



**City of Palm Coast
Minutes
HYBRID/CITIZENS'
ADVISORY TASK FORCE**

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Wednesday, December 2, 2020

5:30 PM

HYBRID

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.

Call to Order and Pledge of Allegiance

Chair Shank called the December 2, 2020 Citizens' Advisory Task Force (CATF) meeting to order @ 5:30PM and read into the record the Hybrid Virtual notice.

Present and responding to the roll call:

*Chair Shank
Denise Santa Maria
Dorothy Sperber
Clint Smith
Jake Scully
Sybil Dodson-Lucas
Charles Lemon
James Albano*

*Excused:
Robert DeMaria*

Roll Call and Determination of a Quorum

Approval of Minutes

- 1 MEETING MINUTES OF THE CITIZENS' ADVISORY TASK FORCE JULY 2, 2020 MEETING**

Pass

Motion made to approve as presented made by Member Smith and seconded by Board Member Dodson-Lucas

Approved - 8 - Board Member Jake Scully, Board Member Clinton Smith, Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon, Board Member James Albano

Public Hearings/Action Items

2 REVIEW AND APPROVAL OF THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2019 TO SEPTEMBER 30, 2020

Mr. Jose Papa, Senior Planner, gave a presentation which is attached to this record.

Mr. Lemon asked if we have more applicants for a program than available funds then how does the City decide who will get the benefit? Mr. Papa clarified that all CDBG programs are based on the following: first completed application and first qualified applicant. So it may come to a point that although you've had a complete application and you qualified for the program we would have to inform you that the funds have run out and that they are welcome to apply next year. Mr. Papa explained to the Task Force Members the difficulties regarding keeping a waiting list due to the US Department of Housing and Urban Development's (HUD) requirement to review the applicant's income annually.

Ms. Santa Maria questioned what the average amount for Utilities assistance given this year with the Cares Act Grant from HUD. Mr. Papa explained how the average of \$750.00 was arrived at by using an average of 3 months of utilities bills @ \$125.00 which equals \$375.00. The program gives assistance for 6 months so we doubled that \$375.00 amount to \$750.00. So a household would receive a credit of \$750.00.

Chair Shank asked if a citizen applied for the program and we ran out of money was their water turned off (for non-payment). Mr. Papa stated that he believes if they haven't paid their bill then there will come a time when their service would be shut off.

Chair Shank asked who set the criteria to set the program for 6 months if we could serve more people for 3 months. Mr. Papa stated that the criteria was set based on what HUD allowed and also administratively.

Mr. Lemon asked if the Cares Act funds were earmarked for water or any utilities. Mr. Papa stated that it is for water and sewer (services).

Mrs. Lucas asked if one can apply for the \$750.00 Cares Act grant and still apply for assistance from another source such as Elder Source. Mr. Papa stated you can, however there is the need to avoid duplication of benefits. For this program it is easy to avoid duplication of benefits because we don't write a check to any beneficiary we apply a credit to their utility account. So if they received a credit

from us through this program and somehow received a grant from another source we know not to credit that amount to their utility account. Chair Shank questioned if a check was paid directly to the beneficiary from another grant source and those funds were then used to pay their utility bill we would not have a way to prevent that duplication of benefit. Mr. Papa agreed with Chair Shank's statement. Mr. Papa did state that our application states that there is a need to disclose duplication of benefits and there may be punitive action if they are found to have received a duplication of benefits.

Chair Shank asked if Jose receives any referrals from Code Enforcement Division as a result of code violations involving homes needing repair. Mr. Papa stated that we have not typically received any referrals.

Pass

Motion made to approve as presented made by Task Force Member Santa Maria and seconded by Vice Chair Smith

Approved - 8 - Board Member Jake Scully, Board Member Clinton Smith, Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon, Board Member James Albano

Public Comments

Chair Shank opened the meeting to public comment at 5:50PM and having no one approach the podium or on the call in phone lines, she closed the public comment portion of the meeting at 5:51PM.

Board Discussion

Mr. Papa gave an update on his research into the first time home buyer program as requested of him in a previous CATF meeting. Mr. Papa gave a presentation which is attached to this record. Mr. Papa asked that this presentation be emailed to the CATF members after the meeting. Mr. Papa clarified the next steps for the first time home buyers program would be to incorporate into our local housing assistance program. So in addition to the existing home repair program we would have a first time home buyers program. This may be done in time for next year's annual action plan and then at that time there would be a decision to be made by this task force as to how to divide up the available funds. Mr. Papa mentioned that he would provide a report at the time of the next meeting to provide a picture of the demand for owner occupied home repair vs. first time home buyers' potential demand.

Mr. Scully asked for clarification of any flexibility with any unspent grant monies. Mr. Papa stated that we will most likely be left with this year's allocation of \$485,000. for fiscal year 2020 and unspent public service funds. Mr. Papa added that there is the opportunity to use some of the unspent public service funds to address some of the COVID-19 challenges we are seeing now. Chair Shank stated that the timing of the first time home buying programs is very important given the current COVID-19 affects on housing stability.

Adjournment

The meeting was adjourned @ 6:06PM.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

Pass

Motion made to approve made by Task Force Member Santa Maria and seconded by Board Member Lemon

Approved - 8 - Board Member Jake Scully, Board Member Clinton Smith, Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon, Board Member James Albano