

CITY OF MELBOURNE
MINUTES OF THE MEETING
AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC)
MELBOURNE CITY HALL COUNCIL CHAMBER
September 2, 2025 ♦ 6:00 P.M.

1. Call to Order

A regular meeting of the AHAC was held in Council Chambers at City Hall on this date. Chairman Snyder called the meeting to order at 6:04 PM.

a. Pledge of Allegiance

b. Roll Call

Present:

Kristen Snyder, Chair
Felicia Prince, Vice Chair
Michael Belcher, Member
Alesha Stallings, Member
Councilman Marcus Smith, Alt Ex-Officio

Absent:

John "Trey" Huy, Member (excused)
Michael Miller, Member (excused)
Colin Houston, Member (excused)
John Miceli, Member

City of Melbourne Staff Also Present:

Abby Johnson, Housing & Urban Improvement
Manager
Kelly Calvacca, Housing Program Administrator
Jeff Higgins, Planner
Tiffany Spence, Recording Secretary

2. Approval of Minutes: Regular Meetings – May 12, 2025

Motion: Stallings/Belcher to approve minutes of the regular meeting held on May 12, 2025, with any necessary corrections. The motion carried unanimously.

3. Declaration of Conflict from Previous Meeting

No conflicts were reported from the meeting held on **May 12, 2025**.

4. Public Comment

No public comment.

5. Annual Report SHIP Program

Mrs. Calvacca shared the State Housing Initiatives Partnership Program (SHIP) Annual Performance Report for Fiscal Year 2022-2023.

Summary:

- \$833,716.60 spent on direct assistance to 13 income-eligible homeowners
 - 2 extremely low-income households (0-30% of AMI)
 - 5 very low-income households (31% - 50% of AMI)
 - 4 low-income households (51% - 80% AMI)
 - 2 moderate-income households (81%-120% AMI)
- 2 new homeowners received assistance through the Purchase Assistance Program
- 11 existing homeowners received assistance through the Homeowner Housing Rehabilitation Program.

Mrs. Calvacca showcased two rehabilitation projects and shared before-and-after photos. She also provided information about Community Housing Initiative, Inc. (CHI), the local non-profit that administers the City's Purchase Assistance Program. Discussion was had.

6. Updates from Community Development

Mr. Higgins provided an overview of potential upcoming projects and briefly reviewed projects currently in process.

7. Board Comments

HUI Manager, Ms. Johnson, gave a brief update on the status of a few items:

- HOME Investment Partnerships (HOME) & Community Development Block Grant (CDBG) programs Annual Action Plans were submitted to the US Department of Housing and Urban Development (HUD)
- Completed successful monitoring of the HOME & SHIP programs
- The new construction HOME Project at 1705 Elizabeth St (managed by Community of Hope) has been completed
- Consolidated Annual Performance and Evaluation Report (CAPER) is coming
- HUI will send the Community Survey out soon to obtain input concerning community needs
- HUI is monitoring the Federal Budget for confirmation of HUD HOME funds for FY 26.

8. Adjournment

Chairman Snyder invited final comments before adjournment. The meeting adjourned at 6:59 pm.

Tiffany Spence

Tiffany Spence, Recording Secretary

Approved by the Affordable Housing Advisory Committee Board: December 2, 2025