



**MEETING AGENDA
SESSION OF THE AFFORDABLE HOUSING ADVISORY
COMMITTEE
CITY OF KISSIMMEE
CITY HALL, COMMISSION CHAMBERS
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
THURSDAY, MAY 15, 2025 AT 10:00 AM**

- 1. MEETING CALLED TO ORDER**
- 2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 3. MINUTES**
 - 3.A Approval of AHAC Minutes from February 20, 2025
- 4. PUBLIC HEARINGS**
- 5. OLD BUSINESS**
- 6. NEW BUSINESS**
 - 6.A 5 Year Consolidated Plan and Annual Action Plan Process
 - 6.B Sunshine Law Board Training
 - 6.C Review of the Resolution Adopting the AHAC
- 7. DISCUSSION**
 - 7.A Staff Comments and Updates
- 8. HEAR CHAIRMAN AND BOARD MEMBERS**
- 9. ADJOURNMENT**

In accordance with Florida Statutes 286.105: Any person wishing to appeal any decision made by the Affordable Housing Advisory Committee with respect to any matter considered at such meeting or hearing will need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made.

In accordance with Florida State 286.26, persons needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 101 Church Street, Kissimmee, Florida, (407) 518-2309.

ITEM 3.A

Approval of AHAC Minutes from February 20, 2025

Request

Approval of Minutes from February 20, 2025

Explanation

These are minutes taken at the AHAC meeting on February 20, 2025.

Recommendation

Approval of Minutes from February 20, 2025

REQUESTED CITY COMMISSION ACTION:

Approve

Department: Development Services

Presenter:

Attachment(s):

1. 2.20.2025 AHAC Minutes



**MEETING MINUTES
SESSION OF THE AFFORDABLE HOUSING ADVISORY COMMITTEE
CITY OF KISSIMMEE
CITY HALL, DS CONFERENCE ROOM
101 CHURCH STREET, KISSIMMEE, FLORIDA 34741-5054
THURSDAY, FEBRUARY 20, 2025 AT 10:00 AM**

1. MEETING CALLED TO ORDER

Members Present:

Chair Robert Bussiere; Co-Chair Lucie Ghioto; Board Member Will Cooper; Board Member Scott Culp; Board Member Wendy Ford; Board Member Sue Ring; Board Member Noel Ortiz.

Staff Present:

Deputy Attorney Kalanit Oded; City Clerk Tameara Crespo; Housing Manager Frances De Jesus; Board Clerk Eugenio Morales.

Members Absent:

Board Member Linda Goodwin; Board Member Fatima Santiago.

Chair Bussiere called the meeting to order at 10:00 AM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

After a Moment of Silence, Chair Bussiere led the audience in the Pledge of Allegiance.

3. MINUTES

3.A Affordable Housing Advisory Committee Minutes Approval

Request AHAC approval of the Minutes from the January 16, 2025, meeting.

Board Member Ford made a motion to approve. Co-Chair Ghioto seconded the motion.

AYE: Chair Bussiere, Co-Chair Ghioto, Board Member Cooper, Board Member Culp, Board Member Ford, Board Member Ring, Board Member Ortiz

NAY: None

Motion Passed 7 - 0.

4. PUBLIC HEARINGS

5. OLD BUSINESS

6. NEW BUSINESS

6.A Local Housing Assistance Plan for Years 2025-2026 through 2027-2028

Housing Manager Frances DeJesus reviewed the changes made to the LHAP based on recommendations from the previous board meeting.

Board Member Ortiz arrived at 10:04 AM.

Board Member Culp expressed concerns regarding the LHAP, prompting a board discussion. Board Member Culp suggested that no forgiveness should be granted at any point during the loan term. However, as determined at the previous meeting, the board reached a consensus that a fifteen-year term was more reasonable. Consequently, the amended LHAP now specifies that forgiveness will begin in the 11th year, rather than at the start or end of the term.

Board Member Culp moved to approve the draft of the Local Housing Assistance Plan as presented, with an additional revision to prorate forgiveness annually for disaster and rental assistance terms throughout the loan period. Board Member Cooper seconded the motion

AYE: Chair Bussiere, Co-Chair Ghioto, Board Member Cooper, Board Member Culp, Board Member Ford, Board Member Ring

NAY: Board Member Ortiz

Motion Passed 6 - 1.

