



**AGENDA
COCOA REDEVELOPMENT AGENCY
REGULAR MEETING
COCOA CITY HALL COUNCIL CHAMBERS
65 STONE STREET, COCOA, FL 32922**

**OCTOBER 10, 2017
5:00 PM**

- I. CALL TO ORDER**
ROLL CALL
INVOCATION
PLEDGE OF ALLEGIANCE
- II. APPROVAL OF AGENDA AND MINUTES**
- III. DELEGATIONS**
- IV. PRESENTATIONS**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
 1. Budget Transfer-Overtime
- VII. ATTORNEY'S REPORT**
- VIII. AGENCY MEMBERS AND STAFF REPORTS**
 1. Florida Redevelopment Association Annual Conference
 2. FIND Grant - Riverfront Park Boat Slips and Pedestrian Connector
 3. Former Oaks Mobile Home Park Market Study
 4. Parking Study Update
 5. Hurricane Damage Assessment
 6. Future of CRAs
- IX. NEXT MEETING DATE**

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be on Tuesday, November 14, 2017, at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.
- X. ADJOURNMENT**

NOTICE TO THE PUBLIC: This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend.

Pursuant to Section 286.0105, *Florida Statutes*, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

**MINUTES
CITY OF COCOA
COCOA COMMUNITY REDEVELOPMENT AGENCY
REGULAR MEETING
August 8, 2017**

The Cocoa Community Redevelopment Agency held a regular meeting at 5:00 p.m. at Cocoa City Hall, 65 Stone Street, Cocoa, FL. as publicly noticed.

I. CALL TO ORDER /ROLL CALL:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Clarence Whipple Jr.	Agency member
Brenda Warner	Agency member
Jeri Blanco	Agency member
Ed Lanni	Agency member
Jan Stewart	Agency member
Anthony Garganese	Agency Counsel

Chairman Parrish called the meeting to order at 5:08 p.m.

PRESENT:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Clarence Whipple Jr.	Agency member
Brenda Warner	Agency member
Jeri Blanco	Agency member
Ed Lanni	Agency member
Jan Stewart	Agency member
Anthony Garganese	Agency Counsel
Heidi Byron	Recording Secretary

STAFF PRESENT:

John Titkanich Jr., AICP, City Manager, Matthew Fuhrer, Assistant City Manager, Karen D. Hamilton, Community Services Director, Larry Lallo, CEcD, EDFP, Economic Development Manager, Samia Singleton, Redevelopment Specialist, and Torri Edwards, Community Services Technician.

Agency member Whipple, Jr. provided the invocation and led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA /MINUTES:

- * A MOTION was made by Vice Chairman Boisvert; **SECONDED** by Agency member Warner to approve the agenda for the regular meeting of August 8, 2017 as written.

AYES: Parrish, Boisvert, Whipple, Warner, Blanco, Lanni, Stewart,

MOTION CARRIED UNANIMOUSLY (7-0)

- * A MOTION was made by Vice Chairman Boisvert; **SECONDED** by Agency member Warner to approve the minutes of the regular meeting of July 11, 2017.

AYES: Parrish, Boisvert, Whipple, Warner, Blanco, Lanni, Stewart,

MOTION CARRIED UNANIMOUSLY (7-0)

Mr. Titkanich introduced Ms. Karen D. Hamilton as the new Community Services Director and Ms. Singleton introduced Ms. Torri Edwards as the new Community Services Technician to the Agency.

III. DELEGATIONS

NONE

IV. PRESENTATIONS:

NONE

V. OLD BUSINESS:

NONE

VI. NEW BUSINESS:

1. Cocoa CRA Proposed FY 18 Budget:

Mr. Titkanich gave an overview of the FY18 proposed budget. He referred back to FY17 TIF Revenue which was \$1,141,721. There were carryforwards from the FIND Grant and Post Office lease. Total budget for FY17 was \$1,504,368. FY18 proposed TIF Revenue is \$1,209,655 and with carryforwards, total revenue is \$1,430,692.

