



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, Florida 32164

Meeting Minutes Citizens' Advisory Task Force

Wednesday, April 27, 2016

5:30 PM

City Hall Community Wing

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 Alfin calls the meeting of the Citizens' Advisory Task Force (CATF) to order @ 5:37PM

B. Roll Call and Determination of a Quorum

Present: 5 - Member Davis, Member Kowalsky, Member Sperber, Member Stauffacher, and Member Alfin

Absent: 10 - Member Beebe, Member Belhumer, Member Bongiovanni, Member Cuff, Member Dodson-Lucas, Member Dolney, Member Henderson, Member Jones, Member Santa Maria, and Member Pio Spears

C Approval of Minutes

- 1 [15-529](#) MEETING MINUTES OF THE DECEMBER 2, 2015 CITIZENS' ADVISORY TASK FORCE MEETING.

Attachments: [MeetingMinutes CATF 12 2 15](#)

Approved as presented

Approved: 4 - Member Davis, Member Sperber, Member Stauffacher, and Member Alfin

D. Public Hearings/Action Items

2 [16-166](#)**A WORKSHOP AND PUBLIC HEARING ON THE ALLOCATION FOR THE
FFY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ALLOCATION**

Mr. Jose Papa, Senior Planner with the City of Palm Coast addressed the Citizens' Advisory Task Force (CATF) and his presentation is attached to these minutes.

Ms. Sperber: That includes the remainder under design (referring to the 3 miles of the Seminole Woods Multi Use Path (MUP) currently under design)?

ANS: Mr. Papa: Yes, Ma'am.

Chair Alfin: Do you have a screen (referring to the Power Point Presentation) to show us how the Planning & Administration (\$25,000.) what the CATF committee has allocated in the past 4 years?

ANS: Mr. Papa: The \$25,000 has been fairly constant except the first year. The first year we were required to do a lot of documents, our consolidated action plan, our annual action plan, and build up to our monitoring documents that we now use each year.

Chair Alfin: It is now flat (referring to the administrative fees allocated each year)?

ANS: Mr. Papa: Yes, it is now flat (at) \$25,000.

Chair Alfin: So I see that Staff has been unanimous (referring to the Agenda items) on the proposal that we saw on the prior screen (referring to the Power Point presentation), is that correct?

ANS: Mr. Papa: Yes, that is our recommendation. If you were to ask me for my recommendation, I would say complete the Seminole Woods path and then allocate the bulk of the remaining following the prior year's allocations. But that is for discussion and that is the recommendation (from Staff).

Chair Alfin: What I'm seeing on the packet isn't that Staff approval dated April 18th and 19th? Isn't that the (same) approval I'm seeing on the screen (presentation)?

ANS: Mr. Papa: No, that is not correct. What you are seeing on your package regarding approval (on the approval sheet within the agenda) is only regarding the agenda item. Meaning that my cover sheet is ok, no misspelling, it has nothing to do with the approval on this presentation. It is open for discussion and your approval.

Ms. Sperber mentioned that she would like to see the Seminole Woods Path and completed not something that leads to nowhere. As well as to complete the projected based on the funds already spent on this project. Do we have a picture of the Seminole Woods Path?

ANS: Mr. Papa: I think that area (referring to the presentation) shows (the work area).

Mr. Stauffacher: The \$250,000.00 is what is needed this year to finish the Sesame Multi-Use (path)?

ANS: Mr. Papa: Yes. What is remaining is the Sesame Blvd. and that is under design now.

Mr. Davis: What designated (it) as an emergency (with regard to the Seminole Woods Multi-Use Path receiving Community Development Block Grant (CDBG) funds)?

ANS: Mr. Papa: The Seminole Woods Multi-Use Path does not qualify as an emergency. That is only one of the three national objective used to fund a (CDBG)

project, you can meet one, and you don't have to meet all three of them (national objective).

Mr. Papa explained to the Committee the definition of the three CDBG national objectives that is used to determine if a project qualifies for CDBG funding.

Mr. Davis: I still don't know why it (Seminole Woods Multi Use Path) qualifies as an emergency?

