



CITIZENS ADVISORY TASK FORCE (CATF) MEETING MINUTES

The Citizens Advisory Task Force (CATF) held a meeting on May 21, 2013, at 5:30 p.m. in the James A. Lewis Commission Chambers, City Hall, 15100 NW 142nd Terrace, Alachua, Florida.

Board Members Present: Vice-Chair Diana Felver, Secretary LaDtetre' Williams, Members Thelma Hammon, Dayna Miller, Louis Washington and Walter Welch.

Board Members Absent: Julia Kelly (Unexcused).

Staff Present: Traci Cain, City Manager and Diane Morgan, CMC, Grants Specialist.

Others Present: Scott Modesitt, Summit Professional Services, Inc.

- I. **CALL TO ORDER:** Vice-Chair Diana Felver called the meeting to order at 5:35 p.m.
- II. **INVOCATION:** LaDtetre' Williams led the invocation.
- III. **PLEDGE TO THE FLAG:** Vice-Chair Diana Felver led the Pledge of Allegiance.
- IV. **ROLL CALL:** Vice-Chair Diana Felver called the roll and there was a quorum.
- V. **APPROVAL OF AGENDA:** Thelma Hammon moved to approve the agenda; Louis Washington seconds the motion.

Motion passes to approve agenda 6-0.

VI. **OLD BUSINESS**

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LaDtetre' Williams moved to approve the Minutes; Walter Welch seconds the motion.

Motion passes to approve the February 19, 2013 Minutes 6-0.**VII. NEW BUSINESS****A. CATF Applications for Consideration and Approval (2 Vacancies)**

Grants Specialist Diane Morgan states that two applications were received in response to the *Notice of Vacancies* that was posted on February 7, 2013 and both Walter Welch and LaDtetre' Williams have applied for reappointment. She explains that ballots have been distributed to all board members and they need to circle the names of the applicants, and sign and date it at the bottom.

LaDtetre' Williams states that she enjoys working with this team and learning what this board and the CDBG program is all about.

Walter Welch states he enjoys being here and discussing the different situations that can be helpful to the City; he is always willing to be of help to the people.

Mrs. Morgan notes that tonight the CATF board votes on the applicants and this recommendation will go before the City Commission on June 10th for final approval.

Mrs. Morgan requests that the Chair ask for motions for Chair, Vice-Chair and Secretary.

Vice-Chair Diana Felver asks for nominations for Chair.

Walter Welch nominates Dayna Miller for Chair.

Thelma Hammon nominates Diana Felver for Chair.

The board unanimously votes for Diana Felver for Chair.

Vice-Chair Diana Felver asks for nominations for Vice-Chair.

Walter Welch nominates Dayna Miller for Vice-Chair.

Louis Washington nominates LaDtetre' Williams.

The board unanimously votes for LaDtetre' Williams for Vice-Chair.

Vice-Chair Diana Felver asks for nominations for Secretary.

Thelma Hammon nominates Dayna Miller for Secretary. Louis Washington seconds the nomination. The board unanimously votes for Dayna Miller for Secretary.

B. Small Cities Community Development Block Grant (CDBG) – Scott Modesitt

Mrs. Morgan introduces Scott Modesitt from Summit Professional Services, Inc. who gave a presentation to the City Commission the previous evening on Fair Housing and held the first of two required public hearings on the CDBG program.

Mr. Modesitt explains that his company has been hired by the City to assist in preparation for a FFY 2013 CDBG application; he is here tonight to discuss what that money can be used for and to get some input from the CATF on what activities they would like to see the City pursue with those funds.

Mr. Modesitt begins by explaining the CDBG requirement process beginning with the first public hearing last night. He states there will be a second public hearing once a draft of the application has been completed. He begins a brief tutorial on the CDBG program noting the City will need to decide what category to apply for. There are three grant opportunities in the Regular Category: Housing Rehabilitation (HR), Neighborhood Revitalization (NR) and Commercial Revitalization (CR), as well as the Economic Development (ED) Category. The maximum grant request in any category for the City is \$700,000. Mr. Modesitt describes each category in further detail. Although the 2013 allocations have not been released yet, the 2012 funding allocation was as follows: Total Funding \$21,528,569 – NR received 41%; HR 16%; CR 3% and ED 40%.

