



## LEGISLATIVE MEMORANDUM

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

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis Berardi, Community & Economic Development Acting Director

**DATE:** May 2, 2024

**RE:** Ordinance 2024-21, amending the Palm Bay Code of Ordinances, Chapter 52, Boards, Subchapter 'Community Development Advisory Board', by revising provisions contained therein, first reading.

### SUMMARY:

On April 17, 2024, the Community Development Advisory Board (CDAB) recommended approval to amend the Palm Bay Code of Ordinances, Chapter 52, subchapter 'Community Advisory Board'. The Community Development Advisory Board serves as the City's Affordable Housing Advisory Committee as required by 420.9076, Florida Statutes.

Staff is proposing to make the following amendments:

§ 52.191 Purpose and Intent - added reference to additional responsibilities of the CDAB and deleted references to the Consolidated Annual Performance and Evaluation Report (CAPER). This change would allow staff time to process prior year payments and prepare an accurate, timely report.

§ 52.192 (B) Composition - Changing the City Council board appointee from "non-voting member" to a voting member of the CDAB. While the Florida Statutes requires that a City Council member be appointed to the Affordable Housing Advisory Committee, it does not stipulate that the appointee be a non-voting member.

§ 52.193 (A) Duties and Responsibilities - Striking "public service programs" which appears to limit the scope of the CDAB in making recommendations to City Council as to the allocation of funding under the CDBG Program, which includes Public Service Programs as a category. Also, adding clear reference to the Board's role in serving as the City's Affordable Housing Advisory Committee, in accordance with Section 420.9076, Florida Statute. It's important to note that the Board has been serving in this capacity.

§ 52.193 (B) (2) Duties and Responsibilities - Adding responsibilities related to review of the HOME Action Plan submission to Brevard County.

§ 52.193 (B) (3) Duties and Responsibilities - Striking the Board's responsibility to review the Consolidated Annual Performance and Evaluation Report prior to consideration by City Council. This change would allow staff time to process prior year payments and prepare an accurate report.

§ 52.193 (C) Duties and Responsibilities - Adding cross reference to the relevant Florida Statutes pertaining to the responsibilities of the Board when serving in the capacity of the Affordable Housing Advisory Committee. Striking "2008", as the deadline is December 31 of every year.

§ 52.193 Duties and Responsibilities - Adding a new section "(J)" to note the Florida Statue requirement of a locally elected official attending three (3) consecutive regional workshops.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

There is no fiscal impact.

**STAFF RECOMMENDATION:**

Motion to approve an Ordinance amending Chapter 52, of the Palm Bay Code of Ordinances, related to the Community Development Advisory Board.

**ATTACHMENTS:**

1. Code of Ordinance Revision to Chapter 52
2. Ordinance