

**CITY OF MELBOURNE
CITIZENS' ADVISORY BOARD
MINUTES OF REGULAR MEETING
PUBLIC HEARING
February 1, 2010**

A regular meeting of the CAB was held in Council Chambers at City Hall on this date.

Chairperson Rhodie Humbert called the meeting to order at 7:35 P.M.

Invocation was led by Rev. Dale Haynes.

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

The following members and officials were:

Present:

Rhodie Humbert, Chairperson
Yvonne Minus, Vice Chairperson
Rev. Dale Haynes, Member
Eva Mills, Member
Catherine Halverson, Member
Annette Stimpson, Member
Alethea Kluver-Williams, Alternate Member

Also Present:

Melinda Thomas, Housing & Community Development Director
Denise Carter, Asst. Housing & Community Development Dir.
Jodie Quinlivan, Housing & Community Development Planner
Alta Freson, Community Development Assistant

Absent:

Eric Ellebracht, Member

APPROVAL OF MINUTES

Motion by Stimpson/Mills for approval of minutes of the Regular Meeting on 1/4/10. **Motion Approved.**

GUEST PRESENTATIONS

BOARD ACTION RE: PRELIMINARY STAFF RECOMMENDATIONS FOR PROJECTS AND ACTIVITIES TO BE INCLUDED IN THE 2010-2011 ACTION PLAN FOR CDBG (COMMUNITY DEVELOPMENT BLOCK GRANT) FUNDING

Melinda Thomas, Housing & Community Development Director, reviewed two (2) memorandums distributed to the Board as follows:

- Memo #1: 2010-2011 CDBG Public Services Funding Recommendations – Revised
- Memo #2: Additional Projects for CDBG Funding Consideration for FY 2010-2011

Discussion followed.

Ms. Thomas discussed the proposal booklet provided to each Citizens' Advisory Board Member and provided comments on the Consolidated Planning process and background information on the funding recommendations for the CDBG. She mentioned that CDBG allocations for federal FY 2010 are currently unavailable. In the absence of a firm number and for planning purposes, staff used last year's CDBG allocation amount (\$551,885). The funding amount will be adjusted, if necessary, upon receipt of the notification of the actual CDBG entitlement amount from the U.S. Department of Housing and Urban Development.

At that funding level, the statutory limits on Public Services and Administration/Planning spending in the CDBG program for 2010-2011 are:

Public Services	(15% of grant)	\$84,282
Administration/Planning	(20% of grant)	\$112,377

The Housing and Community Development Department received 14 proposals from 13 different nonprofit agencies seeking CDBG funds for the fiscal year starting 10/1/10.

Nonprofit Agency Requests

Brevard Health Alliance, Inc.	\$ 14,900.00
Brevard School Readiness Coalition d/b/a Early Learning Coalition of Brevard County, Inc.	15,000.00
Brevard Neighborhood Development Coalition, Inc.	15,966.00
Child Care Association of Brevard County, Inc.	10,000.00
Club Esteem, Inc.	45,508.00
Community of Hope, Inc.	99,150.40
Greater Melbourne Police Athletic League, Inc. (PAL)	14,000.00
PREVENT! of Brevard/Sally's House	14,000.00
South Brevard Sharing Center, Inc. (public services proposal)	27,468.00
South Brevard Sharing Center, Inc. (public facility improvement proposal)	46,557.00
Space Coast Center for Independent Living, Inc. (public facility improvement proposal)	17,000.00
Technological Research and Development Authority (public facility improvement proposal)	73,423.09
The Park Corporation of Melbourne	19,500.00
The Salvation Army of South Brevard County-Melbourne Corps	<u>18,000.00</u>
Total Nonprofit Agency Requests:	\$430,472.49

Ms. Thomas offered comments and answered questions regarding the 2010-2011 CDBG funding cycle, noting that two (2) Neighborhood Meetings were held on 11/13/09 and 11/17/09 to receive citizen input on housing & non-housing community development project funding priorities for FY 2010-2011.

