

City of Palm Bay, Florida
COMMUNITY DEVELOPMENT ADVISORY BOARD
Regular Meeting 2025-12

Held on Wednesday, the 22nd day of December 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 6:00 p.m.

ROLL CALL:

CHAIRPERSON:	Rebecca Thibert	Present
VICE-CHAIRPERSON:	Dawn Bittar	Absent
MEMBER:	Alfred Agarie	Present
MEMBER:	Kenny Johnson	Absent
MEMBER:	Henry Morin	Present
MEMBER:	Dr. Deborah Livingston	Absent
MEMBER:	Patrick McNally	Present
MEMBER:	Shenielle Walker	Absent
MEMBER:	Matthew Osterloh	Present
MEMBER:	Miesha Carr	Absent
BOARD ATTORNEY:	Tanya Earley	Present

STAFF MEMBERS:

Denise Carter, Housing Administrator; Elena Sarazua, Senior Housing Specialist; Carmen Journey, Board Secretary.

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

Chairperson Ms. Thibert welcomed Mr. Osterloh representing the retail banking industry.

OLD/UNFINISHED BUSINESS:

1. Update on final Affordable Housing Advisory Committee (AHAC) Incentive Strategies

Ms. Carter informed the Board of the following:

- The Housing Division staff added comments to the incentive strategies that were provided by the Board during the November meeting. Staff wanted to make sure the Board was satisfied with the information provided in the incentive strategies.
- Announced that Tanya Ramos, City's Principal Planner, was no longer with the city. The Growth Management Department would send someone to the Board meetings when needed.
- The City Council approved the incentive strategies on December 18, 2025, and they were submitted to Florida Housing Finance Corporation on December 23, 2025.
- The affordable housing reduction in permitting cost program was the most highly used affordable housing incentive program in the city.

NEW BUSINESS:

1. Presentations by Nonprofits for CDBG Program Income funding for the FY 2025-2026 Action Plan and Substantial Amendment changes

Ms. Carter explained there were six (6) applications for the Community Development Block Grant (CDBG) Program and each agency's representative(s) would be given the opportunity to provide an overview of their organization and proposal, with a 3-minute time limit.

A. City of Palm Bay Public Works Department

Josh Judak, Parks and Facilities Department, presented the projects that would improve the City's parks:

- **Driskell Park Basketball Courts:** Requested \$200,000 that would replace two (2) basketball courts and installation of new sidewalks and sod at the park.

Staff Recommended this project for \$200,000.

- **Liberty Park Phase III:** Requested \$168,349.33 that would be used to replace 3,400 linear feet of deteriorated 4-inch sidewalks, seal two (2) aging parking lots, and install non-sport turf grass on four (4) softball fields.

Staff recommended this project for \$168,349.39.

- **Liberty Park Phase IV:** Requested \$70,000 that would be used to rehabilitate key park infrastructure. The improvements included installing durable Bermuda sports turf on athletic fields and restoring vehicle parking areas.

Staff Recommended this project for \$70,000.

B. Matthew's Hope Ministries

Scott Billue, founder of Matthew's HOPE, spoke about the agency's mission and services provided to the homeless population in Brevard County. He requested \$10,700 for its Mobile Street Outreach program that would serve 1,440 unsheltered homeless individuals in Palm Bay. He requested funding to cover the cost of a case manager and driver salaries.

Staff recommended this program for \$10,700.

C. Aging Matters of Brevard

Tom Kammerdener, Chief Executive Officer, spoke about the agency's mission and services provided to seniors in Brevard County. He requested \$26,724 for its Meals on Wheels program which would deliver meals to forty-eight (48) unduplicated participants in Palm Bay; at 6,288 home-delivered meals; at \$4.25 per meal.

Staff recommended this program for \$26,274

D. Greater Melbourne Police Athletic League (PAL)

Marthenia Jones, Program Director, spoke about the agency's mission and benefits of the youth mentoring program service offered in Palm Bay. She requested \$26,250 that would be used to provide creative arts, mental wellness initiative and mentoring program to youth ages 10 to 16, low to moderate income families in Palm Bay.

Mr. Morin wanted to know where the youth would meet and how long the program would be offered. Ms. Jones explained that the program would start in February 2026 until June 2026. The meet-up would be at Stone Middle School and Tony Rosa Palm Bay Community Center; three (3) meetings would be held during the week after school.

