



# City of Palm Coast

City Hall  
160 Lake Avenue  
Palm Coast, Florida 32164

## Meeting Minutes Citizens' Advisory Task Force

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Wednesday, December 2, 2015

5:30 PM

City Hall Community Wing

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### **RULES OF CONDUCT:**

>Public Comment will be allowed consistent with Section 286.0114(3), Florida Statutes.

>Public comment on issues on the agenda or public participation shall be limited to 3 minutes for each speaker.

>The Board Chair shall call for public comment, each speaker shall be directed through the podium. All parties shall be respectful of other person's ideas and opinions. Clapping, cheering, jeering, booing, catcalls, and other forms of disruptive behavior from the audience are not permitted.

>The City of Palm Coast is not responsible for any mechanical failure of recording equipment.

>If you wish to obtain more information regarding the agenda, please contact Jose Papa at 386-986-2469.

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713 at least 48 hours prior to the meeting.

>All cell phones are to remain OFF while the meeting is in session.

### **A. Call to Order and Pledge of Allegiance**

*Chair Cuff called the meeting to order at 5:30PM.*

### **B. Roll Call and Determination of a Quorum**

**Present:** 9 - Member Bongiovanni, Member Cuff, Member Davis, Member Henderson, Member Kowalsky, Member Santa Maria, Member Sperber, Member Stauffacher, and Member Alfin

**Excused:** 2 - Member Jones, and Member Pio Spears

**Unexcused:** 4 - Member Beebe, Member Belhumer, Member Dodson-Lucas, and Member Dolney

### **C Approval of Minutes**

1 [15-495](#)

MEETING MINUTES OF THE JUNE 17, 2015 CITIZENS' ADVISORY

## TAKS FORCE MEETING

**A motion was made by Member Bongiovanni, and seconded by Member Kowalsky, that the Minutes be Approved as presented. The motion was adopted by the following vote:**

**Approved:** 9 - Member Bongiovanni, Member Cuff, Member Davis, Member Henderson, Member Kowalsky, Member Santa Maria, Member Sperber, Member Stauffacher, and Member Alfin

**Excused:** 2 - Member Jones, and Member Pio Spears

**D. Public Hearings/Action Items**

- 2**     [15-493](#)     PRESENTATION AND PUBLIC HEARING ON THE FFY 2014 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
- Mr. Jose Papa, Senior Planner for the City of Palm Coast, gave a presentation which is attached to these minutes.*
- Mr. Alfin: The \$400,000+ for the trail, what was actual built or done?*  
*ANS: Mr. Papa: Yes, the \$400,000 from the CDGB fund only funded materials. Our public works crew (City Employees) actually goes out and does the labor of construction. So what we spent the \$400,000 on is base for the path, concrete, and some benches that we added as part of the trail program, as well as landscaping. Along with some items that went with replacing sod in disturbed areas.*
- Mr. Cuff: Was that 2.2 miles?*  
*ANS: Mr. Papa: It is 2.2 (miles) that we completed this year. We completed another 1.5 (miles) with previous CDBG dollars. Using CDBG funds we are up to 3.7 (miles).*
- Mr. Kowlasky: Under public service those 25 students that were helped were sent to camp?*  
*ANS: Mr. Papa: Yes, sir.*
- Mr. Kowlasky: Any special camp?*  
*ANS: Mr. Papa: The City's summer camp for students with low to moderate income. Some attended for four weeks and some attended for a full eight weeks.*
- Mr. Davis: You spend \$43,366.00, that is around 7% or 8% of the \$500,000.00 that you received, on program administration, can you break that down?*  
*ANS: Mr. Papa: I can tell you that the majority of it, more like 95% of it, all went to the housing rehabilitation program. Because the only other administrative expense we have is running the ads (advertisements) for public meetings. Those (ads) run about \$80.00 (each) and we run about 3 or 4 ads a year. So that is about \$300.00 that we will spend on public outreach (the ads). But the balance of it went as part of the monitoring of the housing rehab, we have a consultant, Guardian Resources, and they ensure that we have all the environmental clearance that has to go before spending a single CDBG dollar on housing rehab (paperwork) is complete. They will write the scope of work; they will do an inspection of the home and see what needs to be upgraded in compliance with the CDBG program. During the progress of repair, they are there as a day-to-day monitor to ensure things are getting done properly. A second set of eyes that is provided by the program, on top of the usual building inspection that is done by the City.*

*Mr. Davis: The last time we were here and I asked about the number of houses that had been completed, you said none had been started at that time, are we still at that same spot?*

*ANS: Mr. Papa: No we have completed nine (houses).*

*Mr. Davis: Nine, since the last meeting?*

*ANS: Mr. Papa: Yes, sir. I think that when we met in July we were at the point where we started the rehabilitation and we hadn't completed yet (at that time). You see, the purpose of this report is to show what we actually completed within the past fiscal year. Since those homes were completed prior to September 30, 2015 they are in the report. But at the time we met in July they were in the process of being completed but not closed out yet.*

