



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

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

Wednesday, May 26, 2021

5:30 PM

City Hall

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 May 26, 2021 meeting of the Citizens' Advisory Task Force (CATF) to order @ 5:30pm.

Roll Call and Determination of a Quorum

Present and responding to roll call were:

Chair Shank

Mr. Scully

Mr. Smith

Mrs. Dodson-Lucas

Ms. Sperber

Ms. Santa-Maria

Mr. Lemon

Mr. Albano

Approval of Minutes

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

Pass

**Motion made to approve as presented made by Task Force Member Smith
and seconded by Task Force Member Dodson-Lucas**

**Approved - 8 - Task Force Member Jake Scully, Task Force Member Clinton
Smith, Task Force Member Sybil Dodson-Lucas, Task Force Member Dorothy**

Public Hearings/Action Items

2 AMENDMENTS TO THE FFY 2020 ACTION PLAN TO REALLOCATE FUNDS FROM PUBLIC SERVICE TO HOUSING ACTIVITIES AND TO ALLOCATE CARES ACT FUNDING FOR PUBLIC SERVICE ACTIVITIES

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

Mr. Albano stated that it is a great program but he doesn't think enough people know about it. Mr. Albano asked if there is any follow-up or audit after the money has been spent to repair a home. Mr. Papa stated that within the rehab. program there is a clause (clawback) that allows the program to recoup prorated funds if the homes is sold prior to 10 years however (first 5 years no forgiveness, starting year 6 - 20% of lien is forgiven up to year 10), if after 10 years they are still living in the home their lien is forgiven.

Mr. Albano asked if there is still interest in the utility assistance program. Mr. Papa explained that there is approximately \$10,000. to \$15,000 dollars left and he suggested that it could be tacked onto another program such as an amendment to 2019 for public service. Mrs. Lucas asked if all the program's information is available on the COPC website. After tonight's meeting we will have a 30 day review period where the amendments are posted on the COPC website, along with the hard copy being available at City Hall. Mr. Papa explained that for public service it is our intent for non-profits to apply for these funds. Mr. Papa explained that notice of public funding availability is placed in the newspaper and an email blast will be sent to non-profit organizations by us working through Flagler County Social Services. Mr. Scully asked who will monitor the program. Mr. Papa stated that it will be a 3rd party (consultant) who will administer the program. Chair Shank asked why if 23 families were approved, why only 20 were funded through the program. Mr. Papa stated for a number of reasons, maybe they dropped out because they didn't want a 10 year lien on their home and he reminded the members that only repairs that meet code and/or health and safety standards are approved. Chair Shank asked about revising the advertising of the program. Mr. Papa stated that we have a workshop prior to the start of the program where we explain the terms of the program and what will be included in the repairs. We talk about the scope of service and the 10 year lien. Chair Shank asked if we could refocus on the education and Mr. Papa stated that yes it could be looked at to focus on the items that caught our participants off guard. Chair Shank asked about changing our utilities assistance program after hearing that we have \$10,000-\$15,000 left over. Mr. Papa clarified the process for qualifying and stated that those that were denied based on 2019 income were requalified. Mr. Papa stated that he didn't think he would do anything differently, he also clarified in the first few days we had 600 applications when we believed we could only serve 300. Mr. Scully asked that Mr. Papa create a burn rate analysis. Mr. Papa stated he would present a report at the end of this year's meeting. Chair Shank asked of the 600 COVID-19 utilities applicants who did not finish the process, how many were disconnected from City water service. Mr. Papa agreed to provide that information to the members.

Chair Shank opened this item to public comment at 6:02pm and seeing no one approach the podium she closed this item to public comment at 6:03pm.

