



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Scott Morgan, Interim City Manager

**THRU:** Joan Junkala-Brown, Acting Director, Community & Economic Development

**DATE:** February 20, 2025

**RE:** Consideration of Substantial Amendments to the City's approved Program Years 2022-2023, 2023-2024, and 2024-2025 Action Plans for Community Development Block Grant funds, only one hearing required.

### SUMMARY:

At the January 15, 2025 regularly scheduled meeting of the Community Development Advisory Board, the Board recommended that Council approve a substantial amendment to Program Years (PY) 2022-2023, 2023-2024, and the 2024-2025 Community Development Block Grant (CDBG) Action Plans as outlined below. In accordance with the U.S. Department of Housing & Urban Development (HUD) regulations and the City's CDBG Citizen Participation Plan, the proposed amendments constitute a substantial amendment that requires a legal advertisement in Florida Today, which was published on January 15, 2025, providing for a 30-day public comment period ending on February 20, 2025. No public comments were received to date, however any public comments received through the end of the comment period, will be provided to the U.S. Department of Housing and Urban Development. The substantial amendment shall be heard in a public hearing by City Council followed by submittal to HUD for final approval and acceptance.

In accordance with the requirements of 24 CFR Part 91.105 (c), the City of Palm Bay hereby proposes to reallocate leftover funds from completed projects, cancel two (2) projects, allocate funds to projects that currently need additional funds, and propose allocating funds to establishing a housing rehabilitation specialist position. The substantial amendment is further details below.

*Please be advised that a subsequent substantial amendment to two (2) activities below will appear on the March 20, 2025 Regular Council Meeting due to new information. On January 29, 2025, the City was advised that the activity proposed in Amendment No.4 no longer falls within an eligible census tract. Further, Amendment No. 5 will be modified to fund housing rehabilitation inspections, whether conducted in-house or by an outside contractor. The below substantial amendment must continue as advertised to ensure the remaining activities proceed without hindering the City's ability to meet the CDBG expenditure deadline.*

### **AMENDMENT NO. 1 - FUNDING REDUCTION**

**Activity Name:** PY 2024 Palm Bay Aquatic Center

**Original CDBG Funding Amount:** \$50,710

**Description:** Palm Bay Aquatic center located at 420 Community College Pkwy SE, Palm Bay FL 32909. The project scope included removal and replacement of 1.8 million BTU commercial pool heater, circulation/treatment pumps, and pool chemistry controller system.

**Proposed Changes and Reasons for Changes:** This project is not eligible as it does not meet the eligibility guidelines specified by HUD, that at least 51% of the project's beneficiaries must be low-to moderate-income individuals.

**Project Status:** Canceled and reduced to \$0.

**Reallocation Amount:** \$50,710 will be transferred to Liberty Park Improvements project.

### **AMENDMENT NO. 2 - FUNDING INCREASE**

**Activity Name:** PY 2024 Liberty Park Improvements

**Original CDBG Funding Amount:** \$83,480 \*\*

**Description:** The scope of project includes removal and replacement of 700 linear feet of backstop fabric on softball fields; removal of the clay on two fields and replacing with industry-standard clay to a depth of 5 inches; replacing basketball court lights with energy-efficient LED fixtures.

**Proposed Changes and Reason for Changes:** Last program year, this project was recommended for funding and more improvements are needed at the park that are ready to start. This amendment seeks to provide additional improvements while ensuring that the City meets its expenditure goals required by HUD annually.

**Project Status:** Budgeted.

**Reallocation Amount:** Transfer \$50,710 from (Canceled) Palm Bay Aquatic Center project to Liberty Park Improvements project. The Park was originally funded at \$83,480. An additional \$50,710 will be added to the project bringing the new total to \$134,190.

