



BOARD OF COUNTY COMMISSIONERS

**Brevard County Community Development Grant
Citizens Advisory Committee Meeting
Tuesday, December 20, 2022 at 10:00AM
Space Coast Room, Building C
Brevard County Government Center, Viera FL 32940**

MEETING MINUTES

Board Chair: Art Edwards

Members Present: Art Edwards, Brenda Fox, Jeri Blanco, Tony Sasso, Yvonne Minus (new member), Latonya Hubbard (new member, replacing Leartis Brothers) and Vinnie Richardson (new member)

Members Absent: Leartis Brothers, Luella King, Liz Alward

County Staff Present: Linda Graham, Assistant Director, Charles (Ed) Wright, Construction Supervisor, Natasha Jones, Special Projects Coordinator II, Melissa Brandt, Special Projects Coordinator II, Izzy Vital, Contract Administrator, Sherrita Thomas, Contract Administrator, Lee Vang, Contract Administrator, Maria Del-Riesgo, Contract Administrator and Kim Ervin, Secretary

Guests: None

SUMMARY

Call to order: Meeting was called to order at 10:00AM by Art Edwards

Pledge of Allegiance and Invocation: Pledge of allegiance and moment of silence led by Art Edwards

Meeting Minutes: None, no Quorum

STAFF REPORTS

CDBG Construction Project Updates: Charles (Ed) Wright provided an update on all current construction projects and provided the Citizens Advisory Committee a CDBG Project Status List Report for the month ending December 2022. No changes on the Designs or Proposals report since we last met in July 2022.

We are progressing on the Sharpes Greenway Design and at present are waiting for Brevard County Facilities to award a construction management contract to piggy-back on.

The Sharpes Sidewalk Design (Canaveral Groves Blvd. Sidewalk) original plan was to construct a sidewalk along Canaveral Groves Blvd., from Morris Avenue to the railroad tracks, in order to provide folks an access path to the main road. Due to the new housing subdivision being built in the area



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between Morris Avenue and Devoe Avenue that includes adding a sidewalk in most of that location, we now only need to install sidewalks from Devoe Avenue to the railroad tracks. Even though the scope has changed we can still utilize the same contract with the Engineer but they must revise the new amount of sidewalk to install and then we can proceed with the bid process. Note, possible additional measures may be needed to ensure the sidewalk installation materials used can withstand the heavy construction traffic driving in-and-out of the area so the sidewalks do not crumble. Ed to let the Board know what measures will be taken after speaking to the Engineer and also provide the information to Ms. Fox prior to our next meeting in January 2023.

West Cocoa Street Lighting project is not currently funded for fiscal year 2022-2023. If additional funds become available from other completed projects we will move forward with this project. Note, before proceeding with this (and other solar lighting projects) we need input/answers from whomever takes over maintenance of the completed project on their recommendations of lighting used, i.e., solar vs. LED and why. Per Linda we will have an update available at the next meeting in January 2023 with some responses.

The DOT is approximately 65% complete with their initial planning stages to rectify drainage, slope and potential lighting issues on the Clearlake Road Improvements project. Once complete, we can then determine our best plan to install lightning as not to infringe on DOT's right-of-way's, etc., so DOT will not remove anything we install as they progress with their project. Ed will get with Ms. Blanco for her input and then reach out to the community for their feedback as well. Mr. Sasso wants more communication between TPO and HHS to see if they can assist in speeding up the processes in working with this project, as well as other projects too. Linda advised the board that Alan Woolwich will be setting up a meeting with TPO early next year to discuss these and other topics. Note, the board will table this discussion until January 2023 and add this topic to the CDBG Agenda.

