



**Chair**

City Manager Rodolfo Valladares

**Vice-Chair**

Secretary Phyllis Strickland

Member Diane Carlson

Member Annie Welch

Member E. Stanley Richardson

The Citizen Advisory Task Force will conduct a  
**Citizen Advisory Task Force Meeting**  
**At 3:00 PM**

to address the item(s) below.

**Meeting Date:** December 3, 2025

**Meeting Location:** James A. Lewis City Commission Chambers  
15100 NW 142 Terrace  
Alachua, FL 32615

### **Citizen Advisory Task Force Meeting**

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

**CALL TO ORDER**

**INVOCATION**

**PLEDGE TO THE FLAG**

**APPROVAL OF THE AGENDA**

**I. OLD BUSINESS**

**II. NEW BUSINESS**

**A) APPROVAL OF THE JANUARY 24, 2023, CITIZEN ADVISORY TASK FORCE MEETING MINUTES**

**B) PARLIAMENTARY PROCEDURES REVIEW AND SUNSHINE LAW**

**C) PRESENTATION OF CATF BYLAWS**

**D) ELECTION OF CHAIR**

**E) ELECTION OF VICE CHAIR**

**F) ELECTION OF SECRETARY**

**G) 2026 CATF CALENDAR**

**H) GRANTS UPDATE**

**III. BOARD COMMENTS/DISCUSSION**

**IV. CITIZENS COMMENTS**

**ADJOURN**



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025

**SUBJECT:** Approval of the January 24, 2023, Citizen Advisory Task Force Meeting Minutes

**PREPARED BY:** LeAnne Williams, Deputy City Clerk

**RECOMMENDED ACTION:**

Approve the January 24, 2023, Citizen Advisory Task Force Meeting Minutes.

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### Summary

Approval of the January 24, 2023, Citizen Advisory Task Force Meeting Minutes.

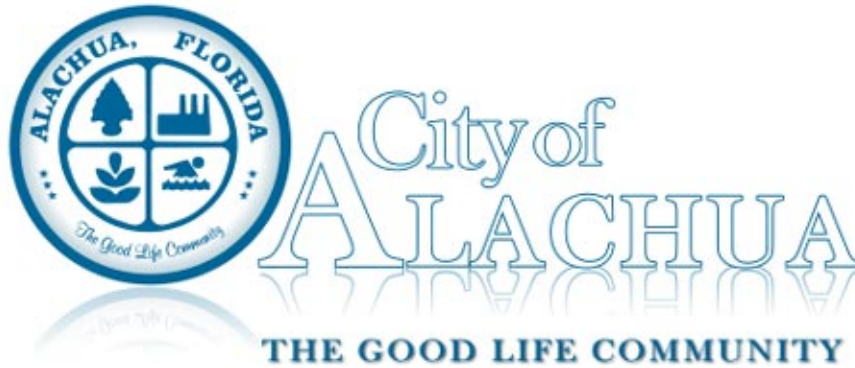
### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

1. 23.01.24.M.CATF



**Citizen Advisory Task Force  
Minutes  
January 24, 2023**

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**Chair Christopher Mallinson**

**City Manager Mike DaRoza**

**Vice Chair Tom Hubbard**

Secretary Phyllis Strickland

Member Shaun Collins

Member Ruth Green

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**Citizen Advisory Task Force  
At 4:00 PM**

**Meeting Date:** January 24, 2023

**Meeting Location:** James A. Lewis City Commission Chambers

Citizens Present: Shirley Green Brown Staff Present: Diane Amendola, Robert Bonetti, LeAnne Williams, Tyler Williams, David Wisener

**Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.**

**CITIZEN ADVISORY TASK FORCE MEETING AGENDA**

**CALL TO ORDER**

Staff Liaison Robert Bonetti called the meeting to order.

**APPROVAL OF THE AGENDA**

**Member Christopher Mallinson moved to approve the agenda; seconded by Member Shaun Collins.**

**Passed by unanimous consent.**

**I. OLD BUSINESS**

## II. NEW BUSINESS

- A. August 10, 2020 Citizen Advisory Task Force Meeting Minutes

**Member Phyllis Strickland moved to approve the August 10, 2020 minutes; seconded by Member Collins.**

**Passed 4-0 by roll call.**

- B. Parliamentary Procedures Review

Deputy City Clerk LeAnne Williams introduced the presentation.

