



**For More Information, Contact:**

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**CITIZEN ADVISORY TASK FORCE AGENDA**

To: John Kirby  
Pat Primrose  
Xerxes Snell  
Charlie Mae Wilder  
Mike Kelley

CC: Mike Bollhoefer, City Manager  
Amy Martello, Exec. Assistant to City Manager  
Angela Grimmage, Assistant City Clerk

RE: Agenda – Thursday, August 23, 2012 – 3:00 PM  
1<sup>st</sup> Floor Commission Chambers, City Hall  
300 West Plant Street, Winter Garden, FL

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1. Call to Order
2. Roll Call and Determination of Quorum
3. Discussion
  - Board member introductions
  - Overview of Board's purpose and role
  - Overview of Community Development Block Grant (CDBG) Funding
  - Description of Funding Categories
4. Board Recommendation on Grant Funding Category to Pursue
5. Member Input
6. Future Meetings and Meeting Schedule

Posted: **August 15, 2012**

PLEASE NOTE: IN ACCORDANCE WITH FLORIDA STATUTES 286.0105: ANY PERSON WHO DESIRES TO APPEAL ANY DECISION AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND FOR THIS PURPOSE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED, WHICH SUCH WRITTEN RECORD IS NOT PROVIDED BY THE CITY OF WINTER GARDEN.

PLEASE NOTE: IN ACCORDANCE WITH FLORIDA STATUTE 286.26: PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT CORRINA WILLIAMS, 300 WEST PLANT STREET, WINTER GARDEN, FL 34787, (407) 877-5149 - 48 HOURS IN ADVANCE OF THE MEETING.

## THE CITY OF WINTER GARDEN

### AGENDA ITEM

**From:** Tanja Gerhartz, Economic Development Director  
**Via:** Mike Bollhoefer, City Manager  
**Date:** July 30, 2012                      **Meeting Date:** August 6, 2012  
**Subject:** Community Development Block Grant (CDBG) Small Cities Program – Establishing the Citizen Advisory Task Force (CATF)

#### **Discussion:**

The City has qualified for the CDBG Small Cities Program through the State of Florida and is on the eligibility list for funding next year. This is a competitive grant process with the application due on October 1, 2012.

The City qualifies for a grant of up to \$750,000. Grant funds can be used to improve the community in the following categories:

- Housing
- Neighborhood Revitalization
- Commercial Revitalization
- Economic Development
- Section 108 Loan Guarantee Program

In order to initiate the process, the City Commission must appoint a Citizen Advisory Task Force to assist in identifying priorities for funding.

The City Commission shall establish a Citizen Advisory Task Force for all CDBG projects other than economic development projects, which shall consist of no less than three (3), not more than seven (7) members appointed by the City Commission in a manner, which will ensure substantial representation of low and moderate income persons and minorities.

Committee members shall serve until they resign from the board or their position is re-appointed by the City Commission. CATF members shall be City residents and shall not be elected officials of the City. A maximum of one City employee shall serve on the CATF board at any point in time.

The CATF will meet approximately 3 to 4 times during the implementation of a CDBG Housing Grant in addition to meeting a minimum of one time prior to the submittal of the CDBG application.

The Board shall serve as a focal point or liaison between the City and its constituents in regard to CDBG project development and implementation. The Committee shall have the following duties and responsibilities:

1. Disseminate information concerning eligible activities, proposed projects, and the status of current projects.
2. Coordinate various groups which choose to participate in the implementation of community development activities.
3. Review written comments assessing the implementation of the CDBG program.
4. Monitor the overall implementation of the CDBG program and review program status with administrative personnel.
5. Monitor the citizen participation process and program progress and propose such amendments as may be necessary to this Participation Plan.

**Recommended Action:**

Move to appoint between five and seven members to the Citizen Advisory Task Force to support the City's CDBG program.

**Attachments/References:**

City of Winter Garden CDBG Grant Application Timeline