After the vote, Chair Bussiere asked Board Member Ortiz to explain his reason for voting nay. Board Member Ortiz stated that, as a member of the Commission Board, he would like more time to study and familiarize himself with the LHAP plan.

7. DISCUSSION

7.A Staff Comments and Updates

Housing Manager De Jesus asked the board to consider whether to keep or reschedule the meeting currently set for March 20.

Co-Chair Ghioto asked what topics would be discussed at the March 20 meeting. In response, Housing Manager De Jesus outlined possible agenda items, including a review with the board on the results of the upcoming discussion with senior management on the Community Land Trust and incentives for affordable Housing the revision and establishment of standards for AHAC Board members.

Board Member Culp requested clarification on whether a member must be physically present for their vote to be counted and whether voting in a virtual format is permitted. Deputy Attorney Kalanit Oded confirmed that, under current rules, a member must be physically present for their vote to be counted.

8. HEAR CHAIR AND BOARD MEMBERS

9. ADJOURNMENT

Chair Bussiere made a motion to adjourn. Co-Chair Ghioto seconded the motion.

AYE: Chair Bussiere, Co-Chair Ghioto, Board Member Cooper, Board Member Culp, Board Member Ford, Board Member Ring, Board Member Ortiz

NAY: None

Motion Passed 7 - 0.

There being no further business to come before the AHAC Board, Chair Bussiere adjourned the meeting at 10:24 AM.

Board Chairman

ATTEST:

Board Secretary

ITEM 6.A

5 Year Consolidated Plan and Annual Action Plan Process

Request

N/A

Explanation

The City is currently engaging in the development of its 2025-2029 5-Year Consolidated Plan and 1-Year Annual Action Plan. Staff will provide an overview to the AHAC of what the process entails and will accept comments/questions.

The documents are to due the Department of Housing and Urban Development no later than August 15, 2025.

Recommendation

N/A

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Development Services

Presenter:

Attachment(s):

1. Consolidated Plan and Annual Action Plan Process



5 YEAR CONSOLIDATED PLAN ANNUAL ACTION PLAN

AHAC

May 15, 2025

Why are we here and what is at stake?

- The City will be receiving \$896,880 in Community Development Block Grant funds and, \$297,812.90 in HOME Incentives Partnership (HOME) Program.
- Draft of the 5 Year Consolidated Plan and the 2025-2026 Annual Action Plan will be available for review end of June/July 2025.
- To be presented to the City Commission on July 15, 2025 as part of a public hearing.

Consolidated Plan Process

- 5 Year Consolidated Plan
 - It is the framework for federal programs
 - Outlines the priority needs, activities, and funding
 - Activities flow from the priority needs
- Annual Action Plan
- Amendments
 - Technical
 - Substantial Amendments
- Consolidated Appraisal and Evaluation Report - CAPER

Priority Needs Assessment

- Affordable Housing
 - Affordable housing
 - Rental Assistance
 - Rehabilitation of existing units
- Homeless Prevention
- Public Services
- Code Enforcement

National Objectives

- Each activity must meet one of the following national objectives for the program:
 1. Benefit low and moderate income persons
 2. Prevention of slums or blight
 3. Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available

Priority Needs Assessment (cont.)

- Economic Development
 - Attract new business with employment opportunities that pay higher wages
 - Job/training opportunities
- Public Facilities and Infrastructure Improvements
 - Flood and drainage
 - Water and sewer
 - Sidewalks
 - Road improvements
 - Other: Homeless facilities

PY 2024-2025 Priorities

Public Services

- Priority #1
 - Workforce Development/Training Opportunities and related support services (rental housing subsidies, housing counseling, child care, transportation, lunch expenses)*
- *Please note that CDBG funds can not be used to pay for salaries participating in CDBG-assisted job training programs. However, the salary of the person providing the job training is considered an eligible activity.
- Priority #2
 - Homeless Programs
- Priority #3
 - Other

PY 2024-2025 Priorities

Other

- Code Enforcement
- Homeless Facilities
- Housing activities
 - Rehab – i.e. Wheelchair Ramp Program
 - Rehab – energy conservation and renewable energy resources

How did we get here?