- C. Sunshine Law and Public Records Presentation

Deputy City Clerk LeAnne Williams introduced the presentation.

- D. Presentation of CATF Bylaws

Staff Liaison Robert Bonetti introduced the presentation.

- E. Election of CATF Officers

**Member Collins moved to appoint Member Mallinson as Chair; seconded by Member Tom Hubbard.**

**Passed by unanimous consent.**

**Member Hubbard moved to appoint himself as Vice-Chair; seconded by Member Strickland.**

**Passed by unanimous consent.**

**Member Collins moved to appoint Member Strickland as Secretary; seconded by Vice Chair Hubbard.**

**Passed by unanimous consent.**

## III. BOARD COMMENTS/DISCUSSION

Chair Mallinson asked the members for questions or comments.

Vice Chair Hubbard asked if the members could attend City Commission Meetings as citizens with matters not related to the board.

Staff Liaison Bonetti stated they could.

## IV. CITIZENS COMMENTS

Commissioner Shirley Green Brown introduced herself to the CATF board members. She let them know she would serve as the Commissioner Liaison to the board. She thanked them for serving on the board.

## ADJOURN

**Secretary Strickland moved to adjourn; seconded by Vice Chair Hubbard.**

**Passed by unanimous consent.**

ATTEST:

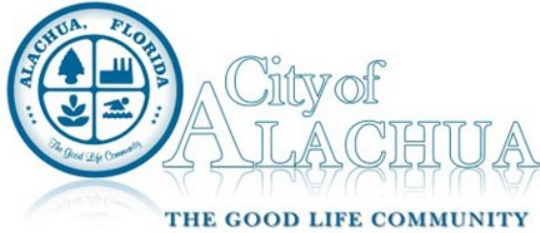
CITIZENS ADVISORY TAKE FORCE OF THE  
CITY OF ALACHUA, FLORIDA

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Presiding Office

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Staff Liaison



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025

**SUBJECT:** Parliamentary Procedures Review and Sunshine Law

**PREPARED BY:** LeAnne Williams, Deputy City Clerk

**RECOMMENDED ACTION:**

Receive the presentation.

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### Summary

Parliamentary Procedure is the body of rules, ethics, and customs governing, among other things, meetings. The City of Alachua has established such rules for all of its boards, committees, and Task Forces.

This presentation will introduce the CATF to the basics of parliamentary procedure and the Sunshine Law.

### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

1. Parliamentary.Procedure.COA
2. Sunshine Law Report

# Parliamentary Procedure





# What is parliamentary procedure?

The rules that help us maintain order and ensure fairness in all decision-making processes.



# What are Robert's Rules of Order?

Codification of general present-day parliamentary procedures.

# Basic Principles

- Someone must facilitate meetings and maintain order (the presiding officer)
- All members have a right to bring up ideas
- Members should come to an agreement about what course of action to take
- The majority rules, but the basic rights of the minority are always protected by assuring them the right to speak and to vote
- Parliamentary procedure enables members to take care of business in an efficient manner while maintaining order
- It ensures everyone gets the right to speak and to vote
- Takes up business one item at a time and promotes courtesy, justice, and impartiality

# The Presiding Officer

- The presiding officer (often referred to as “the chair”) is the person who conducts the meeting
- The presiding officer is a role – not a position. This means that the presiding officer is the person who occupies the chair at a given instant of time. (during the meetings)
- The general duties of the presiding officer are:
  - To call the meeting to order at the **scheduled time**, not before
  - If a quorum is not present, the meeting is to be canceled
  - To announce the business that is to come before the body
  - To recognize members who wish to speak
  - To state and put to vote all questions that come before the body
  - To enforce the rules relating to debate
  - To decide all questions of order
  - To declare the meeting adjourned

# Promoting Courtesy

- Members should refer to each other in a cordial and courteous manner, for example:
  - “the previous speaker” or “Miss Smith”
- All remarks are made through and to the chair
- If a motion is out of order the chair should state: “The motion is out of order”
- Only major infractions of rules are corrected
- If members of the Board or audience are out of order, any member of the Board can call for order.
- Once the Chair calls “Order” he/she reclaims the floor and the house should fall silent.

