

**Agenda
City of Winter Haven
Affordable Housing Advisory Committee Meeting
March 15, 2021
5:00 p.m.**

**WHRCC
Gymnasium
801 Ave T NE, Winter Haven, FL
AGENDA**

1. Call to Order
2. Roll Call
3. Discussion Items
 - i. SHIP Updates
 - ii. AHAC Vacancy
 - iii. 2021 Meeting Schedule
4. Other Business
 - i. Comments from Committee
 - ii. Comments from Staff
 - iii. Comments from Public
5. Adjournment

All interested parties who decide to appeal any decision made by the CRA with respect to the matter considered at such meeting or hearing will need a record of the proceedings, and that, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105). Please be advised that you must make your own arrangements to produce this record. If you are not fluent in English and need language interpreter assistance to participate in the proceeding, please contact the City Clerk's Office at least four (4) days prior to the meeting. The City Clerk may be reached at **(863) 291-5600**, at **City Hall, 451 Third Street, NW, Winter Haven, Florida, 33881**, or online at **www.mywinterhaven.com**. In accordance with the Americans with Disabilities Act and Florida Statutes, Section 286.26, persons with disabilities needing special accommodations to participate in this proceeding, should contact the City Clerk's Office, 451 Third Street, NW, Winter Haven Florida 33881, in writing, no later than 48 hours prior to the proceeding; if not in writing, then not later than four (4) days prior to the proceeding at (863) 291-5600. Vision or hearing impaired please call (800) 955-8771 for assistance. For information regarding this agenda, please contact the Planning Division at (863) 291-5600.

Affordable Housing Advisory Committee 2021				
Attendance Roster				
	3/15	3/23	6/22	9/8
Julie Farish (Chair)				
Lisa Watkins				
Brad Beatty				
Hattie Wilson				
Rick Hemenway				
George Urbano				
David Nicholson				
Joey Hilliard				
VACANT				
L. Tracy Mercer (Commission Liaison)				

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CITY OF WINTER HAVEN FACT SHEET
AHAC Meeting
March 15, 2021

DATE: March 9, 2021

TO: Affordable Housing Advisory Committee

FROM: Deena Ware, CRA and Neighborhood Programs Manager

SUBJECT: SHIP Updates

BACKGROUND:

On March 9, 2021, the Florida Housing Coalition hosted a webinar regarding Sadowski Funding. In summary, the items discussed included the following:

- Legislative Process began March 2, 2021
- Total Budget Recommendation for Housing - \$423.3 Million (\$296.6M & SAIL \$126.7M)
- Housing Trust Funds Key Contacts for the Senate are: Wilton Simpson, Kelli Stargel, and George Gainer. The House contacts are: Chris Sprowls, Jay Trumbull, and Jayer Williamson.
- American Rescue Plan Act includes \$27.4 Billion for emergency rental assistance (in addition to the \$25 Billion passed in December 2020).
- Current assistance program extends until September 30, 2022
- \$5 Billion for homelessness assistance
- \$10 Billion for foreclosure assistance
- \$4.5 Billion for utility assistance
- \$120 Million for housing counseling and fair housing

If approved, the City of Winter Haven is projected to receive \$659,547. Those funds would be used to continue the SHIP Program to provide down payment assistance via our partnership with Keystone Challenge Fund.

STAFF RECOMMENDATION:

N/A

ATTACHMENT:

Projected SHIP Estimates for FY 2021-22



PROJECTED SHIP ESTIMATES FOR FY 2021-22

(\$296,600,000)

LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE	LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE	LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE
ALACHUA	3,820,680	1,920,274	GILCHRIST	350,000	350,000	PALM BEACH	20,569,251	15,554,468
Gainesville		1,900,406	GLADES	350,000	350,000	Boca Raton		1,334,944
BAKER	394,443	394,443	GULF	350,000	350,000	Boynton Beach		1,100,455
BAY	2,441,297	1,958,164	HAMILTON	350,000	350,000	Delray Beach		942,072
Panama City		483,133	HARDEE	394,443	394,443	West Palm Beach		1,637,312
BRADFORD	394,443	394,443	HENDRY	572,399	572,399	PASCO	7,602,919	7,602,919
BREVARD	8,501,750	4,704,869	HERNANDO	2,690,489	2,690,489	PINELLAS	13,796,884	7,157,824
Cocoa		271,206	HIGHLANDS	1,480,191	1,480,191	Clearwater		1,654,246
Melbourne		1,182,593	HILLSBOROUGH	20,729,465	15,221,646	Largo		1,185,152
Palm Bay		1,661,242	Tampa		5,507,819	St. Petersburg		3,799,662
Titusville		681,840	HOLMES	350,000	350,000	POLK	10,023,516	7,832,376
BROWARD	27,101,477	4,859,296	INDIAN RIVER	2,245,509	2,245,509	Lakeland		1,531,593
Coconut Creek		823,885	JACKSON	670,338	670,338	Winter Haven		659,547
Coral Springs		1,813,089	JEFFERSON	350,000	350,000	PUTNAM	1,035,211	1,035,211
Davie		1,474,320	LAFAYETTE	350,000	350,000	ST. JOHNS	3,678,297	3,678,297
Deerfield Beach		1,124,711	LAKE	5,155,620	5,155,620	ST. LUCIE	4,523,723	1,051,313
Fort Lauderdale		2,655,945	LEE	10,539,733	6,608,413	Fort Pierce		624,274
Hollywood		2,130,176	Cape Coral		2,630,717	Port St. Lucie		2,848,136
Lauderhill		1,016,305	Fort Myers		1,300,603	SANTA ROSA	2,601,511	2,601,511
Margate		832,015	LEON	4,212,255	1,418,687	SARASOTA	6,152,299	5,343,272
Miramar		1,948,596	Tallahassee		2,793,568	Sarasota		809,027
Pembroke Pines		2,368,669	LEVY	572,399	572,399	SEMINOLE	6,695,218	6,695,218
Plantation		1,273,769	LIBERTY	350,000	350,000	SUMTER	1,969,614	1,969,614
Pompano Beach		1,585,436	MADISON	350,000	350,000	SUWANNEE	643,636	643,636
Sunrise		1,322,552	MANATEE	5,600,600	4,776,752	TAYLOR	350,000	350,000
Tamarac		926,871	Bradenton		823,848	UNION	350,000	350,000
Weston		945,842	MARION	5,164,490	4,294,273	VOLUSIA	7,727,470	5,431,639
CALHOUN	350,000	350,000	Ocala		870,217	Daytona Beach		983,707
CHARLOTTE	2,637,084	2,350,697	MARTIN	2,272,211	2,272,211	Deltona		1,312,124
Punta Gorda		286,387	MIAMI-DADE	25,252,350	16,234,736	WAKULLA	474,550	474,550
CITRUS	2,085,294	2,085,294	Hialeah		2,138,874	WALTON	1,061,913	1,061,913
CLAY	3,082,064	3,082,064	Miami		4,439,363	WASHINGTON	367,741	367,741
COLLIER	5,413,683	5,119,179	Miami Beach		838,378	TOTAL	290,358,500	290,358,500
Naples		294,504	Miami Gardens		1,020,195	Disaster Relief Holdback		5,000,000
COLUMBIA	1,008,508	1,008,508	North Miami		580,804	Compliance Monitoring		741,500
DE SOTO	518,994	518,994	MONROE	1,088,616	1,088,616	Catalyst		500,000
DIXIE	350,000	350,000	NASSAU	1,248,739	1,248,739	TOTAL APPROPRIATION		296,600,000
DUVAL	13,770,182	13,770,182	OKALOOSA	2,850,612	2,556,144			
ESCAMBIA	4,550,425	3,770,482	Fort Walton Beach		294,468			
Pensacola		779,943	OKEECHOBEE	572,399	572,399			
FLAGLER	1,604,741	347,747	ORANGE	19,830,635	15,642,405			
Palm Coast		1,256,994	Orlando		4,188,230			
FRANKLIN	350,000	350,000	OSCEOLA	5,413,683	4,355,849			
GADSDEN	652,506	652,506	Kissimmee		1,057,834			

SHIP allocation based upon the Governor's FY21-22 budget recommendations.

