



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

Member Shaun M. Collins
Member Ruth Green
Member Tom Hubbard
Member Christopher G. Mallinson
Member Phyllis Wilcox Strickland

City Manager Mike DaRoza

The City Commission will conduct a
Citizen Advisory Task Force
At 4:00 PM
to address the item(s) below.

Meeting Date: January 24, 2023

Meeting Location: James A. Lewis City Commission Chambers

15100 NW 142nd Ter

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

APPROVAL OF THE AGENDA

I. OLD BUSINESS

II. NEW BUSINESS

- A. August 10, 2020 Citizen Advisory Task Force Meeting Minutes
- B. Parliamentary Procedures Review
- C. Sunshine Law and Public Records Presentation

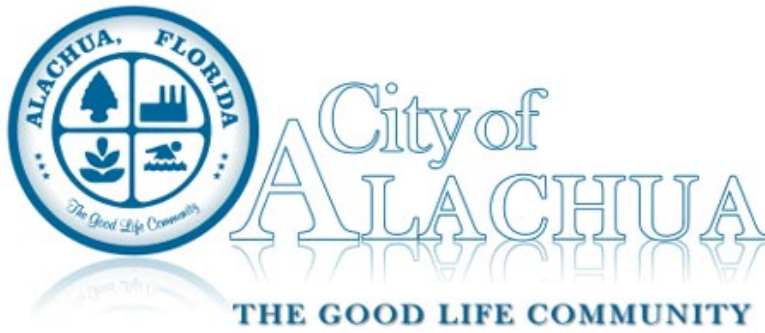
D. Presentation of CATF Bylaws

E. Election of CATF Officers

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Board/Committee Agenda Item

MEETING DATE: 1/24/2023

SUBJECT: August 10, 2020 Citizen Advisory Task Force Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Approve the minutes.

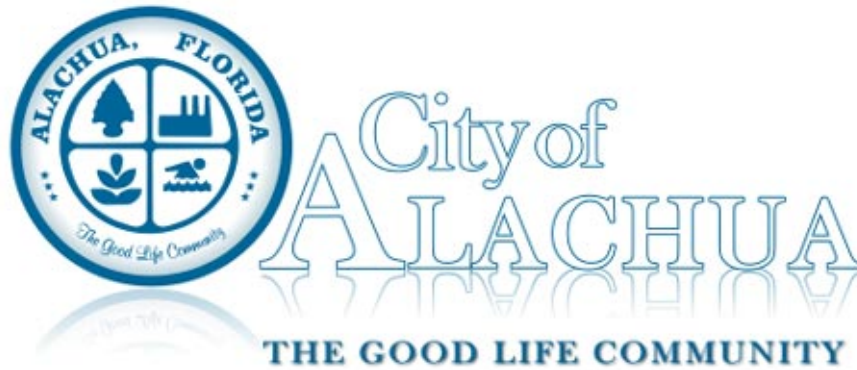
Summary

August 10, 2020 Citizen Advisory Task Force Meeting Minutes.

ATTACHMENTS:

Description

☐ Minutes



**Citizen Advisory Task Force
Minutes
August 10, 2020**

Chair Diana Carlson

City Manager Adam Boukari

Vice Chair LaDette' Williams

Member Thelma Hammon

Member Sandralyn Rezac

Member Louis Washington

Member Walter Welch

**Citizen Advisory Task Force
At 5:00 PM**

Meeting Date: August 10, 2020

Meeting Location: James A. Lewis Commission Chambers, City Hall, 15100 NW 142nd Ter.

CITIZENS ATTENDING: Annie Welch. **STAFF ATTENDING:** Rob Bonetti, Mike DaRoza, LeAnne Williams, Tyler Williams.

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

Led by Chair Diana Carlson, with Member Thelma Hammon and Member Louis Washington absent.

INVOCATION

Led by Member Walter Welch.

PLEDGE TO THE FLAG

Led by Chair Carlson.

APPROVAL OF THE AGENDA

Member Dee Dee McClain moved to approve the agenda as amended; seconded by Member Welch.

Chair Carlson opened the floor for comments.

There were no comments.

