MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
October 30, 2017

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on October 30, 2017 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 7:04 pm.

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
Joseph Colombo	Agency counsel
Clarence Whipple Jr.	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Adrian Moss-Beasley	Agency member
Larry Robinson	Agency member
Clarence Whipple Jr.	Council Liaison
Torri Edwards	Recording Secretary

ABSENT:

Jewel Collins	Agency member
Edward Jones	Agency member (arrived 7:10 pm)
Sylvia Thomas	Agency member (arrived 7:19 pm)
Joseph Colombo	Agency counsel

STAFF PRESENT:

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

Agency member Moss-Beasley 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 October 30, 2017

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Robinson to approve the agenda for the Regular Meeting of October 30, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson

MOTION CARRIED (4-0)

MINUTES: Minutes of the Regular Meeting of September 18, 2017

* **MOTION by Agency member Robinson; SECONDED by Vice Chairwoman Martin to approve the minutes with corrections of the regular meeting of September 18, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson

MOTION CARRIED (4-0)

III. DELEGATIONS:

IV. PRESENTATIONS:

V. ACTION ITEMS:

1. Community Garden:

Ms. Singleton is requesting the agency approve staff undertaking of a Diamond Square Community Redevelopment Agency (CRA) Community Garden initiative. There has been several inquiries regarding the Community Garden and a demand for a Community Garden in Brevard County. **Ms. Singleton** stated the Community Garden could be revived and thriving with staff assistance and help from the volunteer program Cocoa C.I.V.I.C.

Chairwoman Moore inquired on Mr. Green's interest on the Community Garden. **Ms. Singleton** reported Mr. Green still has interest in the gardens and offered to purchase the property for $1. **Ms. Singleton** stated that offer is not feasible at this time and reviving the Community Garden would be a viable Diamond Square initiative.

Chairwoman Moore responded that she thought the garden was already a Diamond Square initiative. **Ms. Singleton** reported the garden is currently managed by Cocoa PAL.

Delores McLaughlin, Executive Director for the Alliance for Neighborhood Restoration (ANR), stated there was an existing agreement with ANR and Cocoa Police Department to care for the gardens. She explained there were issues with how the garden would receive water.

Chairwoman Moore requested clarification on the difference between the gardens being a Diamond Square initiative from the past agreement. **Ms. Singleton** explained that Diamond Square would have direct control over the garden and staff would develop a business model to establish a successful Community Garden.

Chairwoman Moore inquired if funding was available for the community garden. **Ms. Singleton** noted there are several grant opportunities for community garden initiatives. She stated Community Garden funding could be provided from the Diamond Square budget.

Chairwoman Moore stated the Community Garden started as a community project for individuals that live in the community to received fresh produce. She stated any garden plans should include community involvement.

Mr. Lallo explained the Community Garden and Diamond Square initiative could have perimeters to champion Diamond Square CRA residents.

Ms. Hamilton stated the Community Garden is not productive at this time and the first step would be for Diamond Square CRA to regain control. She explained that many people are needed to care for the garden whether they are community members or outside the community.

Agency member Thomas inquired who will take on the garden**. Ms. Singleton** stated she will verify that the City of Cocoa will mow the Community Garden. She added that Cocoa C.I.V.I.C. Program volunteers will be responsible for the care and upkeep of the gardens.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Thomas to approve staff undertaking of a Diamond Square Community Redevelopment Agency Community Garden initiative with the addendum to the said statement and adding other nonprofit agencies through a municipal use agreement.**

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

MOTION CARRIED (6-0)

2. Request for Proposals:

Ms. Singleton requested the board approve a Diamond Square Community Redevelopment Agency 2017/2018 funding request for proposals (RFP) scheduled to release in November 2017 with proposal date being 30 days from release date. She stated the proposals will be submitted online via the Redevelopment Agency website.

Chairwoman Moore inquired if the $20,000 budgeted for Professional Services was previously intended for the initiative with ANR. **Ms. Singleton** stated the Diamond Square agency must follow the same procurement and contracting procedures as the City. **Ms. Singleton** discussed information given to RFP applicants, goals, and objectives of the CRA.

Agency member Moss-Beasley suggested tabling the RFP till next meeting giving the board members time to look over the package. **Chairwoman Moore** inquired if tabling the RFP would be feasible in coinciding with the City of Cocoa's guidelines.