ANS: Mr. Papa: The Seminole Woods Multi Use Path qualifies for CDBG funds not because it is an emergency project (but because) it meets CDBG eligibility because it serves a low, moderate income area. That is how it (Seminole Woods Multi Use path) meets CDBG funds requirements.

Mr. Papa explained to the CATF members the process of how an emergency is defined by the CDBG program.

Mr. Davis: I'm still hung up here, then we must fall back to either item 1 or 2 (referring listed national objectives), what is the benefit to low or moderate income persons. What is the benefit?

ANS: Mr. Papa: The benefit that the neighborhood has an infrastructure, a sideway or multi use path, that it can use for safe bicycling, or walking and even exercise.

Discussion ensued about the history of fatalities in the area of Seminole Woods and based on that history City Council made the Seminole Woods Multi Use Path a priority.

Mr. Davis discussed his views about improving City street lighting in various City neighbors. Mr. Papa explained to the members of the committee that they could have focused on City lighting in the Seminole Woods (must be a low or moderate income area within the City) area because it is an infrastructure project and it would be eligible for CDBG funding.

Chair Alfin: The census numbers we are using for the current plan will be re-issued when?

ANS: Mr. Papa: An annual survey, by next year we would have 2010-2014 figures.

ANS: Chair Alfin: Are we discussing the focus of this committee?

ANS: Mr. Papa: In terms of activity, it is not in our consolidated action plan.

Mr. Stauffacher: On the Excel spreadsheet (referring to a handout) the number is different (than the slide we just saw)?

ANS: Mr. Papa: For fiscal year 16 -17 this is based on what I heard earlier this year at the last meeting. That maybe you (the committee) wished to switch the focus (of the program) to more homes being rehabilitation and less on Seminole Woods (multi use path). This may be something you wish to recommend to City Council or not.

Mr. Stauffacher discussed the possible focus for next fiscal year (16-17) budget including home owner training, emergency repair funding, and focus on the aging population of the City of Palm Coast as it relates to home repair.

Ms. Sperber: Jose, in the past we discussed the lack of multi-unit housing, can CDBG funds be used as an incentive for developers to build more multi-unit housing?

ANS: Mr. Papa: No CDBG funds cannot be used to create new (housing) units that is the rule.

Ms. Sperber: Is there anything we can look into for the next (consolidated action) plan that would help us provide more housing units?

ANS: Mr. Papa: We can look into that and you are giving us good ideas to pursue in doing our preparation for the next plan.

Ms. Sperber: Do we get the same amount of money each year from the program (CDBG)?

ANS: Mr. Papa: It is a formula that is allocated based on population. The formula is based on the number of low to moderate persons that live in the community as well as the poverty level.

Chair Alfin spoke on the challenge the committee faces with regard to only having on the table this evening is that we are looking at a prepackaged list of items, but that is all we have in front of this evening. I feel limited in my ability to suggest that (a solution).

Ms. Sperber: We can't change that (the proposed categories)?

ANS: Mr. Alfin: Yes, we can.

Chair Alfin: Is that a fair statement?

ANS: Mr. Papa: Yes, that is true.

Chair Alfin: Just to be clear, the 40% that is currently proposed for Seminole Woods Multi Use Path (MUP), that 40% goes away in the next cycle?

ANS: Mr. Papa: In the next cycle.

Discussion ensued among the committee members to limiting the (CDBG) funds being allocated in the future towards completion of the Seminole Woods Multi Use Path.

Mr. Davis: Did we look into any of the Code Enforcement issues that are being written-up (funds being used for this program)?

ANS: Mr. Papa: That is a valid point, that is something we can include when we look at the next consolidated action plan, the committee may recommend to the board that home owner education is a priority and that we could use CDBG funds but that this committee recommends that the City find funds from other sources such as Code Enforcement fines.

Mr. Davis: Can we recommendation to the Seminole Woods Walkway that this \$250,000.00 be the final amount of money allocated to the Seminole Woods Multi Use Path (MUP)?

ANS: Mr. Jose: Yes. We can recommend to the Board that the \$250,000.00 be the final allocation (from CDBG funds) and that any future needs funds come from elsewhere. Is that fair?

ANS: Chair Alfin: Yes. I believe the consensus here is that footnote is required.

Ms. Sperber: Are we are recommending to council the \$250,000.00 or the amount that was there earlier?