- City Commission identified the following as priorities (top/high):
 - Homeless Facility
 - Job training and workforce development
 - Expansion of before/after care school programs

Community Development Block Grant (CDBG) Program

Code Enforcement	\$ 82,972
Public Services	\$134,532
Housing Rehabilitation	\$500,000
Administration	<u>\$179,376</u>
	\$896,880

HOME Program

Administration	\$ 25,526.82
Tenant Based Rental Assistance	\$ 50,000.00
CHDO Set Aside (Rental Development)	\$ 44,671.94
New Construction - Rental (Multi-Family)	<u>\$177,614.14</u>
	\$297,812.90

Additional Funding Available SHIP

- Pre-Purchase Assistance
- OO Rehabilitation Assistance/Demo & Reconstruction
- New Construction
- Rental Financial Assistance
- Rapid Rehousing

What Happens Next?

- Continue with consultations and surveys
- Public Hearing – July 15, 2025 at 6:00 PM
- Due Date – August 15, 2025

Questions/Comments

Frances De Jesus

Housing and Community Development Manager

101 Church Street

Kissimmee, FL 34741

(407) 518-2156

frances.dejesus@kissimmee.gov

ITEM 6.B**Sunshine Law Board Training****Request**

N/A

Explanation

Deputy City Attorney Kalanit Odet will provide the AHAC with an overview of the Sunshine Law. She will be accepting questions/comments.

Recommendation

N/A

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Development Services

Presenter:

Attachment(s):

1. AHAC Sunshine Law Training Presentation

AFFORDABLE HOUSING ADVISORY COMMITTEE

**Kalanit Oded, Deputy City Attorney
City Attorney's Office
City of Kissimmee**

Overview of Topics

- ◆ **Sunshine and Public Records Law**
- ◆ **Quasi-Judicial Proceedings**
- ◆ **Parliamentary Procedures and Voting Conflicts**

Sunshine Law

Fla. Stat. § 286

- ◆ **What is the scope of the Sunshine Law?**
 - ◆ **Sunshine Law provides a right of access to governmental proceedings of public boards at the state and local levels.**
 - ◆ **Sunshine Law applies to advisory boards, as well as decision-making boards.**
 - ◆ **Only City board that may be exempt are purely fact-finding boards.**
 - ◆ **Sunshine Law does not apply to staff unless working on a decision-making committee (e.g., DRC)**

Sunshine Law

Fla. Stat. § 286

- ◆ If the communication between two members of the same board involves a matter *that will likely come before the board*, the public has a right of access to the communication.
 - ◆ Tip: Do not hit “reply all” to board emails.
- ◆ Two members of the same board may attend social events together, provided that matters which may come before the board are not discussed.
- ◆ Advisory boards may conduct inspection or fact-finding trips provided that matters which may come before the board are not discussed.

Sunshine Law

Fla. Stat. § 286

- ◆ **Three basic requirements to satisfy Sunshine:**
 - ◆ **Meetings must be open to the public.**
 - ◆ **Reasonable notice of such meetings must be given.**
 - ◆ **Minutes of the meetings must be taken and promptly recorded.**

Sunshine Law

Fla. Stat. § 286

- ◆ **Meetings open to the public:**
 - ◆ **A physical quorum must be present, barring an Executive Order permitting a virtual quorum.**
 - ◆ **Once a physical quorum is present, other board members may participate and vote remotely if their physical absence is due to exigent circumstances.**
 - ◆ **Policies by the City or an individual board may be adopted to limit the amount of time members of public can speak or designating a representative of a group or a special interest to speak.**
 - ◆ **Shade meetings may occur under limited circumstances and are generally not applicable to AHAC.**

Sunshine Law

Fla. Stat. § 286

- ◆ **Sunshine Law applies to telephone, electronic or written communications between two or more board members.**
- ◆ **Sunshine kicks in before, during and after scheduled meetings.**
- ◆ **Sunshine applies even if a quorum is not present and official action cannot be taken.**
- ◆ **Rule of Thumb: if two or more board members discuss official City business, Sunshine applies.**
- ◆ **Personal liability may apply for Sunshine Law violations, including criminal penalties, removal from office, fines and attorney's fees.**

Public Records Law

Art. 1, Sec.24, FL Const.

