

CITY OF MELBOURNE
MINUTES OF THE REGULAR MEETING
CITIZENS' ADVISORY BOARD (CAB)
MELBOURNE CITY HALL COUNCIL CHAMBER
April 6, 2026 ♦ 6:00 pm

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 6:00 pm.

a. Invocation

Vice-Chair Rev. Dale Haynes 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
Rev. Dale Haynes, Vice-Chair
Ed Hart, Member
David Walker, Member
Shawn A. Middleton, Member
LaShawn Dillard, Member (Arrived at 6:19 PM)

City of Melbourne Staff Also Present:

Cindy Dittmer, Community Development Director
Abby Johnson, Housing & Urban Improvement Manager
Kelly Calvacca, Housing Program Administrator
Christine McCarty, Housing Program Technician
Tiffany Spence, Recording Secretary

Absent:

E. Rhodie Humbert, Member (Excused)
Tyrone Bryan, 1st Alternate Member (Excused)

2. Approval of Minutes: Regular Meetings – January 5, 2026

Motion: Haynes/Walker motion for approval of the minutes from the regular meeting on January 5, 2026, with any necessary corrections. Motion carried unanimously.

3. Amendment to Approved Minutes of December 1, 2025

Motion: Haynes/Hart motion to amend the approved minutes of the December 1, 2025, meeting to reflect that Sueann Thomaston attended the meeting in place of Kelly Calvacca; and to correct the approval line at the end of the minutes to read "Approved by the Citizens' Advisory Board" rather than "Affordable Housing Advisory Committee". Motion carried unanimously.

4. Public Comments

No Public Comment

5. Housing & Urban Improvement Manager's Report

Ms. Johnson thanked the Board and introduced the staff present. Ms. Johnson gave an overview of the Annual Action Plan Process from the announcement for public input for the creation of the plan through the final approval from the U.S. Department of Housing and Urban Development. The 2026-2027 FY begins on October 1, 2026.

a. Staff Overview of Action Plan Process

Ms. Johnson reviewed the ranking and award process for CDBG & HOME Entitlement Funding. She reminded the Board about the revised evaluation process, which includes a threshold review, staff review, and a funding recommendation committee review. Proposals are ranked and submitted to

the CAB for review. The CAB will vote on the funding and evaluation committee recommendations.

6. Preliminary Staff Recommendations for Projects and Activities to be included in the FY 2026-2027 Action Plan for CDBG Funding (Public Hearing)

Chairman McNeil opened the Public Hearing.

CDBG Public Service Projects and Activities - Ms. Johnson summarized the Public Service applications recommended for funding. No public comments were received.

Public Service Projects Applicants	Amount Requested	Recommended Funding
1. City of Melbourne Parks-Summer Camp	\$ 20,000.00	\$ 20,000.00
2. WAYS for Life	\$ 48,335.00	\$ 28,335.00
3. Brevard Neighborhood Development Coalition	\$ 20,000.00	\$ 20,000.00
4. Greater Melbourne Police Athletic League	\$ 21,600.00	\$ 20,000.00
5. Edna W. Jackson Pantry/Greater Allen	\$ 36,500.00	\$ 0.00

Motion: *Dillard/Haynes to approve the preliminary staff funding recommendations for CDBG Public Service Projects and Activities to be included in the FY 2026-2027 Annual Action Plan and allow any necessary adjustments to funding amounts by the Housing and Urban Improvement Manager upon final funding award from HUD and acceptance by all applicants, with no further action from the Citizens' Advisory Board necessary. Motion carried unanimously.*

CDBG Non-Public Service Activities - Ms. Johnson summarized the Non-Public Service Activities applications recommended for funding. No public comments were received.

Public Facilities and Improvement Applicants	Amount Requested	Recommended Funding
1. City of Melbourne Parks, Rec and Golf – Carol Glanton Park Playground/Shade	\$120,000.00	\$ 0.00
2. City of Melbourne Parks, Rec and Golf – Carver Park Football Field Fencing	\$ 25,000.00	\$ 0.00
3. City of Melbourne Engineering – Riverview Park Restroom Project	\$245,000.00	\$245,000.00
4. Providence Connects, Inc. - Freezer (Morningside Dr) and Building Improvements (Hibiscus Blvd)	\$138,257.24	\$138,257.24

Ms. Johnson explained that CDBG funds were allocated to pre-development in the previous stages of the Riverview Park Bathroom, so the recommendation of the staff is to continue with funding to complete the restroom. The second staff-recommended funding is for Providence House, which provides for community needs.