ANS: Mr. Papa: That (\$250,000.00) was my suggestion. To fully fund it (the Seminole Woods MUP) would be \$250,000.00 but you can recommend a smaller amount or no amount.

Mr. Davis made a motion to limit the Seminole Woods MUP be allocated the \$250,000.00 and this be the final allocation from the CDBG funds. Any future needed funds will be found from another source other than CDBG funds.

Chair Alfin opened the meeting to the public @ 6:21PM. Seeing no one step forward to address the committee the public comment portion of the meeting was closed @

6:22PM.

Mr. Davis: So the (future) meetings coming up are dealing with the planning for the next 5 years' (allocations of CDBG funds)?

ANS: Mr. Papa: I'll start planning in my head the schedule.

Mr. Papa discussed with the members of the committee the future agenda dealing with the recommendations for the next 5 year Consolidated Action Plan.

Ms. Sperber: Can we look at the other city demographics (similar to Palm Coast) for home owner education purposes? But, we have done education for years and they have to know they will be getting something out of the program.

ANS: Mr. Stauffacher: Yes, that (I believe) has to do with the whole concept of designing the program.

Discussion ensued among the members regarding different concepts to be used in the educational training of home owners.

Ms. Sperber: Jose, can we use CDBG funds for a referral program (to the public) of those contractors that are licensed and ensured?

ANS: Mr. Papa: I think that's an educational component.

Ms. Sperber: But could we put the funds towards that (referral program)?

ANS: Mr. Papa: I believe a way you could do it (with CDBG funds) is if you target senior citizens with it (the referral program). Because under the CDBG program Senior Citizens are presumed to be low and moderate income persons. Not, of course, that they all are, however, under the CDBG program certain classes of persons are presumed to fall into this category, senior citizens and battered women.

Discussion ensued among the committee members regarding the City's aging population.

Approved

Approved: 4 - Member Davis, Member Sperber, Member Stauffacher, and Member Alfin

3 [16-167](#)**PRESENTATION AND PUBLIC HEARING ON PROPOSED AMENDMENTS
TO THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM - CITIZENS PARTICIPATION PLAN**

Attachments: [Amendments to the Citizens Participation Plan for AFH changes](#)

Mr. Jose Papa, Senior Planner, City of Palm Coast, introduced this agenda item and his presentation is attached to these minutes.

Chair Alfin: Can we assume that the guidelines here (citizens' participation plan) are consistent with other committees? Are they unique to this committee and/or program?

ANS: Mr. Papa: They are unique to this program.

Chair Alfin: Totally unique to this program?

ANS: Mr. Papa: Because federal regulations are very specific when it comes to the H.U.D. [(Department of) Housing and Urban Development] Program.

Chair Alfin: But there are no other federal programs that have similar (requirements)?

ANS: Mr. Papa: Yes, there are but they make their own rules. They may have different rules as to how you qualify for the program.

Chair Alfin: Regarding this document (Amendments to the Citizens' Participation Plan for AFH Changes), is there anything else (changes that are significant)?

ANS: Mr. Papa: No, sir we did not change anything except to add the assessment of fair housing and (our) contact (information). And just to be clear, the CAPER goes to City Council and we didn't have that specifically in there and it needs to be in there as it is presented to them (City Council) at the end of the year.

At 6:45PM Chair Alfin opened to the meeting to public comment. Seeing no one coming forward the public comment section of the meeting was closed @ 6:46PM.

Mr. Stauffacher made a motion to approve the Citizens Participation Plan. Ms. Sperber seconded.

Mr. Davis: Shouldn't there be some sort date on this document?

ANS: Chair Alfin: Revision # ties to a date?

ANS: Mr. Papa: Yes.

ANS: Mr. Papa: If you approve this item the date becomes the date the City Council adopts this resolution.

Approved

Approved: 4 - Member Davis, Member Sperber, Member Stauffacher, and Member Alfin

E. Public Comments**F. Board Discussion****G. Adjournment**

The meeting was adjourned at 6:50PM.

Respectfully submitted:

Irene Schaefer, Recording Secretary

[16-185](#)

ATTACHMENTS

Attachments: [CDBG - FFY 2016 Presentation](#)