- ◆ **“Every person has the right to inspect or copy any public record made or received in connection with the official business of any public body, officer, or employee of the state or persons acting on their behalf, except with respect to records exempted pursuant to this section or specifically made confidential by this Constitution”**
 - ◆ **Requests do not have to be in writing**
 - ◆ **Requests need not be for a special or legitimate interest/purpose.**

Public Records Act

Fla. Stat. § 119

- ◆ Fla. Stat. § 119.011(12) defines public records broadly:

- ◆ “[A]ll documents, papers, letters, maps, books tapes, photographs, films, sound recordings, data processing software, *or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.*”

Public Records Act

Fla. Stat. § 119

◆ Examples of Public Records:

- ◆ Records stored on a computer;**
- ◆ Draft documents;**
- ◆ Email messages;**
- ◆ Website blogs and message boards;**
- ◆ Social media posts;**
- ◆ Text messages.**

Public Records Act

Fla. Stat. § 119

- ◆ **Examples of items NOT considered public records:**
 - ◆ **Personal notes: when drafted solely for the writer's own use to help remember something.**
 - ◆ **But may become public records if they are intended to communicate, perpetuate or formalize knowledge.**
 - ◆ **Private emails on government computers are not automatically public records: must look at the content of the communication.**

Public Records Act

Fla. Stat. § 119

- ◆ **Communications exempt from public records law:**
 - ◆ **Legislature created limited exemptions which are narrowly construed.**
 - ◆ **If an exemption is applicable, it must be stated in writing and must contain a statutory citation to the exemption. See, Fla. Stat. § 119.071(1)(e).**

Public Records Act

Fla. Stat. § 119

- ◆ **Examples of exempt public records:**
 - ◆ **Home addresses, phone numbers and photographs of first responders, as well as the places of employment and schools of their spouses and children.**
 - ◆ **Personal bank account numbers and debit, charge or credit card numbers.**
 - ◆ **Social Security numbers.**
 - ◆ **Work products developed during collective bargaining negotiations.**
 - ◆ **Documents/communications related to pending or threatened litigation.**
 - ◆ **Complaints related to discrimination/discipline/employee performance until a finding of probable cause, complaint is inactive, or complaint is part of an actual court proceeding.**

Public Records Act

Fla. Stat. § 119

◆ PUBLIC RECORDS APPLY TO YOU!

- ◆ **Fla. Stat. § 119.07(1)(a) states that every person “who has custody of public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of public record or the custodian’s designee”**
 - ◆ **Obligated to produce public records within a reasonable time = a short time frame.**
 - ◆ **Can charge for copying costs and labor associated with extensive production of records.**

Public Records Act

Fla. Stat. § 119

◆ PUBLIC RECORDS APPLY TO YOU!

- ◆ If you receive communication related to official city business – text, emails, social media posts, etc. – transmit the communication to the City Clerk for retention purposes.**
- ◆ Ultimately, you are responsible for your public records.**
 - ◆ The local state attorney has the authority to prosecute alleged criminal violations of public records law. Certain civil penalties are also available.**

Parliamentary Procedures

- ◆ **Rules of procedure contained in some charters, ordinances and City policies supersede rules contained in the parliamentary authority when there is a conflict.**

Purpose

- ◆ **Efficiency**
- ◆ **Fairness**
- ◆ **Order**
- ◆ **Dignity**
- ◆ **Clarity**

The Fundamentals

- ◆ **Quorum is required to conduct business**
- ◆ **One subject, one speaker at a time**
- ◆ **Each idea is entitled to debate**
- ◆ **Personalities are NOT appropriate matters for discussion**
- ◆ **Courtesy to other participants**
- ◆ **Silence = Consent**
- ◆ **Record of Proceedings**
- ◆ **Notice of Meetings**
- ◆ **Fixed agenda prior to meeting**
- ◆ **Majority rule but protection of minority rights**

