

RESOLUTION 2024-07R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HAVANA, FLORIDA, ADOPTING THE TOWN OF HAVANA FAIR HOUSING POLICY AND PROCEDURES IN COMPLIANCE WITH THE FAIR HOUSING ACT (42 U.S.C. § 3608(e)(5) AND OTHER APPLICABLE LAW, A COPY OF WHICH IS ATTACHED AS EXHIBIT A; REAFFIRMING THE TOWN OF HAVANA'S DESIRE TO FURTHER FAIR HOUSING IN THE TOWN AND THAT NO PERSON SHOULD BE DENIED BENEFIT, EXCLUDED, OR SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM FUNDED IN WHOLE OR IN PART BY FEDERAL FUNDS; PROVIDING FOR THE IDENTIFICATION OF IMPEDIMENTS TO FAIR HOUSING CHOICE BY THE ADOPTION AND REVIEW OF STATE DATA AND THE TAKING OF ACTIONS TO ASSIST IN OVERCOMING SUCH IMPEDIMENTS; APPOINTING THE TOWN CLERK AS THE TOWN OF HAVANA FAIR HOUSING COORDINATOR; PROVIDING FOR FURTHER ACTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Havana (the "Town") desires and expresses by this resolution the Town Council's intent that the Town take affirmative steps to to further fair housing within the Town and that no person should be denied the benefit, excluded, or subject to discrimination under any program funded in whole or in part by federal funds;

WHEREAS, the Town has, after careful review, approved the following attached fair housing policy and procedures, a copy of which is attached as Exhibit A to this resolution; and

WHEREAS, the Town Council hereby appoints the Town Clerk as its Fair Housing Coordinator.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HAVANA, FLORIDA, AS FOLLOWS:

Section 1. **Incorporation of Recitals.** The foregoing facts and recitations provided in the preamble of this resolution are hereby adopted and incorporated as by reference as if fully set forth in the numbered sections of this resolution.

Section 2. **Fair Housing Choice Impediments.** The State of Florida has prepared an Analysis of Impediments ("AI") to fair housing choice that is current in effect. The Town of Havana, Florida hereby chooses to adopt the State's AI data.

Section 3. **Adoption of Non-Discrimination Policy Notice.** The Mayor and Town Council of the Town of Havana, Florida, hereby adopt the attached fair housing policy and procedures; reaffirm that the Town desires to further fair housing in the Town and that no person should be denied benefit, excluded, or subjected to discrimination under any program funded in whole or in part by federal funds; and appoint the Town Clerk as the Town's Fair Housing Coordinator. Further, the Town hereby agrees to administer all activities related to housing and community development in a manner that affirmatively furthers the policies of the Fair Housing Act and other applicable law.

Section 4. **Further Action.** The Fair Housing Coordinator shall review the State of Florida's AI data and determine, in coordination with the Town Manager, the potential impediments to Fair Housing Choice within the Town, and the actions the Town can take to assist in overcoming such impediments. A report on the review of the State of Florida's AI data and actions the Town can take shall be submitted to the Mayor and each member of the Town Council. Such actions shall include (i) providing and disseminating fair housing information on the Town's website and (ii) maintaining information, as required by the attached policy and procedures, to help the Town to: define where discriminatory housing practices are occurring; help the Town measure the effectiveness of fair housing outreach efforts; and provide the Town with a means to gain additional information that can be used to design and implement strategies by the community to work towards eliminating fair housing impediments. The maintenance of information described in clause (ii) of the previous sentence can be accomplished by the Fair Housing Coordinator establishing a system (spreadsheet) to log all fair housing discrimination complaints for the Town's records.


Section 5. **Effective Date.** This resolution shall take effect immediately upon its adoption.

[Signature Page Follows]

ADOPTED, by an affirmative vote of a majority of a quorum present of the Town Council of the Town of Havana, Florida, at its meeting on this 14 day of May 2024.