*Mr. Davis: Seminole Woods Multi Use Path; we spend (CDBG funds) just on material and the work was done by in-house people, who paid them (in-house personnel)?*

*ANS: Mr. Papa: Well, that is a match that the City provides to the program (CDBG). In the same way other City's run their CDBG program they would have a full-time Housing and Community Development Department, per se, or they would hire a full-time grant consulting firm to manage their program. For example, my salary does not get paid from CDBG funds (no portion); that is the match that the City provides so that we can get more of these GDBG funds right out to the street, whether it is for the trails or the housing rehabilitation.*

*Mr. Henderson: The program has been going for how long?*

*ANS: Mr. Papa: Since fiscal year 2012.*

*Mr. Henderson: That means we have been at roughly (\$) 500 thousand per year?*

*ANS: Mr. Papa: The first year was (\$) 380, 2nd year (\$)410, 3rd year (\$)418 and this year allocation is (\$)438. Roughly \$1.2 million dollars.*

*Mr. Henderson: I'm looking at another part of the report (where) the SHIP (program - is referred to), we were involved with them to assist people with housing rehabilitation and mortgage foreclosure prevention. It mentions fifteen people, where they put in part (of the money) and we put in part (of the money), over what time period?*

*ANS: Mr. Papa: That would be for the past fiscal year, also.*

*Mr. Henderson: So are we talking about twenty three to twenty four people (who) have been helped and seven to eight homes minimum that needed rehabilitation? How does the City get away with this is beyond comprehension to me, and I would like to find out exactly where this money goes.*

*ANS: Chair Cuff: I understand what you are saying Ray, Glenn's concerns as well, I think really, and I would like to hear what Jose has to say as well. But we need to keep in mind what is on the agenda tonight which is the report which is in front of us, which is historical. I think the concerns you are expressing, some of which I share, are concerns we should be expressing when we come up with the next action plan for the next fiscal year and recommend to City Council less on paths and more on rehabilitation (of houses) whatever is the will of the committee at that time, rather than try to make those recommendations now and expect somehow they magically appear. But having said that, I would like to hear what Jose has to say and then I think it would be appropriate we open the hearing to the public, which we have to have to be in compliance with Federal regulations. Then close the public portion of the hearing and go back to the task force for whatever they have to say.*

*ANS: Mr. Papa: Sure, during the past three years, Mr. Henderson, the program received 1.2 million dollars. Of that 1.2 million dollars, the first two years you allocated two hundred forty thousand dollars to housing rehabilitation. What I've reported to you here tonight is that you spend about two hundred forty thousand*

dollars on housing rehabilitation, which is exactly the amount of funds that were allocated by the action plan for that activity. So there is no magic here, there is no misuse of funds here. We have spend our funds on exactly what the annual action plan says we will spend the funds on. You might have an issue with the allocation of almost \$500,000.00 to the path and only \$240,000.00 to the rehabilitation (of homes). But the point of the matter is we've spent CDBG funds in accordance with the approved annual action plan. I don't know where the money was misspend because there has not been any misspending of the funds. The have been used for activities that were approved as part of the annual action plan, which were approved by the City Council and that was forwarded to Housing and Urban Development (H.U.D.). And since we told H.U.D., listen H.U.D., were are going to spend \$240,000.00 on housing rehabilitation and \$500,000.00 on this path and we are reporting to them we did exactly what we told you we were going to do.

Chair Cuff opened the meeting to the public at 5:54PM. Seeing no one approach the podium the public section of the meeting was closed at 5:55PM.

Mr. Alfin: Is it correct that these monies (are only spent) in only certain areas of Palm Coast? Areas that have been designated by the City as blighted?

ANS: Mr. Papa: Not designated by the City as blighted, just low income which is determined by the Census Bureau. You can't just spend the monies anywhere.

Mr. Papa reviewed with the Task Force Members the breakdown of all the funds that were allocated from H.U.D. and how H.U.D. releases the funds to the City for reimbursement.

Mr. Henderson: I really wasn't concerned about the money for the path, what I was concerned about is the total amount of money that was allocated for the City. So when you said \$300,000 or \$400,000 plus, that comes out over \$1,000,000.00?

ANS: Mr. Papa: Yes, sir.

Mr. Henderson: \$400,000.00 for a path, but that leaves what, \$600,000.00 or \$700,000.00, where did that (money) disappear to?

ANS: Mr. Papa: \$1.2 million was allocated to the City in the previous three years, approximately \$690,000.00 went to the path, \$370,000.00 was allocated to housing rehabilitation.

Mr. Henderson: Of which we spend \$270,000.00?

