

Citizens' Advisory Board Meeting

City Hall Council Chambers
900 E. Strawbridge Avenue
Melbourne, FL 32901

December 4, 2017

7:00 P.M.

1. Call to Order

A regular meeting of the CAB was held in Council Chambers at City Hall on this date. Mr. **Thomas Wicelinski, Vice Chair** called the meeting to order at **7:10 p.m.**

a. Invocation

Invocation was led by Ms. Denise Carter.

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:

Thomas Wicelinski, Vice Chair
Dale Haynes, Member
Aaron Straub, Member
Denise Cisar, Member
Christy Allison, Member
Tenesha Martin – Alternate Member
Leslie Purdy – Alternate Member

Also Present:

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

Absent:

Rhodie Humbert, Chair
Kharmonique St. Hubert – Member

2. Approval of Minutes: Regular Meeting – November 4, 2017

Motion by **Cisar/Straub** for approval of minutes with any necessary corrections of the Regular Meeting on November 6, 2017. **Motion Carried Unanimously.**

3. Public Hearing and Board Action re:

Community Development Block Grant (CDBG) FY 2016-2017

Consolidated Annual Performance and Evaluation Report (CAPER)

Denise Carter, Housing & Improvement Manager, gave a PowerPoint presentation on the 2016-2017 CAPER. Ms. Carter 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, 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 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). The City will also submit the report electronically in the new software system set-up by HUD.

Ms. Carter also reviewed the one-page 2016-2017 Performance Summary Worksheet provided to the Board with special attention to funds expended, carry-forward balances and funds available for reprogramming and she went over all the computer generated reports that will be submitted to HUD as part of the CAPER. The reports include: PR03, PR 06, PR 23, and PR 26.

Ms. Purdy asked for clarification on the Housing Rehabilitation section of the report. Was the Home Modifications done under this activity? Ms. Carter responded no, the Home Modifications were completed under the Home Modification line item. The expenses under Housing Rehabilitation were for the housing inspector's time to prepare work write-ups (construction specifications), cost estimates, inspect the homes and deal with the contractors and subcontractors on housing projects.

A brief discussion followed regarding the need for more affordable housing and the cost of rental properties in the Melbourne area.

At the conclusion of the staff presentation, Vice Chairman, Thomas Wicelinski, opened the public hearing.

There being no comments on the CAPER, the public hearing was closed.

Motion by **Cisar/Allison** to accept the Community Development Block Grant FY 2016-2017 Consolidated Annual Performance and Evaluation Report as presented by staff. **Motion Approved Unanimously.**

4. Housing & Urban Improvement Manager's Report

Ms. Carter said that all of the projects and activities listed in the Monthly Status Report were covered already during the discussion of the CAPER. She then asked if there were any questions that anyone had on the status report and there were none.

Ms. Carter informed the board that the Code Enforcement Officer will be attending the January 2018 meeting. She also explained the importance of January 8th CAB meeting.

Ms. Carter emphasized the importance of board attendance at the January 8, 2018 CAB meeting when presentations will be given by nonprofits and other interested parties seeking 2018-2019 CDBG/HOME funds. She also mentioned that each board member will receive copies of the proposal cover sheets prior to the January 2018 meeting so they can review them.

Mr. Wicelinski asked if we knew how many applicants were submitting proposals. No, we do not know yet how many applications will be submitted to our office for funding. Applications are due to the Housing & Urban Improvement Office by 4:30pm on December 18th.

5. CAB Reports

None

6. Communications/Correspondence

Ms. Carter reminded the board of the upcoming Melbourne Police Community Relations Council Annual Christmas Party on December 14, 2017 at 7:00p.m. at Lipscomb Park Community Center located at 3316 S. Monroe Street, Melbourne, FL.

Mr. Wicelinski asked everyone to please remember the 76th anniversary of Pearl Harbor on December 7th.

7. Public Comments

None.

8. Declaration of conflict

None.

9. Adjournment

Motion by Cisar/Straub to adjourn. Motion Carried Unanimously

The meeting adjourned at **8:14 p.m.**



Christine McCarty, Recording Secretary

Approved by the Citizens' Advisory Board: 1/8/2018