

**NEIGHBORHOOD & AFFORDABLE HOUSING ADVISORY BOARD MEETING MINUTES  
CITY OF CLEARWATER**

December 13, 2016

**Awaiting approval**

Present: Vice Chair Kevin Chinault, Board Member Peggy M. Cutkomp, Board Member Lisa Hughes, Board Member Linda Kemp, Board Member Carmen Santiago, Member Empty Seat

Absent: Chair Michael Potts,

Also Present: Denise Sanderson – Economic Development & Housing Director, Chuck Lane – Economic Development & Housing Assistant Director, Patricia O. Sullivan – Board Reporter

The Vice Chair called the meeting to order at 9:03 a.m. at City Hall.

**To provide continuity for research, items are in agenda order although not necessarily discussed in that order.**

**3 – Approval of Minutes**

3.1. Approve minutes of the November 15, 2016 Neighborhood & Affordable Housing Advisory Board Special meeting as submitted in written summation.

Member Cutkomp moved to approve minutes of the November 15, 2016 Neighborhood & Affordable Housing Advisory Board Special meeting as submitted in written summation. The motion was duly seconded and carried unanimously.

**4 – Citizens to be Heard re Items Not on the Agenda:** None

**5 – Consolidated Annual Performance and Evaluation Report (CAPER)**

Economic Development & Housing Assistant Director Chuck Lane provided a PowerPoint presentation. The City was required to submit the CAPER (Consolidated Annual Performance and Evaluation Report) to HUD (Housing & Urban Development) Department every year. The FY (Fiscal Year) 2015/16 CAPER detailed all City FY 2015/16 activities for compliance and financial audits as outlined in the Consolidated Plan, documented City expenditures of CDBG (Community Development Block Grant) and HOME Investment Partnerships Program funds, and provided grantees an opportunity to detail their successes. HUD used the CAPER to assess the City's community planning and development programs for compliance.

The City's FY 2015/16 CAPER reviewed its activities: 1) down payment assistance; 2) housing rehabilitation; 3) public services; 4) public facilities; 5) new construction and 6) fair housing. The narrative section included a summary of activities funded with money from SHIP (State Housing Initiatives Partnership), Pinellas County Housing Trust Fund, and Neighborhood Stabilization Program 3 (NSP3). These funds were not included below.

In FY 2015/16, the City's federal entitlement allocation of \$946,367 included \$681,257 from CDBG and \$265,110 from HOME. CDBG and HOME expenditures totaled \$1,041,050 and included last year's reprogrammed fund budget. Funds not expended from this year's budget will be programmed in future budgets.

More than 5,700 persons were assisted through Public Services, Public Facilities, Fair Housing and Housing Pool funds. Program loans funded owner-occupied rehabilitation, down payment assistance, purchase of a vacant parcel to build a single-family home, acquisition and renovation of 2 single-family homes, and construction of 5 single-family homes. Program grants funded ADA (Americans with Disabilities Act) ramps at Norton Apartments and renovations at Jack Russell Stadium, Phillip Jones Park, an intercultural advocacy facility, 2 preschool centers, a mental health treatment and recovery center, and a special needs facility.

Mr. Lane thanked Housing Specialist Kim DuPont for compiling the report. In response to a question, he said down payment assistance money leveraged mortgage funds.

Member Hughes moved to recommend approval of the City's FY 2015/16 Consolidated Annual Performance and Evaluation Report. The motion was duly seconded and carried unanimously.

## **6 – Habitat for Humanity of Pinellas County, Inc. Community Housing Development Organization (CHDO)**

Habitat for Humanity of Pinellas County, Inc. CHDO (Community Housing Development Organization) was established to develop affordable housing for low- and moderate-income people under HOME guidelines. To assist local CHDOs, the City was required to reserve not less than 15% of its HOME allocations for investment in housing to be developed, sponsored, or owned by a CHDO. The City's second CHDO was Bright Community Trust.

## **7 – North Garden Avenue Project Update**

Mr. Lane said City had approved 5 purchase contracts to purchase a 1.68-acre assemblage of property on North Garden Avenue. The City later assigned those contracts to Habitat for Humanity, which planned to construct 13 single-family, 3-bedroom homes on the site for families with incomes at or below 80% AMI. The loan would not exceed \$768,000. Closing was scheduled for mid January. Habitat anticipated construction would be completed by July 2018.

In response to a question re future City opportunities with Habitat, Mr. Lane said staff was reviewing sites for land acquisition. Projects will be brought to the board as they are developed.

## **8 – NAHAB Schedule 2017**

The 2017 NAHAB meeting schedule was distributed.

## **9 – Old/New Business**

In response to concerns that the evaluation process had reduced POC (Pinellas Opportunity Council) Chore Services' grant, Mr. Lane said all grant money was expended. It was hoped that left over funds would be awarded to the POC program.

Economic Development & Housing Director Denise Sanderson said invitations would be sent to Board Members for the Garden Trail Apartments grand opening on January 11, 2016 at 11:30 a.m. The development, awarded tax credits through Florida's LIHTC (Low-Income Housing Tax Credit) program, was constructed for families with incomes at or below 60% AMI, with 10% of units set aside for families with incomes at or below 40% AMI. The complex should approach full occupancy at the time of the grand opening.

Ms. Sanderson reported Joe Riddle, from Jonesboro, Arkansas, was offered the Housing Manager position and will start work in January.

**10 – Next Meeting** – January 10, 2017 – may be held in Room 222

**11 – Adjourn**

The meeting adjourned at 9:24 a.m.

Attest:

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Chair  
Neighborhood & Affordable Housing Advisory Board

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Board Reporter