TOWN OF HAVANA, FLORIDA:

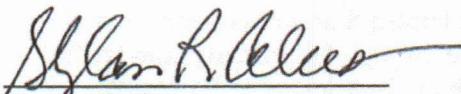
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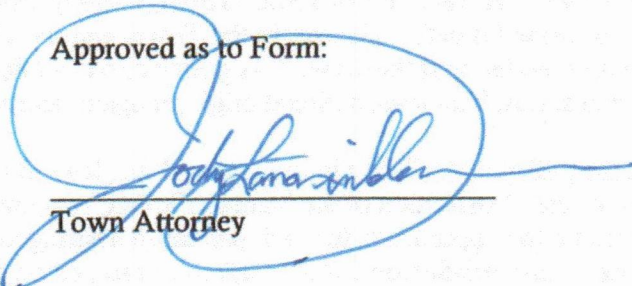
Tim Loughmiller Jr., Mayor

Attest, By the Town Clerk of
the Town of Havana, Florida:

Approved as to Form:



Town Clerk



Town Attorney

Exhibit A

TOWN OF HAVANA, FLORIDA
FAIR HOUSING POLICY

The Town of Havana, Florida (the "Town") hereby states its desire to affirmatively further Fair Housing (as defined below) in the Town, and the adoption of this policy certifies and stands as evidence of the same. This policy covers all Federally protected classes (race, color, familial status, handicap, national origin, religion, and sex).

It is the policy of the Town in keeping with the laws of the United States of America and the spirit of the Constitution of the State of Florida, to promote through fair, orderly, and lawful procedure the opportunity for each person so desiring to obtain housing of such person's choice in this jurisdiction without regard to race, color, familial status, handicap, national origin, religion, and sex (collectively "Fair Housing"), and, to that end, to assist in eliminating discrimination in housing by any person.

In an effort to overcome the effects of impediments to Fair Housing choice and to promote Fair Housing rights, the Town Clerk, as appointed pursuant to this policy as the Fair Housing Coordinator, shall take the following steps:

- Provide Fair Housing information to residents of the Town through the Town's website, including the complaint procedure set forth in this policy.
- Provide a summary of this Fair Housing Policy and the contact information for the Fair Housing Coordinator on the Town's website.
- At least annually, provide for the dissemination of Fair Housing information to residents of the Town by making such information available in a paper or other hardcopy format at the offices of the Fair Housing Coordinator, including by posting such Fair Housing information on the bulletin board at the Cecil G. Trippe Municipal Building.
- Work with local entities, where possible, to develop resources that support Fair Housing activities.

The Town has appointed a Fair Housing Coordinator to assist and provide information to individuals with Fair Housing needs and complaints:

Town Clerk
Town of Havana, Florida
Cecil G. Trippe Municipal Building
P.O. Box 1068
711 North Main Street
Havana, Florida 32333-1068

Telephone: (850) 539-2820
Facsimile: (850) 539-2830
E-Mail: clerk@townofhavana.com

COMPLAINT PROCEDURE

If any individual believes that his or her rights to Fair Housing choice have been violated within the Town, he or she can make a complaint with the assistance of the Fair Housing Coordinator, as provided below:

Information that will be collected for any such complaint includes: (1) the name and address of the complainant; (2) the name and address of the person the complaint is against (the respondent); (3) the address or other identification of the housing involved in the complaint; (4) a short description and a detailed timeline of the alleged Fair Housing violation (*i.e.*, this should summarize the events that caused the complainant to believe that his or her rights were violated); and (5) the date of the alleged violation.

An individual may file a complaint under this policy if the individual believes that he or she: (i) has been discriminated against on the basis of race, color, familial status, handicap, national origin, religion, and sex in making a Fair Housing choice or otherwise asserting that individual's Fair Housing rights.

The Fair Housing Coordinator is responsible for the intake and processing of all Fair Housing complaints. While not an expert in Fair Housing laws or regulations, the Fair Housing Coordinator is familiar with this complaint process and federal and state laws, generally, that address Fair Housing. The Fair Housing Coordinator will not complete a complaint on behalf of a complainant.

Once a complaint is filed, a record will be kept by the Town showing the date, time, and nature of the complaint and a decision made in the complaint process.

The Fair Housing Coordinator shall establish a system (spreadsheet) to log all fair housing discrimination complaints for the Town's records.