(Less: \$5 million DR holdback, Monitoring & Catalyst)

CITY OF WINTER HAVEN FACT SHEET
AHAC Meeting
March 15, 2021

DATE: March 9, 2021

TO: Affordable Housing Advisory Committee Members

FROM: Deena Ware, CRA and Neighborhood Programs Manager

SUBJECT: AHAC Vacancy

BACKGROUND:

According to Section III (Membership) of the By-Laws, the AHAC shall consist of at least 8 but not more than 11 committee members. The members shall consist of one representative from at least six of the categories below:

- (1) A citizen who is actively engaged in the residential home building industry in connection with affordable housing
- (2) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing
- (3) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing
- (4) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing
- (5) A citizen who is actively engaged as a for-profit provider of affordable housing
- (6) A citizen who is actively engaged as a not-for-profit provider of affordable housing
- (7) A citizen who is actively engaged as a real estate professional in connection with affordable housing
- (8) A citizen who actively serves on the local planning agency pursuant to FS. 163.3174.
- (9) A citizen who resides within the jurisdiction of the local governing body making the appointments
- (10) A citizen who represents employers within the jurisdiction
- (11) A citizen who represents essential services

If it is the pleasure of the Committee, staff can advertise to fill the seat. Otherwise, the Committee is still compliant within the realms for having at least 8 members.

STAFF RECOMMENDATION:

N/A

ATTACHMENT:

By-Laws (2017)

CITY OF WINTER HAVEN
AFFORDABLE HOUSING ADVISORY COMMITTEE
BY-LAWS

Approved 12/18/17

SECTION I - SHORT TITLE:

- 101 The Official Affordable Housing Advisory Committee for Winter Haven may be referred to, and is hereinafter referred to, as AHAC for the convenience and brevity of a short title.

SECTION II - PURPOSE:

- 201 The AHAC is an organized group of concerned citizens appointed by the Winter Haven City Commission. Its mission is to eliminate substandard housing conditions within the City and provide increased opportunities for all of Winter Haven's current and future very low-, low- and moderate-income residents and special needs populations to obtain safe and affordable housing.

SECTION III - MEMBERSHIP:

- 301 On March 13, 2017, the City Commission adopted Ordinance O-17-14 to amend Ordinance O-93-11 to establish AHAC membership criteria consistent with Florida Statute. The AHAC shall consist of at least 8 but not more than 11 committee members.
- 302 The members shall consist of one representative from at least six of the categories below:
- (1) A citizen who is actively engaged in the residential home building industry in connection with affordable housing
 - (2) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing
 - (3) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing
 - (4) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing
 - (5) A citizen who is actively engaged as a for-profit provider of affordable housing
 - (6) A citizen who is actively engaged as a not-for-profit provider of affordable housing
 - (7) A citizen who is actively engaged as a real estate professional in connection with affordable housing

- (8) A citizen who actively serves on the local planning agency pursuant to FS. 163.3174.
 - (9) A citizen who resides within the jurisdiction of the local governing body making the appointments
 - (10) A citizen who represents employers within the jurisdiction
 - (11) A citizen who represents essential services personnel, as defined in the local housing assistance plan
- 302 Members of the AHAC shall be chosen by the Winter Haven City Commissioners from a list of applicants compiled from citywide solicitation for members, including recommendations from the AHAC.
- 303 Members shall be appointed for 2-year terms. Terms shall begin on January 1 and end on December 31. There are no limits on the number of subsequent terms that may be served.
- 304 The AHAC may nominate two (2) persons with interest in affordable housing, and who have similar qualifications as the AHAC members, to serve as alternate members. The nominations shall be approved by the Winter Haven City Commissioners.
- 305 A written letter of resignation will be required of any member who cannot fulfill his/her position on the Affordable Housing Advisory Committee.

SECTION IV - MEMBERSHIP AND VOTING RIGHTS

- 401 Each member of the AHAC shall be entitled to one vote to be cast by the officially designated member, or, in the absence of such member, by the alternate member substituting for the absent member. Each member must be present to cast his or her vote. There will be no voting by proxy.
- 402 All officially designated members and alternate members are expected to attend all meetings and to participate fully in all discussions.
- 403 Conflicts of interest may arise in reviewing and recommending policy, plans prepared by Community and Economic Development staff or affordable housing proposals. A conflict of interest occurs when any AHAC member who is in a position to participate in a decision making process or gain inside information, benefits monetarily or professionally from the decision or knowledge of the information. This provision also applies to those who employ, or have family or business ties with the member. Should such possible conflicts, real or apparent, arise, the AHAC member shall disclose such situations to the Committee and staff for their review.

