



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, Florida 32164

Meeting Minutes Citizens' Advisory Task Force

Wednesday, June 17, 2015

5:30 PM

City Offices

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.

Present: 8 - Board Member Bongiovanni, Board Member Cuff, Board Member Davis, Board Member Dodson-Lucas, Board Member Henderson, Board Member Kowalsky, Board Member Sperber, and Board Member Stauffacher

Excused: 3 - Board Member Beebe, Board Member Dolney, and Board Member Jones

Absent: 4 - Board Member Belhumer, Board Member Santa Maria, Board Member Pio, and Board Member Pulos

B. Roll Call and Determination of a Quorum

Present: 8 - Board Member Bongiovanni, Board Member Cuff, Board Member Davis, Board Member Dodson-Lucas, Board Member Henderson, Board Member Kowalsky, Board Member Sperber, and Board Member Stauffacher

Excused: 3 - Board Member Beebe, Board Member Dolney, and Board Member Jones

Absent: 4 - Board Member Belhumer, Board Member Santa Maria, Board Member Pio,
and Board Member Pulos

C Approval of Minutes

- 1 [15-236](#) MEETING MINUTES OF THE DECEMBER 17, 2014 CITIZENS' ADVISORY TASK FORCE MEETING

Attachments: [MeetingMinutes December 17, 2014](#)

Approved as presented

D. Public Hearings/Action Items

2 [15-250](#)**REVIEW AND RECOMMENDATION TO THE CITY COUNCIL ON THE PROPOSED FFY 2015 ANNUAL ACTION PLAN**

Attachments: [Annual Action Plan - 2015-DRAFT](#)

Mr. Jose Papa, Sr. Planner with the City of Palm Coast made a presentation to the members of the task force. This presentation is attached to these minutes.

Mrs. Lucas: Are there any new employment opportunities included in this (plan)?

ANS: Mr. Papa: As part of being in the CDBG program the employment opportunities are there to afford a small and minority owned business enterprise to bid on these projects. But those are the type of employment opportunities, there are no economic development activities that are funded with GDBG funds.

Mrs. Lucas: Are there any existing positions funded in full and/or in part through the CDBG funds?

ANS: Mr. Papa: No, there are not.

Mrs. Lucas: Could you perhaps better justify the use of this money by looking at this as short term, intermediate, and long term planning? So we are not just planning for the people of today but children of the future?

ANS: Mr. Papa: Thank you, that is a very good point, you don't want one neighborhood that afforded less amenities or having a lesser quality of life than the other neighborhoods. We know that we have in other neighborhoods the availability of the paths and sidewalks. At the time the program started Seminole Woods (bike path) hadn't been started yet.

Mr. Stauffacher: Who has final say over how the funding is used?

ANS: Mr. Papa: City Council under your recommendation.

Mr. Stauffacher: On average, when we take the CDBG funds and apply it towards the repair of a residential home, what is usually the allowable amount? Is it \$20,000 or \$30,000?

ANS: Mr. Papa: Yes, I believe our local housing assistance plan can allow up to \$40,000 for repairs.

Mr. Henderson: How many houses (units) have actually been worked on since we started the program?

ANS: Mr. Papa: This will be the first year that we will work on homes. We've built up two year's worth of allocations at about \$125,000 per year, so we have about \$250,000 that is available this year. Then in the coming year (fiscal year) we will advertise again.

Mr. Henderson: How many homes have we actual done (repaired)?

ANS: Mr. Papa: The program started in 2012 and this is the first year we will actually work on homes and that will be about 10 homes @ \$25,000 per home.

Mr. Henderson: What happened, I don't recall a final accounting of what went on and how it was done (funding)?

ANS: Mr. Cuff: We did do that. ANS: Mr. Papa: I can provide you a copy of that (the report).

Mrs. Lucas: This is the 2nd year of this program?

ANS: Mr. Papa: It is the 3rd year.

Mrs. Lucas: Have those funds rolled over? Do they roll over?

ANS: Mr. Papa: Yes, they stay with the recipient (the City) until spent.

Mrs. Lucas: In the same amount?

ANS: Mr. Papa: Yes, in the same amount.

Mrs. Lucas: So it is plus each year, until you accumulate whatever (amount is targetted)?

ANS: Mr. Papa: Yes.

Mr. Henderson: In other words, we have banked (the funds) for 3 years?

ANS: Mr. Papa: No, we expended quite a few dollars on the bike path project, and on the program scholarships. It was mainly, the financial assistance for home repair that has been banked.

Mr. Davis: So we haven't done anything (actual home repairs) on the previous two years?

ANS: Mr. Papa: Other than we are at the point where we are ready to sign contracts with the contractors to perform the actual repairs.

Mrs. Lucas: So these (the homes) are owner occupied?

ANS: Mr. Papa: Yes.

Mrs. Lucas: So I would imagine if they met the criteria for the program, over two years ago their homes have continued to deteriorated?

ANS: Mr. Papa: That is why, the timing of when we requested the applications is timed in such a way, that there wasn't a two year lull between requesting the applications and issuing these contracts. I think the request for applications was issued in December, we have narrowed the qualified applicants and done the required paperwork. Then we did the workorders and issued those workorders for bids. The bids have been returned and we selected the lowest bidders and now we are ready to enter into a contract.

Mrs. Lucas: So you are bidding it out as is, and if the original order was for a roof repair and the roof is now in even worse condition, that will generate a change order?

ANS: Mr. Papa: It could generate a change order.