After further comments on the Consolidated Planning process and a comparison of funds available to funds requested in various CDBG funding categories, Ms. Thomas reminded everyone that City Council would entertain public comment and deliberate on the CAB and staff recommendations at its regular meeting on 2/23/10. The final Public Hearing before Council is scheduled for 4/27/10 and will be the last opportunity for public comment on the proposed spending plan.

The Board used a *Public Services Ranking Recommendation Worksheet* to rank all requests classified as CDBG **Public Services**. Each member completed an individual worksheet and results were read aloud and consolidated on a single worksheet to reflect the overall ranking recommendations for public services projects.

The Board deliberated on three (3) sets of tied scores to establish project rankings. Through successive polling of its membership, the Board broke the ties with the following results:

Tie #1

Motion by Minus/Halverson to accept The Salvation Army, Inc. as priority #4 and Brevard School Readiness Coalition d/b/a Early Learning Coalition of Brevard County, Inc. as priority #5. Motion approved.

Ayes: Mills, Halverson, Humbert, Kluver-Williams, Haynes
 Nay Stimpson, Minus

Organization Name	Total Score	Ranking Before Vote	Ranking After Vote
Brevard School Readiness Coalition d/b/a	38	4	5
Early Learning Coalition of Brevard County, Inc.	38	4	4
The Salvation Army, Inc.	38	4	4

Tie #2

Motion by Minus/Haynes to accept Greater Melbourne Police Athletic League (PAL) as priority #9 and South Brevard Sharing Center as priority #10. Motion approved.

Ayes: Mills, Stimpson, Halverson, Humbert, Minus, Kluver-Williams, Haynes
 Nay None

Organization Name	Total Score	Ranking Before Vote	Ranking After Vote
Greater Melbourne Police Athletic League (PAL)	58	9	9
South Brevard Sharing Center	58	9	10

Tie #3

Motion by Haynes/Mills to accept City of Melbourne Leisure Services (BTW area) as priority #12 and The Park Corporation of Melbourne as priority #13. Motion approved.

Ayes: Stimpson, Humbert, Minus, Kluver-Williams, Haynes
 Nay Mills, Halverson

Organization Name	Total Score	Ranking Before Vote	Ranking After Vote
City of Melbourne Leisure Services (BTW area)	77	12	12
The Park Corporation of Melbourne	77	12	13

The Board then deliberated on funding for the top-ranked projects with the following results:

FY 2010-2011 CDBG Program Funding Recommendations

Public Services

Organization Name/Project Description	Rank Order	Agency Request	Recommended
Brevard Health Alliance, Inc. Prescription assistance program for low income and homeless persons	1	\$ 14,900.00	\$10,000.00
Brevard Neighborhood Development Coalition (BNDC) After-school program at the Dorcas Outreach Center for Kids (the DOCK)	2	15,966.00	6,500.00
PREVENT! of Brevard - Sally's House - Transitional housing and supportive services for women recovering from substance abuse	3	14,000.00	11,000.00
The Salvation Army, Inc. - Sue M. Pridmore Emergency Shelter for Women and Children	4	18,000.00	16,000.00
Brevard School Readiness Coalition d/b/a Early Learning Coalition of Brevard County, Inc. Subsidized child care for children from low-income households	5	15,000.00	8,000.00
City of Melbourne Leisure Services Scholarships for youth from low-income households to attend City summer camp	6	13,716.00	12,282.00
Club Esteem Club Esteem after-school program services	7	45,508.00	6,000.00
Child Care Association of Brevard County, Inc. Subsidized child care for children from low-income households	8	10,000.00	8,000.00
Greater Melbourne Police Athletic League (PAL) Football, cheerleading, basketball & summer camp scholarships	9	14,000.00	6,500.00
South Brevard Sharing Center Computer training lab & micro loan program	10	27,468.00	0.00
Community of Hope, Inc. Transitional housing shelter salary and operational expenses	11	99,150.40	0.00
City of Melbourne Housing & Community Development Scholarships for BTW neighborhood youth from low-income households to attend summer camp	12	8,046.00	0.00
The Park Corporation of Melbourne Expansion of The Park's Skate-board School and S.K.A.T.E. programs	13	19,500.00	0.00
Total Requests:		\$315,254.40	\$84,282.00
Maximum Allowed:		\$84,282.00	\$84,282.00

Motion by Minus/Kluser-Williams to accept staff recommendations for the Public Services funding with Child Care Association getting \$0.

