

**CITY OF MELBOURNE
CITIZENS' ADVISORY BOARD
MINUTES OF REGULAR MEETING
December 5, 2016**

1. CALL TO ORDER

A regular meeting of the CAB was held in Council Chambers at City Hall on this date. Mr. Rhodie Humbert called the meeting to order at 7:05 p.m.

a. Invocation

Invocation was led by Dale Haynes.

b. Pledge of Allegiance

All present gave the Pledge of Allegiance to the Flag of the United States of America.

c. Roll Call

The following members and officials were:

Present:

Rhodie Humbert, Chair
Dale Haynes, Member
Denise Cisar, Member
Aaron Straub, Member
Thomas Wicelinski, Member
Brittany Arroyo, Member

Also Present:

Housing & Urban Improvement Staff:
Denise Carter, Housing and Improvement Manager
Christine McCarty, Housing Program Technician
Belinda DeWitt, Housing Program Assistant

Absent:

Darrell Whisman, Jr., Alternate Member

2. APPROVAL OF MINUTES

Motion by Cisar/Haynes for approval of minutes with any necessary corrections of the Regular Meeting on October 3, 2016. Motion Approved Unanimously.

3. ELECTION OF CITIZENS' ADVISORY BOARD OFFICERS FOR 2017

Chair Humbert opened the floor for nominations for Vice Chair. Mr. Humbert nominated Tom Wicelinski for Vice Chair, and the nomination was seconded by Mr. Haynes. Hearing no other nominations, Chair Humbert closed the nominations. The Board agreed to elect Tom Wicelinski as Vice Chair. The decision was unanimous.

Chair Humbert opened the floor for nominations for Chair. Mr. Haynes nominated Rhodie Humbert for Chair, and the nomination was seconded by Mr. Wicelinski. Hearing no other nominations, Chair Humbert closed the nominations. By acclamation, the Board agreed to retain Rhodie Humbert as Chair. The decision was unanimous.

Chairman Humbert asked Mrs. Carol Bush to approach the podium. He presented her the City of Melbourne's 5 year pin and thanked her for her time and service on the Citizens' Advisory Board.

Chairman Humbert introduced newly appointed CAB Regular Member, Brittany Arroyo and Alternate Member, Darrell Whisman, Jr. to the board. Mr. Whisman did not attend this meeting.

4. PUBLIC HEARING AND BOARD ACTION RE: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 2015-2016 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Ms. Carter thanked Ms. Bush for her years of service on the Board. Ms. Carter said, "Thank you so much for volunteering to serve on the CAB. I know that for you, it was an "add on" to the many other things that you do, including operating your business and your family time. We appreciate your willingness to serve."

Ms. Carter presented a PowerPoint presentation on the 2015-2016 CAPER. She explained that at the end of every program year, the City of Melbourne's staff prepares and submits a report to the U. S. Department of Housing and Urban Development (HUD) identifying the accomplishments of the Five-Year Consolidated Plan and the One-Year Action Plan. The CAPER is due no later than 90 days after the end of the program year (September 30) to HUD.

The CAPER provides HUD with a comprehensive view of the activities that the City undertook with CDBG funding during the reporting year. The CAPER indicates the actual work performed and the level of expenditures for each activity. City staff also includes accomplishments made with the HOME Investment Partnerships Program, the Neighborhood Stabilization Program (NSP3), and the State Housing Initiatives Partnership (SHIP) housing programs in the report.

Ms. Carter reviewed the various projects undertaken with CDBG funds and other housing and community development activities funded by other grant sources in support of CDBG national objectives, adding that copies of the report will go to City Council and Brevard County. The County will compile reports from the cities of Melbourne, Cocoa, Palm Bay and Titusville with the County's report and submit the combined report to the U. S. Department of Housing and Urban Development (HUD).

Ms. Carter also reviewed the one-page Performance Summary Worksheet provided in the report.

Mr. Humbert asked the Board if there were any other comments. There being no additional comments on the CAPER, the public hearing was closed.

