



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, Florida 32164

Meeting Minutes Citizens' Advisory Task Force

Member Carmen Bongiovanni

Member Glenn Davis

Member Sybil Dodson-Lucas

Member Christopher Dolney

Member James A. Jones

Member Joe Kowalsky

Member Pete Lehnertz

Member Denise Santa Maria

Member Jake Scully

Member Clinton Smith

Member Dorothy Sperber

Member Thomas Stauffacher

Member David Alfin

Member Sandra Shank

Member Sharon Demers

Wednesday, November 29, 2017

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 called the Citizens' Advisory Task Force (CATF) November 29, 2017 meeting to order @ 5:30PM.

B. Roll Call and Determination of Quorum

Present: 8 - Member Alfin, Member Demers, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, and Member Sperber
Absent: 7 - Member Bongiovanni, Member Davis, Member Dodson-Lucas, Member Dolney, Member Jones, Member Lehnertz, and Member Stauffacher

C Approval of Minutes

1 [17-323](#) MEETING MINUTES OF THE JUNE 1, 2017 CITIZENS' ADVISORY TASK FORCE MEETING

Chair Alfin questioned whether or not the reference in the minutes made by Ms. Sperber regarding a meeting to be scheduled with County staff is accurately recorded. Mr. Papa indicated that it was.

A motion was made by Member Smith and seconded by Member Kowalsky to accept the minutes as present. The minutes were approved by the following vote:

Approved: 8 - Member Alfin, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, Member Sperber, and Member Stauffacher

D. Public Hearings/Action Items

2 [17-423](#) PRESENTATION AND RECOMMENDATION ON THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2016 TO SEPTEMBER 30, 2017

Mr. Jose Papa, Senior Planner for the City of Palm Coast introduced the agenda item including providing a role of the CATF members as there was one new member present. Mr. Papa gave a Power Point presentation which is attached to these minutes.

Ms. Santa Maria and Ms. Sharon Demers arrived at 5:38PM.

*Ms. Santa Maria: Do you use the same company to qualify these homes?
ANS: Mr. Papa: No, as I said to qualify the homes we use Rolston (referring to Flagler County SHIP program administrator). Yes, we use one grant management firm and that is Guardian Community Resource Management Inc.*

*Ms. Santa Maria: Is that a Palm Coast company?
ANS: Mr. Papa: No, they are out of Dade City (FL). I will tell you that maybe every 3 or 4 years we issue a RFP or RFQ (request for proposal/quote) to request services for*

this work and if there is an eligible Palm Coast company they are eligible to submit a proposal for the work.

Ms. Santa Maria: They have to be able to do all the work?

ANS: Mr. Papa: Yes, they have to be able to do what is in the scope of work.

Ms. Santa Maria: They have to be able to do the title searches and the environmental inspections?

ANS: Mr. Papa: They don't necessary have to be able to do the title searches since that can be contracted with a company. The scope of what they provide is static, they would have someone on staff that could go into the home and do an inspection. Look at the different things that may be wrong with the home (i.e. the eaves are falling), is that cosmetic or is that structural? Because CDBG will not pay for cosmetic improvements, they will not pay to repaint your house. But if there is a structural necessity than that would be eligible. So the grant consulting firm would have that expertise to determine what "repairs" would be eligible and what would not be eligible for CDBG funds.

Ms. Shank: Have we had any local companies bid in the past?

ANS: Mr. Papa: For the grant administration, surprisingly we have not. Now for the rehab itself, as in the construction, they have all been local companies.

Ms. Shank: What percentage of the "grant" funds would you say is allocated to the firm that does that (work)?

ANS: Mr. Papa: Less than 10%, CDBG limits your administration costs to 20% of the grant. We have not met that, we haven't even come close to allocating 20%.

Mr. Kowalsky: What are the requirements to receive the scholarship (to summer camp)?

ANS: Mr. Papa: Yes, sir, the requirement is that they have to be from low to moderate income housing.

Mr. Kowalsky: And is there a grade qualifier from school?

ANS: Mr. Papa: I'm not sure what grades our summer camp admits.

Mr. Kowalsky: No I meant in terms of their classroom studies?

ANS: Mr. Papa: No, the GPA (grade point average) isn't a qualifier. No, here we have stuck to income mainly.

Chair Alfin: Who actually picks (the scholarship recipients), is that City Council?

ANS: Mr. Papa: Staff will do the income eligibility for the students.

