



BOARD OF COUNTY COMMISSIONERS

**Brevard County Community Development Grant  
Citizens Advisory Committee Meeting  
Tuesday, May 16, 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, Yvonne Minus, Vinnie Richardson, Jeri Blanco, Latonya Hubbard

**Members Absent:** Tony Sasso

**County Staff Present:** Linda Graham, Assistant Director, Charles (Ed) Wright, Construction Supervisor, Lesley Singleton, Contracts Supervisor, Melissa Brandt, Special Projects Coordinator II, LaShonda Jackson, Administrative Secretary, Cindy Short, Contract Administrator, Maria Del-Riesgo, Contract Administrator and Kim Ervin, Contract Administrator

**Guest/Citizen:** Jessy Wayles

**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 Citizen's Advisory Committee a CDBG Project Status List Report for the month ending May 2023.

The Sharpes Greenway Design will provide an access path for residents to Bernice Jackson Park from the North Railroad Avenue cul-de-sac to the Community Center and to avoid US Hwy.

Update: Task order has been generated and is being reviewed by county departments before approval by the County Manager.

The Sharpes Sidewalk Design (Canaveral Groves Blvd. Sidewalk) is to construct a sidewalk along Canaveral Groves Blvd., from Morris Avenue to the railroad tracks. The sidewalk will provide a path for residents along the main road. The Engineer was notified of our concerns about large trucks driving over the sidewalk(s) and is reviewing his design to apply for a right-of-way permit to help alleviate any concerns.



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Update: Ed requested engineer to proceed with right of way permit for reduced scope of work for sidewalk.

West Cocoa Street Lighting and East Mims 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 project, (and other solar lighting projects) we need input/answers from the entity that will be taking over maintenances of the completed project. We will request their recommendations of lighting to be 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.

Update: Ed reached out to Road & Bridge and is still waiting on their recommendations.

Clearlake Road Improvements: The Florida Department Of Transportations (FDOT) is still in the initial planning stage (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 to see where our possible lighting placement may be.

Ed conducted a tele-conference with FDOT and FDOT Contractors. The planned improvements for Clearlake corridor should begin in July with construction happening in October/November.

Demolition: Four (4) projects have been awarded; one (1) project has been put on hold (refer to the Residential Demolition and Clearance Project Report on 4480 Coquina Ridge Drive, Melbourne, provided by Ed).

**Public Service Project Updates:** Lesley provided the Committee a status report for the month ending May 2023. Agencies receiving Community Development Block Grant (CDBG) Public Service funding had to expend their funds by September 20, 2022 and those receiving CDBG Coronavirus (CV) funding had to expend their funds within one year of contract execution.

It was stated Parker Memorial Community Of Love percent expended is 39%. Lesley advised the committee staff are working with the organization to assist them with increased marketing efforts and collaborations with more churches. It was questioned if there is an increase in distribution during summer months, but we were informed the Children's Hunger Project already offers free breakfast and lunch during the summer months.

**OLD BUSINESS-** There was no old business.

**NEW BUSINESS**

**CDBG 22/23 Request For Proposal (RFP) re-cap:** There was discussion on the past RFP process to determine potential changes for the upcoming process. The Board stated they need more clarity on what is being submitted from each presenter. The agencies are not submitting docs in the same order. The Board also wants a concise list of items on one sheet; a brief overview of what they offer. Staff is currently working on that.



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Latonya suggested that we should set a time on each presenter. The Board will think on this and decide at the next meeting if presentations will be done. If needed, the Board will decide on a list of additional questions for the RFP's during the next meeting.

Jeri mentioned that the scoring sheet is not very clear. The sheet is too broad. Staff informed the Committee that the score sheet is being revised.

**UNFINISHED BUSINESS**

None

**OPENED PUBLIC MEETING**

Cindy reviewed the Consolidated Annual Performance Evaluation Report (CAPER) for fiscal year ending 2021-2022. The CAPER must be completed in December of each year. In addition, she discussed the upcoming Action Plan for the 2023-2024 fiscal year which must be completed in August of each year.

In 2021/2022, we received \$4,837,882.00 for CDBG-CV1 & CV3 funds and \$1,875,414.05 was expended on public services.

Our allocation amount for fiscal year 2022/2023 will be \$1,297,107.00 in HOME funds and \$1,396,425.00 in CDBG funds.

We are in the process of completing our Annual Action Plan fiscal year 2023-2024. The proposed CDBG and HOME projects for fiscal year 2022-2023 Annual Action Plan will be from the priorities listed in our 5-year Plan. The plan is due August 2023.

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

None

**Closed Public Meeting**

**Resumed Regular Advisory Committee meeting**

**NEXT MEETING DATE:**

Tuesday, June 20, 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 11:30AM

/s/ Art Edwards, Board Chair