# Order of Business

- Commonly referred to as an agenda, the order of business is the sequence of general business items that will be addressed in the meeting
- The order of business or agenda must be adopted by the body prior to addressing business.
- The standard order of business includes:
  - Call to Order
  - Invocation
  - Pledge to the Flag
  - Approval of Agenda
  - Agenda
  - Council Comments
  - Adjournment
- Different organizations may establish their own standard order of business pursuant to their by-laws.

# Motions 101

# Motions

- A motion is a formal proposal that recommends a course of action that the body should take
- A motion contains three basic pieces of information:
  - Who: References who is authorized or directed
  - What: References the action to be taken
  - When: References the timeframe in which the action is to be taken
- Only one motion can be considered at a time.
- Once a motion has been made and seconded, it must be acted upon before another motion is considered
- The chair may not make or second a motion

# Making A Motion

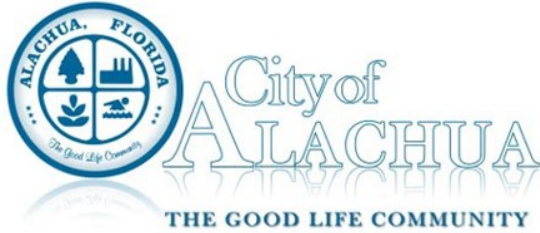
- To make a motion, the maker should say:
  - “I move that...” or “ I moveto...”
- Never say “I make a motion to...”
- A motion must be seconded by another member to stand
- A second merely implies the seconder of the motion agrees the body should consider/discuss the motion on the floor – not necessarily that he/she supports the motion itself.
- Once a motion is made and properly seconded, the chair should open the floor for comments from citizens present.
- Once all citizens have commented the chair should restate the motion, which means the motion belongs to the board and no longer to the maker of the motion.
- After the motion belongs to the board the chair puts the motion to a vote by saying: “All those in favor say Aye..... All opposed say Nay”.
- After the vote is tallied, the chair rules on which side won the vote.

# Amending A Motion

- Amending a motion means to modify a pending motion in some manner prior to voting on the pending motion.
- An amendment must be related to the pending motion and have a relevant bearing on the meaning of the pending motion.
- There are three basic processes for amending a motion:
  - To insert or to add words
  - To strikeout words
  - To strikeout and insert words
- The amended motion requires a second and the floor should be opened for public comment after amended motion stands
- The amendment requires a majority vote to adopt

# Summary

- The chairperson runs the meeting
- The meeting starts when the chairperson calls the meeting to order
- If a motion is to stand for discussion, someone has to “second” it
- If the motion is to be changed, someone must make a motion to amend.
- At the end, the chairperson will take a vote. Majority wins.



## Commission Agenda Item

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**MEETING DATE:** August 4, 2025

**SUBJECT:** Sunshine Law and Public Records Presentation

**PREPARED BY:** LeAnne Williams, Deputy City Clerk

**RECOMMENDED ACTION:**

Receive the Presentation.

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### Summary

Staff will provide an overview of the Sunshine Law and how it applies to the ETF.

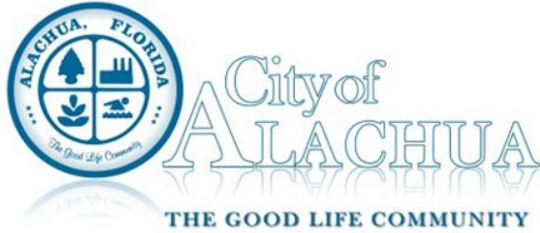
### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

1. Sunshine.Law.COA



## Board Agenda Item

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**MEETING DATE:** December 3, 2025  
**SUBJECT:** Presentation of CATF Bylaws  
**PREPARED BY:** Tyler Williams, Accounting Manager  
**RECOMMENDED ACTION:**  
Receive the CATF Bylaws.

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### Summary

Citizen Advisory Task Force Bylaws (CATF) were last amended and adopted by the City Commission on June 27, 2022.

The bylaws describe the responsibilities and duties of the CATF.

### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### ATTACHMENTS

1. CATF\_Bylaws

**BYLAWS  
CITY OF ALACHUA**

**CITIZEN ADVISORY TASK FORCE**

**ARTICLE I**

**Name and Area of Service**

The name of this organization shall be the Citizen Advisory Task Force (CATF), hereinafter referred to as the Task Force. The area to be served shall be the City of Alachua, Florida. This Task Force shall be designated as a Standing Committee pursuant to the City of Alachua, Commissioner's Rules and Procedures.

