



City of Palm Coast

City Hall
160 Lake Avenue
Palm Coast, Florida 32164

Meeting Minutes Citizens' Advisory Task Force

Thursday, June 1, 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) meeting for Thursday, June 1, 2017 to order @ 5:30PM.

B. Roll Call and Determination of a Quorum

Present: 6 - Member Alfin, Member Kowalsky, Member Santa Maria, Member Scully, Member Smith, and Member Sperber

Absent: 9 - Member Belhumer, Member Bongiovanni, Member Davis, Member Dodson-Lucas, Member Dolney, Member Jones, Member Lehnertz, Member Pio Spears, and Member Stauffacher

C Approval of Minutes

- 1 [16-467](#) MEETING MINUTES OF THE NOVEMBER 2, 2016 CITIZEN ADVISORY TASK FORCE (CATF) MEETING.

A motion was made by Committee Member Smith and seconded by Committee Member Scully that the minutes be approved as presented. The motion was adopted by the following vote:

Approved: 6 - Member Alfin, Member Kowalsky, Member Santa Maria, Member Scully, Member Smith, and Member Sperber

D. Public Hearings/Action Items

- 2 [17-249](#) A PUBLIC WORKSHOP/PUBLIC HEARING ON THE PROPOSED CONSOLIDATED ACTION PLAN FOR FFY 2017-2021 INCLUDING THE ANNUAL ACTION PLAN FOR FFY2017

Chair Alfin introduced this agenda item as well as Mr. Jose Papa, Senior Planner with the City of Palm Coast who gave a presentation which is attached to these minutes.

Note: Mr. Joe Kowalsky arrived after the meeting started and missed the meeting minute vote but did participate in the rest of the meeting.

Mr. Scully: Are there guidelines for what qualifies as a social services provider?

ANS: Mr. Papa: Yes, there are and we would have to establish that clearly. There are a lot of CDBG programs that get into trouble when funds that were allocated to a non-profit are not spent according to the established plan. So we would have to be very clear and vet completely. But more important is the monitoring part of the program. Such as quarterly report, billing reporting so that they show they are progressing as promised. A clear scope of work of the program (is needed). A grant monitor may be required.

Mr. Kowalsky: A watchdog?

ANS: Mr. Papa: Yes, sir.

Mrs. Sperber: Would we be able to use CDBG funds to hire a consultant to see if Flagler (County) could stand on its own regarding its housing program rather than as part of the Flagler/Volusia?

ANS: Mr. Papa: Well it could be a planning document, it isn't a required planning document. Something like that would involve staff spending some time working with Flagler County staff and Volusia County housing authority. Maybe in partnership with the County.

Mr. Papa: Are you talking about creating a housing authority?

ANS: Mrs. Sperber: No not a housing authority, but currently it is Mid-Florida Housing Authority and it serves both Volusia and Flagler (counties). Now that our (referring to Flagler County) residency is high enough, we ought to look at having a Flagler one and not being a by-product of Volusia/Flagler where we receive very few services and funding for projects.

Chair Alfin: Could you find out for us or find a way we could accomplish this (objective)?

ANS: Mr. Papa: Yes, that could be something we work with the incoming SHIP administrator to see about accomplish that goal. As well as a conversation with Volusia County (staff).

Mr. Scully: When implementing emergency needs funding, is that done by holding back 10% of the grant monies and it is carried over to next year?

ANS: Mr. Papa: Any change to your Annual Action Plan will require notice to the public. At a certain level, any change will have to be done through an amendment and give the public 15 days to respond to the proposed plan/change to do emergency plan. So you don't hold back 10% of the funding expecting an emergency to come, you allocate all funds.

Mr. Kowalsky: And that (allocation of funds) is only for that portion of that road?

ANS: Mr. Papa: Yes, sir.

Mr. Kowalsky: How long is that portion, 1 mile, 2 miles?

ANS: Mr. Papa: Not even, because Sesame Blvd. is about 3 miles, so it is about half, so it 1 1/2 miles and the total need is \$500,000. for construction materials.

Mr. Kowalsky: And the City is doing the (construction) work?

ANS: Mr. Papa: Yes, sir.