Ms. McLaughlin stated the ANR will need to cut programs without the Diamond Square CRA funding. She stated the after school program for neighborhood children will be maintained until winter break and will not resume. **Ms. Hamilton** clarified that the City Council awarded ANR funding from the Cocoa Police Department's portion of the work during the City Council meeting in September or October.

Mr. Whipple, Jr, inquired what is wrong with giving the money to ANR this year and start the RFP next year. **Ms. Hamilton** stated the reasons to institute the RFP are increased scrutiny of CRAs, and following city regulations and practices. **Ms. Singleton** reported the statute requires CRAs to adopt the local governing body procurement policies.

Ms. Martin noted the $20,000 has been approved and noted in the budget for ANR two (2) months. **Ms. Singleton** stated the CRA board has the power to amend the budget or transfer funds as needed.

Ms. Moore inquired if ANR would submit an RFP if requested. **Ms. McLaughlin** responded that ANR would submit an RFP if requested.

Ms. Moore reported the board will award $20,000 to ANR as previously approved and follow the RFP process next year for FY 2019. **Ms. Moore** is requesting ANR to submit a written request to follow RFP guidelines. **Ms. Singleton** reported staff will work with ANR in submitting a contract to follow the RFP guidelines and present at next meeting for approval.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Robinson to approve staff to work with ANR on submitting a proposal as stated for approval at next regular meeting.**

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

MOTION CARRIED (6-0)

VI. UPDATES AND STAFF REPORTS:

1. Stone Street Streetscape Project Update:

Ms. Singleton informed the board that the final design and engineering plans have been completed. The RFP received five (5) bids with the lowest bid at $2 million. The recommendations will be presented to City Council for approval. The construction is anticipated to start in January 2018 with completion for September 2018.

2. FRA Annual Conference (verbal update):

Ms. Singleton requested attending board members give a brief update on the FRA Annual Conference. **Ms. Thomas** stated she attended a session that focused on attracting people to your city to visit and live. **Ms. Martin** noted the conference was less organized and less vendors were present than at past conferences. She attended a session on branding your city to attract people to the area.

Mr. Moss-Beasley noted the two (2) hour maximum meeting time has been reached.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Moss-Beasley to approve to move agenda pass the two (2) hour mark and extend the meeting 30 minutes.**

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

MOTION CARRIED (6-0)

3. Presentation of plaque to Ruby Jenkins (verbal update):

Ms. Singleton stated the plaque was presented to Ruby Jenkins on October 10, 2017 at the City Council meeting.

4. Fiske Corridor Study (verbal update):

Ms. Singleton reported the UCF Urban Planning graduates are conducting a Fiske corridor study to improve and maximize the community assets.

5. Future of CRAs (verbal update):

Ms. Singleton reported there is proposed legislation to eliminate or impose regulations on CRAs. She outline a few items for proposed House Bill 17 and SB 432:

- Provides additional reporting requirements
- Revises requirements for operating CRAs
- Prohibits creation of CRAs after a certain date
- Provides a phase out period
- Creates criteria for determining if a CRA is inactive
- Provides hearing procedures
- Authorizes certain financial activity from inactive CRAs
- Revises requirements for use of redevelopment trust fund proceeds

- Revises county municipal government reporting requirements
- Revises criteria for finding the county or municipal failed to file a report
- Requires the FS to provide to DEO concerning CRAs with no revenue, expenditures, or debt

6. Hurricane Damage Assessment (verbal update):

Ms. Hamilton stated Community Services Department and Code Enforcement Division conducted damage assessment in the community after the storms. She noted assessments are still being conducted as needed. **Ms. Hamilton** added the City is looking at after the event action reporting and processes that can be improved.

Ms. ~~Moore~~ Martin reported receiving phone calls regarding children swimming in the retention pond on Bernard Street and Thomas Lane. She stated the citizens are requesting the city to install a fence or barrier to prevent drowning. **Ms. Hamilton** stated she will look into the matter.

VII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on November 27, 2017 at 7:00 p.m. at City Hall, 65 Stone Street.

IX. ADJOURNMENT:

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Thomas to adjourn the Regular Meeting of October 30, 2017.**

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

MOTION CARRIED (6-0)

MEETING WAS ADJOURNED AT 9:26 pm

Tracy Moore

Tracy Moore, Chairwoman

Respectfully Submitted,

Torri Edwards

Torri Edwards, Recording Secretary