ANS: Mr. Papa: Right, so there are some additional funds that are available for housing rehabilitation and they will come in this coming fiscal year. The funds on the housing rehabilitation were based on a two year cycle, to get more "bang for our buck" with trying to have more homes available for rehabilitation by getting better bids from contractors. \$20,000.00 went to public service and then about \$100,000.00 went to planning and administration. And again the bulk of that planning, administration, and monitoring actual went into the delivery of the housing rehabilitation program. So of that \$1.2 million you still have about \$200,000.00 available. Ok, what we tell H.U.D. is that we are going to spend \$650,000.00 on the path and to this point we've only spent about \$500,000.00. So it banks this \$150,000.00 remaining for the completion of the path. So it sits in the bank, not our bank but H.U.D.'s bank, we cannot draw down until we have actually spent the funds. So it sits there available (in the bank) and when we do the next leg of the path, we may have only allocated \$240,000.00 for this year, but we have \$150,000.00 sitting from a previous year, so we can order about \$400,000.00 of materials and put that into the path. In the same way housing, if we don't spend it, it will sit there (in the H.U.D. bank) allocated for that particular activity until such time as we can move forward. And then one other thing, is that there was one home that has started but was not completed (during this

reporting period). So there are some H.U.D. funds obligated for that (home repair) but not reported as completed.

Mr. Henderson: So what you are telling me there is approximately \$275,000.00 for the rehabilitation of houses?

ANS: Mr. Papa: No, in total that is what sits in the H.U.D. bank for all these different activities. I can tell you we have spent all of our public service funds. Well, actually there is about \$2,000.00 available for public service. There is about \$130,000.00 available for housing rehabilitation, \$80,000.00 for infrastructure, so that leaves about \$40,000.00 for administration.

Mr. Henderson: On this cooperation with the SHIP Program, that is with Flagler County, where does that fund stand?

ANS: Mr. Papa: That is from the State.

Mr. Henderson: State funds? And we are contributing state funds?

ANS: Mr. Papa: No, We are in partnership with the County. We had an Interlocal agreement with the County starting around 2009/2010. What was going to happen was that SHIP was going to ask the City do you want these funds so you can administer a SHIP housing program? At that time, we entered into a partnership or an Interlocal Agreement with the County, in such that the County in partnership with us takes the SHIP dollars that would have come to the City and administers that program for us.

Mr. Henderson: So the County is acting as the administrator for that program for us?

ANS: Mr. Papa: Yes, sir.

Mr. Henderson: The money was initially for the City but is under the administration of the County?

ANS: Mr. Papa: Via the Interlocal Agreement (with the City). The County already had a program setup.

Mr. Henderson: So that is about \$300,000.00 or \$314,000.00?

ANS: Mr. Papa: Yes, sir in the previous year.

Mr. Henderson: So they are helping at least fifteen homes, that is what it reads here?

ANS: Mr. Papa: Yes, sir in various ways.

Mr. Henderson: And won't be moved to something else (referring to the funds)?

ANS: Mr. Papa: No, sir.

Mr. Davis: Out of the nine homes that we say we completed, how many were businesses?

ANS: Mr. Papa: Businesses? They were (all) single family homes.

Mr. Davis requested a statement be sent to City Council (that he as a member of the Citizens' Advisory Task Force and Planning & Land Development Regulation Board): I want to see more money spend on the rehabilitation of homes rather than on other projects, in the City of Palm Coast.

Mr. Davis: The City Council has final approval on the expenditure of any of this money, correct?

ANS: Mr. Papa: Yes, sir.

Chair Cuff addressed Mr. Davis' statements/concerns and indicated that what was

done in the past and that this report (CAPER-FFY2014) represents what has been done through September 2015. So I believe the real issue, if I may, because I know you (Mr. Davis) and Ray (Mr. Henderson), as well, feel strongly about this, but that should be addressed in the next cycle, for the next action report Jose. I know I've felt a little frustration to walk in and there is a package and do we recommend it or not. Ultimately, the City Council makes the decision but I believe the question is when will we get what the staff is recommending for the expenditure for the remaining or any future CDBG funds?

ANS: Mr. Papa: We typically get notified for next year's allocations. So this would be 2016 (funds; we would get notified) in early 2016. And the way the cycle works, is that fund does not become available until October 1st of 2016. So somewhere between the date we are notified and forty five days before October 1st (2016) we need to complete the action plan. So somewhere between January and August this advisory task force will meet again and work out the annual action plan. We can call a workshop to discuss (once we know what that allocation is) to work out what recommendation you might have on how that (CDBG funds) would be allocated and move that forward to City Council.

Mr. Henderson requested that the City consider placing a notice in the Utility "water bill" explaining this year's CDBG spending.

Chair Cuff requested that Staff get the numbers as soon as possible for next year's (2016) CDBG funding allocations.

**The agenda item was Approved as presented.**

**Approved:** 9 - Member Bongiovanni, Member Cuff, Member Davis, Member Henderson, Member Kowalsky, Member Santa Maria, Member Sperber, Member Stauffacher, and Member Alfin

**Excused:** 2 - Member Jones, and Member Pio Spears

**E. Public Comments**

**F. Board Discussion**

**G. Adjournment**

Chair Cuff adjourned the meeting at 6:30PM.

Respectfully submitted:  
Irene Schaefer, Recording Secretary

[15-507](#)

ATTACHMENTS