Passed by unanimous consent

I. OLD BUSINESS

II. NEW BUSINESS

- A. Small Cities Community Development Block Grant (CDBG) Program Federal Fiscal Year (FFY) 2019 Grant Cycle

Finance and Administrative Services Director Rob Bonetti introduced the item.

Scott Modesitt, Summit Professionals, made the presentation.

Chair Carlson asked for maps of the neighborhoods to be available at the future meetings.

Mr. Modesitt stated they would provide those.

Mr. Modesitt stated tonight's goal was to get input on which grant the citizens would like for the City to apply: Neighborhood Revitalization Grant or Housing Grant.

City Manager Boukari provided further clarification and information.

III. BOARD COMMENTS/DISCUSSION

Member Welch stated he would like to see the City pursue the grant that serves the largest amount of people. He stated he saw that housing was needed, but this was his preference.

Chair Carlson stated she would like to see more sidewalks, as one of the strategic goals was to have a walk-able community. She said she would like for the City to pursue the Neighborhood Revitalization Grant, as it would serve more people, and we would have a better chance of getting the grant due to the matching funds.

Member Sandralyn Rezac stated she would like to see the City pursue the Neighborhood Revitalization Grant.

Member McClain stated she would like to see the City pursue the Housing Grant. She stated there are poor living standards in some of the neighborhoods, and they don't have the funds to do this for themselves. She stated it would benefit the whole City to help beautify those neighborhoods.

IV. CITIZENS COMMENTS

Annie Welch stated she would like to see street rehabilitation because of flooding, but she also understands the elderly needing help with their homes. She asked if both could be done.

Mr. Modesitt stated with this grant, it was one or the other.

City Manager Boukari stated this was why this board was here to give input: both are needed, but we must choose one.

Chair Carlson suggested reaching out to Habitat for Humanity and the churches to help with the homes, but the City's priority should be the infrastructure.

Ms. Welch asked what was Chair Carlson's experience as she drove the neighborhoods.

Chair Carlson gave the information.

Ms. Welch identified streets she would like to see revitalized.

City Manager Boukari talked about the neighborhood sidewalks that were put in recently to improve the neighborhoods.

ADJOURN

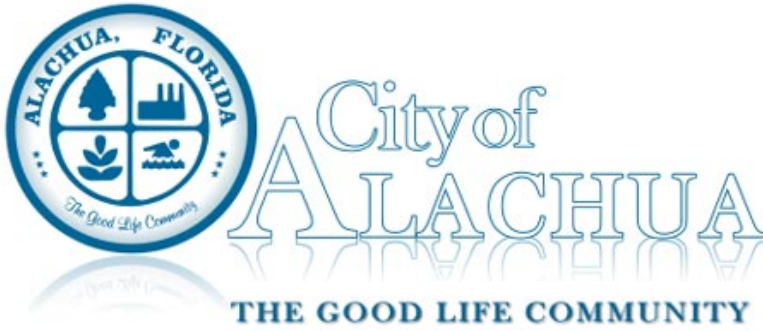
Chair Carlson adjourned the meeting.

ATTEST:

CITIZENS ADVISORY TAKE FORCE OF
THE CITY OF ALACHUA, FLORIDA

Presiding Officer

Staff Liaison



Board/Committee Agenda Item

MEETING DATE: 1/24/2023

SUBJECT: Parliamentary Procedures Review

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

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 and committees.

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

ATTACHMENTS:

Description

- ▣ Parliamentary Procedures

Parliamentary Procedure



City of
ALACHUA
the good life community



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 get 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 infraction of rules are corrected



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 move to...”
- 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.

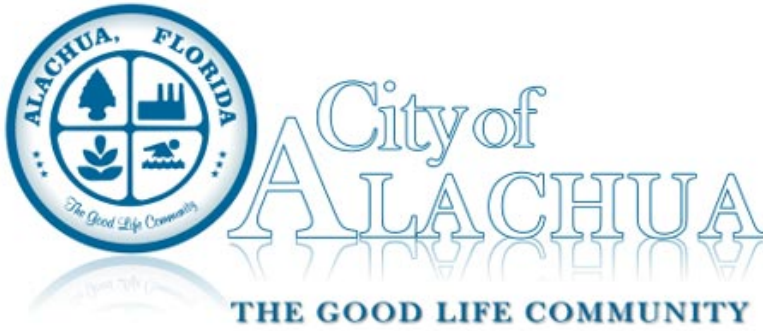


Amending A Motion

- 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.