Chair Alfin: Now when you have more (kids) than (slots allow), who picks? What happens if you have more students qualify then spots?

ANS: Mr. Papa: It is based on the first qualified with a completed application. And it is the same with our housing programs. There is no such thing as a waiting list, it is based on first qualified and first complete application, they receive the summer camp scholarship.

Chair Alfin gave some background used for the Analysis to Impediments to Fair Housing which was used outside this task force to request zoning for affordable type housing.

Chair Alfin gave an explanation as to the process used to allocate the CDBG funds.

Mr. Kowalsky: So you designated certain areas within the City as low to moderate income?

ANS: Mr. Papa: All based on the U.S. Census.

Ms. Shank: How many applicants did you receive?

ANS: Mr. Papa: Of all the eligible applicants we were able to help all of them.

Ms. Shank: Only 11 applied?

ANS: Mr. Papa: There may have been more that applied but only those 11 were qualified.

Ms. Shank: So how many applicants did you have this year?

ANS: Mr. Papa: I don't have that number, I can tell you that we haven't had to say no to anyone that was eligible. So in the future there may be a need to have more funds go to the housing rehab. I think the community is becoming more aware of it. But as I've mentioned, what we've seen is those that have been able to complete the paperwork and were deemed eligible we were able to provide some form of assistance to them.

Mr. Scully: Do you know what the household income is for qualification, off the top of your head? What the percentage is?

ANS: Mr. Papa: If you are asking me what the low to moderate income level is (to qualify for the owner occupied rehab)? For a family of 4 the median income is \$54,000., so 80% of that would be the top of the eligibility for a family of 4. It is adjusted based on family size, so if you are a household of 1 or 2.

Mr. Scully: It is a federal criteria then?

ANS: Mr. Papa: Yes, sir. The median income is also determined by the Feds. (Federal Government).

Chair Alfin asked Mr. Papa to provide the next steps involved with this project.

Ms. Shank: So what time are those meetings?

ANS: Mr. Papa: Both start at 9AM (workshop on 12/12 and 1st business meeting), held in this room (Council Workshop Room). Then the meeting on the 19th is a business meeting held in the larger room next door (Council Chambers).

Chair Alfin asked if any of the members have any questions @ 5:59PM.

Ms. Santa Maria: Is there a correlation to the age of the homes in relationship to the request for repairs?

ANS: Mr. Papa: Let's take a sample, I would say, most of the homes were built in the 2000's.

Ms. Santa Maria: Do you look at the home owner's assets?

ANS: Mr. Papa: Yes, we do but only to an extent, because HUD is very specific as to what counts as income. I don't think assets are considered for income eligibility, what they own, they own. It is based on income, either through social security, pension and even work is what is taken into account as your income.

Mr. Papa clarified for the Committee Members that there is a difference between the County SHIP program and the City's CDBG program with regard to income eligibility qualifications.

Ms. Santa Maria: What did you determine to do to make Palm Coast land available to build affordable housing?

ANS: Mr. Papa: We have not as far as this program (CDBG). Well, yes tied to what Mr. Alfin was talking about the Analysis to Impediments to Fair Housing and also within our Comprehensive Plan we do have policies that mention that we need to continue to provide more diverse housing stock. And so with some of the rezonings that have been requested recently, again taking into account their location and the appropriateness of that location, along with policy and knowing we need to diversify the housing stock within the City that information will go into feeding the recommendations to City Council from (City) staff.

Chair Alfin reflected on the findings of the Impediments to Fair Housing Report along with the completion of the Seminole Woods Multi Use Path project being a focus for the CATF in the new fiscal year and becoming part of their strategic thinking and planning going forward.

A motion was made by Member Kowalsky and seconded by Member Santa Maria to approve the recommendations of staff as presented. The motion was approved by the following vote:

Approved: 8 - Member Alfin, Member Demers, Member Kowalsky, Member Santa Maria, Member Scully, Member Shank, Member Smith, and Member Sperber

E. Public Comments

Chair Alfin opened the meeting to public comment at 6:05PM and seeing no one come forward Chair Alfin closed the meeting to public comment at 6:06PM.

F. Board Discussion

Mr. Papa explained the phone call notification process for all upcoming meetings.

G. Adjournment

The meeting was adjourned at 6:07PM.

*Respectfully submitted:
Irene Schaefer, Recording Secretary*

[17-425](#)

ATTACHMENTS