



BOARD OF COUNTY COMMISSIONERS

**Brevard County Community Development Grant
Citizens Advisory Committee Meeting
Tuesday, June 20, 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, Yvonne Minus, Vinnie Richardson, Jeri Blanco and Tony Sasso

Members Absent: Brenda Fox, Luella King and LaTonya Hubbard

County Staff Present: Linda Graham, Assistant Director, Charles (Ed) Wright, Construction Supervisor, Lesley Singleton, Contracts Supervisor, LaShonda Jackson, Administrative Secretary

Guest/Citizen: Angelia Conyers and Christie Gerndt

SUMMARY

Call to order: Meeting was called to order at 10:03AM 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 June 2023.

The Sharpes Greenway Design will provide a lighted access path for residents to Bernice Jackson Park from the North Railroad Avenue cul-de-sac to the Community Center to avoid US Hwy1.

Update: Task order approved by County Manager. Contract sent to contractor for signature. Once received a Pre-Construction Meeting will be scheduled.

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.

Update: Ed requested engineer to proceed with right of way permit for reduced scope of work for sidewalk. Also, engineer was notified of concerns about large trucks driving over the sidewalk.

West Cocoa Street Lighting and East Mims Street Lighting: projects are not currently funded for fiscal year 2022-2023. If additional funds become available from other completed projects, we will move forward with these projects.



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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.

Clearlake Road Improvements: The Florida Department of Transportations (FDOT) has an agreement with FPL to install the lights in the corridor. They will check and see if a portion of the Lighting can be backed out of the contract because CDBG projects must be competitively bid with notification that employers have to pay Davis-Bacon Wages.

Update: Housing and Human Services staff 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: Project 1 has been demolished. Project 2- Program was reimbursed for demolition cost of \$10,300. Project 3 demolition completed and invoiced. Project 4 has been awarded. Met with Planning and Development to create a system to facilitate confirmation of Special Magistrate Orders.

Orange Avenue and Mitchell Avenue Speed Humps- Mims: Mitchell Ave. had some drainage issues and due to its condition North of Main St., Road and Bridge required that it be milled and resurfaced before the speed humps are installed.

Update: Brevard County Public Works is scheduling with a tentative start date in July.

Public Service Project Updates: Lesley provided the Committee a status report for the month ending June 2023. All CDBG agencies have increased services and expenditures since the last reporting period. The final invoices and reports are due in August.

The Board discussed that some agencies have percentages on the monthly report and some are showing blank. Lesley explained the agencies that are not showing a percentage are the ones that are waiting on a purchase order to be opened. Also, the Board discussed that Parker Memorial has made a great increase in their services and expenditures. Their last report was at 39% and now they are currently at 54%. The contract ends in July and their final invoice will be due in August.

OLD BUSINESS

Action Item Sheet: The Board discussed that most of the items on the sheet have been taken care of. The West Cocoa and East Mims Street Lighting projects are waiting to put them in the budget for a project fallout. The Construction team had a meeting with Public Works recently and they are facilitating a discussion between them. It was also discussed the Construction team has not yet received confirmation on the Solar Lights being installed.

The Board discussed the update on TPO that they are ready to setup a meeting. The Director of TPO will be sending a few dates to choose from.

NEW BUSINESS



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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 that they now have an example of a one sheet summary to our agencies of what they offer. Also, the Board discussed they are working on making some changes to the grant applications. The Committee will be getting with the IT Dept. to see if we can have the applications completed online. The Board also discussed the option of doing an automated process or continuing to do manual reviews. This will be discussed further at a future meeting.

The Board requested a strategic plan be added to items received from applicants from the agencies who are interested in a grant application. Also, the Board discussed about the Audits will be submitted to the finance department.

Board Chair suggested we have a workshop to show agencies how to do a strategic plan. He also stated we may want to create a comprehensive list of all the things that are part of the process. He also suggested that the Board may need to have report cards of what they have done for the year. Linda stated that annual report is done for the Board of County Commissioners at the end of the fiscal year. She will share the report.

UNFINISHED BUSINESS

None

PUBLIC COMMENTS: limited to 3 minutes each

CJ Gerndt with Environmental Health spoke about her position for the Pace Survey. Angelia Conyers, Resource Coordinator with Endeavors spoke about her position of assisting survivors who have been affected by Hurricane Ian in 9 different counties. She is attending the meeting to see what resources are available for the community.

NEXT MEETING DATE:

Tuesday, July 18, 2023, at 10:00AM., Space Coast Room, Bldg. C., 2nd floor, Brevard County Government Center Viera, Florida 32940

ADJOURNMENT: Meeting adjourned at 11:30AM

/s/ Art Edwards, Board Chair