MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
SPECIAL MEETING
JUNE 25, 2018

A Special Meeting of the Diamond Square Redevelopment Agency Board was held on June 25, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 6:06 pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairperson
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel
Clarence Whipple Jr.	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Larry Robinson	Agency member
Jewel Collins	Agency member
Sylvia Thomas	Agency member
Torri Edwards	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Edward Jones	Agency member
Joseph Colombo	Agency counsel (Excused)
Clarence Whipple Jr.	Council Liaison

STAFF PRESENT:
Karen D. Hamilton, Community Services Director, **Samia Singleton,** Redevelopment Specialist, and **Larry Lallo, CEcD, EDFP,** Economic Development Manager.

Agency member Collins provided the invocation and **Chairwoman Moore** led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Special Meeting of June 25, 2018

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve the agenda for the Special Meeting of June 25, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

MINUTES: Minutes of the Regular Meeting of April 16, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Thomas to approve the minutes of the Regular Meeting of April 16, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

III. DELEGATIONS:
NONE

IV. PRESENTATIONS:
NONE

V. ACTION ITEMS:
1. Community Garden Memorandum of Understanding:

Ms. Singleton apologized for the late delivery of the agenda packets. She explained that all future agendas will go through an electronic approval process and be delivered electronically.

Chairperson Moore asked if the board will need to print their own agenda packet. **Ms. Singleton** stated that there will be copies at the meeting for members that request them. The purpose for the electronic delivery and approval system is to provide a sustainable method. **Ms. Hamilton** added that the packets may be placed in the mailboxes in the Clerk's office or picked up from the Community Services Department.

Ms. Singleton requested approval of the Community Garden Memorandum of Understanding between the Diamond Square Community Redevelopment Agency and the City of Cocoa for the purposes of operating a community garden at 1112 Peachtree Street and authorize use of unencumbered funds in the Other Grants and Aids Account for initial community garden expenses.

Ms. Singleton discussed the timeline of the CRA gaining responsibility for management of the community garden. She discussed the community garden objectives. She noted that staff and legal counsel developed the MOU based on the public meeting held on April 12, 2018 and the CRA's goals and objectives. **Ms. Singleton** explained the MOU stipulations. The CRA is required to complete a series of activities within eight (8) months of executing the MOU. The CRA has completed identifying partners and stakeholders, planning committee, identified objectives, and a strategy for management monitoring and reporting. The garden layout, site plan approval, a draft budget of estimated expenses, community outreach, and recruiting volunteers and gardeners has been started.

Ms. Singleton reported that Staff met with the Planning and Zoning Division to discuss the draft plan. The garden is considered a park and would require two (2) parking spaces. She explained that the City has agreed to install a driveway apron which will allow drivers to load and unload as needed. There will be no parking on site. **Chairperson Moore** inquired whether the driveway apron will be center focused or street focused. **Ms. Singleton** stated that the driveway apron will be constructed on the property. The timeline for the parking has not been established at this time.

Ms. Singleton reported that the garden is anticipated to open in September 2018. She discussed the timeline for opening the garden.

Ms. Singleton stated that the CRA has $5,751 in encumbered funds in the Other Grants and Aids Account that can transferred to the Contract Services or Operating Supplies Account to cover initial garden expenses. Invoices provided from the UCF Community Garden at Wickham Park determined an estimate of the budget. **Chairperson Moore** asked whether the UCF garden is similar in size. **Ms. Singleton** confirmed that the gardens are similar in size.

Agency member Collins requested clarification on who is helping with the garden. **Ms. Singleton** stated that the City will install a driveway apron for loading and unloading. **Agency member Collins** inquired whether there are volunteers to work the garden. **Ms. Singleton** replied that there are volunteers and that the garden will be designed to be self-sufficient with minimum maintenance required.

Chairperson Moore inquired on the price of the garden plots. **Ms. Singleton** stated that a price has not been established at this time. The price will be affordable for the residents.

Agency member Thomas asked if the plot owners will be selling the produce. **Chairperson Moore** replied that the plots are for personal use.

Chairperson Moore recommended creating rules and regulations to assure that plots are not neglected by the owners. She inquired who will manage the garden. **Ms. Singleton** reported that Staff will manage the garden in the beginning and then turn it over to the planning committee or a volunteer.

Chairperson Moore inquired whether the gentlemen from the public meeting and UCF are still interested in working with the garden. **Ms. Singleton** confirmed that they are still interested in the garden and the planning process will move forward now that the parking issue has been resolved.

Chairperson Moore asked if the day care will have a plot for the children. **Ms. Singleton** reported that the day care is interested in a plot and have scheduled a clean-up day for the site.