Pass

Motion made to Recommend Approval made by Task Force Member Dodson-Lucas and seconded by Task Force Member Smith

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

3 APPROVAL OF THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2021 (FY 2021/22) ANNUAL ACTION PLAN

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

Mr. Albano was concerned about the amount allocated to first time home buyers program at \$50,000, based on the cost of homes in Palm Coast and suggested a hiatus from the program until the home pricing is under control. Mr. Scully asked if there is a significant increase in the public service funds. Mr. Papa stated no, there is a combined \$37,000 which was offered to Flagler County Social Services based on an interlocal agreement to pay for the cold weather shelter. Mr. Scully stated that he did think that it is important to take a first step on the first itme home buyers program. Ms. Sperber asked and Mr. Papa clarified that the PowerPoint presentation was a suggested for each of the various line items. Mr. Lemon asked how many people might be interested in the first time home buyers program. Mr. Papa said he would not know but the maximum is \$25,000 per household or a percentage of the sale price- potential is 2 household if the item is left at \$50,000. Mr. Scully asked if the \$22,000 for adminitration for the fair housing anaylsis is a once every 5 year expense. Mr. Papa stated yes, it is once every 5 years. Chair Shank asked if there is money left over in public service from prior years and Mr. Papa stated that the \$73,268 does not include summer camp program because they still have left over monies from last year's small program (due to COVID-19).

Chair Shank opened this item to public comment at 6:19pm and seeing no one approach the podium she closed this item to public comment at 6:20pm.

Mrs. Lucas asked if the Task Force could reduce the \$267,000. to \$250,000. and put the difference into the first time home buyers program? Mr. Papa stated yes that is within the purview of this committee. Chair Shank also stated that they may change any of the allocations, however we can't exceed 15% in public service and 20% in administration of the entire allocation.

Pass

Motion made to Recommend Approval with the following amendment to allocation to remove \$17,000 from home repair line item and \$33,000 from public service line item and increase the 1st Time Home time Buyers program to \$100,000 made by Task Force Member Scully and seconded by Task Force Member Dodson-Lucas

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

4 APPROVAL OF RULES FOR THE CITY OF PALM COAST FIRST-TIME HOMEBUYERS ASSISTANCE PROGRAM

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

Chair Shank opened this item to public comment at 6:24pm and seeing no one approach the podium she closed this item to public comment at 6:25pm.

Chair Shank asked if there would be safe guards against double dipping with the Flagler County program (SHIP). Mr. Papa stated yes there will be safeguards, because the home buyer would still have to provide information about their mortgage and we would review where all the funds are coming from at the time of the application.

Ms. Santa Maria asked if there is any opportunity for assistance with first time home buyers in Daytona North and Ms. Dervrie Paradowski (Flagler County program coordinator) stated no. Mr. Papa stated that he would look into this question with Florida Housing Finance to see if there is a program for manufactured homes.

Mrs. Lucas inquired why manufactured homes and/or mobile were not allowed in Palm Coast. Mr. Tyner stated that manufactured homes are allowed in Palm Coast however it is expensive to meet our development standards to make sure the manufactured homes meets our architectural standards and we don't have mobile homes in Palm Coast. Mr. Papa also stated that the life cycle of a manufactured home is not the same as stick-built build home and that may be why they are not included in this program.

Mr. Albano inquired about waiving utility connection or impact fees for first time buyers. Mr. Papa stated that he wasn't aware of any program the City offered but he was aware that the CDBG program would not cover connection or impact fees. Mr. Papa also stated that he is not aware of any instance where fees were waived in Utilities, due to the Utility bonds that need to be repaid, someone would have to pay the connection and impact fees. Fiscally the City cannot waive these fees. Chair Shank stated that we can address those issues in affordable housing ordinances with regard to waiving permitting fees, etc. Chair Shank commended the staff on moving forward with this program and stated it was a big step for the City.

Pass

Motion made to Recommend Approval with the following amendment to allocation to remove \$17,000 from home repair line item and \$33,000 from public service line item and increase the 1st Time Home time Buyers program to \$100,000 made by Task Force Member Sperber and seconded by Task Force Member Albano

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

Public Comments

None

Board Discussion

none

Adjournment

Motion made that the meeting be adjourned by Mr. Smith and the motion was seconded by Mrs. Dodson-Lucas. The meeting was adjourned at 6:36PM.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

Pass

Motion made to approve made by Task Force Member Smith and seconded by Task Force Member Dodson-Lucas

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