



**City of Palm Coast  
Minutes  
Citizens' Advisory Task  
Force**

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

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**Wednesday, October 27, 2021**

**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 October 27, 2021 Citizens' Advisory Task Force (CATF)  
Meeting to order at 5:30PM.*

**Roll Call and Determination of a Quorum**

*Present and responding to roll call were:*

*Chair Shank*

*Ms. Sperber*

*Mr. Lemon*

*Mrs. Lucas*

*Mr. Hilton*

*Excused were:*

*Mr. Albano*

*Ms. Santa Maria*

*Mr. Smith*

*Mr. Scully*

*Ms. Nicholson*

**Approval of Minutes**

- 1 MEETING MINUTES OF THE MAY 26, 2021 CITIZENS' ADVISORY TASK FORCE MEETING**

**Pass**

**Motion made to approve as amended as outlined here: on page #4, 4th line from the bottom of the page change the word progress to process made by Board Member Dodson-Lucas and seconded by Board Member Lemon**

**Approved - 5 - Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Vice Chairman Sandra Shank, Board Member Charles Lemon, Board Member Hung Hilton**

## **Public Hearings/Action Items**

### **2 REVIEW AND APPROVAL OF THE CDBG CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2020 TO SEPTEMBER 30, 2021**

*Mr. Jose Papa, Senior Planner AICP, explained the reason for the meeting and the CDBG Consolidated Annual Report. Mr. Papa gave a presentation which is attached to this record.*

*Mr. Lemon asked for clarification of the Youth Activities mentioned in the report. Mr. Papa stated it is the City's Summer Camp, activities include one day at the pool and one day of field trip per week. In addition other activities occur at the Palm Coast Community Center with City Summer Camp staff.*

*Ms. Sperber asked how many applicants were approved for the summer camp. Mr. Papa stated 73 of the 100 summer campers were given financial assistance.*

*Mr. Hilton asked about the non-profit funds being made available. Mr. Papa stated that the \$300,000 will be offered to non-profit organization to serve low to moderate income residents of Palm Coast such as protection from COVID-19.*

*Mrs. Lucas asked about the timing of the CDBG grant assistant program. Mr. Papa stated it will start in December and the City will tap into the Flagler County's list of Social Services of non-profits and inform them of the notice. Applications will be available on line via the City's website.*

*Chair Shank stated CR-20, affordable housing, we have the same numbers for homeless and those residents receiving housing assistance and asked for clarification. Mr. Papa stated that those #s agree with the number of non-homeless households and the number of households supported through the rehabilitation program. Discussion ensued on the definition of the new units and how these numbers are derived. Chair Shank asked about page 8 on the CAPER, moderate income exceeds both the extremely low and low income households. She questioned the marketing of this program and specifically how it is limited to the advertisement in a newspaper and City's website. Mr. Papa stated that source of inquiries is also taken throughout the year, when the next cycle starts the people on the contact listing will receive 3 notifications by mail, phone, and email. Chair Shank questioned if the program can be announced on the City's Utility bill to solicit more participants. Ms. Shank quoted CR-35, affordable ordinance would be able to address this requirements in the CAPER. CR-40 monitoring - Chair Shank asked how the outreach is done. Mr. Papa stated that through our consultant we perform outreach using the State's listing during the bidding process for home repair. Mr. Papa also stated that we also do*

*outreach through the Flagler Home Builders Association. Chair Shank also suggested that this item be included on the City's utility bills. Chair Shank asked about the impediments to fair housing issues and Mr. Papa stated that a survey is being prepared to be shared via the City's Palm Coast Connect and the CATF members will be sent a letter shortly. Also a non-profit survey will be distributed. Chair Shank stated that adding a QR code on the survey and on the utility bill would be helpful in increasing the response rate.*

*Chair Shank opened this item to public comment at 6:01PM and seeing no one approach the podium she closed this item to public comment at 6:02PM.*

**Pass**

**Motion made to Recommend Approval made by Board Member Dodson-Lucas and seconded by Task Force Member Sperber**

**Approved - 5 - Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Vice Chairman Sandra Shank, Board Member Charles Lemon, Board Member Hung Hilton**

**3 Information Items**

*Mr. Jose Papa, Senior Planner AICP, showed the flyer for the first time home builders program. The source of advertising will be the City's Palm Coast Connect source, and Flagler Realtors Association. Mrs. Lucas stated how well done the brochure was done. Chair Shank recommended a QR code be added.*

**Received and Filed**

**Public Comments**

*Chair Shank opened the meeting at 6:07PM and seeing no one approached the podium, she closed the meeting to public comment at 6:08PM.*

**Board Discussion**

*Mr. Papa discussed the Utilities Assistance Program, last meeting Ms. Shank asked about the number of people who didn't complete the application process. Mr. Papa detailed the status of the utility service of the 273 incomplete applications and his report is part of this record.*

*Chair Shank asked if there are any homes that are still awaiting repairs from this past years round. Mr. Papa discussed one home that exceeds the \$50,000.00 limit and will require City Council approval. Mr. Papa discussed what type of repairs will be approved as part of the home repair CDBG program in the next round.*

**Adjournment**

*Motion made that the meeting be adjourned by Ms. Sperber and the motion was seconded by Mr. Lemon. The meeting was adjourned at 6:18PM.*

*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 - 5 - Board Member Sybil Dodson-Lucas, Task Force Member Dorothy Sperber, Vice Chairman Sandra Shank, Board Member Charles Lemon, Board Member Hung Hilton**