Ms. Dillard asked for clarification on the restroom costs. Ms. Johnson explained that a portion of the funds would cover the remaining design costs, and the remainder would fund the construction of this project.

Mr. Middleton asked if the staff recommendations were just recommendations. Ms. Johnson explained that the board can make its own recommendations if it doesn't agree with the staff recommendations. Both the staff and the board's recommendations would be presented to the City Council, where they would make the final decision.

Mr. Walker asked for clarification on Providence Connects/Daily Bread. Ms. Dittmer explained that Daily Bread closed. They merged with the Sharing Center to form Providence Connects. Providence Connects provides a food pantry and document services (ID's, Food Stamps, Disability, etc.) onsite. There is no soup kitchen or personal services (showers, haircuts, etc.).

They have four weekly outreach programs that provide those services at various locations in town, and their housing program, Providence Place, is in the works. Rev. Haynes urged people to visit the Hibiscus location.

Ms. Dillard asked where Morningside Drive was located. Ms. Dittmer stated it was on the north side of Hibiscus between US-1 and the railroad tracks, and that it has been a long-time distribution and storage location for Daily Bread, now Providence Connects.

Ms. Johnson reviewed the Administrative Applicants and Housing Applicants as listed below:

Administrative Applicants	Amount Requested	Recommended Funding
1. City of Melbourne HU&I Division – Program Administration	\$120,611.80	\$120,611.80

Housing Services Applicants	Amount Requested	Recommended Funding
1. City of Melbourne Housing – Homeowner Accessibility Program	\$375,000.00	\$ 10,854.96
2. City of Melbourne Housing – Homeowner Hurricane Hardening	\$375,000.00	\$ 0.00

Motion: *Dillard/Haynes to approve the preliminary staff funding recommendations for CDBG Non-Public Service Activities to be included in the FY 2026-2027 Annual Action Plan and allow any necessary adjustments to the funding amounts and sources by the Housing and Urban Improvement Manager upon the final funding award from HUD, with no further action from the Citizens Advisory Board necessary. **Motion carried unanimously.***

Chairman McNeil closed the Public Hearing.

7. Public Hearing and Board Action Re: Preliminary Staff Recommendations for Projects and Activities to be Included in the 2026-2027 Action Plan for HOME Funding (Public Hearing)

HOME Funding Activities - Ms. Johnson summarized the HOME Investment Partnerships (HOME) applications recommended for funding and discussed the target areas. No public comments were received.

HOME Single Family Homes & Administration Applicants	Amount Requested	Recommended Funding
1. City of Melbourne Housing – Homeowner Hurricane Hardening	\$100,000.00	\$100,000.00
2. City of Melbourne Housing – Homeowner Accessibility	\$ 93,626.42	\$ 93,626.42
3. Macedonia Community Development Corporation of South Brevard – New Construction Project #22	\$362,000.00	\$ 0.00
4. Community Housing Development Organization – Mandatory 15% Set Aside (CHDO)	\$ 38,725.28	\$ 38,725.28
5. City of Melbourne HU&I Division – Administration (8% maximum allowable)	\$ 19,181.92	\$ 19,181.92
6. 2.57% Administration due to Lead Agency – Brevard County	\$ 6,634.93	\$ 6,634.93

Ms. Dillard asked why the target areas were selected. Ms. Johnson explained that the areas are identified using census data reflecting the City's low-income populations.

The Board discussed how residents are informed about the Homeowner Housing Rehabilitation Program. Ms. Johnson explained the program's outreach methods and offered to provide brochures to board members.

Chairman McNeil opened the Public Hearing. No public comment. Chairman McNeil closed the Public Hearing.

Motion: Dillard /Haynes to approve the preliminary staff funding recommendations for HOME Investment Partnerships (HOME) funding activities and allow any necessary adjustments to the funding amounts by the Housing and Urban Improvement Manager upon final funding award from HUD, with no further action from the Citizens' Advisory Board necessary. Motion carried unanimously.

8. Adjournment

Chairman McNeil adjourned the meeting at 6:57 pm.

Minutes Prepared By:


Tiffany Spence, Recording Secretary

Approved by the Citizens' Advisory Board: 06-01-2026