MEMORANDUM

Date:	April 1, 2026
To:	Honorable Mayor and Commissioners
Via:	Brian L. Barroso City Manager
CC:	Patrick Wright, Growth Management Director
From:	Tina Burns, Community Development Program Manager
Subject:	**FILE ID 26-5226** An Ordinance of the City of Key West, Florida amending Chapter 2 – Administration – of the Code of Ordinances , updating Section 2-708 "Homebuyers assistance program" subsection (c), "Administration of program" for revisions necessary to operate the program. .

Introduction

The purpose of this request it to amend the current administrative processes for operation of the Homebuyers Assistance program.

Background

The Homebuyer's Assistance program has the purpose to assist eligible workforce persons to obtain loans in order to become homeowners of residential housing.

The change to the language reflects changes in titles and does not affect policy change or affect the ordinances intent. The proposed changes are administrative changes to update processes for the operation of the program.

The following are required changes under Section 2-708:

(c) *[Administration of program.]* The homebuyers assistance program shall be administered on a preapproval basis. After a person is preapproved as eligible, he or she will be issued an award letter. Staff of the community development office will request a check payable to a closing agent

from the City of Key West Finance Department. Prior to the expenditure of program funds, the loan must be approved by the ~~Director of Housing and~~ Community Development <u>Office</u>.
*Coding: Added language is underlined; deleted language is struck through at first reading.

Procurement
There are no expenses, costs or budget adjustments associated with the request for revisions in this ordinance.

Recommendation
Staff recommends the Mayor and Commission to approve the amendments to Chapter 2 – Administration – of the Code of Ordinances , updating Section 2-708 "Homebuyers assistance program" subsection (c), "Administration of program" for revisions necessary to operate the program.