Mr. Kowalsky: So that would be construction materials for the whole street or half of it (Sesame Blvd.)?

ANS: Mr. Papa: The mile and one-half.

Mr. Kowalsky: So it is a 3 mile road (Sesame Blvd.) so you are talking (about) half of it (Sesame Blvd.)?

ANS: Mr. Papa: Half of it. Yes, sir.

Mr. Kowalsky: So you are talking about \$100,000. for the whole of it?

ANS: Mr. Papa: No, let me clarify. So there are 3 miles, so right now we have about \$300,000. available to complete about 1 1/2 miles of it (Sesame Blvd.). The estimate is now \$500,000. to \$550,000. for the (remaining) mile and one-half. There is a \$150,000 available right now after we are done with the first mile and one-half. So now to complete it (Sesame Blvd.) that (available) \$150,000. is not enough. The estimate is between \$550,000 and \$600,000 so we are looking for \$350,000 to supplement the \$150,000. that is available.

Mr. Kowalsky: It is still a lot of money to build a sidewalk?

ANS: It is still about \$35.00 per linear foot that we have always estimated.

Mr. Kowalsky: How wide?

ANS: Mr. Papa: It will be the 8ft. wide multi-use path. Yes, sir.

Chair Alfin: Do your comments tonight change that (previous comments from approximately 1 year ago when it was estimated that funds allocated last year would be sufficient to complete the Seminole Woods Multi-Use Path)? And tell me why?

ANS: Mr. Papa: Yes, it does change it. At that time the final design plans were not done, especially for any section of that segment (finishing Sesame Blvd.). So based on the completion of that phase we have had to revise all the estimates to complete that segment. So that has come out to the totals that I'm giving you. First phase \$300,000. to \$350,000. and the second phase of that project \$500,000. to \$550,000.

Mr. Scully: And the reason being why it is costing so much more (to finish the project)?

ANS: Mr. Papa: Materials have just gone up significantly.

Chair Alfin: And there is no funding coming from anywhere else in City government for

this project (Seminole Woods Multi-Use Path)?

ANS: Mr. Papa: No, our match, if you wish to call it a match, is that we use City staff to design and build it.

Chair Alfin: So there are no other grants coming from any other area?

ANS: Mr. Papa: No, the other grant source that we were able to tap into completed that section from Sesame to US 1 was through the DOT (Department of Transportation). But again those (types of DOT grants) don't come within the next year.

Mr. Scully: I think I'd be more comfortable arranging my thoughts (as I wasn't here last year) if I understood the purpose of the unfinished phase and what the impact will be. And how many people will be impacted (by this project).

ANS: Mr. Papa: If I may I can bring up a map and show you the area. Mr. Papa then brought up on the screen the area in question using the City's GIS map (found at Palmcoastgov.com). Discussion ensued between the advisory board members regarding the value of multi-use paths within the City.

Mr. Scully: So what is done on Sesame (Blvd.) and what is not done?

ANS: Mr. Papa: Nothing is done.

Mr. Scully: Are all the right-of-ways taken care of?

ANS: Mr. Papa: Yes, sir. Everything we build will be in the City's right-of-way.

Mr. Kowalsky: How does that conflict with the SHIP program (Flagler County)? The \$234,000 plus is only for the City?

ANS: Mr. Papa: Yes, the City only.

Mr. Kowalsky: Than the SHIP program shouldn't look at any home repairs within the City until after the CDBG (funds are allocated)?

ANS: Mr. Papa: I can tell you it hasn't been an issue because in that area the demand is greater than the resources.

Mr. Kowalsky: I understand that as long as the funds are available through one of the programs. Now, who comes first, "the chicken or the egg" in that area?

ANS: Mr. Papa: There are two different pots of funds. The CDBG (Community Development Block Grant) funds come from the Federal government. The SHIP (State Housing Initiatives Partnership) funds come from the State.

Mr. Kowalsky: So a person could apply to both?

ANS: Mr. Papa: They sure can, sir.

Chair Alfin: Is your concern, sir, that they could apply to both and receive more (money) than is necessary?

ANS: Mr. Kowalsky: Yes.

Mr. Kowalsky: So that is why the County oversight program is in place to make sure that there isn't a duplication of funds by having the same person apply to both funds?

