Housing Authority
Monday, April 14, 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 February 10, 2025, Housing Authority Meeting minutes.

5. TENANT ACCOUNT CHARGE OFFS

5.A Executive Director Teresa Pope will review 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

8.A Executive Director Teresa Pope will present the new business.

9. DEVELOPMENT

9.A Executive Director Teresa Pope will present the development report.

10. OLD BUSINESS

11. RESOLUTIONS

11.A Consider the adoption of Resolution No 2025-9.

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

April 14, 2025

Background:
N/A

Fiscal Analysis:
N/A

Strategic Plan Item:
No

Staff Report Created By: Kohn Evans

Attachments:

AGENDA MEETING APRIL 2025.pdf

MEETING AGENDA
April 14, 2025 @ 5:30 p.m.
City Hall
210 Sams Avenue

CALL TO ORDER

ROLL CALL

INVOCATION/PLEDGE OF ALLEGANCE

APPROVAL MEETING MINUTES February 10, 2025

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
- Property Report
- FSS report
- ROSS report
- Services Report

NEW BUSINESS

- Received 40 Tenant protection vouchers for Live Oak Homes with $314,000 to cover HAP.
- Met with County staff regarding GAP funding on April 8.
- HUD visit 4/9/25

OLD BUSINESS

None

DEVELOPMENT

- Greenlawn Manor Update
    - Processing annual exams for June.

- 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.
    - Approval of $3,500,000 of CDBG-DR funding approved at the February Council meeting.
    - Arbitration is on hold until the public adjuster sends out contractors.
    - Mediation updates.

- Westside Phase II
    TBD.

RESOLUTIONS

2025-9 Approval of the 2025 Property, Vehicle, Liability insurance.

FINANCIALS

ADJORN MEETING

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.

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

CONSIDER THE ADOPTION OF THE FEBRUARY 10, 2025, HOUSING AUTHORITY MEETING MINUTES.

April 14, 2025

Background:
The Housing Authority held a meeting on February 10, 2025. The minutes are attached for your review and consideration for adoption.

Fiscal Analysis:
N/A

Strategic Plan Item:
No

Staff Report Created By: Kohn Evans

Attachments:

MINUTES OF THE FEBRUARY. 2025 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 10, 2025

The Board meeting of the Board of Commissioners was held Monday, Monday, February 10, 2025, at 4:00 p.m. at City Hall.

BUDGET WORKSHOP

A budget workshop was held by the Director of Finance, Sonia Sierra-Torres at 4:00 p.m.

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

Also, present Teresa Pope, Executive Director, Crystal Mcleod, DOO.

Invocation and Pledge of Allegiance

Chair, Judy Reiker, gave the invocation and pledge of allegiance.

Approval of the Board Minutes for January 13, 2025

The Board Members present reviewed the minutes of the Board meeting held January 13, 2025. A motion was made by Commissioner Sloan and seconded by Commissioner Davis to approve the minutes. All were in favor of the motion.

Tenant Account Charge Offs

There were no 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
ROSS Report
FSS Report
HMIS Report

New Business

No new business.

Old Business

No old Business

Development

Greenlawn Manor update:

- No updates this month.

Landings at Live Oak:

- FEMA projects are still processing for the Maintenance shop and Buildings
- TAG and HA working on a MDA with Good Housing Partnership.
- Section 18 application submitted to SAC on August 6, 2024, waiting for update.
- Part 58 Environmental Review for the SAC submission was signed by the City of New Smyrna and sent to Jacksonville Field office.
- The application for CDBG-DR funding of $60,000 per unit for 60 units to be developed at Landings at Live Oak is in the process. Total amount of $3,600,000 is scheduled for the February County Council meeting.
- The insurance company wants to send out contractors to test windows again. Negotiations of claim.
- Insurance company will be sending out contractors to test windows in the following weeks.
- Arbitration is on hold until the public adjuster sends out contractors.

Westside Phase II:

- No updates.

Resolutions

2025-7 A resolution approving the FYE 2026 Budget.

- The resolution reviewed by the board. A motion was made by Commissioner Davis and seconded by Commissioner Sloan. All were in favor.

2025-8 A resolution to void resolutions 2024-24 and 2024-25 with the revision of the 2023 and 2024 CFP for demolition.

- The resolution was discussed by the board. A motion was made by Commissioner Davis and Seconded by Commissioner Bennett. All were in favor.

Financials

November 2024 financials were presented to the board.

A motion to close the meeting was made by commissioner Bennett and seconded by Commissioner Davis. The meeting was adjourned.

_____ _____

Secretary, Teresa Pope Chair, Judy Reiker

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

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

April 14, 2025

Strategic Plan Item:

No

Staff Report Created By: Kohn Evans

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

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

April 14, 2025

Background:

- Vacancy report
- Property Report
- FSS report
- ROSS report
- Services Report

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Kohn Evans

Attachments:

HMIS monthly report Mar25-COMPLETE.pdf
Ross October report April 2025.pdf
Form - FSS Report April 2025.pdf

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

Homeless Management Information System (HMIS) / Community Resource center (CRC)