Ms. Thomas clarified that staff's recommendations reflected in the memorandum distributed and reviewed with the Board at the beginning of the meeting included \$8,000 in funding for the Child Care Association with a contingency. Ms. Thomas noted that the change in staff's position was based on discussion with the City Manager. Staff recommendations for **Public Services** awards would result in \$37,000 (43%) being allocated to programs that would benefit the homeless and \$47,282 (57%) allocated to programs benefitting youth. Ms. Thomas said that a great number of children were served by the Child Care Association and that they were the only organization providing the Head-Start and Early Head Start services in Brevard County. It was noted that Brevard County had awarded Child Care funding for 2010-2011 and that the matching funds are needed to leverage many of their grants. Staff expressed that making an award to the Child Care Association contingent upon the organization satisfactorily addressing issues identified in the Office of the Inspector General of the U. S. Department of Health and Human Services report was in the City's best interest. Discussion followed and the maker (Vice Chair Munis) and seconder (Ms. Kluser-Williams) rescinded the motion.

Motion by Minus/Mills to accept CAB rankings for the Public Services projects and approve funding allocations for Public Services recommended by staff for the 2010-2011 CDBG funding cycle, with Child Care Association's \$8,000 award contingent upon satisfactory resolution of the findings made by the Office of the Inspector General of the U. S. Department of Health and Human Services by 9/30/10 and authorize adjustments to allocation if the actual CDBG award for 2010-2011 is less than the 2009-2010 award. **Motion approved.**

Ms. Thomas presented the staff funding recommendations for **Public Facilities and Improvements, Administration** and for projects and activities classified under the heading "**Other**" as follows:

Public Facilities & Improvements

Lipscomb Park Concession/Restroom Building \$266,200
 Installation of modular concession/restroom facility

Motion by Halverson/Minus to approve the *Public Facilities & Improvements Projects* for projects and activities recommended for funding by staff for 2010-2011 . **Motion approved.**

ADMINISTRATION

Program Administration \$109,877
 General program administration

Fair Housing 2,500
 Fair housing activities

Subtotal Administration: \$112,377

Motion by Halverson/Mills to approve funding allocations for *Administration* activities as recommended by staff. **Motion approved.**

OTHER

Code Enforcement \$ 75,000
 Comprehensive proactive code enforcement in North & South CDBG Target Areas

Demolition & Clearance Program 12,026
 Demolition & clearance activities for North & South CDBG Target Areas

Housing Services 12,000
 Activity-delivery for HOME-funded Tenant Based Rental Assistance Program

Subtotal Other: \$ 99,026

Motion by Mills/Minus to approve funding allocations for *Other* activities as recommended by staff. **Motion approved.**

The Board discussed and deliberated on Memo #2 from Staff:

Additional Projects for CDBG Funding Consideration for FY 2010-2011 if the actual award exceeds the FY 2009-2010 CDBG award

A. Additional Public Improvement Projects

Project Description	Estimated Cost
Priority #1: Booker T. Washington area - Construction of 1,400 LF of 5-foot wide sidewalk along the west side of Avocado Avenue from Swan Street to Lake Washington Road	\$ 75,000
Priority #2: Carver Park – Remove and relocate playground equipment in accordance with the Carver Park Master Site Plan (estimate includes \$15,000 for new playground equipment)	23,800
Priority #3: Carver Park – Construction of asphalt parking lot (approximately 20 spaces east of community center)	<u>88,000</u>
TOTAL	\$186,800

B. Increased Program Administration Allowance

Increase in the allocation for CDBG Administration costs up to the 20 percent statutory limit.