**ARTICLE II**

**Statement of Purpose**

The purpose of the Task Force shall be to assist the City of Alachua in developing and conducting needed neighborhood revitalization and housing rehabilitation programs, and any other such programs deemed beneficial to the citizens of Alachua, using Community Development Block Grant (CDBG) and Housing and Urban Development (HUD) funds. To this end the Task Force shall:

1. Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in areas in which CDBG and HUD funds are proposed to be used by providing a specific plan of action for outreach.
2. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the City of Alachua's proposed and actual use of CDBG and HUD funds.
3. Counsel and advise the City of Alachua City Commission concerning current programs through regular meetings with City staff; participation in review of bids and selection of contracts; on-site visits to construction projects; monitoring of reports received from the staff liaison.
4. Assist in the development of new programs through meetings with citizen groups; visits to potential target areas; attendance at CDBG or HUD meetings for information and training.
5. Advocate for citizens by following the grievance procedures prescribed in federal legislation (24CFR570.486) and as recommended by the Department of Economic Opportunity (DEO) – see Attachment 1-; moderating unresolved complaints; acting as the hearing board for all complaints filed against a CDBG or HUD program; maintaining a close relationship with citizens of the target community.

## ARTICLE III

### Membership

1. Composition of Task Force. The membership shall consist of five (5) members, and shall include those individuals appointed to serve by the Alachua City Commission. Members shall be City residents.
2. Appointments and Terms. The initial appointment to a five (5) member board shall be as follows:
  - a. Two (2) members appointed for a term of 1 year each
  - b. Three (3) members appointed for a term of 3 years each

Thereinafter, terms of office shall be for a period of three years. Members will be eligible for reappointment in accordance with the City of Alachua Commissioner's Rules and Procedures. In the event of resignation, the member shall continue to serve until a successor has been appointed. Candidates for membership on the Task Force shall be proposed by the Task Force and submitted to the City of Alachua City Commission for approval.

To the extent possible, membership on the Task Force shall include 2 members representative of various organizations and committees within the entire community so that community wide representation may be achieved through recognized leaders in existing organizations, as well as leaders evidencing an interest in the general purposes of the Task Force. The remaining 3 members shall be City residents who earn at or below 80% of the median income for the City of Alachua. In order to ensure total community wide interest and participation, it is suggested that representatives come from various interests including, but not limited to, economic groups, families, minority groups, welfare organizations and information agencies. This goal may be accomplished when vacancies occur by noting this recruitment preference. However, in no way is this provision intended to prohibit filling of Task Force vacancies in the event that no applications are received from individuals falling into these categories.

3. Absences. If a member is absent for four (4) consecutive meetings without just cause, it shall be recommended that this member be replaced. Members must provide notification to the City that they will be absent at least twenty-four (24) hours before a meeting. A notation shall be made for reason of absence, read at the next regular meeting and become a part of the minutes for that meeting. Rules on attendance or absence shall not apply to special meetings.

## ARTICLE IV

### Officers

Officers shall consist of a Chairperson, Vice-Chairperson and Secretary, and they shall be selected by the membership of the Task Force. Officers shall serve for a period of one year. In the event the Chairperson becomes vacant, the Vice-Chairperson shall automatically become the Chairperson for the remainder of the unexpired term of office. Should other offices become vacant, they shall be filled by election for the remainder of the unexpired term.

### Duties of Officers

1. Chairperson. The Chairperson shall be the principal representative of the Task Force, and subject to the control of the Task Force shall in general supervise all of the business and affairs of the Task Force and preside at all meetings of the Task Force. The Chairperson shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Task Force from time to time.
2. Vice-Chairperson. The Vice-Chairperson shall perform all duties of the Chairperson in the absence of that officer as well as perform such duties as may be assigned by the Task Force.
3. Secretary. The Secretary shall perform or cause to be performed, all duties incident to the office of Chairperson in the absence of both the Chairperson and the Vice-Chairperson.

## ARTICLE V

### Meeting Procedure and Quorum

1. Regular Meetings. Meetings shall be held on a semiannual basis, at a time and place to be designated by the Task Force at a prior meeting.
2. Special Meetings. Special Meetings shall be called as necessary with at least forty-eight (48) hours notice by the Chairperson, the Alachua City Commission, or the City staff liaison.
3. Quorum. A quorum shall consist of 51% of the membership.
4. Notice of Meetings. Notice of regular meetings shall be scheduled every calendar year and reminders will be sent to all members not less than three (3) days prior to the scheduled meeting. The Notice shall be in writing and shall specify the time, date, location and agenda for the meeting.
5. Minutes. Minutes shall be kept of all meetings, sent to the Task Force members, and made available to anyone who requests them. Minutes from a meeting shall be reviewed and approved at the next regularly scheduled meeting.