Any member disclosing potential conflicts shall limit his/her participation in discussion of the matter causing the conflicts to dispensing of technical information. He/she shall not attempt to utilize his/her position as an AHAC member to influence decisions regarding proposals and/or programs that could monetarily or professionally benefit him/her, his/her family, his/her employer, or others which whom he/she has business ties. Any member who wishes to present a position or policy that could create a conflict or appearance of a conflict may do so as a member of the public, utilizing the public comment procedures outlined in Section 609. Members with potential conflicts shall also abstain from voting on the issue.

- 404 Each member of the AHAC shall be allowed to serve on other committees under the governance of the City of Winter Haven City Commission. When serving as another committee member or attending as a member of the general public, AHAC members are expected to act with the utmost professionalism. When commenting at other committee or board meetings as a member of that committee, no member of the AHAC shall indicate in any way that his or her statements are being made by or on behalf of the AHAC without the specific authority of the other AHAC members. When commenting at other committee or Board meetings as a member of the general public, no member of the AHAC shall indicate in any way that his or her statements are being made by or on behalf of the AHAC without the specific authority of the other AHAC members. Any AHAC member who violates the provisions of this section may be subject to disciplinary action by the AHAC members, including dismissal from the AHAC.

SECTION V - OFFICERS

- 501 A Chair and Vice Chair shall be chosen by majority vote of the AHAC members.
- 502 Starting the beginning of the year, a Chair and a Vice-Chair will be elected. At the beginning of the next year term, the Vice-Chair will become Chair and a new Vice-Chair will be elected. This new Vice-Chair will become the Chair at the end of his/her term.
- 503 The duties of each office include the following:
- Chair:** 1) Preside over all AHAC meetings and decision making or voting on important issues brought before the AHAC. 2) Call meetings to order, adjourn meetings, and ensure timeliness of meetings. 3) Schedule meetings and work sessions as needed.
- Vice Chair:** The Vice-Chair will have the same duties as the Chair in the Chair's absence from a meeting.

- 504 If the Chair is not able to be present at a meeting and his/her alternate is present, the alternate will perform the duties of the Chair only if the elected Vice-Chair is not present.

SECTION VI - MEETINGS:

- 601 All meetings of the AHAC shall be open to the public and subject to the Florida "Government in the Sunshine" statutes.
- 602 A majority of the members of the AHAC in good standing plus alternate members substituting for absent members present will constitute a quorum.
- 603 Regular meetings shall not be set by these by-laws due to the cyclic nature of the workload caused by the various funding programs. However, the AHAC shall meet not less than once per quarter.
- 604 Meetings shall be at the call of the Chair, as deemed necessary on the advice of the Community and Economic Development Division staff, or at the request of a majority of the members in good standing for emergency reasons.
- 605 No regular scheduled meeting shall be called with less than 72 hours advance notice to each member, unless the members shall waive the requirement of the notice for emergency reasons.
- 606 Advance notice should be presumed to be delivered if emailed to the address provided by the member at least four (4) days prior to the date of the proposed meeting or by verbal contact with the member, in person, or by message delivered to such office or home number as may be provided by the member.
- 607 AHAC meetings shall be governed by a printed agenda prepared by the Community and Economic Development Department staff.
- 608 Minutes shall be taken at all regular and emergency meetings. Transcription of said minutes shall be the responsibility of the Community and Economic Development Department support staff. Whenever possible, minutes shall be mailed out together with advance meeting notices.
- 609 Persons interested in attending AHAC meetings may do so under the Sunshine Law. A portion of every meeting agenda shall be set aside for comments from the public. Parties desiring to be heard by the Committee shall preferably notify Community and Economic Development Department staff and the Chair before the meeting agenda is sent out. The Chair and Community and Economic Development Department staff will then determine the appropriateness of including the request on the next meeting agenda. Requests received after the meeting agenda is sent out shall be voted on by the Committee as part of the agenda approval

process. Presentations by outside agencies, political candidates, or other groups or persons advocating a particular proposal, position or policy shall not be heard outside of the time set aside for public comment.

