

**COMMUNITY DEVELOPMENT ADVISORY BOARD**  
**City of Palm Bay, Florida**  
**Special Meeting 2020-04**

Held on Tuesday, the 2<sup>nd</sup> day of June 2020, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Housing and Community Development Division Office, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Chairperson Hernandez at approximately 6:01 p.m.

**ROLL CALL:**

<b>CHAIRPERSON:</b>	David L. Hernandez	Present
<b>VICE-CHAIRPERSON:</b>	Alan Borkowski	Present
<b>MEMBER:</b>	Khalilah Maragh	Present
<b>MEMBER:</b>	Kathleen Hogan	Absent
<b>MEMBER:</b>	Employer within the City	Vacant
<b>MEMBER:</b>	Rebecca Thibert	Present
<b>MEMBER:</b>	William O'Hara	Present
<b>MEMBER:</b>	For Profit Provider	Vacant
<b>MEMBER:</b>	Actively Engaged in Home Building	Vacant
<b>MEMBER:</b>	Vince Pryce	Present
<b>MEMBER:</b>	Amaya Vinuela	Absent
<b>BOARD ATTORNEY:</b>	Rodney Edwards	Present

**STAFF MEMBERS:**

Tina Johns, Housing Administrator; Joan Junkala, Community and Economic Development Director; Rodney Edwards, Deputy City Attorney; Danielle Crotts, Agency Secretary

**PUBLIC COMMENTS (NON-AGENDA ITEMS):**

There were no public comments.

## **PRESENTATIONS:**

There were no presentations.

## **OLD BUSINESS:**

Chairperson Hernandez asked that Item 2 be considered prior to Item 1, under Old Business. The Board concurred.

### **2. FY 2020-2021 CDBG and HOME Annual Action Plan and Presentations**

Presentations were made by the following public service agencies regarding their applications for and proposed use of FY 2020-2021 CDBG and HOME funding: Community Housing Initiative (CHI), Aging Matters, Space Coast Cultural Arts and Business Organization (SCCABO), South Brevard Women's Center, Brevard County Legal Aid, The Evans Center, and the Greater Melbourne Police Athletic League (PAL). Each organization provided a brief overview of programs and services to be provided to residents of Palm Bay. Another applicant, Early Learning Center (ELC), was scheduled to make a presentation; however, was unable to attend due to illness.

Mr. O'Hara commented that presentations were limited to ten (10) minutes each in the past. He did not feel the presentations that were given were under that timeframe. Chairman Hernandez apologized for not keeping track of the timing for each presentation.

The Board took a brief recess to score each organization.

Board Attorney Rodney Edwards provided clarification on the method of scoring that should be used, based on various ranking fields on the scoring sheets.

Scoring sheets were collected from each Board member and tallied up by Mrs. Junkala-Brown and Ms. Johns.

Ms. Thibert said she did not recommend funding Early Learning Coalition due to their inability to meet previous year's reporting requirements and their absence in presenting to the Board.

Motion by Ms. Thibert, seconded by Mr. Borkowski, not to approve funding for Early Learning Coalition for the FY 2020-2021 CDBG Public Services. Motion passed unanimously.

There was discussion on how to allocate the \$116,808.90 in total funding amongst the top five (5) public service agencies.

Motion by Mr. Borkowski, seconded by Ms. Thibert, to approve awarding the FY 2020-2021 CDBG Public Service funds as follows: a) Aging Matters (\$27,000); b) South

Brevard Women's Center (\$27,404); c) Brevard County Legal Aid (\$20,000); d) Greater Melbourne Police Athletic League (\$22,404); and e) Evans Center (\$20,000). Motion carried unanimously.

Mrs. Junkala-Brown stated the City received one (1) application from Community Housing Initiative (CHI) requesting CDBG funds in the amount of \$170,645.80 and HOME funds in the amount of \$247,042.80 to provide Down Payment Assistance and closing costs for 25 very-low and low-income residents of Palm Bay to facilitate affordable housing home ownership as well as housing counseling.

Motion by Ms. Thibert, seconded by Mr. Borkowski, to approve the CDBG and HOME funding request in (total) amount of \$417,688.60 to Community Housing Initiative (CHI). Motion carried unanimously.

Mrs. Junkala-Brown stated Palm Bay Fire Rescue submitted an application for CDBG funding for public facility improvement in the amount of \$345,440.00 for demolition of Fire Station #1, located at 2144 Palm Bay Road, in order to put the site back into use by the Fire Department to meet the growing needs of the northeast quadrant of Palm Bay.

Mr. Borkowski asked Mrs. Junkala-Brown if she heard back from the U.S. Department of Housing and Urban Development (HUD) on using CDBG funds for Palm Bay Aquatic Center repairs. She said she was still awaiting a final answer from HUD and would provide an update to the Board once she hears back.