Monthly Report March 2025

Service Provided CRC	Month (March)	MONTH TOTAL $	Quarter Jan1-Mar31	Quarter (Oct1-Dec31	Since Oct.	Unit Cost	Recent Quarter Total $	Remarks
Senor Food Bags	17	$255	177	115	275	BAGS $15	$2655	
Homeless food bags	17	$170	214	306	503	BAGS $10	$2140	
Frozen Meat	43	$645	145	153	302	BAGS $15	$2175	
Food Stamp Assistance	1		41	41	81	HOURS $20		
Gift Cards	187	$1870	333	222	368	ITEMS $10	$3330	Our Lady Sea Of Star
Bus Passes	14	$56	46	55	87	ITEMS $4	$224	Our Lady Sea Of Star
Meals Ready To Eat (MRE)	16		42	101	127	ITEMS 0		
Hygiene/Grooming Supplies	5	$25	19	23	37	ITEMS $5	$95	
Other / linkage to Resources	18		43	33	71	ITEMS 0		Information/Cold Weather Shelter/Clothing/God's Bathhouse/
Service Provided HMIS	0		0					Number unknown
HMIS Intakes	5		23	87	105	ITEMS		Cost covered under case management
MSV App. -Processed -Issued -Housed	2 0 0		22 14 0	2 0 0	22 14 0	ITEMS		Cost covered under case management 4 denied due to background check / 2 denied due to not living in area for 6 months / 2 due to non-contact Client's with voucher currently seeking housing.
Homeless IDs:	14		33	21	49	ITEMS		Cost covered under case management (Trace from HUM came in to do Homeless ID's on 3/20. He will come the third Thursday of each month.)
BNL Entries: Entries resulting in PSH:			12 2	3 0	15 2	ITEMS 0		Cost covered under case management Ashleigh Gleason / Courtney Berry
Case Management			74	103	207	HOURS $20	Recent Quarter Total $	

Summary								
Total number of homeless served:	**17**		**114 M72/F42**	**154 M83/F72**	**251**		**$2140**	
Total Number of elderly served:	**17**		**123 M62/F61**	**120 M69/F51**	**226**		**$2655**	
Total number/cost of services provided:	**339**	**$3021**	**1134**	**879**	**2246**		$10619	

April 2025

Ross Report

FSS Participants	
Ross – Interest in Program (current month)	0
Ross – Attended Orientation (current month)	0
Total Ross Participants	24
Resident Assessment Survey - Pending	0
Enrolled in Trade/College	0
High School Diploma/GED	0
Employed	5
Unemployed	19
Letter of Interest – Mailed Out/Emailed	0
Families that increased their income	0
Families that received Services	24

April 2025
FSS Report

Orientation	Assessment	CoP Pending	Program Graduates	Total Signed CoPs
0	0	7	1(upcoming)	64

FSS Participants

FSS – Interest in FSS Program (current month)	1
FSS – Attended FSS Orientation (current month)	0
Total FSS Participants	71
Total FSS Participants family member	118
FSS CoP - Pending	7
HCVP w/Escrow	11
HCVP w/Zero Escrow	47
PH w/Escrow	1
PH w/Zero Escrow	11
Enrolled in Trade/College	2
High School Diploma/GED (enrolled)	1
Employed	58
Unemployed	13
Letter of Interest – Mailed Out/Emailed	0
Families that increased their income	0
Families that received Interim Disbursement from OLSS (April to Jul2 2024)	0

*NEW RULE- HAS BEEN APPROVED BY HUD

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

EXECUTIVE DIRECTOR TERESA POPE WILL PRESENT THE NEW BUSINESS.

April 14, 2025

Background:

• Received 40 Tenant protection vouchers for Live Oak Homes with $314,000 to cover HAP.
• Met with County staff regarding GAP funding on April 8.
• HUD visit 4/9/25

Fiscal Analysis:

N/A

Strategic Plan Item:

No

Staff Report Created By: Kohn Evans

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

EXECUTIVE DIRECTOR TERESA POPE WILL PRESENT THE DEVELOPMENT REPORT.

April 14, 2025

Background:

Greenlawn Manor Update

- Processing annual exams for June.

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.
- Approval of $3,500,000 of CDBG-DR funding approved at the February Council meeting.
- Arbitration is on hold until the public adjuster sends out contractors.
- Mediation updates.

Westside Phase II

- TBD.

Fiscal Analysis:

N/A

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 NO 2025-9.

April 14, 2025

Background:
Resolution No. 2025-9 Approval of the 2025 Property, Vehicle, Liability Insurance

Fiscal Analysis:
N/A

Strategic Plan Item:
No

Staff Report Created By: Kohn Evans

Attachments:

RESOLUTION 2025-9 approving 2025 insurances.pdf

RESOLUTION NO. 2025-9

A Resolution of the Housing Authority of the City of New Smyrna Beach ("HANSB") to

To approve the Property, vehicle, and liability insurance for the Public Housing properties and market rent units for 2025 with _____.

WHEREAS The Housing Authority of the City of New Smyrna Beach in this

meeting held this 14th day of April 2025 have considered and Approve the Property, vehicle, and liability insurance for the Public Housing properties and market rent units for 2025 with _____.

WHEREAS the Executive Director is requesting that the Board of Commissioners to

Approve the Property, vehicle, and liability insurance for the Public Housing properties and market rent units for 2025 with _____.

WHEREAS the Board of Commissioners of said Authority find that approving the Property, vehicle, and liability insurance for the Public Housing properties and market rent units for 2025 with _____ 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 the Property, vehicle, and liability insurance for the Public Housing properties and market rent units for 2025 with _____.

PASSED, ADOPTED AND APPROVED THIS 14th day of April 2025

_____ _____

TERESA POPE, EXECUTIVE DIRECTOR **Judy Reiker, Chair**

(Seal)