Motions

- ◆ **Make a motion**
- ◆ **“Second”**
- ◆ **Chair states motion (“It has been moved that...”)**
- ◆ **Discussion**
- ◆ **Voting on motion**
- ◆ **Announce results**

Amendments to Motions

- ◆ **Anytime after a motion is seconded but prior to vote, a board member may move to amend the original motion.**
- ◆ **An amendment must go through the same steps as the original motion.**
- ◆ **An amendment must be voted on before the original motion is voted on.**
- ◆ **An amendment may insert words, strike words or substitute words in the original motion.**
- ◆ **An amendment may also be amended prior to a vote on the amendment.**

Postponement

- ◆ **If a board member wants to postpone discussion or voting, she may “move’ to postpone an item to a certain time or indefinitely.**
- ◆ **That postponement motion must be seconded.**
- ◆ **Discussion is limited to the reason for the postponement.**
- ◆ **A majority vote is required to postpone an item.**

Voting Conflicts

Fla. Stat. § 112.3143

- ◆ Defines “public officer” as a person “elected or appointed” to hold office in any city, “including any person serving on an advisory body.”

Voting Conflicts

Fla. Stat. § 112.3143

- ◆ **AHAC members MAY NOT “vote on any matter that the officer knows would inure to his or her special private gain or loss.”**
- ◆ **The special private gain or loss applies to the individual board member, his/her relatives, employer or business associates.**

Voting Conflicts

Fla. Stat. § 112.3143

- ◆ **Special Private Gain or Loss:**
 - ◆ **The size of the class;**
 - ◆ **The nature of the interests involved;**
 - ◆ **The degree of which the interests of all members of the class are affected by the vote;**
 - ◆ **The degree of which the officer, his or her relatives, business associate, or principal received a greater benefit/harm when compared to other members of the class.**

Voting Conflicts

Fla. Stat. § 112.3143

◆ How to Abstain:

- ◆ **Prior to taking a vote, member must publicly state the nature of the interest in the matter AND**
- ◆ **Within 15 days after the vote, disclose in a written memo, the nature of the interest.**
- ◆ **Disclosure memo is then incorporated into the meeting minutes AND is a public record.**

Final Thoughts

- ◆ **Public Records, Sunshine and Ethics are fact-intensive laws.**
- ◆ **Always err on the side of public disclosure.**
- ◆ **Always consider the impression of impropriety that your actions may invoke regardless of whether conduct is actually violating any state or local laws.**
- ◆ **The City Attorney's Office is a great resource 😊! If you have any questions, especially as they pertain to specific agenda items, feel free to contact me at kalanit.oded@kissimmee.gov or at (407) 518-2310.**

ITEM 6.C

Review of the Resolution Adopting the AHAC

Request

N/A

Explanation

The most recent Affordable Housing Advisory Committee (AHAC) Resolution was adopted in 2021. The Resolution addresses membership and qualifications, terms and vacancies, responsibilities and duties, and operations of the Committee. It must be adopted every three years. Staff would like to get comments and recommendations for changes before submitting the new Resolution for City Commission approval.

Recommendation

N/A

REQUESTED CITY COMMISSION ACTION:

No Action

Department: Development Services

Presenter:

Attachment(s):

1. RES 09-2021 Resolution Appointing Ship Affordable Housing Advisory Committee (3-16-2021)

A RESOLUTION OF THE CITY OF KISSIMMEE, APPOINTING THE AFFORDABLE HOUSING ADVISORY COMMITTEE; PROVIDING FOR MEMBERSHIP AND QUALIFICATIONS; PROVIDING FOR TERMS AND VACANCIES; PROVIDING FOR RESPONSIBILITIES AND DUTIES; PROVIDING FOR OPERATIONS OF THE COMMITTEE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State Housing Initiatives Partnership Act, SS 420.907 - 420.9079, Florida Statutes ("Act") created the State Housing Initiatives Partnership (SHIP) Program, which provides for the development and preservation of affordable housing in Florida Counties and CDBG Entitlement Cities; and