ANS: Mr. Papa: The CDBG program is based on first come first completed application program. That means going through the income qualification first. Part of that programs is to ensure that your house is eligible via a title search. So when the title search is done we will see the SHIP lean would be found. It wouldn't necessarily eliminate them from the program but it would be discovered.

Mr. Scully: So there is an opportunity to share that information with the SHIP program?

ANS: Mr. Papa: Yes.

Chair Alfin: So there are checks and balances (in the programs)?

ANS: Mr. Papa: Yes, sir.

The Advisory Committee members discussed the administration allocations as presented by Mr. Papa.

Chair Alfin: This allocation (referring to the screen) is based on last year's allocation?

ANS: Mr. Papa: Yes.

Chair Alfin: These #s would clearly identify the committee's priorities and two other areas that we would like to look at?

ANS: Mr. Papa: Yes.

Mrs. Sperber: Is that amount there reflecting the current available funds?

ANS: Mr. Papa: It is flat because that is what we approved last year.

Mr. Scully: Where would the funds come from if we were to not allocate the funds (referring to the allocation to the City's recreation summer program under the public service)?

ANS: Mr. Papa: It is a zero sum game.

Mr. Scully: What was allocated last year (for public service), is the same amount?

ANS: Mr. Papa: When it came to this Board, we allocated \$10,000. for public service and that was for the recreational scholarship. City Council decided they wanted to fund a free clinic and allocated \$25,000. which was pulled from the housing program.

Mr. Kowlasky: There are numerous public service entities in this County, 501C (programs), how do they apply for that (funding), they could eat that up in a heartbeat?

ANS: Mr. Papa: Yes, they can. So the best practices from CDBG tell us that we need to establish a grant program. That way everyone has access or has a fair chance to apply for funding. So when I talk grant programming, I'm talking about creating the forms, paperwork, and the monitoring. Getting the invoices from them and someone will have to confirm the work that has been done (represented on the invoicing). Although they are considered sub-recipients of the CDBG funds it is the City that is on the hook if things go bad.

Chair Alfin asked the board members for comments about the numbers as presented and the members began a discussion among themselves.

Mr. Kowalsky: Can it be changed at a later date?

ANS: Mr. Papa: Absolutely.

Mr. Kowalsky: You will be presenting this to City Council, right, for their approval?

ANS: Mr. Papa: Correct.

Mr. Kowalsky: What if someone come in and we've gone over the \$50,000.00 can that money be drawn from one of the other categories?

ANS: Mr. Papa: Not without going through the whole Public process.

Mr. Scully: But within the 15%?

ANS: Mr. Papa: Yes, you can't go over the 15%.

Chair Alfin: In terms of our recommendations to the City, does anyone feel that the slices of the pie, of the \$450,000. need to be adjusted for our recommendation to the City Council?

ANS: Mr. Scully: The only point I would like to make is that the housing program goes to owner residents, ok and that makes sense. Public service (portion) does not require you to have a home to benefit for the public service thing. Oddly it squeezes down to a 15% maximum. There are a whole lot more people who don't own a home but yet we are stuck with 15% or less. That is the Federal program and I'm certainly not going to be able to change it. And this is up from last time, but that is cool. I'm the newbie (newer member of this committee) so I'm looking at the whole program going that doesn't make the most sense possible, to me, in helping people in my areas.

ANS: Chair Alfin: You would like to help the largest group possible but we are dealing with the government guidelines (for the CDBG program).

Chair Alfin opened the meeting to public comment @ 6:36PM and closed as no one approached the podium @ 6:37PM.

A motion was made by Committee Member Kowalsky and seconded by Committee Member Santa Maria that the committee accept the CDBG funds proposal as presented. The motion was adopted by the following vote:

Approved: 6 - Member Alfin, Member Kowalsky, Member Santa Maria, Member Scully, Member Smith, and Member Sperber

E. Public Comments

F. Board Discussion

Chair Alfin inquired of the Board members if there were any additional topics to be discussed. There were none.

G. Adjournment

The meeting was adjourned at 6:40PM.

*Respectfully submitted:
Irene Schaefer, Recording Secretary*

[17-253](#)

ATTACHMENTS TO MINUTES