Chairperson Moore suggested that the garden be organic and limit use of pesticides. **Ms. Singleton** noted that UCF is working with staff to establish the garden correctly. **Agency member Thomas** inquired whether the garden will be fenced in. **Ms. Singleton** confirmed that the garden will be fenced in.

Mr. Lallo stated that staff will develop a management plan with policies and present to the board for approval. **Ms. Hamilton** noted that the CRA will have agreements with the plot owners and any concerns will be address in the management plan. The MOU agreement is only between the City and the CRA.

Chairperson Moore suggested having a Community Work Day in August 2018. **Agency member Collins** recommended having an Opening Day celebration for the garden.

Chairperson Moore inquired whether the community garden would need to be established as a budget line item. **Ms. Singleton** explained that a line item for the garden is not required, because the expenses that are contracted would fall under the Contract Services Account. Budget transfers will be presented to the CRA once the quotes are received.

Agency member Collings requested clarification on water for the garden. **Ms. Singleton** stated that the plot rental fees and sponsorship dollars will pay for the water expense. **Chairperson Moore** inquired what the estimated monthly bill will be. **Ms. Singleton** stated she will have an estimate for the next meeting. The water bill will come out of the Electric/Water/Sewer Account.

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve the Community Garden Memorandum of Understanding between the Diamond Square Community Redevelopment Agency and the City of Cocoa for the purposes of operating a community garden at 1112 Peachtree Street and authorize use of unencumbered funds in the Other Grants and Aids Account for initial community garden expenses.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

2. Fiscal Year 2018-2019 Project Priorities:

Ms. Singleton request that the board provide Staff direction on project priorities for the Fiscal Year 2018-2019 budget. The five (5) projects listed are:

- Funding for the RFP for Community Services within the CRA Redevelopment Area-$20,000
- Community Policing-$4,500
- Dr. Joe Lee Smith Community Center Pool Resurfacing & Improvements-$100,000
- Provost Park Improvements-$50,000
- Women's Veteran Housing Program-$60,000

Ms. Hamilton noted that the Women's Veteran Housing Program cost is $60,000 for six (6) lots.

Ms. Singleton stated that the CRA funds will not cover all the projects listed. The projects that the CRA chooses to move forward with will be programmed into the FY 19 budget based on funding availability, operating and personnel expenses.

Chairperson Moore requested to hear more information about the Women's Veteran Housing Program. **Ms. Singleton** stated there is a proposal from Habitat of Humanity in the agenda packet and stated that M.E. Kelly and Jane Higgins with Habitat for Humanity attended to describe the project to the CRA or answer any questions.

M. E. Kelly, of 4515 Babcock Street, stated she is a female veteran. She explained that many female veterans are homeless and living in the woods. A home will make them feel safe and secure. **Chairperson Moore** inquired whether the project would be similar to the other Habitat for Humanity projects.

Jane Higgins, of 4515 Babcock Street, confirmed that the requirements would be the same as the other Habitat for Humanity projects. The process takes about 6 months with family and friends participating in the sweat equity. The proposed homes are designed to be 1,200 square feet with two (2) bedrooms and one and half bathrooms.

Ms. Kelly noted that more than one (1) veteran can live in the home if they are qualified through the program and willing to share.

Chairperson Moore inquired whether the veterans are qualified for a VA loan for government housing. **Ms. Kelly** stated that some of the veterans may qualify. **Ms. Higgins** reported that usually the younger veterans do not qualify at the lower income level.

Chairperson Moore inquired whether the project will follow a model. **Ms. Higgins** stated that Habitat for Humanity is becoming increasingly involved with providing homes for veterans. **Ms. Kelly** reported that there are 5,488 female veterans living on the street in Brevard County.

Agency member Robinson noted that he is a veteran and understands that it is difficult for the younger veterans to secure homes due to less time served and being disabled.

Agency member Collins inquired where Habitat for Humanity is located. **Ms. Higgins** stated that their office is located on Babcock Street, Palm Bay, Florida. **Agency member Collins** inquired whether there are Habitat for Humanity homes in Cocoa. **Ms. Higgins** reported that there are at least twenty (20) home owners in Cocoa.

Agency member Thomas inquired about the outcome if two (2) people that move into the home together decide to end the shared agreement with Habitat for Humanity. **Ms. Kelly** stated that both parties are responsible for the mortgage.

Chairperson Moore thanked **Ms. Kelly** and **Ms. Higgins** for the information. She understands the need for female veteran housing. **Ms. Higgins** stated that they would like to make one of the homes an apostle build.

Ms. Singleton noted that the project would require the CRA to donate $60,000 at $10,000 per lot plus the land.

