



BOARD OF COUNTY COMMISSIONERS

**Brevard County Community Development Grant
Citizens Advisory Committee Meeting
Tuesday, August 15, 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, Tony Sasso, 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, Becky Behl-Hill, County Attorney, Melissa Brandt, Special Projects Coordinator II, Alan Woolwich, Human Services Planner II

Guest/Citizen: Jessie Lome

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: Minutes accepted and approved by Council

STAFF REPORTS

Government In The Sunshine/Conflict of Interest: Becky Behl- Hill provided training on The Sunshine Law, Public Records Law and Conflict of Interest.

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 August 2023.

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

Update: Contractor applying for permit.

The Sharpes Sidewalk Design (Canaveral Groves Blvd. Sidewalk) consist of construction of 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 the 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.



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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.

Note: Before proceeding with this project, (and other solar lighting projects) we need input/answers from the entity that will be taking over maintenance of the completed project. We will request their recommendations of the type 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 Transportation (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.

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. Reached out to FDOT Project Manager to verify they can't back out lighting from their current contract.

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. Requested confirmation of existing 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 has completed paving and installation of speed humps. Awaiting installation of permanent stripping and signs.

Public Service Project Updates: Lesley provided the Committee a status report for the month ending August 2023. The fiscal year of 21-22 CDBG-CV Projects has ended. There are 2 agencies that still have a balance, one agency is Parker Memorial. They have submitted their final invoice this month. The second agency is Ways for Life. They have a pending invoice.

The Council had a discussion on Parker Memorial having expended 58% on their last invoice. Lesley stated Parker Memorial has exceeded what they were going to do with the families served with the food boxes. She also stated Parker Memorial did a great job being a new agency and a new program. The Board inquired about the balance that was left over. Melissa stated Parker Memorial underestimated themselves, they were not spending what they needed early on. The remaining funds from Parker Memorial will go towards CDBG-CV related items.

Lesley stated the fiscal year 22-23 CDBG and CDBG-CV contracts are on the way. The CDBG contract will expire in September. The CDBG-CV 22-23 contract will carry over into our new fiscal year and will expire in February. Majority of the agencies are invoicing and reporting.



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TPO Update: Alan stated on July 14, 2023, staff had a collaboration meeting with Space Coast Transportation Planning Organization. They discussed how they can support and partner with each other on identifying projects. Alan provided TPO with information on each of the different strategy areas and neighborhood plan updates. Other items discussed at the meeting included: Safe routes to schools (sidewalk gaps and crossings), Housing & Transportation Affordability Index/Linkages, County & City Data Sets, GIS Mapping and FDOT Roadways and Projects in strategy areas (Sharpes, Clearlake, Merritt Island, Micco). Meetings will continue quarterly.

Neighborhood Proposals: Linda informed the Council that the Department will not meet its timeliness schedule for spending CDBG funds. She stated we want to make sure that will not happen again.

Linda discussed upgrading bus stops in our neighborhoods to ensure accessibility. Staff would also like to look into the cost of a crossover on Clearlake Rd. There are meetings setup with the neighborhood strategy areas for as Merritt Island, Clearlake, West Cocoa and Mims. Linda also discussed the budget for the upcoming year. Linda asked if the Council would be in agreement with CDBG funds being used to assist with Housing projects. The Council agreed to discuss the CDBG funding for Housing projects at the next available meeting.

Projects and RFP review: Linda stated that we have completed the RFP. The RFP will be out in early September, and we are looking to have the proposals to come back in the month of October. Linda asked the Council if they were interested in having the applications electronically sent to them. The Council members would like to keep the notebooks instead of having the RFP electronically. The Council discussed developing a list of standard questions to be asked of every agency.

OLD BUSINESS

Action Item Sheet: The Sharpes Sidewalk Design Project: waiting to hear back from FEC, the railroad company. The West Cocoa and East Mims Street Lighting Projects: Public Works is not accepting any new pathway lighting projects. Public Works informed staff that they have established criteria for street lighting. If the street lights do not meet the criteria, they will not install it.

FDOT will take care of the lights on the Clearlake Road Improvements.

HHS has to pay dumping fees for the Demolition Project.

NEW BUSINESS

UNFINISHED BUSINESS

None

PUBLIC COMMENTS: limited to 3 minutes each

NEXT MEETING DATE:

Tuesday, November 21, 2023, at 10:00AM., Walter Butler Community Center, 4201 N Cocoa Blvd. Cocoa, Florida 32927



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ADJOURNMENT: Meeting adjourned at 12:13pm

/s/ Art Edwards, Board Chair