Demolition has been completed for one home located on Cocina Ridge Road in Melbourne. Note, the demolitions we complete are sent to us by the Magistrate due to slum-and-blight and is a time-consuming process due to notification of owners from Code Enforcement, contractor's bid process, surveyor's and FPL involvement, etc. Pictures are taken before and after each demo. Art requests copies of pictures for each demo project moving forward. Note, the board will table this discussion until January 2023 and add this topic to the CDBG Agenda. Items of discussion to include who actually talks to the homeowners prior to HHS receiving the Magistrate order to demo, what, if anything can we do (through CDBG funds) after the demo to ensure it doesn't turn into a "junk yard" and what considerations are available to us.

The East Mims Street Lighting construction is not yet funded for fiscal year 2022-2023. The scope of the project is to install solar lights at intersections within the community to ensure safety and reduce criminal activity. Note, before proceeding we need input from whomever takes over maintenance of the completed project on their recommendations of lighting used, i.e., solar vs. LED and why. We



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would like answers on the cost to install, the cost to operate, the on-going cost to maintain and the savings analysis of electricity on solar vs. LED lighting. Ed reached out to Road & Bridge and is waiting on their recommendations. Per Linda we will have an update available at the next meeting in January 2023 with some responses.

Ed has contacted the Public Works department regarding the Orange Avenue Speed Humps – Mims project. Public Works has a backlog of requests and only has one contractor installing speed humps at this time. We have to rely on them as to when they have time on their schedule to install speed humps county-wide. Ed will inquire of a new tentative date we can expect this project to begin and let us know.

Public Service Project Updates: Linda provided the Board an updated CDBG Public Service & CDBG Public Services - CV Project Status Report as of September 2022 in Lesley's absence. The Public Service contracts had to expend funds by September 30, 2022. The CV Contracts (Coronavirus Program) funds were given one year to expend the funds from the date the contracts were actually executed.

Note: Ms. Richardson inquired of staff an explanation as to why it took 3 months to receive an approved contract from the county, citing this as the reason "Housing Foundation of America was unable to meet its contractual obligation". The CDBG Council requested more information as to why agreements were delayed. Linda explained that Lesley would answer any contract questions at the next meeting.

Election of Officers: We will hold the Election of Officers at the January 17, 2023 Advisory Board Meeting.

OLD BUSINESS

Action Item Sheet: A new Action List was provided to the board with pending items from the July 2022 Advisory Board meeting to address. This will be an on-going list to measure progress of projects and other business actions.

Side Note: Mr. Sasso commented on the lack of a quorum for the Advisory Board for the last several months and asked for an update. Linda advised the board there are now three (3) new members, one (1) which is replacing Leartis Brothers. The County advertised open positions in the newspaper and applications are currently coming in. The issue began when the Board was increased from nine (9) members to fifteen (15) members thus leaving us short. We now have enough members to constitute a quorum moving forward. We plan to go back to the County Commissioner's and ask to change the Resolution to state a quorum can be 50% of *seated members* vs. 50% of *total membership* thus should rectify this matter moving forward.

NEW BUSINESS



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RFP's: Public Service and Coronavirus: Each board member was provided a binder with the RFP's today to take with them to review and prepare for discussion, and to allow for the new board members to partake in Orientation prior to our next Board meeting on January 17, 2023. Linda will provide the new addendums to the board members for the RFP proposals as well.

Mr. Sasso stated he would like to visit some of the various projects with Alan Woolwich; Linda stated anyone is welcome and to let her know if you are interested and she will have Alan make the arrangements.

On that note, Ed advised the board that we only received two (2) applications for the Neighborhood RFP grant for fiscal year 2022-2023; one (1) from E. Mims and one (1) from Sharpes, which are in the early start-up stage of the review process.

UNFINISHED BUSINESS

None

PUBLIC COMMENTS: limited to 3 minutes each

None

NEXT MEETING DATE

Tuesday, January 17, 2023, at 10:00AM., Space Coast Room, Bldg. C., 2nd floor, Brevard County Government Center Viera, Florida 32940

ADJOURNMENT

Meeting adjourned at 11:38AM

/s/ Art Edwards, Board Chair