



MEMORANDUM

Date: November 14, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: Tina Burns
Housing & Community Development Director

Subject: **24-6614 Ordinance Revisions to the Homebuyers Assistance Program Sec. 2-708 of SUBPART A. – GENERAL ORDINANCES, Chapter 2 – ADMINISTRATION, Article VII. – FINANCIAL MATTERS DIVISION 1. - GENERALLY, of the City of Key West Code of Ordinances.**

Introduction

Respectfully request the City Commission to approve an ordinance revision to the Homebuyers Assistance Program for Key West Sec. 2-708 of SUBPART A. – GENERAL ORDINANCES, CHAPTER 2 – ADMINISTRATION, Article VII. – FINANCIAL MATTERS of the City of Key West Code of Ordinances.

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 Community Development office was brought back to the City of Key West from the Key West Housing Authority in September of 2023. The proposed changes are housekeeping items to clarify and correct processes for the operation of the program.

The following changes are required under Sec. 2-708 to operate the program *:

- (a) *Purpose.* There is hereby established the "homebuyers assistance program" whose purpose is to assist eligible workforce persons to obtain loans in order to become homeowners of residential housing. The community development office of the City of Key West ~~through the housing authority of the City of Key West~~ shall administer this program. It shall implement underwriting standards and a local housing assistance plan for commission approval.
- (b) *Eligibility requirements.* The community development office shall develop a form of application. Eligibility for the homebuyers assistance program shall be pursuant to the city's workforce housing ordinance, section 122-1466 et seq., and the city's adopted local housing assistance plan.
- (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. ~~An authorized officer~~ Staff of the community development office will ~~shall issue~~ 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 ~~have the additional approval of the executive director of the housing authority~~ be approved by the Director of Housing and Community Development.
- (d) *Loans; promissory notes and mortgage.* The maximum amount of any loan under the homebuyers assistance program shall be \$20,000.00. The eligible person shall execute a promissory note and mortgage for the repayment of the loan.

*(Coding: Added language is underlined; deleted language is ~~struck through~~ at first reading.

Procurement

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

Recommendation

Respectfully request the City Commission to approve the ordinance revisions to the Homebuyers Assistance Program for Key West Sec. 2-708 of SUBPART A. – GENERAL ORDINANCES, CHAPTER 2 – ADMINISTRATION, Article VII. – FINANCIAL MATTERS of the City of Key West Code of Ordinances for the operation of the program.