Director discussed the budget with the board:

- The budget meeting was scheduled for March 11, 2026 at 3:30 p.m. at Greenlawn Manor.
- The ED spoke of the RFP for the 40 vouchers for Westside Phase II that is in the process of being prepared and reviewed for advertisement.

## **Development**

Live Oak Updates (now Landings at Live Oak)

- The agency will request a task order for the A/E to perform a Scope of Work and independent cost estimate for the renovations of Donnelly homes to use Live Oak FEMA monies on.
- The repairs discussed are as follows:
  - Replace older HVAC Units
  - Replace all windows
  - Replace old sewer pipes
  - Replace older tankless water heaters
  - Replace all kitchen cabinets
  - Replace pedestal sinks with vanities in the bathrooms
  - Paint all buildings adding new outside veneer and paint to modernize the veneer look from US1.
  - Rehab the remaining 5 units left that need updated
  - Remove and replace old clotheslines with umbrella clotheslines.
  - Remove all outside wires and shutters from the buildings
  - Add picket fences to yards to separate units
  - Expand the main office for more file rooms and a board/briefing room
- Locate alternate maintenance shop or build one

Section 18 application submitted to Special Application Center of HUD August 6, 2024

- It has been changed to a demo application.
- Approved on December 8, 2025
- Will schedule a community meeting to discuss future development.
- Mediation updates- Mitigation set for the end of January 2026 with settlement negotiations possibly before then. Working with the insurance attorney on this process. Still in process as of this meeting.
- Westside Phase II
  - We were not selected for 2026. Will reapply next year. Using these possible options:
    - Bonds with sail and 4% LIHTC
    - 9% LIHTC
    - Local bonds with 4% LIHTC and CBDG-DR funding if there are any available

## **Resolutions**

2026-3 Authorizing the change to the Open market and NSBHDC policies to not allow employees to rent units owned by the agency. A motion was made by Commissioner McDonald and seconded by Commissioner Davis. All were in favor.

Meeting adjourned

---

Secretary, Teresa Pope

---

Chair, Judy Reiker

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

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

March 9, 2026

---

**Background:**

- Vacancy report
- Property Report
- HCV report
- FSS report
- Services Report

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

**Attachments:**

[HMIS quarterly report Jan - march 2026 x.pdf](#)  
[Form - FSS Report FEBRUARY 2026.pdf](#)

Homeless Management Information System (HMIS) / Community Resource center (CRC)  
Monthly Report March 2025

| Service Provided<br><b>CRC</b>      | Month<br>(March) | MONTH<br>TOTAL<br>\$ | Month<br>(Feb.)              | MONTH<br>TOTAL<br>\$                           | Month<br>(Jan)         | MONTH<br>TOTAL<br>\$ | Quarter<br>\$ | Unit<br>Cost  | Remarks                                                                                              |
|-------------------------------------|------------------|----------------------|------------------------------|------------------------------------------------|------------------------|----------------------|---------------|---------------|------------------------------------------------------------------------------------------------------|
| Senior Food Bags                    |                  | \$                   | 20                           | \$400                                          | 13                     | \$260                | \$            | BAGS<br>\$20  |                                                                                                      |
| Homeless food<br>bags               |                  |                      | 50                           | \$500                                          | 44                     | \$440                | \$            | BAGS<br>\$10  |                                                                                                      |
| Frozen Meat                         |                  |                      | 62                           | \$930                                          | 29                     | \$435                | \$            | BAGS<br>\$15  | 2-3 packs of meat                                                                                    |
| Food Stamp<br>Assistance            |                  |                      | 6                            | \$120                                          | 5                      | \$100                | \$            | HOURS<br>\$20 | Thursdays by appt<br>only, usually 3<br>appts/day                                                    |
| Gift Cards                          |                  |                      | 77<br>people<br>253<br>cards | \$2540<br>*church<br>did not<br>give<br>totals | 70 ppl<br>436<br>cards | \$3024               |               | ITEMS<br>\$10 | Our Lady Sea Of Star—<br>they do not always<br>track accurately                                      |
| Bus Passes                          |                  |                      | 5                            | \$20                                           |                        | \$<br>\$             | \$<br>\$      | ITEMS<br>\$4  | Our Lady Sea Of Star<br>--Church gave some<br>gift cards to CRC, 6<br>were distributed               |
| Meals Ready To<br>Eat (MRE)         |                  |                      | 18                           |                                                | 18                     | \$0                  | \$0           | ITEMS<br>0    | Received 80 cases<br>from DOH                                                                        |
| Other / linkage to<br>Resources     |                  |                      | 16                           |                                                | 10                     |                      |               | ITEMS<br>0    | Information/Hot<br>Weather<br>Shelter/Clothing/God's<br>Bathhouse/Disability<br>Solutions/VFCCH/ETC. |
| Homeless IDs:                       |                  |                      | 0                            | 0                                              | 0                      |                      |               | ITEMS         | June will be training in<br>HMIS to continue this<br>service                                         |
| <b>Summary</b>                      |                  |                      |                              |                                                |                        |                      |               |               |                                                                                                      |
| Total number of<br>homeless served: |                  |                      | 68                           |                                                | 62                     |                      |               |               | *(not including meat<br>costs/services in total)                                                     |
| Total Number of<br>elderly served:  |                  |                      | 20                           |                                                | 13                     |                      |               |               | *(not including meat<br>costs/services in total)                                                     |