Motion by Minus/Mills to accept the staff recommendations reflected in items A and B and approve adjustments and changes to the list of projects and activities for the 2010-2011 CDBG cycle submitted to City Council consistent with the actual level of CDBG funding available for 2010-2011. **Motion approved.**

BOARD ACTION RE: PRELIMINARY STAFF RECOMMENDATIONS FOR PROJECTS AND ACTIVITIES TO BE INCLUDED IN THE 2010-2011 ACTION PLAN FOR HOME FUNDING

Ms. Thomas gave the following overview:

HOME allocations for federal FY 2010 are currently unavailable. In the absence of a firm number and for planning

purposes, staff is using the FY 2009 HOME allocation amount of \$270,159. No proposals for FY 2009 HOME funds were received from non-profit or for-profit developers in response to the City's advertised notice of funding availability. In the absence of specific projects to fund at this time, staff is recommending the allocation of the 2010-2011 HOME funds across the same broad housing assistance categories used in past years as follows:

Owner-occupied Housing Rehabilitation Program	\$135,000
Tenant Based Rental Assistance Program	30,000
Rental Housing Development	37,619
CHDO Set-Aside (15% minimum required)	40,524
Administration (10% maximum allowed)	<u>27,016</u>
TOTAL HOME FUNDING	\$270,159

Motion by Halverson/Minus to approve projects and activities to be funded with the FY 2010-2011 HOME award as recommended by staff. **Motion approved.**

HOUSING & COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Ms. Thomas answered questions concerning the monthly rehabilitation and code enforcement reports and provided additional information as follows:

- On 1/12/10, Brevard County Board of County Commissioners approved both projects submitted by the City of Melbourne for inclusion in the County's application for federal **2008 CDBG Disaster Recovery Initiative** funds available through the Florida Department of Community Affairs (DCA) to address damage from Tropical Storm Fay. If DCA approves, the City will receive a combined total of \$1,391,613 to mitigate flooding in the *Spain* (\$1,043,125) and *Shenandoah* (\$348,888) *Outfall Drainage Basins* in south Melbourne. Both basins experienced massive flooding and sustained heavy property damage during Tropical Storm Fay.
- Staff will be working on providing requested documentation for the State's Housing Initiatives Partnership (SHIP) Program remote audit.

Ms. Carter updated the Board on the status of the following projects:

- *Shenandoah Outfall Drainage Improvements*
This project is bordered by Line St. to the north, University Blvd. to the south, Melwood Drive to the east and Lipscomb St. to the west. Surveying and data collection is underway.
- *Spain Outfall Drainage Improvements, Phase II*
This project is bordered by University Blvd. to the north, Florida Ave. to the south, Florida East Coast Railroad to the east and Monroe St. to the west. The engineers are looking at drainage basin maps and working on surveying the area.
- *Lipscomb Park, Phase II(b)*
The City issued a Notice to Proceed to Frazier Engineering, Inc. on 12/21/09. The scope of work will involve construction of a concession stand/restroom building. 50% of the survey work is complete.
- *Grant Street Community Center Gym Floor Replacement Project*
Preliminary engineering plans were completed and submitted to the City for comment and review on 1/21/10.
- *Brothers Park Pavilion*
A Notice to Proceed was issued by the City on 1/12/10 for demolition of the old pavilion and construction of a new pavilion. Survey field work is complete.
- *Spain Outfall Drainage Improvements, Phase I*
Preliminary drainage plans were completed and submitted to the City for comment and review on 12/28/09.

Ms. Carter distributed informational materials regarding the 2010 U. S. Census, noting the impact of Census data on funding from state and federal sources over the next 10 years.

CAB REPORTS

Chairman Humbert reminded the Board of the annual Board review to be given to Council on 3/23/10 at 6:30 PM in Council Chamber.

COMMUNICATIONS/CORRESPONDENCE/ANNOUNCEMENTS

A letter was received from Club Esteem asking for Board support and requesting that Club Esteem materials be distributed to the Board at the 2/1/10 meeting. Club Esteem staff did not attend the 1/4/10 CAB meeting.

Ms. Halverson announced that there are 10 x 10 spaces available to retailers, organizations, etc. in the Patrick AFB mall.

Mrs. Minus said that the Melbourne Police and Community Relations Council meeting will be held on Thursday, 2/11/10 at 7 P.M., at the Grant Street Community Center.

ADJOURNMENT

The meeting adjourned at 9:33 P.M.



Alta Freson, Recording Secretary