Staff recommended this program for \$26,250.

E. Catholic Charities of Central Florida, Inc.

Cynthia Romero shared the agency's homelessness prevention program to assist low-income households at risk of homelessness in Brevard County. She requested \$60,000 that would serve thirty-two (32) low-income Palm Bay households with one time rent and/or utility assistance and case management.

Staff recommended this program for \$37,483.55.

F. Recovery Connections

George Margoles, president and founder, explained the Housing and Wraparound Support for Recovery program. She requested \$88,980 that would serve 150 uninsured or underinsured Palm Bay residents with substance use disorders and reentering the community after incarceration.

Staff made no recommendation for this program.

G. Safe Place Treatment Services

Derek Condon, Board of Directors Peer Support Specialist and a House Manager, shared the agency's mission. She requested \$100,000 required to serve eight (8) individuals struggling with addiction, newly released from prison/jail, and living with mental health diagnosis.

Staff made no recommendation for this program.

**H. City of Palm Bay-Housing and Community Development Division,
Program Administration,**

Staff explained the planning and management of the CDBG program. CDBG regulations allowed the City to use up to twenty percent (20%) of its grant to pay program administration expenses.

Staff recommended funding in the amount of \$134,876.73.

Ms. Thibert asked for the instructions to rank the agencies participating. Ms. Carter presented a summary of each public services proposal and the staff funding recommendations to convert Neighborhood Stabilization Program (NSP) Program Income (PI) funds into CDBG funds.

Ms. Carter added that the U.S. Department of Housing and Urban Development (HUD) gave the City’s Housing Division verbal approval to start the recommendation process, as the monies must be spent by June 30, 2026.

Ms. Earley made recommendations to the Board on how to complete the raking sheets.

A brief recess was taken after which time the meeting was reconvened.

The Board ranked the agencies and agreed with staff’s funding recommendations:

Rank Number	Agency Name	Funding Amount approved:
1	Greater Melbourne PAL	\$26,250.00
2	Aging Matters in Brevard	\$26,724.00
3	Matthews New Hope	\$10,700.00
4	Catholic Charities	\$37,483.55
5	Recovery Connections	\$0.00
6	Safe Place	\$0.00

Motion by Mr. Agarie, seconded by Mr. McNally, to approve the staff funding recommendation for the Public Services agencies. Motion passed unanimously.

Capital Improvements /Non-Public Services application: City of Palm Bay Public Works Department, Parks and Facilities:

Capital Improvement Projects	Funding Amount Approved
Driskell Park Basketball Courts	\$200,000.00
Liberty Park Phase III	\$168,349.39
Liberty Park Phase IV	\$70,000.00

Motion by Mr. Morin, seconded by Mr. Agarie, to approve the staff funding recommendations for Public Facilities and Improvements. Motion passed unanimously.

Motion by Mr. Morin, seconded by Mr. Agarie, to approve the staff funding recommendation for the CDBG program administration allocation in the amount for \$134,876.73. Motion passed unanimously.

2. Consolidated Annual Performance and Evaluation Report (CAPER)

Ms. Carter explained that the CAPER was a mandatory yearly report that all the cities and counties receiving CDBG funds must complete. The report had to be submitted by the end of the year to HUD. The purpose of the CAPER was to provide an overall evaluation of federally funded activities and accomplishments to HUD and to the community. It also provided detailed financial and beneficiary information and explained how a jurisdiction carried out its housing and community development strategies, projects, and activities. There was a discussion about the report.

Motion by Mr. Morin, seconded by Mr. Agarie, to approve the City’s 2024-2025 CAPER, for the fiscal year October 1, 2024, through September 30,2025, for the CBDG program. Motion passed unanimously.

OTHER BOARD BUSINESS:

1. Informational: Staff Report

Ms. Carter covered a few points from the Staff Report included in the agenda packet.

Ms. Thibert invited new board members to schedule a one-on-one orientation session with Ms. Carter to help understand the operations of the Board.

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ADJOURNMENT:

The meeting was adjourned at approximately 7:23 p.m.

Rebecca Thibert, CHAIRPERSON

ATTEST:

Carmen Journey, BOARD SECRETARY