SECTION VII - ATTENDANCE OF MEETINGS:

- 701 AHAC designated members, and the alternates, shall make every effort to attend all meetings provided advance notice is given in accordance with Section 605 above. Two (2) unexcused or two (2) total absences in any calendar year where prior advance notice has been given in accordance with Section 605 shall automatically disqualify that person from membership. For the purposes of this section, an excused absence occurs when a member is prevented from attending a meeting due to circumstances beyond his/her control (e.g. due to illness, medical treatment, professional or family obligations), and, if possible, advance notice of the absence is given. All other absences shall be considered unexcused. When a member is in danger of being disqualified, the member will be personally contacted by a Growth Management Department staff member and informed of the fact.
- 702 In the case where an AHAC member is dismissed by terms of Section 701, the Winter Haven City Commission shall select a new member from the list of alternates.
- 703 Official business shall normally be conducted by majority vote of the members and alternates substituting for absent members present and voting, provided a quorum is in attendance. If an emergency meeting has been called pursuant to the provisions of Sections 604 and 605 above, official business may be conducted by a majority of the members present and voting.

SECTION VIII - DUTIES OF THE AHAC:

- 801 The AHAC shall assist the Community and Economic Development Department staff in establishing priorities and producing the Consolidated Plan as it pertains to housing issues.
- 802 The AHAC shall evaluate proposals for use of SHIP funds according to criteria established in the Winter Haven Consolidated Plan and policy established by the Winter Haven City Commission. The AHAC will also provide technical assistance to staff in determining the feasibility of affordable housing projects.
- 803 The AHAC shall review planning and reporting documents produced by the Community and Economic Development Department staff.
- 804 The AHAC shall review policy recommendations/changes generated by the Community and Economic Development Department staff.

- 805 The AHAC shall review obstacles and barriers to the creation of affordable housing together with the Community and Economic Development Department by:
- A. Recommending to the Winter Haven City Commission the implementation of approved policies submitted by the AHAC. Additionally, the AHAC will continue to provide policy recommendations that eliminate impediments to affordable housing.
 - B. Assisting in the redevelopment of target areas and eliminating blighted areas.
 - C. Assisting first-time home buyers with acquisition of decent, safe, and affordable housing with emphasis on rehabilitation of existing structures and purchase of new homes.
 - D. Providing loans to very low-, low- and moderate-income persons for housing rehabilitation and home ownership utilizing the State Housing Initiatives Partnership Program (SHIP) and other funds which leverage resources from local financial institutions.
- 806 The AHAC shall inform the Winter Haven City Commission regarding the housing needs of very low-, low- and moderate-income residents of Winter Haven.
- 807 The AHAC shall make recommendations to the Winter Haven City Commission regarding proposed affordable housing projects.

SECTION IX - ADOPTION AND AMENDMENT OF BY-LAWS:

- 901 The manner of adopting original by-laws is accomplished by a draft of these original by-laws given to each member prior to the meeting at which they are to be discussed and/or modified then approved. These are to be officially adopted by the affirmative vote of a majority of the members present at said meeting.
- 902 There may from time to time be a need and/or desire to amend the by-laws. Proposed amendments may be submitted in writing at any time and may be discussed and adopted at any meeting occurring not less than ten days after each member has been given a copy for review.
- 903 Amendments may be adopted by a majority vote of the members in attendance at the meeting where action is to be taken.

CITY OF WINTER HAVEN FACT SHEET
AHAC Meeting
March 15, 2021

DATE: March 9, 2021

TO: Affordable Housing Advisory Committee Members

FROM: Deena Ware, CRA and Neighborhood Programs Manager

SUBJECT: 2021 Meeting Schedule

BACKGROUND:

According to Section VI (Meetings) of the By-Laws, all meetings of the AHAC shall be open to the public and subject to the Florida "Government in the Sunshine" statutes. Regular meetings shall not be set by these by-laws due to the cyclic nature of the workload caused by the various funding programs. However, the AHAC shall meet not less than once per.

Below is the tentative 2021 Meeting Schedule:

March 15, 2021
June 7, 2021
September 20, 2021
December 6, 2021

Meetings shall be at the call of the Chair, as deemed necessary on the advice of the Community and Economic Development Division staff (now "Economic Opportunity and Community Investment"), or at the request of a majority of the members in good standing for emergency reasons. No regular scheduled meeting shall be called with less than 72 hours advance notice to each member, unless the members shall waive the requirement of the notice for emergency reasons.

STAFF RECOMMENDATION:

Recommend approval of 2021 Meeting Schedule

ATTACHMENTS:

N/A