



BOARD OF COUNTY COMMISSIONERS

**Brevard County Community Development Grant  
Citizens Advisory Committee Meeting  
Tuesday, January 17, 2023 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, Luella King, Tony Sasso, Yvonne Minus, and Vinnie Richardson

**Members Absent:** Leartis Brothers, Liz Alward, Latonya Hubbard

**County Staff Present:** Linda Graham, Assistant Director, Charles (Ed) Wright, Construction Supervisor, Lesley Singleton, Contracts Supervisor, Melissa Brandt, Special Projects Coordinator II, Sherrita Thomas, Contract Administrator, Lee Vang, Contract Administrator, Maria Del-Riesgo, Contract Administrator and Kim Ervin, Contract Administrator

**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 January 2023.

The Sharpes Greenway Design is to provide an access path for folks to Bernice Jackson Park from the North Railroad Avenue cul-de-sac, the Community Center and to avoid US Hwy. 1, and install lighting along the path. We are waiting for the Construction Management contract to be finalized with Facilities and then we can get a price back from the contractor.

The Sharpes Sidewalk Design (Canaveral Groves Blvd. Sidewalk) is to construct a sidewalk along Canaveral Groves Blvd., from Morris Avenue to the railroad tracks, to provide a path for folks along the main road. The Engineer was notified of our concerns about large trucks driving over the



BOARD OF COUNTY COMMISSIONERS

sidewalk(s) and is reviewing his design to apply for a right-of-way permit to help alleviate any concerns. Ed will update us on the information once obtained.

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. We 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 still waiting on their recommendations.

Clearlake Road Improvements: The DOT is still in the initial planning stages (approx. 65% complete) of rectifying drainage, slope and potential lighting issues in the area. Housing & Human Services staff walked the area with maps to determine county and state right-of-way's to determine what our possible lighting placement may be. We are currently waiting on a response from DOT.

Demolition: Four (4) projects have been awarded; one (1) project has been demolished and completed (refer to the Residential Demolition and Clearance Project Report on 4480 Coquina Ridge Drive, Melbourne, provided by Ed). NOTE, we were just notified by the contractor via a Change Order that Waste Management is now charging dumping fees. These fees have not been charged previously thus Change Orders will transpire for the three (3) remaining demolition projects and contractors will need to include these fees in their Scope-of-Work moving forward. We were advised that since these projects are non-occupied residences the fees apply. The County Landfill is charging us these fees (County charging County). It is recommended a follow up be done to ensure we are not being charged commercial rates, etc., if we should even be charged at all. Ed will continue to investigate.

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 help to reduce criminal activity. 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 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 still waiting on their recommendations.

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 has reached out to Public Works requesting a new tentative start date but has yet to hear back from anyone. Per Linda, Ian is supposed to reach out to the Public Works Director to request a meeting and will advise us of the outcome.



BOARD OF COUNTY COMMISSIONERS

**Public Service Project Updates:** Lesley provided the Board an updated CDBG CV Project Status Report as of January 13, 2023. NOTE, the CDBG regular Public Services Contracts period has now expired. The CV Contracts (Coronavirus Program) funds were given one year to expend the funds from the date the contacts were actually signed. The board would like an explanation from the agencies of why the percentage of completion is low, based on being mid-point in the contract period. Additionally, Art asked Lesley to have the three (3) CV grant agencies to submit a written response on what their plan is to be successful with the remainder of this program, to be able to expend the funds requested and provide the services they committed to.

**Election of Officers:** Not enough board members in attendance for a quorum; will defer to the February 2023 Advisory Board meeting for a vote.

**OLD BUSINESS**

**Action Item Sheet:** The Action List was provided to the board members with pending items from the December 2022 Advisory Board meeting. This will be an on-going list to measure progress on projects and other business actions.

**NEW BUSINESS**

**RFP's: Public Service and Coronavirus:** RFP's were received for both Public Services and Public Services – CV as follows:

<b>Public Services RFP</b>	<b>Public Services CV RFP</b>
# RFP's Received: 8	# RFP's Received: 13
Available funding: \$205,815.75	Available funding: \$884,541.78
Requested amount: \$332,626.92	Requested amount: \$1,086,135.00
Shortfall: \$-126,831.17	Shortfall: \$-201,593.22

The RFP's have been vetted by staff prior to giving them to the board. NOTE, the binders will only have those RFP's that qualify. There are two (2) binders; one (1) for Public Service and one (1) for Public Services - CV and will be distributed to each board member via their location request, i.e., delivery or pickup, etc.

Linda provided a summary of how to review the score sheet as well as other pertinent documents. New board members are welcome to contact Linda if they have any questions, need further instruction or clarification to help them in this process.

February 21, 2023 is the Recommendations Meeting whereas it is important for all board members to be present.

**UNFINISHED BUSINESS**

None



BOARD OF COUNTY COMMISSIONERS

**PUBLIC COMMENTS:** limited to 3 minutes each

None

**NEXT MEETING DATE:**

Tuesday, February 21, 2023, at 10:00AM., Space Coast Room, Bldg. C., 2<sup>nd</sup> floor, Brevard County Government Center Viera, Florida 32940

**ADJOURNMENT:**

Meeting adjourned at 11:49AM

/s/ Art Edwards, Board Chair