

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2025-02

Held on Wednesday, the 19th day of February 2025, 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 Chair Thibert at approximately 6:05 p.m.

ROLL CALL:

CHAIRPERSON:	Rebecca Thibert	Present
VICE-CHAIRPERSON:	Dawn Bittar	Absent
MEMBER:	Alfred Agarie	Present
MEMBER:	Jamie Hirzel	Absent
MEMBER:	Kenny Johnson	Absent
MEMBER:	Henry Morin	Absent
MEMBER:	Dr. Deborah Livingston	Present
MEMBER:	Randall Olszewski	Present
MEMBER:	Shenielle Walker	Present
BOARD ATTORNEY:	Rodney Edwards	Present

STAFF MEMBERS:

Ibis Berardi, Assistant Director of Community & Economic Development (CED); Denise Carter, Housing Administrator; Elena Sarazua, Senior Housing Specialist; Tania Ramos, Principal Planner of Land Development; Carmen Journey, Board Secretary.

ADOPTION OF MINUTES:

- 1. Regular Meeting 2024-10; October 16, 2024**
- 2. Regular Meeting 2024-12; December 18, 2024**

Motion by Mr. Olszewski, seconded by Mr. Agarie, to adopt the minutes as presented.
Motion carried unanimously.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

NEW BUSINESS:

1. Election of Chairperson and Vice-Chairperson

Motion by Ms. Walker, seconded by Mr. Olszewski, to reappoint Ms. Thibert as Chairperson. Motion carried unanimously.

Motion by Dr. Livingston, seconded by Ms. Walker, to reappoint Ms. Bittar as Vice-Chairperson. Motion carried unanimously.

2. Funding Recommendations for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) for PY 2025-2026

Public Services applications: Ms. Carter provided an overview and summary of funding recommendations by staff. She explained that staff used \$776,641 as an estimated funding amount for PY 2024-2025. The final funding amount would be provided to the City in May 2025 and the numbers would be adjusted accordingly. After staff reviewed and analyzed the applications, the following agencies were recommended for funding to the limit of the City's maximum cap of \$116,496 with the U.S. Department of Housing and Urban Development (HUD):

• Palm Bay - CED Dept/ Bus passes	\$ 9,324
• Catholic Charities	\$ 35,000
• Club Esteem, Inc.	\$ 15,000
• South Brevard Women's Center, Inc.	\$ 21,119
• Greater Melbourne PAL	\$ 21,119
• Palm Bay- Recreation Dept/Summer Camp	<u>\$ 14,934</u>
Total funding recommended	\$116,496

Motion by Ms. Walker, seconded by Mr. Agarie, to approve the staff funding level recommendations and any changes in the allocation would be applied to the bus voucher program.

Motion carried with members voting as follows:

Ms. Walker	Aye
Mr. Agarie	Aye
Dr. Livingston	Aye
Mr. Olszewski	Nay
Ms. Thibert	Aye

Capital Improvements /Non-Public Services applications: Ms. Thibert and Ms. Carter explained that after staff verified the census tracks, some of the initial applications for funding were no longer eligible and were removed for consideration.

Staff funding level recommendations for Parks and Facilities projects:

- Victoria Playground and Sunshade structure \$210,000
- Liberty Dugouts \$156,800
- Driskell Restrooms and Doors \$ 37,000

Motion by Mr. Agarie, seconded by Mr. Olszewski to approve the staff funding recommendation for the Parks and Facilities mentioned projects. Motion passed unanimously.

Program Administration Fair Housing and Housing Services: Staff funding level recommendations:

- Program Administration \$151,328
- Fair Housing \$4,000
- Housing Services/Housing Rehabilitation- Activity Delivery \$101,017

Motion by Ms. Thibert, seconded by Mr. Agarie to approve the Program Administration Fair Housing and Housing Services, staff funding level recommendations passed.

Motion carried with members voting as follows:

Ms. Walker	Aye
Mr. Agarie	Aye
Dr. Livingston	Aye
Mr. Olszewski	Nay
Ms. Thibert	Aye

HOME application staff recommendation: Ms. Carter reminded the Board that Community of Hope was the only agency that applied for HOME funding.

Staff funding level recommendation:

- Acquisition/Housing Rehabilitation Program-Community of Hope \$170,425.62
- CHDO Set-aside (15% minimum allowable) \$ 34,085.12
- Program Administration (maximum allowable by Brevard County) \$ 16,883.50
- Administration to Brevard County \$ 5,839.92

Motion by Ms. Thibert, seconded by Ms. Walker to approve the HOME staff funding level recommendations passed.

Motion carried with members voting as follows:

Dr. Livingston	Aye
Ms. Walker	Aye
Mr. Agarie	Aye
Mr. Olszewski	Nay
Ms. Thibert	Aye

3. CDBG Substantial Amendment for PY 2022-2023, 2023-2024, 2024-2025 Annual Action Plans

Ms. Carter explained the proposed changes constituted substantial amendment #2 which was publicly noticed in Florida Today Newspaper on February 19, 2025. The City was in the public comment period from February 19, 2025, through March 30, 2025. The City proposed to reallocate leftover funds from completed projects, cancel a project and allocate funds to a new project that was ready to start. Details explaining each amended item were listed as an attachment to the agenda packet. HUD would also have to approve the amendment.

Individuals made general comments.

Mr. Olszewski agreed to the project delivery cost of the Inspector and recognized the justification.

Dr. Livingston and Mr. Olszewski stated the people living in census tract 71339 were still in need of sidewalks.

Chairperson Thibert stated the in-house Inspector was a great need for the Housing Division.

Dr. Livingston said the perception was that the income of the area had changed, but the need was there.

Motion by Dr. Livingston, seconded by Mr. Olszewski to approve the Substantial Amendments # 2 for PY 2022-2023, 2023-2024, 2024-2025 CDBG Action Plans and submit the amendments to City Council and HUD for approval. Motion passed unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Ms. Carter wanted to point out a special note to the South Brevard Women's Center (SBWC) rehabilitation of Tranquility Cove Transitional Housing project. The agency advertised for bids on January 14, 2025, and the bids were opened on February 4, 2025; five (5) bids were submitted. The lowest bidder was Harland Property Development. The bid amount did not include the contract fees charged by the architect, nor enough contingency. The rehabilitation project would have significant complications. Staff would be submitting this project to City Council to increase the contingency amount prior to SBWC executing a contract with the contractor. This project would be funded through the SHIP program.

ADJOURNMENT:

The meeting was adjourned at approximately 7:01 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Carmen Journey, BOARD SECRETARY