**Motion by Haynes /Cisar to accept the CDBG 2015-2016 CAPER as presented by staff.
Motion Approved Unanimously.**

5. HOUSING & URBAN IMPROVEMENT MANAGER'S REPORT

Ms. Carter discussed the highlights of the Housing & Urban Improvement Division Accomplishments/Status Report and provided additional information as follows:

- We are currently working with Community Housing Initiative (CHI) and Macedonia Community Development Corporation (MCDC) on 2905 Lipscomb Street affordable housing project. This is a demolition/clearance rebuild project. CHI plans to build a four (4) bedroom two (2) bath home back on the property. Plans are to rent the home to low income tenants. The funding for Demolition and Clearance of the home will be funded under the CDBG Program. The Demolition and Clearance portion of this project will go out to bid this month.
- Two (2) wall raising ceremonies are scheduled by Habitat for Humanity of Brevard County this month for 2176 and 2190 Cedarwood Drive. The City is involved in both projects and will be providing down payment assistance to the property owners under the Purchase Assistance Sweat Equity Program (PASE).

City Council approved revisions to four (4) housing policies on 11/22/2016. The Local Housing Assistance Plan (LHAP) strategy and policy revisions increased the amounts that could be spent on each home as well as the lifetime expenditure amount.

Highlights of the changes include:

LHAP Strategy & Policies	Funding Source	Old Award	Approved Award
Housing Rehabilitation	CDBG/HOME & SHIP	\$60,000	\$80,000
Limited Scope-Under Rehabilitation Strategy	CDBG & SHIP	\$10,000	\$14,999
Housing Reconstruction	CDBG/HOME & SHIP	\$75,000	\$95,000
Homeowner Disaster Relief-Emergency (Limited scope) Repair	CDBG/HOME & SHIP	\$15,000	\$20,000
Accessibility Improvements	CDBG & SHIP	\$5,000	\$10,000
Lifetime Maximum Expenditure	CDBG/HOME & SHIP	\$75,000	\$95,000

- The Board will discuss the renaming of Grant Street Community Center at the January 9th meeting. The renaming of the community center is being advertised by City staff. Flyers will be mailed to residents and churches in the area and will also be available at Grant Street and Lipscomb Park Community Centers, and at the Dr. Martin Luther King Library.
- The FY 2016-2017 CDBG and HOME Planning Process schedule was discussed with the Board. The deadline for submitting proposals is 4:30 p.m. on 12/19/2016. Nonprofits submitting proposals will have an opportunity to make a presentation and answer Board questions at the January 9, 2017 CAB meeting.
- Riverview and Lipscomb Park Playground equipment is 100% complete. We are working on closing out both projects.

6. CAB REPORTS

Melbourne Police Community Relations Council Christmas Party will be held on Thursday, December 8, 2016, 7 P.M. to 10 P.M., at Grant Street Community Center, located at 2547 Grant Street, Melbourne, FL.

Mr. Humbert asked the Board if there were any other comments. There were none.

7. COMMUNICATIONS/CORRESPONDENCE

Mr. Humbert informed the board that he was contacted by Florida Institute of Technology (FIT) regarding their interest in the installation of speed deterrents and finding some solutions to students crossing University Boulevard, west of the Clemente Center. He asked if the City could conduct an evaluation of the traffic problems in the vicinity of this area.

Mr. Humbert acknowledged the newest members of the CAB; Regular Member, Ms. Brittany Arroyo and Alternate Member, Mr. Darrell Whisman. Mr. Whisman did not attend this meeting. Mr. Humbert also recognized resigning members Carol Bush and Yvonne Minus. He asked that the board refer to the copies of the certificates that were included in their packets.

Mr. Humbert informed the board he will not be attending the January and February 2017 board meetings.

8. PUBLIC COMMENTS

None.

9. DECLARATION OF CONFLICT

Mr. Humbert asked why the "Declaration of Conflict" was added to the agenda. Ms. Carter explained that we were asked to start putting this on the agenda. Putting this on the agenda is a way of reminding the boards that declaring a conflict of interest is a requirement.

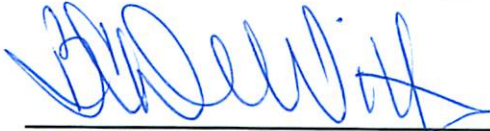
Mr. Haynes asked for an explanation of the "Declaration of Conflict". Ms. Carter explained that if a board member has a conflict of interest, then the City has a procedure in place to follow. We will provide you with the conflict of interest information and the form to complete. Mr. Haynes stated he will need to complete the form for any proposals regarding the Salvation Army since his wife is employed there. Ms. Carter stated that the Salvation Army has not submitted a proposal or grant application in the past two (2) years. If they apply, then we will let you know.

Mr. Humbert asked the Board if there were any other comments. There were none.

10. ADJOURNMENT

Motion by Haynes/Cisar to adjourn. Motion Approved Unanimously.

The meeting adjourned at 8:17 p.m.



Belinda DeWitt, Recording Secretary