Mr. Modesitt distributes a handout that includes criteria for both NR and HR category scoring analysis. He notes that the Community Wide Needs Score has not yet been updated with the new 2010 census data. He reviews the information commenting that the NR scores look better than the HR scores.

Thelma Hammon asked if blight is covered under this grant; Mr. Modesitt notes that although the elimination of blight is a national objective of HUD, the state of Florida has chosen not to include that as one of their grant activities.

Mr. Modesitt defines *neighborhood* in response to Vice-Chair Diana Felver's question.

Walter Welch questioned what the time period is between submission of application and award. Mr. Modesitt replied that the application is due in October and most communities had an agreement signed by March; it is usually 3-4 months.

Mr. Modesitt clarifies for Dayna Miller that the City could have one regular category grant and an economic development grant at the same time.

Thelma Hammon is concerned about the vacant businesses in the City and what is being done to have new business come in. Mr. Modesitt explains how an ED grant would be able to help a business. Because of grant requirements, it is usually a big business that would be able to commit and partner with the City for an ED grant.

The board discusses different areas that could possibly be helped with an ED grant.

City Manager Traci Cain states the roll of the Chamber of Commerce is to try to get new business to come to the City, as well as the Council for Economic Development which targets the whole of Alachua County. She notes there is a new marketing video that will be on the City website and new City brochures have been printed to target businesses. She comments that the City is actively looking for a participating party for the ED grant. Business and building permits have increased; a big contract with the Department of Defense is in process; and the City is beginning to see improvement locally.

Thelma Hammon asked who is in charge of the blight areas in the City; the City Manager replied that Codes Enforcement handles that and she can contact them and report any areas that need to be inspected.

Mr. Modesitt explained that a blighted area is any area or building that has a run down, dilapidated appearance.

Walter Welch comments on the lack of sidewalks; Mr. Modesitt relayed that sidewalks are not a high scoring CDBG activity for the state.

The board discusses blighted areas that are not being taken care of by the property owners.

Dayna Miller gives her opinion on submitting a HR grant versus a NR grant.

The board discusses the pros and cons of an HR grant versus the NR grant, as well as contractors, the materials used and the criteria in the HR program. Mr. Modesitt confirms it is a bidding process, a qualification process, and that they keep a list of contractors who do quality work; they try to use local contractors to do the work.

Mrs. Morgan confirms that last night at the Commission two motions were made: 1) submit a CDBG application in the Neighborhood Revitalization category and 2) submit a CDBG application in the Economic Development category. She notes that staff will look for the most viable project; we want to submit an application that would have the best chance of obtaining funding.

Mr. Modesitt states the City has the flexibility to change the category until an application is submitted. He notes that staff will present the potential projects and they will be brought before the CATF for them to give their recommendation on what project they would like the City to proceed with.

Vice-Chair Diana Felver notes the local organizations that are available to help the citizens who are in need for repairs on their home.

Mrs. Morgan comments that since the board is currently going through the CDBG process, that we would schedule the presentation from *Christians Concerned in the Community* for a later date so they can focus on the grant opportunities.

VIII. OPEN DISCUSSION

Mrs. Morgan suggests scheduling the regular quarterly CATF meeting for August 20th at 5:30 p.m. She notes that the board may have to meet before that date once staff identifies potential projects.

The board gives consensus to set the next meeting for August 20, 2013 at 5:30 p.m.

Dayna Miller thanks everyone for their welcome to the committee and she is looking forward to working with everyone.

Thelma Hammon thanks Mr. Modesitt for all the information he presented this evening.

IX. CITIZEN COMMENT

No citizens present.

X. ADJOURNMENT OF MEETING

Thelma Hammon moves to adjourn the meeting; Dayna Miller seconds the motion.

Motion passes to adjourn the meeting 5-0.

Meeting adjourned at 6:55 p.m.



Diana Felver, Chair