

MEMORANDUM

December 22, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Assistant to the City Manager/Deputy City Clerk

RE: Reauthorization of Citizens Advisory Task Force (CATF)

SYNOPSIS: The City Commission needs to reauthorize the Citizens Advisory Task Force (CATF) to provide public input for the forthcoming CDBG application.

RECOMMENDATION

Staff recommends that the City Commission take the following action:

1. Reauthorize the Citizens Advisory Task Force (CATF)
2. Reappoint two past members to the Citizens Advisory Task Force (CATF) that are still interested in serving: Clinton Horne and Linda Kimbrough are recommended
3. Appoint new members Geraldine Anderson and Durinda Wells who live in that neighborhood and are willing to serve.

BACKGROUND

In May 2011, the City Commission authorized the CATF to review the CDBG grant application and to provide input. The last meeting was held in July 2011. Those members consisted of Cliff Tonjes, Jerome Mack, Linda Kimbrough, Murray Zacharia and Clinton Horne. In order to apply for a CDBG grant in March, this task force must be reauthorized. This group would meet in January to review and comment on the proposed application.

The CATF must have at least 3 members, all of which must be residents of the City. At least three members must be low to moderate income and live near the project area that will be addressed by the grant. Also, none can be elected officials and no more than one can be a City employee.

OTHER OPTIONS

None.

FISCAL IMPACT

None.

ATTACHMENTS

City of Lake Wales Citizen Participation Plan
CATF Application form

Exhibit "C"

City of Lake Wales
CITIZEN PARTICIPATION PLAN

In order to provide citizens with information concerning the Community Development Block Grant (CDBG) program, the City of Lake Wales will take the following actions:

- a. Make available to the public, in a reasonable and timely manner, information concerning the amounts of funds available for various activities and the range of activities that may be undertaken.
- b. Provide citizens with adequate notice of public hearings, which are to be held at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. If a significant number of non-English speaking residents could reasonably be expected to attend a public hearing, an interpreter will be provided for the language expected to be represented.
- c. If any party representing low to moderate income persons requests assistance for developing a proposal for the CDBG, the governing body shall determine the eligibility of the proposed activity. If such activity is eligible for funding, the party's ideas will be discussed at the First Public Hearing in the CDBG application or amendment stage. Information available from the state regarding the application process will be provided to interested parties.
- d. Hold at least one Public Hearing to obtain the views of citizens on community development needs.
- e. A citizen advisory task force shall be established (composed of citizens of the jurisdiction) to provide input relative to all phases of the project process. Residents of low and moderate income neighborhoods shall be included in this task force. The task force members will be appointed by the governing body before the Second Public Hearing on the project. Members may be reappointed as a standing committee.

The task force will meet at its discretion and will offer recommendations as it deems appropriate.
- f. Develop and publish a summary of the proposed application that will provide citizens with an opportunity to examine its contents and submit their comments.

- g. Consider any comments and views expressed by citizens on the proposed application and, if appropriate, modify the proposed application.
- h. Hold at least one Public Hearing to obtain the views of citizens on the final application prior to its submission to the department.
- i. Hold at least one Public Hearing during the grant implementation process to review the program performance. This may be combined with the Public Hearing on amendments, if any such hearings are required.

The following Complaint/Grievance Procedure will be followed for the CDBG program:

- a. Complaints or grievances may be filed by local citizens, property or business owners, or their representatives, on the basis of their belief that the CDBG program design or implementation is inappropriate or illegal based upon such factors as environmental considerations or civil rights.
- b. Complaints shall be issued in writing to the chief elected official within 30 days of the perceived problem and delivered or mailed to the official address of the local government.
- c. The local government shall investigate the complaint/grievance and respond in writing within 15 days, although conclusion of the matter may take more than 15 days.
- d. The investigation may be performed by local officials, staff, consultants, the citizen advisory task force, or others as determined appropriate by the local government.
- e. If the party filing the complaint or grievance is not satisfied with the response, they may appeal to the Florida Department of Community Affairs.
- f. Nothing in this policy shall prohibit a person from filing a complaint with HUD or any regulatory agency or court. Housing discrimination complaints may be filed directly by calling the discrimination hotlines.

HUD: 1-800-424-8590
State: 1-800-342-8170

Adopted by the governing body this 5th day of November, 2002.



Mayor/Commissioner

**CITY OF LAKE WALES
CITIZEN ADVISORY TASK FORCE (CATF)
MEMBERSHIP APPLICATION**

APPLICANT INFORMATION

Name:

Phone:

Address:

City:

State:

ZIP Code:

MEMBERSHIP ELIGIBILITY QUESTIONS

Is your residence located within the city limits of Lake Wales? YES NO (PLEASE CIRCLE)
(Note: If you do not reside in the City of Lake Wales you are not eligible to serve on the CATF)

Are you an employee of the City of Lake Wales? YES NO (PLEASE CIRCLE)
(Note: only one employee of the City can serve on the CATF)

Are you an elected official of the City of Lake Wales? YES NO (PLEASE CIRCLE)
(Note: City of Lake Wales elected officials are not eligible to serve on the CATF)

DESCRIPTION AND DUTIES OF THE CITIZEN ADVISORY TASK FORCE

The Citizen Advisory Task Force (CATF) is appointed by the City of Lake Wales City Commission. The CATF provides input to the City Commission on programs and projects aimed at improving local community and economic conditions. The key program that the CATF is concerned with is the Community Development Block Grant (CDBG) program which provides funding for neighborhood revitalization, housing rehabilitation, commercial Revitalization and economic development. Residents of low and moderate income neighborhoods shall be included in the CATF. The CATF shall be composed of at least five (5) residents of the jurisdiction. None of the CATF members can be elected officials and no more than one may be employee of the local government. Also, at least 51% of the members shall be low to moderate income residents (please fill out attached household income survey form in this regard). The CATF shall conduct at least one public meeting to discuss the City's community and economic development needs. The CATF shall provide recommendations to the local government for all aspects of the local CDBG program and will meet at its discretion.

SIGNATURE

By signing below, I certify that:

- I would like to be considered for appointment to the Citizen Advisory Task Force (CATF).
- The information I have provided is true and correct to the best of my knowledge.

Signature of Applicant:

Date:

Household Income Certification Form – Citizen Advisory Task Force Membership Application

2014 Income limits for Lake Wales, Florida

SECTION I:

| | |
|---|-----------------|
| LOCAL GOVERNMENT: City of Lake Wales | PHONE NUMBER: |
| NAME: | STREET ADDRESS: |

SECTION II:

(Circle your total household size and then answer whether total household income is or is not within each of the three ranges.)

| Number of Persons in Household | 2 Income Range (Moderate) | Is Total Household Income Within This Range? | |
|--------------------------------|---------------------------------|--|----|
| | | YES | NO |
| 1 | \$0 - \$28,250 | YES | NO |
| 2 | \$0 - \$32,250 | YES | NO |
| 3 | \$0 - \$36,300 | YES | NO |
| 4 | \$0 - \$40,300 | YES | NO |
| 5 | \$0 - \$43,550 | YES | NO |
| 6 | \$0 - \$46,750 | YES | NO |
| 7 | \$0 - \$50,000 | YES | NO |
| 8 | \$0 - \$53,200 | YES | NO |
| | 0 - \$ | YES | NO |

CERTIFICATION:

I, the undersigned, certify that the information stated in this form is true and accurately reflects the household composition and income data as presented to me by the occupant.

NAME: _____ DATE: _____