|                                               |  |  |  |        |  |        |        |  |                                                                                          |
|-----------------------------------------------|--|--|--|--------|--|--------|--------|--|------------------------------------------------------------------------------------------|
| Total number/cost<br>of services<br>provided: |  |  |  | \$4510 |  | \$4159 | \$4159 |  | *INCLUDING MEAT<br>COSTS/SERVICES<br>Total counts food bags<br>and gift cards separately |
|                                               |  |  |  |        |  |        |        |  |                                                                                          |

| <b>FEBRUARY 2026 FSS Report</b> |                   |                           |                          |                                 |
|---------------------------------|-------------------|---------------------------|--------------------------|---------------------------------|
| <b>Total Program Graduates</b>  |                   | <b>Pending Graduation</b> |                          | <b>Moved into Homeownership</b> |
| <b>9</b>                        |                   | <b>0</b>                  |                          | <b>3</b>                        |
| <b>Orientation</b>              | <b>Assessment</b> | <b>CoP Pending</b>        | <b>Program Graduates</b> | <b>Total Signed CoPs</b>        |
| 5                               | 5                 | 5                         | 1                        | 5                               |

| <b>FSS Participants</b>                               |     |
|-------------------------------------------------------|-----|
| FSS – Interest in FSS Program (current month)         | 5   |
| FSS – Attended FSS Orientation (current month)        | 5   |
| Total FSS Participants                                | 80  |
| Total FSS Participants family member                  | 272 |
| FSS CoP - Pending                                     | 0   |
| HCVP w/Escrow                                         | 12  |
| HCVP w/Zero Escrow                                    | 57  |
| PH w/Escrow                                           | 2   |
| PH w/Zero Escrow                                      | 8   |
| Enrolled in Trade/College                             | 4   |
| High School Diploma/GED (enrolled)                    | 1   |
| Employed                                              | 67  |
| Unemployed                                            | 12  |
| Letter of Interest – Mailed Out/Emailed               | 14  |
| Families that increased their income                  | 2   |
| Families that received Interim Disbursement from OLSS | 3   |

**\*NEW RULE- HAS BEEN APPROVED BY HUD**

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

## NEW BUSINESS DISCUSSION ITEMS

March 9, 2026

---

**Background:**

- Maintenance on call changes.

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

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

## DEVELOPMENT DISCUSSION ITEMS

March 9, 2026

---

### **Background:**

Live Oak Updates (now Landings at Live Oak)

- Reviewed the following capital repairs:
  - Replace older HVAC units
  - Replace all windows
  - Replace old sewer pipes
  - Replace older tankless water heaters
  - Replace all kitchen cabinets
  - Replace pedestal sinks with vanities in the bathrooms
  - Paint all buildings adding new outside veneer and paint to modernize the veneer look from US 1.
  - Rehab the remaining 5 units left that need updated
  - Remove and replace old clotheslines with umbrella clotheslines
  - Remove all outside wires and shutters from the buildings
  - Add picket fences to yards to separate units
  - Expand the main office for more file rooms and a board/briefing room
- Locate alternate maintenance shop or build one
  
- Section 18 application submitted to Special Application Center of HUD August 6, 2024
  - been approved by SAC for demolition December 8, 2025
- Mediation updates- settlement discussions still pending.
  
- Westside Phase II
  - Westside Phase II is now in a DDA boost area for 2026.
  - The application process has been sent to Florida Housing Finance Corporation (FHFC) for lottery drawing.
    - Not selected for 2025.
    - 2026 Options:
      - Bonds w/sail and 4% LIHTC

- Geo 9% LIHTC
- Local bonds w/4% LIHTC and CDBG if there are any

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

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

## OLD BUSINESS DISCUSSION ITEMS

March 9, 2026

---

### **Background:**

- Budget meeting for March 11, 2026, at 3:30 Greenlawn Manor

### **Fiscal Analysis:**

None

### **Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

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

**CONSIDER THE ADOPTION OF RESOLUTION NOS. 2026-4 AND 2026-5**

**March 9, 2026**

---

**Background:**

The resolutions are provided for your review and adoption consideration.

- 2026-4 Authorizing a change in the personnel policy to increase on call pay from \$50 a week to \$150 a week.
- 2026-5 Authorizing a change to the procurement policy to update the micro and small purchase thresholds

**Fiscal Analysis:**

none

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans

**Attachments:**

[RESOLUTION 2026-5 changes to procurement policy.pdf](#)

## **RESOLUTION NO. 2026-5**

A Resolution of the Housing Authority of the City of New Smyrna Beach ("HANSB") to Approve changes to the procurement policy increasing micro purchase to \$15,000 and the small purchase to \$350,000.

**WHEREAS** The Housing Authority of the City of New Smyrna Beach in the regular Meeting held on the 9th day of March 2026 has been considered and approves changes to the procurement policy increasing micro purchase to \$15,000 and the small purchase to \$350,000.

**WHEREAS** the Executive Director is requesting that the Board of Commissioners approve changes to the procurement policy increasing micro purchase to \$15,000 and the small purchase to \$350,000.

**WHEREAS** the Board of Commissioners of said Authority find approving changes to the procurement policy increasing micro purchase to \$15,000 and the small purchase to \$350,000 acceptable.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of New Smyrna Beach ("HANSB") do hereby approve changes to the procurement policy increasing micro purchase to \$15,000 and the small purchase to \$350,000.

.  
.

**PASSED, ADOPTED AND APPROVED** THIS 9th day of March 2026

---

**TERESA POPE, EXECUTIVE DIRECTOR**

---

**JUDY REIKER, CHAIR**

**(Seal)**

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

**JANUARY FINACIALS**

**March 9, 2026**

---

**Background:**

January financial report provided for your review and consideration.

**Fiscal Analysis:**

None

**Strategic Plan Item:**

No

Staff Report Created By: Kohn Evans