



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

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

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**Thursday, July 2, 2020**

**5:30 PM**

**CITY HALL**

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**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 Citizens' Advisory Task Force July 2, 2020 meeting to order at 5:30PM and read into the record the CMT/Virtual meeting statement, which was posted on the City's website for at least the past 5 days.*

**Roll Call and Determination of a Quorum**

*Present and responding to roll call were:*

*Chair Shank*

*Ms. Santa Maria*

*Ms. Sperber*

*Mr. Lemon*

*Excused were:*

*Mr. Smith*

*Mr. Davis*

*Mr. Dolney*

*Mr. DeMaria*

*Absent were:*

*Mr. Scully*

*Mrs. Lucas*

**Approval of Minutes**

**1 MINUTES OF THE DECEMBER 4, 2019 CITIZENS' ADVISORY TASK FORCE MEETING**

**Pass**

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

**Approved - 4 - Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon**

**Public Hearings/Action Items**

**2 AMENDMENT TO THE FFY '17 AND '18 CDBG ANNUAL ACTION PLAN**

*Mr. Jose Papa, Senior Planner, introduced this agenda item and gave a presentation which is attached to this meeting record.*

*Chair Shank questioned if the City considered opening funds to first time home owners' programs. Mr. Papa stated that the City had not look into first time home owners' programs to date. He further stated that sometimes the number of home repair applicants do not meet our expectations and therefore we could start looking towards diversifying our program to include first time home buyers. In addition Mr. Papa stated that if it is the pleasure of the task force that he could start looking into such a program and return to the task force with more informaiton in the future.*

*Ms. Sperber questioned whether the proposed first time home buyers' program would benefit from the reallocation from the 2017 & 2018 funds? Mr. Papa said no, a first time home buyer's program (if approved) would be funded from future CDBG dollars.*

*Chair Shank questioned whether we had a waiting list for persons for the housing rehabilitation program. Mr. Papa responded that the City does not keep a waiting list as Housing and Urban Development (HUD) has very strict regulations regarding a waiting list. In addition, every time the City starts a new cycle we have to vet the applicant at that time and that is another reason we don't have a waiting list.*

*Chair Shank questioned how many homes were rehabilitated during the past year and what was the dollar amount limit on the funds those homes received? Mr. Papa responded that the City assisted about 12 homes in our last round, the average assistance received was \$20,000. Some were more based on the home's code repair requirements. He further stated that the (CDBG) program limit is \$50,000 (per home) without having to go to City Council (for the individual approval over \$50,000).*

*Chair Shank opened this item for public comment at 5:44PM and having no one on the line Chair Shank closed this item to public comment at 5:45PM.*

**Pass**

**Motion made to approve as presented made by Task Force Member Sperber and seconded by Task Force Member Santa Maria**

**Approved - 4 - Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon**

**3 AMENDMENT TO THE CITIZENS PARTICIPATION PLAN AND FFY '19 CDBG ANNUAL ACTION PLAN TO USE CDBG CARES ACT FUNDS**

*Mr. Jose Papa, Senior Planner, introduced this agenda item, gave some background regarding the CARES Act, and gave a presentation which is attached to this meeting record.*

*Ms. Sperber commented on the comment period happening over the July 4th holiday weekend which is not sufficient to receive adequate comment. Mr. Papa suggested running another ad from 7/16-7/20/2020 for public comment on this item.*

*Mr. Lemon also commented that he agrees with the suggestion to run another ad for an additional 5 day comment period.*

*Chair Shank opened this item to public comment at 5:51PM. Having no one on the line Chair Shank closed this item to public comment at 5:52PM.*

**Pass**

**Motion made to approve as amended with the addition of another 5 day review period (suggested to run from July 16-July 20) made by Task Force Member Sperber and seconded by Board Member Lemon**

**Approved - 4 - Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon**

**4 REVIEW OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2020 (FY 2020/21) ANNUAL ACTION PLAN**

*Mr. Jose Papa, Senior Planner, introduced this agenda item and gave a presentation which is attached to this meeting record.*

*Chair Shank opened this item to public comment at 6:02PM. Having no one on the line Chair Shank closed this item to public comment at 6:03PM.*

*Chair Shank questioned the amount available for the Public Service Grant and Mr. Papa clarified that the \$299,000 that the task force approved under agenda item #3 (CARES ACT) is to be used solely for utility assistance.*

*Chair Shank recommended that the program be expanded to include first time home buyers. Mr. Papa responded that he suggested that he amend the Action*

*Plan in order to notice Housing Urban Development (HUD) that the City is interested in opening a first time home buyers' program.*

**Pass**

**Motion made to approve as amended with the notification to the Housing and Urban Development (HUD) of the City's intention to investigate launching a first time home buyers' program made by Task Force Member Santa Maria and seconded by Board Member Lemon**

**Approved - 4 - Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon**

**5 INFORMATION ONLY-DOCUMENTS FOR PUBLIC SERVICE GRANT PROGRAM**

*Mr. Jose Papa, Senior Planner, introduced this agenda item and gave a presentation which is attached to this meeting record.*

*Chair Shank opened this item to public comment at 6:10PM. Seeing no one on the line Chair Shank closed this item to public comment at 6:11PM.*

**Public Comments**

**Board Discussion**

**Adjournment**

*The meeting was adjourned at 6:12 PM.*

*Respectfully Submitted by:  
Irene Schaefer, Recording Secretary*

**Pass**

**Motion made to approve made by Task Force Member Sperber and seconded by Board Member Lemon**

**Approved - 4 - Task Force Member Dorothy Sperber, Chair Sandra Shank, Task Force Member Denise Santa Maria, Board Member Charles Lemon**