WHEREAS, in 2005 the City of Kissimmee became a SHIP "entitlement" recipient; and

WHEREAS, the City of Kissimmee administers and implements the City's SHIP distributions; and

WHEREAS, the Florida Legislature, as part of HB 1339, revised 420.9076, Florida Statutes, to require that SHIP "entitlement" recipients complete an Affordable Housing Advisory Committee (AHAC) Incentive Strategies report annually.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KISSIMMEE, FLORIDA:

SECTION 1: Affordable Housing Advisory Committee Established. The City of Kissimmee hereby re-establishes the Affordable Housing Advisory Committee ("Committee") in accordance with 420.9076, Florida Statutes, as amended.

SECTION 2: Membership and Qualifications. The Committee shall consist of at least eight (8) but no more than eleven (11) members.

A. The Committee's representation shall be as follows:

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 Florida Statute §163.3174;
 9. A citizen who resides within the jurisdiction;
 10. A citizen who represents employers within the jurisdiction; and
 11. A citizen who represents essential services personnel as defined in the local housing assistance plan.
- B. The members of the Committee in each of the categories required by Section 2.A.1.-11 above shall be as shown in Attachment "A" to this Resolution which is incorporated herein and made a part hereof.
- C. In addition to the voting Committee members, there shall be a non-voting housing staff liaison to act as consultant, coordinator, and recording secretary as designated by the Development Services Director. The staff liaison shall be responsible for providing the Committee with all information and documents necessary to perform its duties.

SECTION 3: Terms and Vacancies.

- A. The terms of all members appointed to the Committee in 2019 are three year terms.
- B. In the event of vacancy for whatever cause, a replacement shall be appointed by the City Commission and shall serve under the same terms and conditions as the predecessor member for the remainder of the predecessor's term.
- C. This Resolution shall vacate Resolution 12-2016 Appointing the Affordable House Advisory Committee.

SECTION 4: Responsibilities and Duties.

- A. The Committee shall review the established policies and procedures, ordinances, land development regulations, and adopted local comprehensive plan of the City, and shall recommend specific actions or initiatives to encourage or facilitate affordable housing while protecting the ability of the property to appreciate in value. At a minimum, the Committee shall submit an AHAC Incentive Strategies report annually to the City Commission that evaluates the implementation of affordable housing incentives in the following areas:
 1. The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in Florida Statute §163.317.
 2. The modification of impact-fee requirements, including reduction or waiver of fees and alternative methods of fee payment for affordable housing.
 3. The allowance of flexibility in densities for affordable housing.
 4. The reservation of infrastructure capacity for housing for very low-income, low-income, and moderate-income persons.
 5. The allowance of affordable accessory residential units in residential zoning districts.
 6. The reduction of parking and setback requirements for affordable housing.
 7. The allowance of flexible lot configurations, including zero lot line configurations for affordable housing.

8. The modification of street requirements for affordable housing.
 9. The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
 10. The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
 11. The support of development near transportation hubs and major employment centers and mixed-use developments.
- B. The Committee recommendations may also include other affordable housing incentives identified by the Committee.
- C. The approval by the Committee of its local housing incentive strategy recommendations and its review of local government implementation of previously recommended strategies must be made by affirmative vote of a majority of its membership of the Committee taken at a public hearing. Notice of the time, date, and place of the public hearing of the Committee to adopt the final local housing incentive strategy recommendations must be published in a newspaper of general paid circulation in Osceola County. The notice must contain a short and concise summary of the local housing incentive strategy recommendations to be considered by the Committee. The notice must state the public place where a copy of the tentative Committee recommendations can be obtained by interested persons.
- D. The Committee shall submit a report to the City Commission and to the Florida Housing Coalition, including any recommended changes. The report shall be submitted annually by December 31st.

