

Citizens Advisory Committee for Community Development
Wednesday, April 24, 2018
Busch Building – 2 West Conference Room
6:00 P.M.

Members Present: Tedra Estis, Chair; Angela Dowler-Pryor; Delilah Jackson; Jayne Bullard; and Erin Gray

Members Absent: Christina Dicken and Earle Doman

Staff: Bob Atchley, Planning and Development; Rhonda Lewsader, Law; Glenda Troop, Planning and Development; and Lisa Gateley, Planning and Development

Attendance Tedra Estis, Chairwoman, called the meeting to order at approximately 6:05 p.m. in the 2nd Floor West Conference Room – Busch Municipal Building.

Approval of the Minutes The Committee reviewed the draft meeting minutes of the following meetings of the Citizens Advisory Committee for Community Development:
January 23, 2018 – Joint City Council and CACCD Annual Action Plan Public Hearing
February 27, 2018
March 27, 2018
April 4, 2018

Chairwoman Tedra Estis gave everyone a few minutes to review the minutes before making the motion to approve the minutes with some grammatical changes as well as the inclusion of Angela Dowler-Pryor's comments for the March 27, 2018 minutes. There was not a second for the motion, so the minutes have been tabled until the May 22, 2018 meeting. A request was made by Bob Atchley, Senior Planner for the members to provide written comments or changes to the minutes so that they could be properly updated.

Annual Election of Officers: Chair & Vice Chair Committee member Erin Gray recommended Ms. Dowler-Pryor for the Chair and Ms. Jackson for Vice Chair. Ms. Dowler-Pryor advised she would prefer the other way around as long as okay with Ms. Jackson. Ms. Gray made the motion for Ms. Jackson for Chair and Ms. Dowler-Pryor for Vice Chair. Ms. Bullard seconded the motion and it was approved by the following vote: Ayes: Estis, Gray, Dowler-Pryor, Bullard and Jackson. Nays: None. Abstain: None. Absent: Doman and Dicken.

Review and Discussion of Draft Amended CACCD Bylaws and CDBG Funds Policy Staff drafted amendments to bylaws (Exhibit A), with the purpose for the bylaws match the resolution. There is a twenty-five-day review period before the vote to accept the amendments to the bylaws. The resolution calls for CACCD to provide comments to the staff recommendation of CDBG Funds. The same language from the resolution was used to address conflict of interest in the bylaws. Ms. Gray requested clarification on conflict for interest. Ms. Lewsader advised the language comes from Resolution 8720 and the definition as provided in the bylaw amendments. The point is to make sure that the committee members do not have a conflict of interest and that they are commenting on the staff recommendations about who should receive funding as well as have a close relationship with the applicants. The Policy: CDBG Discretionary Funds Procedure (Exhibit B) is a new document that was created based on the comments from the April 4, 2018 meeting to provide a clear written understanding of the procedure. The procedure

tracks with what the resolution says as well. This document may be changed if the committee members submit changes to City Council for the resolution and bylaws and they are accepted then the procedure may be changed as well. Ms. Dowler-Pryor expressed concern about what their purpose is. Ms. Lewsader advised that the resolution states that comments are made on the staff recommendations and that it how it is laid out in the Procedure document should they choose to adopt it. The committee will receive the City staff scoring broken out by total points awarded prior to the meeting when recommendations are presented to the committee. Based upon that the committee will be able to make comments, but will not necessarily need to vote. Every member of the committee has the right to have their comments heard. The minutes will be provided to City Council and any member that would like to put their comments in writing and provide to City staff will be included with the minutes to City Council. Mr. Atchley would like the Committee involved earlier in the process as well as providing a training for the Committee that is similar to the potential applicant training but separate from. Ms. Dowler-Pryor asked if the scoring and leveraging methods will be reviewed as they discussed at the last meeting. Mr. Atchley is reviewing to see what may be changed and what must remain the same to be kept in compliance with HUD's parameters. Ms. Lewsader suggested that the next steps would be for Mr. Atchley to research what the parameters are that may be changed and what are the items that were established by City Council that may be a little more flexible. The Committee would then need to determine how they would like the Committee to function and propose it to a Council Member, or request to do a presentation for the Plans and Policies Committee. If the Committee wanted to recommend to Council they could, then the next step would be a Council Bill that would propose the specific changes.

Discussion regarding written comments going to City Council, becoming a part of the minutes and that they would be subject to Sunshine Law.

Amendments to bylaws will be voted on at the May 22, 2018 meeting.

Ms. Gray suggested to have the Committee score the applicants as well as the City staff and then merge the scores together.

**Discussion of
Amendments to
Draft Citizen
Participation Plan**

Mr. Atchley advised that he is currently working on redrafting the Draft Citizen Participation Plan. Once it is complete he will then have the HUD representative review it and then he will bring it back to the CACCD for review tentatively at the May 22, 2018 meeting. The current Citizen Participation Plan (CPP) was adopted in 1996, so he is currently working on updating. The Committee voted previously on the Draft CPP; however, when Mr. Atchley provided to the HUD representative, the HUD representative wanted to see more detail and he had provided Mr. Atchley with one portion of the code regulations and not the second so the draft didn't not meet all the regulations from the second portion.

Mr. Atchley advised that there has been a National Change of Policy. The policy was changed nationwide on program income which has affected an obscene number of municipalities across the country. New sense of urgency in the program to use funds.

New Business

No new business.

Public Comments

There were no public comments.

Next Meeting

May 22, 2018, 6:00 p.m.

Busch Municipal Building – 2nd Floor, West Conference Room

There being no further business, the meeting was adjourned at 7:06 p.m.

Prepared by Lisa Gateley

Tedra Estis, Chair

The minutes of the April 24, 2018 meeting of the Citizens Advisory Committee for Community Development were approved at the June 26, 2018 meeting of the Citizens Advisory Committee for Community Development.