He continued with highlighting some of the expenses:

- Salaries and Benefits
- Legal Expenses

- Riverfront Park Maintenance
- Contingency

He informed the Agency they have budgeted for two (2) members of the board to attend the 2017 Florida Redevelopment Association (FRA) conference being held in Daytona Beach, October 18-20, 2017.

Also budgeted were funds to update the Waterfront Master Plan and the current Redevelopment Plan to make them one document.

The Infrastructure account has a balance of \$919,000. These funds are slated for the Riverfront Boat Slip Construction, Riverfront T-Dock, Riverfront Connector, the Gateway Entry Sign, located at 6 Forrest Avenue and safety improvements to Lee Wenner Park. **Mr. Titkanich** explained the importance of these infrastructure projects is to show that Community Redevelopment Agencies are putting money into their cities.

- * **A MOTION was made by Agency member Warner; SECONDED by Agency member Blanco to approve the Proposed FY 18 Budget as presented.**

AYES: Parrish, Boisvert, Whipple, Warner, Blanco, Lanni, Stewart,

MOTION CARRIED UNANIMOUSLY (7-0)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

- 1. Informational item- The 2017 Florida Redevelopment Association (FRA) Conference being held in Daytona Beach, October 18-20, 2017.**

After discussion, the Agency selected Chairman Parrish and Agency member Blanco to attend the conference.

- 2. Informational item – Update on the status of the Riverfront Boat Slips and Pedestrian Connector projects.**

Mr. Lallo informed the Agency that our Consultants, with our assistance have prepared and submitted the application for permits to the St. John's Water Management District (SJWMD) for the boat day slips project. We remain cautiously optimistic that the permits will be approved in September, which is necessary in order to meet our Florida Inland Navigation District (FIND) Construction Grant eligibility requirements.

The Pedestrian Connector construction contract has been signed and the start date will be in September 2017 as well. The cost of this project is approximately \$375,000, of which the FIND Grant will reimburse the City 50%.

3. Informational item – Update on the status of the Former Oaks Mobile Home Park.

Mr. Titkanich stated that on January 12, 2016 the CRA entered into a Memorandum of Understanding (MOU) to purchase the former Oaks Mobile Home Park from the City. That same evening Council also agreed to the purchase.

He continued saying he has talked to several consultants on the re-use of the property noting that all have different ideas. He suggested that a Market Study and Re-use Plan be conducted showing the best use. This study would cost between \$25,000 to \$30,000.

He asked the Agency that with the property being conveyed from the City to the CRA, would they like to have the Market Study and Re-use Plan completed. After further explanation and discussion, all the members agreed.

4. Informational item – Update on the status of the Parking Study.

Mr. Lallo informed the Agency the interviews of the stakeholders by the consultants has been completed. The parking inventory has also been completed. The consultants are working on parking demand calculations, and have requested information to assist them in determining the square footage of each building and land use within the village.

The consultants mentioned, that although rare, with the extremely heavy consistent use of Riverfront Park, it will be included in the calculation of parking demands.

IX. NEXT MEETING DATE:

The next scheduled meeting of the Cocoa Community Redevelopment Agency will be held on Tuesday, September 12, 2017 at 5:00 PM in the Council Chambers located at Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

X. ADJOURNMENT:

- * **MOTION made by Vice Chairman Boisvert; SECONDED by Agency member Blanco to adjourn the regular meeting of August 8, 2017.**

AYES: Parrish, Boisvert, Whipple, Warner, Blanco, Lanni, Stewart,

MOTION CARRIED UNANIMOUSLY (7-0)

MEETING WAS ADJOURNED AT 5:45 pm

Respectfully Submitted By:

Henry U. Parrish III, Chairman

Heidi Byron, Recording Secretary



AGENDA ITEM VI – 1
Budget Transfer - Overtime

MEMO DATE: September 27, 2017
AGENDA DATE: October 10, 2017
PREPARED BY: Samia Singleton, Redevelopment Specialist
REQUESTED ACTION: Approve a budget transfer of \$13.00 from the Regular Salaries and Wages Account (110-3230-559.12-00) to the Overtime Account (110-3230-559.14-00) to cover the cost of staff overtime during the Cocoa CRA meetings

SUMMARY

In FY 2016-2017, the Cocoa Community Redevelopment Agency (CRA) budget included a line item for Overtime for the purposes of compensating hourly staff's attendance to the Cocoa CRA monthly meetings. A budget transfer of \$13.00 from the Regular Salaries and Wages Account (110-3230-559.12-00) to the Overtime Account (110-3230-559.14-00) will cover overtime wages for staff.

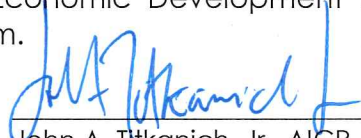
BUDGETARY IMPACT

The Regular Salaries and Wages Account (110-3230-559.12-00) will decrease by \$13.00 and the Overtime Account (110-3230-559.14-00) will increase by \$13.00.

REVIEWED BY:

The City Manager, Community Services Director, Economic Development Manager and Finance Director have reviewed this agenda item.

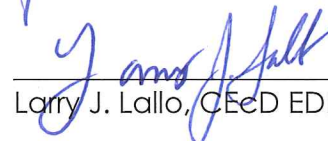
City Manager


John A. Titkanich, Jr., AICP, ICMA-CM

Community Services Director


Karen D. Hamilton

Economic Development Manager


Larry J. Lallo, CEED EDFP

Finance Director


Teri Butler

REQUESTED MOTION

Approve a budget transfer of \$13.00 from the Regular Salaries and Wages Account (110-3230-559.12-00) to the Overtime Account (110-3230-559.14-00) to cover the cost of staff overtime during the Cocoa CRA meetings



AGENDA ITEM VIII – 1
Florida Redevelopment
Association Annual Conference

MEMO DATE: Sept 1, 2017
AGENDA DATE: October 10, 2017
PREPARED BY: Samia Singleton, Redevelopment Specialist
REQUESTED ACTION: No requested action

SUMMARY

At the Cocoa Community Redevelopment Agency Regular Meeting on August 8, 2017, the Agency selected Chairman Henry Parrish, III and Agency member Jeri Blanco to attend the 2017 Florida Redevelopment Association Annual Conference in Daytona Beach, October 18-20, 2017.

Staff has registered both Chairman Parrish and Agency member Blanco for the conference and reserved the hotel rooms. Attached are the hotel reservation information, conference registrations and agenda.

BUDGETARY IMPACT

Costs for the attending the conference are as follows:

- Hotel - \$129/night October 17 and 18, \$169/night October 19 plus resort fees
- Registration - \$395/person
- Mileage between City Hall and the Hilton Daytona Beach is a 143.2 mile roundtrip for a total of \$77.33/person based on the IRS' rate/mile of \$.54/mile
- Daily Per Diem: \$153/person at \$51/day for 3 days
- The self-parking at the hotel is complimentary

There is a reduction of \$790.00 in the Training Account (110-3230-559.55-00), \$395 per person for registration. In addition, there is reduction of \$1,404.66 in the Travel/Per Diem Account (110-3230-559.40-00), \$702.33 per person for hotel, daily per diem and mileage.

REVIEWED BY:

The City Manager, Community Services Director, Economic Development Manager and Finance Director have reviewed this agenda item.

City Manager


John A. Titkanich, Jr., AICP, ICMA-CM

Community Services Director



Karen D. Hamilton

Economic Development Manager



Larry J. Lallo, CECD EDP

Finance Director



Teri Butler

REQUESTED MOTION

No requested motion.