SECTION 5: Operations of the Committee. The Committee shall be guided by Sections 2-3-1 through 2-3-6 of the City Code regarding Boards and Commissions. The operations shall include the following provisions:

- A. Elections: A Chairperson and Vice-Chairperson shall be elected triennially by a majority vote of the Committee members at the first meeting of the Committee. The Chairperson and Vice-Chairperson are entitled to vote.
1. Duties of the Chairperson:
 - a. Call Committee meetings and set the agenda for the same;
 - b. Preside and conduct Committee meetings; and
 - c. Perform other functions as necessary to fulfill its mission.
 2. The Vice-Chairperson shall perform the duties of the Chairperson in the Chairperson's absence, and such other duties as the Chairperson may assign.
 3. If a vacancy occurs in the office of Chairperson, the Vice-Chairperson shall become the Chairperson until the Committee elects a new Chairperson. If a vacancy occurs in the office of Vice-Chairperson, the Committee members will elect another member to fill that position.
- B. Meetings: Meeting dates shall be determined by the members of the Committee. The meetings shall be open to the public and shall be conducted in compliance with the Sunshine Law, Florida Statutes §119.071.

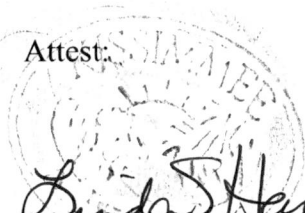
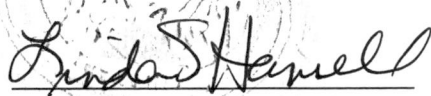
- C. Quorum: One more than half of the Committee members appointed shall constitute a quorum for the purpose of conducting Committee business. In the presence of a quorum, Committee business shall be conducted by a vote of a majority present.
- D. Attendance: Any member missing three consecutive, regularly scheduled meetings of the full Committee without due cause shall be automatically removed from the Committee and a vacancy created.
- E. Compensation: Members of the Committee shall receive no compensation for the performance of their duties and responsibilities.

SECTION 6: Severability. If any section, sentence, clause, phrase, or work of this resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holdings shall in no way effect the validity of the remaining portions of this resolution.

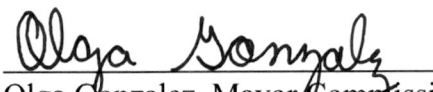
SECTION 7: Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

ADOPTED in regular Session this 16th day of March, 2021.

Attest:



Linda Hansell, City Clerk

City Commission
City of Kissimmee, Florida


Olga Gonzalez, Mayor/Commissioner

Attachment A

City of Kissimmee

SHIP Affordable Housing Advisory Committee (AHAC) Membership Matrix

Florida Statute 420.9076 requires appointment of an advisory committee consisting of at least eight (8) but not more than eleven (11) members and their terms. The committee must consist of one representative from at least six (6) of the categories listed below:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing;
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing;
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing;
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing;
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments
- (j) A citizen who represents employers within the jurisdiction
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan

*Essential Services Personnel is defined as persons whose household income does not exceed 120% of Area Median Income, adjusted for family size, including: teachers and educators; other school district and university employees; police and fire personnel; health care personnel; construction industry personnel; Federal, State, County, and local government personnel; and retail and tourism industry personnel.

Category	Name	Business
Residential Home Building Industry	Lucie Ghioto	Habitat for Humanity of Greater Orlando and Osceola County
Banking / Mortgage Affordable Housing	Jackie Espinosa	Florida Mortgage Pros.
Home Builder Labor Affordable Housing	Tyrone Butterfield	BAM Construction
Advocate for Low Income	Will Cooper	Community Hope Center
For-Profit Provider of Affordable Housing	Scott Culp	Atlantic Housing Partners
Non-Profit Affordable Housing Provider	Wendy Ford	Osceola County Council on Aging
Real Estate Professional	Linda Goodwin	Goodwin Realty
Planning Agency Member	Robert A. Bussiere	City of Kissimmee Planning Board
Citizen	Nilisa I Council	Heaven's Dates Multi-Service Agency
Representative of Employers	Sue Ring	Community Vision

Representative of Essential Services Personnel	Bradley Anderson	Your Health Pediatrics
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ITEM 7.A

Staff Comments and Updates

Request

Explanation

Recommendation

REQUESTED CITY COMMISSION ACTION:

Department: Development Services

Presenter:

Attachment(s):

None