Mrs. Junkala-Brown stated the Parks and Recreation Department also submitted an application for CDBG funding for public facility improvement to the Tony Rosa Community Center, however their application was considered incomplete.

Motion by Mr. Borkowski, seconded by Ms. Maragh, to approve the allocation of CDBG funding for public facility improvement in the amount of \$345,440.00 for demolition of Fire Station #1, located at 2144 Palm Bay Road. Motion carried with members voting as follows:

Chairperson Hernandez	Yea
Vice-Chairperson Borkowski	Yea
Board Member Maragh	Yea
Board Member Thibert	Nay
Board Member O'Hara	Yea
Board Member Pryce	Nay

### **1. Amendment to Community Development Advisory Board Bylaws**

Chairperson Hernandez asked staff if a temporary bylaw could be put into place to allow for simple majority quorum to be met based on how many positions are filled rather than the total number of seats designated to the Board. Board Attorney Edwards responded that the quorum is based on the total number of board members and any request to City Council would be needed to amend the bylaws of the Board, contained within Chapter 52 of the City's Code of Ordinances, to reduce the number of total members which would automatically reduce the quorum requirement.

Mrs. Junkala-Brown spoke about the changes being requested within Chapter 52 under Section 52.191 entitled Purpose and Intent, Section 52.191 entitled Composition, and Section 52.193 entitled Duties and Responsibilities. Changes were as follows: reducing the number of Board members from eleven (11) to nine (9), which would reduce the quorum requirement to five (5) and allow the City to more adequately fill all Board seats; adding the requirement by House Bill 1339 which specifies that the Board must consist of one (1) locally elected official from each county or municipality participating in the State Housing Initiative Partnership (SHIP) program; amend section 52.193(D)(1) of the City of Palm Bay's Code of Ordinances revising the referenced Florida Statute 163.3164(7) and (8) to 163.3177(6)(f)3.

There was Board discussion on some additional amendments to be made, as discussed at previous meetings.

Motion by Ms. Thibert, seconded by Ms. Maragh, to change the composition of the Board to nine (9) members, revise the Florida Statute referenced in section 52.193(D)(1) of the City of Palm Bay's Code of Ordinances to read 163.3177(6)(f)3, incorporate the elected official requirement from House Bill 1339, change the purpose and intent of the Board as listed in the Ordinance to include: review of public service agency selection recommendations; review of affordable and fair housing policies; review of preliminary action plans proposed activities; review of community development accomplishments and the division of consolidated annual performance evaluation report; submission to the federal government; review of the State Housing Initiative Partnership's (SHIP) Local Housing Assistance Plan (LHAP); attendance at public hearings and workshops that pertain to community development citizen participation requirement. Motion carried unanimously.

### **3. Informational – Technical Revisions to SHIP LHAP 2017-2020**

Mrs. Junkala-Brown spoke about the revisions being made to the disaster strategy language within the SHIP LHAP for Fiscal Years 2017-2020 to include both hurricanes and pandemics, as recommended by the Florida Housing Finance Corporation (FHFC).

This would allow staff to properly utilize SHIP funds for assistance related to the COVID-19 pandemic.

#### **4. Introduction to new Housing Administrator, Tina Johns**

Mrs. Junkala-Brown introduced Ms. Johns to the Board.

### **NEW BUSINESS:**

#### **1. SHIP Local Housing Assistance Plan (LHAP) 2020-2023**

Ms. Johns discussed updates to the Plan for Fiscal Years 2020-2021, 2021-2022, 2022-2023, proposing the following eligible housing assistance strategies under SHIP: Purchase Assistance with Rehabilitation (\$30,000 maximum award), Owner-Occupied Rehabilitation (\$75,000 maximum award), Demolition/Reconstruction Strategy (\$150,000 maximum award), Emergency Repair (\$20,000 maximum award), Utility Hook-Up Assistance (\$20,000 maximum award), Disaster Assistance (\$15,000 maximum award), and New Construction Rental (\$100,000 maximum award).

Motion by Ms. Thibert, seconded by Mr. Borkowski, to approve the SHIP Local Housing Assistance Plan (LHAP) for Fiscal Years 2020-2021, 2021-2022, 2022-2023. Motion carried unanimously.

### **OTHER BOARD BUSINESS:**

#### **1. Update on SHIP, CDBG, HOME and NSP**

Mrs. Junkala-Brown provided a general update on each program. She also addressed some of the Board's questions regarding additional grant funding for infrastructure, such as CDBG-DR and CDBG-MIT.

### **ADJOURNMENT:**

The meeting was adjourned at approximately 9:28 PM.

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David Hernandez, CHAIRPERSON

ATTEST:

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Danielle Crotts, BOARD SECRETARY