**\*\* Please note that the Florida Today ad incorrectly stated the original funding amount was \$100,371 for this project.**

### **AMENDMENT NO. 3 - ACTIVITY NAME CHANGE**

**Original CDBG Activity Name:** PY 2024 Riviera Park Improvements

**Revised CDBG Activity Name:** PY 2024 Ken Greene Memorial Park Improvements. The Riviera Park was officially renamed to Ken Greene Memorial Park in June 2024. This amendment seek to change the project name to Ken Greene Memorial Park Improvements.

**Description:** The scope of this project includes the removal and replacement of the existing tennis/pickle-ball courts including sub-base, associated equipment, and fence enclosure.

**Proposed Changes and Reason for Changes:** This project was originally submitted to HUD as Riviera Park Improvements and funded at \$100,371. The park name was recently changed to Ken Greene Memorial Park Improvements. The scope of work, budget, and park location did not change.

#### **AMENDMENT NO. 4 - PROJECT CHANGE**

**Original Activity Name:** PY 2024 Public Works Construction of Sidewalks (east end of San Filippo Blvd. from Wichita Blvd. to Eldron Blvd.)

**Original CDBG Funding Amount:** \$270,266

**Description:** The scope of this project includes construction of 8-foot sidewalk along the east side of San Filippo Blvd. from Wichita Blvd. to Eldron Blvd.

**Proposed Changes and Reasons for Changes:** This project is being canceled as engineering & design is not complete. Implementation of this project will help the City meet expenditure goals required by HUD annually for the CDBG Program.

**Project Status:** Budgeted

**Reallocation Amount:** Transfer \$270,266 from (Canceled) San Filippo Blvd. from Wichita Blvd. to Eldron Blvd. and reallocate the funds to Wichita Blvd. Sidewalk (San Filippo Blvd. to Babcock St.) project.

#### **AMENDMENT NO. 5 - NEW ACTIVITY**

**Activity Name:** CDBG Housing Rehabilitation Specialist

**Funding Amount:** \$52,607.65

**Funding Source:** PY 2022 and 2023 leftover funds from completed projects

**Description:** Housing Rehabilitation Specialist job duties - Inspect properties and prepare cost estimates, prepare plans and specifications for construction, rehabilitation, and work/repairs. Prepare documents for bid invitations and coordinate distribution of bid packages to qualified contractors. Review bids/project cost proposals and advise on the most cost effective/beneficial rehabilitation package. Assist with the coordination of construction schedules with contractors and homeowners. Monitor/inspect construction and rehabilitation projects for compliance with workmanship standards, specifications, adherence to code, property rehabilitation standards, contract conditions, and progress payment disbursement. Approve progress and final payment requests. Provide project updates to homeowners and explain to them the different phases of construction and project timelines. Assist in resolving conflicts between homeowner and contractor. Provide information regarding the Housing Rehabilitation Program and other relevant information to the public. Other duties may be assigned to this job description.

**Proposed Changes and Reasons for Changes:** A housing rehabilitation specialist is crucial on rehabilitation projects for their expertise to thoroughly assess a property's condition, identify necessary repairs, ensure compliance with the building codes, manage project costs effectively,

and navigate funding sources, ultimately maximizing the value of the rehabilitation while minimizing risks for both the homeowner and the project.

**Reallocation Amount:** Transfer \$50,710 from remaining Administration funds along with \$1,897.65 from PY 2022 and 2023 leftover funds from completed projects.

**REQUESTING DEPARTMENT:**

Community & Economic Development

**FISCAL IMPACT:**

If approved, the Substantial Amendments related to funding decreases and/or increases will appear on the next scheduled Budget Amendment. Subsequent budget transfers will be completed to move the monies into the appropriate CDBG accounts.

**STAFF RECOMMENDATION:**

Motion to approve Substantial Amendments to Program Years 2022-2023, 2023-2024, and 2024-2025 CDBG Action Plans and submittal to the U. S. Department of Housing and Urban Development.

**ATTACHMENTS:**

1. Florida Today Advertisement - January 15, 2025