6. Voting. All members shall have the right to vote. Members shall abstain from voting on issues which constitute a conflict of interest and such abstention shall be recorded in the minutes. Approval of any motion shall be by a simple majority of those voting, unless otherwise specified in these bylaws.

## **ARTICLE VI**

### General Provisions

Meetings of the Task Force or any sub-unit thereof shall be open to the public and shall operate within the Government-in-the-Sunshine Law. (See Section 286.011, Florida Statutes). Meetings shall follow Roberts Rules of Order to the extent practicable.

## **ARTICLE VII**

### Enactment Provision

These bylaws, or any amendments thereto, shall be submitted to the Alachua City Commission for approval. Notice shall be sent to Task Force members no less than three days prior to the meeting at which these bylaws shall be acted upon. These bylaws shall become effective immediately upon approval by the City Commission.

**ATTACHMENT 1  
COMPLAINT PROCEDURES**

It is the policy of the U.S. Department of Housing and Urban Development (HUD) [24CFR570.486], the Florida Department of Economic Opportunity (DEO), and the City of Alachua to provide a means by which persons may file complaints with regard to CDBG and HUD grants. It is also the policy of the City of Alachua to enforce non-discrimination practices in program policy, procedure or performance, and to assure quality workmanship.

1. Any person who feels that he/she has been discriminated against because of race, color, religion, gender, national origin, age or physical handicap, or has a complaint concerning quality of workmanship should contact:

City Manager  
Alachua City Hall  
P.O. Box 9  
Alachua, Florida 32616-0009  
386-418-6100

2. All complaints should be filed within forty-five (45) days of the incident and a copy of the complaint should be provided to the members of the CATF.

3. Upon receipt of the complaint, notice of same will be provided by certified mail, return receipt requested, upon the individual(s) and/or company against whom the complaint has been filed, if applicable.

4. A fair and impartial investigation will be conducted by the appropriate party and within fifteen (15) working days, a written report of findings and determinations will be rendered. Proper notification of findings will be provided to the complainant and the respondent by certified mail.

5. Within ten (10) days after notification, either party may request a hearing if they are not satisfied.

6. When a hearing is requested by either party, the (CATF), will conduct the hearing in accordance with applicable laws, procedures, and regulations.

7. Within ten (10) days after the hearing, a decision will be rendered by the (CATF) and all necessary parties notified of the determination.

The determination of the CATF will be submitted to the Alachua City Commission within ten (10) days. Any written appeal of the CATF determination shall be submitted to the Alachua City Commission within twenty (20) days. The Alachua City Commission has the authority to uphold, rescind or reverse a previous CATF determination.

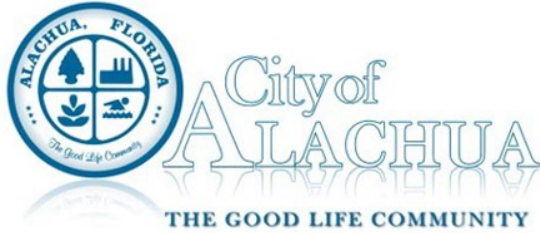
9. An appeal of the local determination/decision made by the Alachua City Commission should be filed by either party with the Department of Community Affairs no later than thirty (30) days after the occurrence of the local determination.

10. Nothing in the aforementioned procedures shall prohibit a person from complaint with the U.S. Department of Housing & Urban Development, Fair Housing and Equal Opportunity Division and/or the Florida Department of Economic Opportunity, 107 E. Madison Street, Tallahassee, Florida 32399-4128.

*Housing discrimination complaints or questions may also be filed by calling:*

*US Department of Housing & Urban Development, Jacksonville Office 1-904-232-1241; and Housing Discrimination Hotline 1-800-440-8091.*

[Bylaws Adopted by City Commission on September 15, 2003](#)  
[Bylaws 1<sup>st</sup> Amendment by City Commission on October 9, 2006](#)  
[Bylaws 2<sup>nd</sup> Amendment by City Commission on October 11, 2010](#)  
[Bylaws 3<sup>rd</sup> Amendment by City Commission on June 27, 2022](#)



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025  
**SUBJECT:** Election of Chair  
**PREPARED BY:** LeAnne Williams, Deputy City Clerk  
**RECOMMENDED ACTION:**  
Conduct an election to appoint CATF Chair.