Board/Committee Agenda Item

MEETING DATE: 1/24/2023

SUBJECT: Sunshine Law and Public Records Presentation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:
Receive the Presentation.

Summary

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

ATTACHMENTS:

Description

- ☐ Sunshine Law

SUNSHINE LAW & PUBLIC RECORDS



City of
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Florida's Sunshine Law

- Florida's Sunshine Law is considered the gold standard of open records and meetings laws across the country
- No other government on the planet is as open as Florida

What this Means for Board Meetings

- Provides a right of access to governmental proceedings
- Affects mostly city council and advisory board members
- Meetings must be open to the public
- Reasonable notice must be given
- Minutes must be taken

What it Means for the interaction of the Board Members

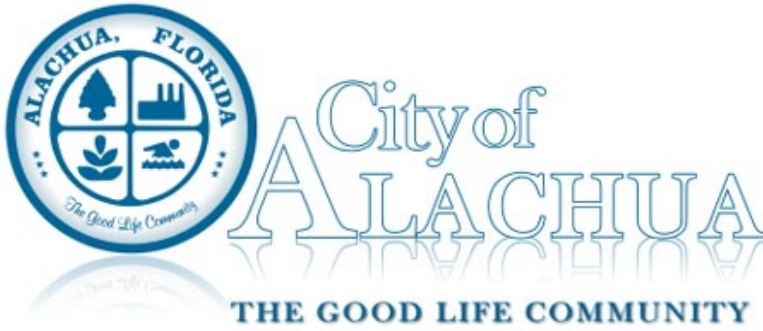
- All discussion about Public Business must be conducted in a Public Meeting
- Any discussion about Public Business conducted in private is strictly forbidden: this includes siblings, spouses, etc.
- All discussion about Public Business on Social Media must be maintained by the City: Facebook, Twitter, Instagram, YouTube, email, text messages.

Public Records

- A Public Record is any information related to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.
- If you used it to communicate public business, it's a public record
- Rule of Thumb: Don't create a record until it is necessary

Questions?





Board/Committee Agenda Item

MEETING DATE: 1/24/2023

SUBJECT: Presentation of CATF Bylaws

PREPARED BY: Robert A. Bonetti, FAS Director

RECOMMENDED ACTION:
Receive the CATF Bylaws.

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.

ATTACHMENTS:

Description

- ▢ 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.

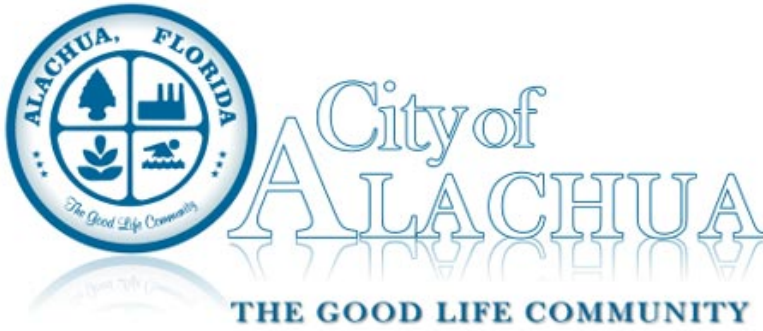
9. An appeal of the local determination/decision made by the Alachua City Commission should be filed by either party with the Department of Community Affairs no later than thirty (30) days after the occurrence of the local determination.

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 1st Amendment by City Commission on October 9, 2006](#)
[Bylaws 2nd Amendment by City Commission on October 11, 2010](#)
[Bylaws 3rd Amendment by City Commission on June 27, 2022](#)



Board/Committee Agenda Item

MEETING DATE: 1/24/2023
SUBJECT: Election of CATF Officers

PREPARED BY: Robert A. Bonetti, FAS Director

RECOMMENDED ACTION:
Conduct election to appoint CATF officers.

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.