Mrs. Lucas: And that money is there (for the change order expense)?

ANS: Mr. Papa: Yes. It would be out of the funds for the CDBG (project).

Approved

E. Public Comments

Chair Cuff called for any public comments @ 6:07PM.

Carmichael McMillian approached the podium and spoke about funding issues (bike path vs. repair of qualified homes).

Public comment closed at 6:09PM

F. Board Discussion

Discussion of Seminole Woods Bike Path funding versus home repairs continued with the Advisory Task Force Members.

Mr. Henderson: I agree with you that this isn't the right way to use that money, but what else can you do?

ANS: Mr. Davis: What else can we do? We can deny putting that kind of money into the bike paths and put that money into repairing roofs or homes, that need this type of money. Sure people use the bike paths in the day time, but it is wrong, you have too much weight on bike paths and not enough on repairs, too much weight.

Mr. Bongiovanni: Does the criteria of this program cover infrastructure such as roads, bridges, and things like that may be needed down there (referring to Seminole Woods)?

ANS: Mr. Papa: It doesn't allow for operation and maintenance. That is we can't use this (funds) to resurface roads. Nor, can we use this (funds) to replace existing water pipes, just because they are old.

Mr. Bongiovanni: Is there a certain area where we can accept applications from (for the home repairs) or is it Citywide?

ANS: Mr. Papa: In terms of home repair that will be assisted, they can be anywhere (within the City) because the residents themselves qualify (for the program).

Mr. Henderson: When and how are these funds accumulated over time being spent?

ANS: Mr. Papa: During first two years of the CDBG Entitlement Program, which is what we are talking about here, those funds have been accumulating and this year they are allocated for home repair. And again, other funds for Seminole Woods (bike path), and the public service portion of the program, as well as, various planning and administrative activities have been expended since the conception of this program.

Mr. Henderson: So sometime during this year we should hear that 10 or 15 people have been helped?

ANS: Mr. Papa: If it is going to be ten, I'm not saying that all ten will be done (completed) by this year. The next meeting we have (in December) is to review the the C.A.P.E.R. - The Comprehensive Annual Performance and Evaluation Report. Where we present our accomplishments for the previous fiscal year. So if those 10 are done by the end of October I can report to you in December our progress.

Mr. Henderson: My concern is not the completion dates, hopefully those (completion dates) will be coming along, I'm looking for starting dates?

ANS: Mr. Papa: Ok, I think I can safely say that at least six will have started because those six have contracts ready to be signed. Four were re-bid and hopefully those re-bids came in within budget and are acceptable and so therefore, we can issue a contract to those four contractors and move forward with addressing those four homes.

Mrs. Lucas: Those work orders will be public, will they not? They will be posted in the paper?

ANS: Mr. Papa: They are not posted in the paper, but per our purchasing policy they will be available on our website under our purchasing webpage. You can see there who took out plans, who bid on it, what their bids were and what the results of the final tally were.

Mr. Bongiovanni: You have six contractors on six jobs?

ANS: Mr. Papa: I think there may be three winning bidders and I think they each have two (jobs).

Mr. Henderson: Regarding the contractors, what kind of guarantee on the quality of work will these people (home owners who qualify for the program) have?

ANS: Mr. Papa: They have the same protection that any private homeowner has when they hire a contractor.

Mr. Henderson: If I'm a person who is getting my home repaired, I'm assuming that the contractor that is coming in is reputable and does good work, because the program is sponsored by the City. So I want to know if we have some way to guarantee (their work)?

ANS: Mr. Bongiovanni: The contract for the contractors, and I've read it obviously, states that any work they do is guaranteed for a year, anyway. Also the work is inspected by the local municipality. And if I remember correctly, there is also an outside third party inspector who also does interim and final inspections on the house to verify quality of work.

Mr. Henderson: So it is our in-house inspectors?

ANS: Mr. Bongiovanni: We use our in-house inspectors for the final inspections, just like I would if I went and built a house tomorrow on any lot. It is the same thing. The County and/or the City is required to meet all State guidelines for construction. There is no difference between what goes on in a NSP or a CDBG home than if I go build a house anywhere in the City. I have the same inspectors. I don't bid on this work, since it is a conflict of interest because I sit on here (CATF). But if I were to bid on this work, I know I would have the same inspectors I would have on any other job.

Mrs. Lucas: Two things, there is retainage, is there not?

ANS: Mr. Bongiovanni: Yes.

Mrs. Lucas: Is there any provision for minority or women hiring, since these are not private funds?

ANS: Mr. Papa: Yes, it is an open bid (process) and it is (awarded) to the lowest bidder.

Ms. Sperber: But isn't there a percentage given to a local company? Is that applicable to this (program)?

ANS: Mr. Papa: No, because it is a Federal Program that would not be allow. (giving local preference).

Ms. Sperber: Would it be beneficial for this group to more meet more frequently?

ANS: Mr. Papa: Quarterly would be fine. Of course, I'll accommodate whatever the Task Force requests.

Mr. Cuff: When are these numbers developed, they are developed by staff and put into the packet and then we are asked to make a recommendation on them?

ANS: Mr. Papa: Sure, that (the allocation of funds) is (created) when we received the allocation amount, which is usually around May (beginning of May).

G. Adjournment

The meeting was adjourned at 6:33PM

Respectfully submitted:

Irene Schaefer, Recording Secretary

[15-260](#)

ATTACHMENTS TO MINUTES

Attachments: [CDBG - FFY 2015 Action Plan Presentation](#)