Chairperson Moore stated that the funding for the RFP for community services were awarded to community programs in the Diamond Square area. The grants have been awarded to Alliance for Neighborhood Restoration and Cocoa PAL in the past. There are no recent updates from PAL. **Ms. Singleton** noted that staff will request that PAL provide an annual update to the board in August or September 2018.

Delores McLaughlin, of 307 Blake Avenue, representing ANR, clarified that she is the primary person responsible for Cocoa PAL. The program update is included in the ANR Annual Report. The Cocoa Police Department Community Policing Unit is responsible for providing an annual report on community policing.

Agency member Collins inquired whether ANR is currently located at 307 Blake Avenue. **Ms. McLaughlin** confirmed that ANR is there temporarily. She spoke with Mr. Whipple, Jr. regarding people requesting access to the building.

Agency member Collins stated that the Juneteenth program was well attended and that several people contacted her to express how they enjoyed the program. **Chairperson Moore** and **Agency member Thomas** agreed that the program was very good and at a great location. **Ms. McLaughlin** reported that the proceeds benefit the children in Diamond Square.

Chairperson Moore inquired whether the Stone Street Project will be completed before FY19 budget. **Ms. Singleton** noted that Stone Street is anticipated to be completed by December 2018.

Chairperson Moore noted that the Dr. Joe Smith Center pool resurfacing and improvement and the Provost Park improvements are requiring large amounts of funding. **Agency members Thomas and Collins** agree that the board should provide funds for the Dr. Joe Lee Smith Center pool resurfacing and improvements. **Agency member Collins**

recommended that there be life guards at the pool for safety concerns. **Agency member Thomas** stated that having a pool is essential for offering swimming lessons.

Chairperson Moore asked if the pool resurfacing and improvements were included in the City's budget for the new Dr. Joe Lee Smith Center. **Ms. Singleton** reported that the funds budgeted for the center are for the construction of the new center only.

Chairperson Moore inquired about the improvement plans and drainage issue for Provost Park. **Agency member Robinson** stated that there are several potholes and loose gravel at the park. **Ms. Singleton** noted that staff will provide additional information on the Provost Park plans at the next meeting.

Chairperson Moore requested that the board member think about other community issues that need to be addressed and present them at the next meeting. The board listed the priority order as:

1. Funding for the Request of Proposal (RFP) for Community Services within the CRA Redevelopment Area-$20,000
2. Community Policing-$4,500
3. Women's Veteran Housing Program-$60,000
4. Dr. Joe Lee Smith Center Pool Resurfacing & Improvements-$100,000
5. Provost Park Improvements-$50,000

Chairperson Moore recommended leaving some funds in the budget for miscellaneous community projects.

3. Fiscal Year 2018-2019 Funding Request for Proposals:

Ms. Singleton requested that the board authorize staff to issue the Diamond Square CRA FY 19 Funding Request for Proposals. She stated the CRA's focus to work on projects and initiatives. The CRA must follow the City's policies and guidelines in the Financial Operations Manual (FOM) for entering into a service contract. A Request for Proposals (RFP) for community initiatives and projects was developed for the CRA. The CRA voted to waive the RFP process for FY 18 due to time restraints and prior funding commitments. The draft RFP for FY 19 is included the in the agenda packet. The awards are valued from $5,000 to $20,000.

Ms. Singleton reported that the draft RFP aligns with the Florida Statues and the CRA's Redevelopment Plan and goals and objectives. The timeline for the RFP was explained to the board. **Ms. Hamilton** stated that Staff will work with the CRA on refining the RFP.

Chairperson Moore stated that this is an aggressive timeline. **Ms. Hamilton** replied that the timeline ensures that the contracting is ready at the start of the fiscal year.

Chairperson Moore inquired whether there have been funding requests from other agencies. **Ms. Singleton** confirmed that staff has received inquiries for Diamond Square

CRA funding. **Chairperson Moore** inquired whether the draft RFP is only for the $20,000 award for Professional Services. **Ms. Singleton** confirmed that it is and that the CRA may increase or decrease the amount of funding.

Agency member Collins inquired whether staff knows who will be submitting a proposal. **Ms. Hamilton** replied that staff does not know who will be responding to the RFP. **Chairperson Moore** asked how the RFP will be advertised. **Ms. Singleton** stated that the RFP information will be advertised through the City's email list, Facebook, and the City's website. **Ms. Hamilton** added that the City Clerk's Office will have the RFP information.

Chairperson Moore explained that the RFP process is new for the board and she wants to ensure that all agencies have knowledge of the RFP. She inquired whether agencies could ask question about the RFP.