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### Summary

Pursuant to the CATF Bylaws, the following officer positions must be elected:

- Chairperson;
- Vice-Chairperson; and,
- Secretary

All officer terms are for a period of one year.

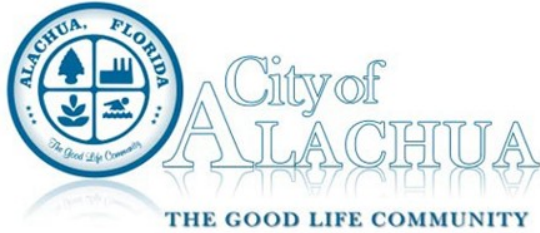
### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

None



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025  
**SUBJECT:** Election of Vice Chair  
**PREPARED BY:** LeAnne Williams, Deputy City Clerk  
**RECOMMENDED ACTION:**  
Conduct an election to appoint CATF Vice Chair.

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### Summary

Pursuant to the CATF Bylaws, the following officer positions must be elected:

- Chairperson;
- Vice-Chairperson; and,
- Secretary

All officer terms are for a period of one year.

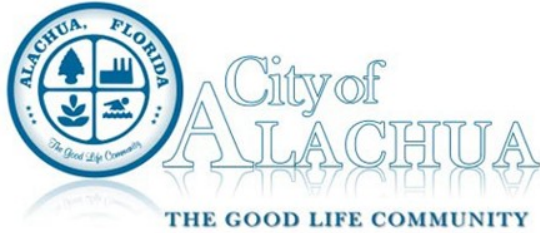
### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

None



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025  
**SUBJECT:** Election of Secretary  
**PREPARED BY:** LeAnne Williams, Deputy City Clerk  
**RECOMMENDED ACTION:**  
Conduct an election to appoint CATF secretary.

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### Summary

Pursuant to the CATF Bylaws, the following officer positions must be elected:

- Chairperson;
- Vice-Chairperson; and,
- Secretary

All officer terms are for a period of one year.

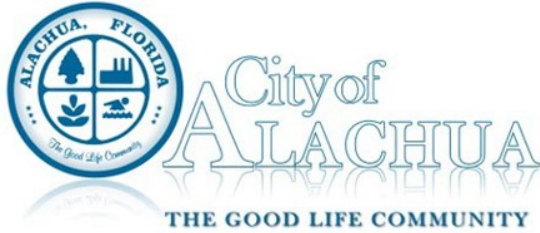
### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### COMMISSION GOALS

### ATTACHMENTS

None



## Board Agenda Item

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**MEETING DATE:** December 3, 2025

**SUBJECT:** 2026 CATF Calendar

**PREPARED BY:** Tyler Williams

**RECOMMENDED ACTION:**

Approve the 2026 Citizen Advisory Task Force Calendar and set a time for regular meetings.

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### Summary

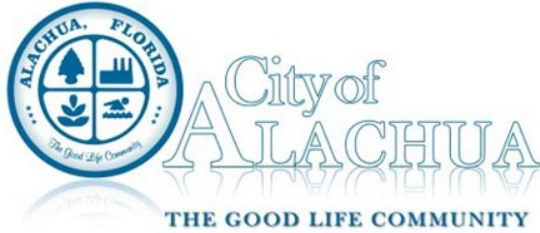
The Citizen Advisory Task Force Meeting Calendar, pursuant to the By-Laws, is being proposed for semi-annual meetings. Additional meetings may be scheduled as needed. The Citizen Advisory Task Force members should discuss potential dates and meeting times for the calendar year and approve the time for any future meetings.

### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### ATTACHMENTS

None



## Commission Agenda Item

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**MEETING DATE:** December 3, 2025

**SUBJECT:** Grants Update

**PREPARED BY:** Tyler Williams

**RECOMMENDED ACTION:**

Receive updates.

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### Summary

Staff will provide an update on all Community Development Block Grant (CDBG) projects.

### FINANCIAL IMPACT

### ADDITIONAL FINANCIAL INFORMATION

### ATTACHMENTS

None