MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
August 21, 2017

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on August 21, 2017, 2017 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 7:03 p.m.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Adrian Moss-Beasley	Agency member
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Clarence Whipple, Jr.	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Adrian Moss-Beasley	Agency member
Larry Robinson	Agency member
Sylvia Thomas	Agency member
Clarence Whipple, Jr.	Council Liaison

ABSENT:

Jewel Collins (Arrived 7:08)	Agency member
Edward Jones	Agency member

STAFF PRESENT:

John A. Titkanich, Jr., City Manager, **Karen D. Hamilton**, Community Services Director, and **Samia Singleton,** Redevelopment Specialist.

Vice Chairwoman Martin 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 AND MINUTES:

AGENDA: Regular Meeting of August 21, 2017

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Robinson to approve the added agenda for the Regular Meeting of August 21, 2017 with the addition of Item number one (1) under OLD BUSINESS, an update on BOCC ILA and Item number four (4) under AGENCY MEMBER AND STAFF REPORTS, discussion on Community Garden.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Thomas

MOTION CARRIED UNANIMOUSLY (5-0)

MINUTES: Minutes of the Regular Meeting of July 17, 2017

* **MOTION by Agency member Thomas; SECONDED by Vice Chairwoman Martin to approve the minutes of the regular meeting of July 17, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Thomas

MOTION CARRIED UNANIMOUSLY (5-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

NONE

V. NEW BUSINESS:

1. Proposed 2018 Fiscal Year Budget:

Mr. Titkanich stated the expected CRA TIF revenue for FY 2018 would be $150,054. In addition, he proposed two (2) changes to 2018 Fiscal Year Budget. First, to add $300 to the Travel & Per Diem Account (111-3230-559.40.00) equaling $2000 and to add $200 to the Training Account (111-3230-559.55-00) equaling $2080 for four (4) members to attend FRA conference. Last, **Mr. Titkanich** stated the $500 for the transfers would be coming from the Other Grants & Aids Account (111-3230-559.83-00).

Chairwoman Moore asked if the budget for the Travel & Per Diem Account (111-3230-559.40-00) would be $2000 and if there were any changes to Salary and Benefits. **Mr.**

Titkanich responded that other than the anticipated program increase for the upcoming fiscal year, no changes would be made to the Salary and Benefits Account (111-3230-559.12-00). Total amount for personnel is $26,209.

Mr. Titkanich discussed Communication Account (111-3230-559.41-00) allocated to cellphone allowance for the Redevelopment Specialist. **Mr. Titkanich** also mentioned Insurance Account (111-3230-559.45-00) on properties such as Bernard and Rosa L. Jones.

Mr. Titkanich discussed the funds that are available from the council's budget for the Stone Street Streetscape Project, Juneteenth Festival, Emma Jewel Charter Academy, and Alliance for Neighborhood Restoration. He stated that the Diamond Square CRA is providing $80,000 for the Stone Street Streetscape Project under Capital Account (111-3230-559.63-00). In addition, he stated the City is hopeful for grant funding and is budgeting $25,000 towards curation in relation to the Leon and Jewel Collins Museum of African-American History and Culture.

Council Liaison Whipple, Jr. requested more information regarding property insurance for Bernard Street and Rosa L. Jones Blvd. **Mr. Titkanich** explained the agency is required to have insurance in case someone gets hurt on the property and the current insurance covers all six (6) lots.

Mr. Titkanich proposed dedicating $4,500 from the Other Grants & Aids Account (111-3230-559.83-00) to the Professional Services Account (111-3230-559.31-00) for Cocoa PAL. **Chairwoman Moore** agrees.

* **MOTION by Agency member Collins; SECONDED by Vice Chairwoman Martin to approve Proposed 2018 Fiscal Year Budget with changes.**

AYES: Moore, Martin, Moss-Beasley, Collins, Robinson, Thomas

MOTION CARRIED UNANIMOUSLY (6-0)

2. Budget Transfer to cover Overtime Expenses:

Ms. Singleton requested a budget transfer of $21. from the Regular Salaries and Wages Account (111-3230-559.12-00) to the Overtime Account (111-3230-559.14-00) to cover 2016-2017 overtime for Monica Arsenault during Diamond Square CRA meetings.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Collins to approve budget transfer of $21. to Overtime Account (111-3230-559.14-00) for Monica Arsenault overtime during 201-2017 Diamond Square Meetings.**

AYES: Moor, Martin, Moss-Beasley, Collins, Robinson, Thomas

MOTION CARRIED UNANIMOUSLY (6-0)

VI. OLD BUSINESS:

1. BOCC ILA Update:

Mr. Titkanich stated, Assistant City Manager, City Attorney and himself met with the County Manager and County Attorney to discuss the direction of BOCC ILA. He is requesting the county extend the life of Diamond Square Redevelopment Agency to 2047.