Mr. Lallo noted that other RFP's have held visioning forums to address questions. The forum was scheduled ten (10) days after the issue date and the RFP issue date allowed thirty (30) days before the deadline to submit. The questions and answers are recorded and open to the public. He suggested adding fifteen (15) days to the RFP timeline to allow for the visioning forum.

Chairperson Moore inquired whether there will be a scoring system for the RFP submittals. **Ms. Hamilton** noted that a scoring system will need to be developed and she inquired whether the board had any suggestions. **Chairperson Moore** stated that the submittals should be measured on meeting criteria 1-9. **Ms. Singleton** added that scoring system will allow staff to assign weight to each of the criteria. **Ms. Hamilton** noted that she has an example of a ranking system which can be provided for the board to review.

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to authorize staff to issue the Diamond Square Community Redevelopment Agency Fiscal Year 2018-2019 Funding Request for Proposals with the amendments to the timeline dates and the insertion of questions and ranking.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to extend the meeting for 30 minutes.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

VI. <u>UPDATES AND STAFF REPORTS:</u>

1. Stone Street Streetscape Project Update (verbal update):

Ms. Singleton stated that construction started May 21, 2018 and the anticipated completion date is December 17, 2018. The project is 21% percent completed. Staging is taking place at Valencia Street and Stone Street. The irrigation is completed. The curbs and sidewalk on the south side of Stone Street are complete. She noted that the CRA's commitment will be completed at the end of FY 18.

2. Rosa L. Jones Bus Stop Bench (verbal update):

Ms. Singleton stated that the Rosa L. Jones Bus Stop Bench project has been delayed until further notice. Only one company makes benches that match the City's current benches. The Public Works Department is in the process of making the company the sole source vendor for benches. **Chairperson Moore** asked if there is an anticipated date for completion of the sole source process. **Ms. Singleton** replied that the anticipated date is the end of FY 18.

Agency member Robinson inquired whether the vendor is in Canada and if it will increase the price of the bench. **Ms. Singleton** noted that the vendor is in Canada and will not affect the price of the bench.

3. Dr. Joe Lee Smith Center (verbal update):

Ms. Singleton reported that on May 22, 2018 City Council voted to keep the Dr. Joe Lee Smith Center at the current location. The City has retained the architect John Zwick, Architects RZK, Inc., to complete the design for the center and develop the design criteria package that will be used by the engineer to complete the engineer plans. The new center will be built as presented to the board with a warming kitchen, but will not be a Hurricane Shelter. The pool renovation is not included in the budget. The City is requesting that the CRA contribute funds for the pool renovation. The construction is scheduled to start FY 19.

Chairperson Moore inquired whether the CRA's only obligation with the new center is the renovation of the pool. **Ms. Singleton** replied that the pool renovation is the only obligation at this time.

Ms. Singleton added that the City is using Wickham Park, Walter Butler, and Melbourne Community Centers as models for the new center. She stated that staff will be taking a tour of the Walter Butler Center and invited the CRA to attend. **Ms. Hamilton** noted that the event will need to be on notice with the City Clerk if two (2) or more members will be attending.

Chairperson Moore requested that the CRA be able to review the construction timeline and design.

Herb Hernandez, of 828 Stone Street, Executive Director of the Cocoa Housing Authority. He reported that renovations have started. There are sixty (60) homes vacant on School Street, Pineda Street, and Grove Avenue. The residents will be moved back in their homes in September 2018. The cost of the construction is $10.3 million. The south side of town has a closing date in March 2019 and the cost of that renovation is $13 million.

Mr. Hernandez stated the Cocoa Housing Authority may be applying to build a Senior Housing building. He reported that they are providing a summer feeding program and recreation program for the children. The housing units will be smoke-free starting July 1, 2018.

Chairperson Moore inquired about the Senior Housing plans. **Mr. Hernandez** stated that the Cocoa Housing Authority has applied for funding. He explained the guidelines for the age classification of Senior Housing.

Agency member Thomas asked where the Senior Housing would be located. **Mr. Hernandez** discussed three (3) sites that the homes could be constructed on.

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to extend the meeting for 2 minutes.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

Agency member Collins inquired whether anyone had information about the Riverfront Park event on July 1, 2018. **Chairperson Moore** read the flyer that stated the event is free will have a Big Band Concert at 7 pm.

VII. <u>NEXT MEETING DATE:</u>

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on July 16, 2018 at 6:00 pm at City Hall, 65 Stone Street.

IX. <u>ADJOURNMENT:</u>

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to adjourn the Special Meeting of June 25, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

MEETING WAS ADJOURNED AT 8:31 pm

Tracy Moore

Tracy Moore, Chairwoman

Respectfully Submitted,

Torri Edwards

Torri Edwards, Recording Secretary