

CITY OF MELBOURNE  
AMENDED MINUTES OF THE REGULAR MEETING  
CITIZENS' ADVISORY BOARD (CAB)  
MELBOURNE CITY HALL COUNCIL CHAMBER  
December 1, 2025 ♦ 6:00 pm

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**1. Call to Order**

A regular meeting of the CAB was held in Council Chambers at City Hall on this date. Chairman McNeil called the meeting to order at 5:57 pm.

**a. Invocation**

Chair Joseph McNeil, Jr. led the invocation.

**b. Pledge of Allegiance**

The Pledge of Allegiance was given to the Flag of the United States of America.

**c. Roll Call**

***Present:***

Joseph McNeil, Chair  
E. Rhodie Humbert, Member  
Ed Hart, Member  
Shawn A. Middleton, Member  
LaShawn Dillard, Member (arrived at 6:07 PM)  
Tyrone Bryan, 2<sup>nd</sup> Alternate Member

***Absent:***

Rev. Dale Haynes, Vice Chair  
David Walker, Member – Excused

***City of Melbourne Staff Also Present:***

Abby Johnson, Housing & Urban Improvement Manager  
Sueann Thomaston, Housing Program Administrator  
Tiffany Spence, Recording Secretary

**2. Approval of Minutes: Regular Meetings – May 5, 2025**

**Motion:** Humbert/Hart for approval, with any necessary corrections. Motion carried unanimously.

**3. Declaration of Conflict from Previous Meeting**

No conflicts were reported from the meeting held on **May 5, 2025**.

**4. Public Comment**

a. No public comment received.

**5. FY24-25 Consolidated Annual Performance and Evaluation Report (CAPER) (Public Hearing)**

Chairman McNeil opened the public hearing.

Ms. Johnson reviewed the FY 24-25 CAPER. The report covers the programs and activities presented in the CDBG and HOME Annual Action Plan, the non-profit agencies that were funded, and goals achieved by category. She also reviewed public infrastructure and public improvement projects completed, as well as program expenditures.

Chairman McNeil inquired about unspent funds from the agency that withdrew and the method for the redistribution of those funds. Ms. Johnson explained the funds would be applied to a future eligible project.

Ms. Dillard inquired about leftover funds being used for the Riverview Park Restroom Project. Ms. Johnson explained that currently, there is no funding gap for that project.

No public comments were received.

**Motion:** Humbert/Dillard to accept the Approval of the FY24-25 Consolidated Annual Performance and Evaluation Report. Motion carried unanimously.

Chairman McNeil closed the public hearing.

## **7. Housing & Urban Improvement Manager's Report**

**a. Board Elections** – to align with other boards, elections will be held during the January 2026 meeting.

**b. Presentations for January meeting** – No handouts allowed. Presentations need to be hand-delivered on a USB drive to the Housing & Urban Improvement Office by December 19, 2025.

**c. Preview of Substantial Amendment** (Agenda Item 8) to be discussed in depth later.

### **d. 2025/26 Community Survey Results**

Ms. Johnson presented the results of the City of Melbourne 2025/26 Community Survey. Over 200 responses from Melbourne residents were received. The board discussed and considered the content presented. Ms. Johnson answered questions regarding this information being provided to the City Council.

Ms. Dillard inquired about doing the survey again, as she didn't hear anything about the survey. Ms. Spence reiterated that the flier was posted at libraries, on the city website, the city social media (Facebook and Twitter), and reminded the board to follow the main city of Melbourne social media sites and to sign up for the city newsletter.

Dr. Humbert inquired about how Housing & Urban Improvement provides the survey information to the city departments and how HUID holds them accountable for the concerns spotlighted via the survey. Ms. Johnson explained that HUID can only hold individual departments accountable for projects that involve CDBG funds.

Mr. McNeil inquired about how HUID navigates projects when safety is concerned. He feels those items should be bumped up when matters of life or death are involved. Ms. Johnson explained that HUID passes the concerns of the citizens along to the appropriate departments, but HUID has no control over the projects of other departments or the order in which projects are completed in other departments.

Mr. Bryan inquired about how HUID can stratify the data and how the departments are interpreting and handling the information. Ms. Johnson explained that while HUID can provide the data, the division only has a say in the areas where public infrastructure overlaps with public safety due to the restrictions on how funds are able to be spent.

No public comments were received.

Chairman McNeil closed the public hearing.

## **8. FY26-27 Annual Action Plan (Public Hearing)**

Chairman McNeil opened the Public Hearing.

Ms. Johnson announced the opening of the Annual Action Plan. She described the process and explained that potential applicants can contact the Housing & Urban Improvement Division (HUI) with questions about their program qualifications.

Ms. Johnson gave an overview of the parameters. The minimum funding this year will be \$20,000. The application deadline is February 13, 2026. Presentations will be given before the CAB at the

next meeting, January 5, 2026. Presentations must be submitted on a flash drive to the HUI Division. Staff will send out detailed information.

No public comments were received.

Chairman McNeil closed the public hearing.

**9. Substantial Amendment to the FY2020 Annual Action Plan (Public Hearing)**

**a. Community Development Block Grant (CDBG) and CDBG CV-19 funding**

Ms. Johnson explained that the Request for Applications (RFA) will be open to City Departments to assist with purchasing equipment to respond, prepare, or prevent the spread of the coronavirus. The total funds are \$14,581.23.

No public comments were received.

Chairman McNeil closed the public hearing.

**10. Board Comments**

Ms. Dillard reminded citizens present to go out and vote.

Mr. Humbert mentioned he will receive his 30-year board volunteer pin at the next City Council meeting.

Chairman McNeil commented on the new crosswalk at Lipscomb St. and Cedar Dr. The Concerned Citizens of South Brevard initially requested a crosswalk here through the Engineering Department. The city partnered with the Florida Department of Transportation, and now sidewalks are being installed all around Stone Middle School and up and down University. Kudos to the city staff for all their hard work.

**11. Adjournment**

Chairman McNeil invited final comments before adjournment.

Ms. Johnson mentioned the project Chairman McNeil commended is called the Safe Routes to Schools, and that is the result of our sharing survey results and comments from our board with other city departments.

**Motion:** *Dillard/Hart to adjourn the meeting at 6:59 pm.*

*Tiffany Spence*

Tiffany Spence, Recording Secretary

Approved by the Citizens' Advisory Board: January 5, 2026

Amended and Approved by the Citizens' Advisory Board: April 6, 2026