Mr. Titkanich discussed attending a workshop that spoke on shorting life span of CRA's to provide funding for other county operations.

He stated the County Attorney is working on a draft to approve a 15 year extension with a 10 year renewal option. Also, discussed was capping TIF amount that county dedicates toward CRA's.

Chairwoman Moore inquired if a score card is kept in deciding which agencies will be approved. He responded that ILA's will be approved in batches.

Council Liaison Whipple Jr. stated citizens of the community need to get involved and be heard by Tallahassee in support of CRA's.

Agency member Collins asked how member of the community should get involved. **Mr. Titkanich** suggested reaching out and supporting current representative and Senators.

Council Liaison Whipple Jr. suggested an agenda item for next meeting to discuss ways to help city hall fight mandates that will come if Home Rule or CRA's are eliminated. **Chairwoman Moore** agrees.

Ms. Singleton suggested distributing a letter with phone numbers for everyone to sign and send on.

VIII. AGENCY MEMBERS AND STAFF REPORT:

1. Stone Street Streetscape Project – Informational Item:

Ms. Singleton stated the design and engineering is 90% completed. The light pole located at Fiske Blvd. is owned by FPL and will take 6 months to a year for relocation. Designs will need to be modified to accommodate the pole. Broadcast scheduled for August 28, 2017, legal advertising starts September 7, 2017, and PRV meeting September 12, 2017.

2. FRA Annual Conference – Informational Item:

Ms. Singleton stated the conference is covered with additional funds to Travel & Per Diem Account (111-3230-559.40-00) and Training Account (111-3230-559.55-00). Registration for the conference and hotel reservation is completed. Travel packet will be provided at the next meeting.

3. Plaque for Ruby Jenkins – Information Item:

Ms. Singleton stated the city is covering the cost of the plaque. **Chairwoman Moore** suggested the plaque be present to Ms. Jenkins in the city council meeting. Ms. Singleton will look into scheduling the presentation. **Council Liaison Whipple Jr**. suggested the plaque be presented by the mayor. The board chose Rosewood for the plaque and will read as the picture with years of volunteer services and founding agency member added.

4. Community Garden – Information Item:

Chairwoman Moore stated she and **Agency member Robinson** attended the Brownfield Social Justice workshop and met Mark Green. Mr. Green develops community gardens throughout the state. Mr. Green is very interested in working with the city to develop community involvement in vitalizing the current garden.

Agency member Collins member expressed interest in moving forward with Mr. Green. **Chairwoman Moore** inquires what the next steps would be. **Council Liaison Whipple, Jr**. believes the community garden was donated to the city and there is a marker on the property. He requested more information on Mr. Green's requirements for managing the gardens. **Mr. Titkanich** informed the CRA could request the property from the city. **Chairwoman Moore** requested deed information from staff. **Ms. Singleton** stated research on property will ready for the next meeting.

Mr. Titkanich introduced **Karen D. Hamilton** to the Agency as the new Community Services Director. He asked her to speak more on community gardens. **Ms. Hamilton** stated community engagement is key to successful gardens and there are several different models to choose from.

Mr. Titkanich noted the Clerk of Courts reports the City paid $15,000 for property on December 23, 2013 from St. Mark's Church.

IX. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on Monday, September 18, 2017 at 7:00 p.m. at City Hall, 65 Stone Street.

X. ADJOURNMENT:

* **MOTION by Agency member Collins; SECONDED by Vice Chairwoman Martin to adjourn the Regular Meeting of August 21, 2017**

AYES: Moore, Martin, Moss-Beasley, Collins, Robinson, Thomas

MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 8:53 p.m.

Delores R. Martin for

Tracy Moore, Chairwoman

Respectfully Submitted,

Torri Edwards

Torri Edwards, Recording Secretary