MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
July 18, 2016

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on July 18, 2016 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 7:12pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Ruby Jenkins	Agency member
Michael Blake	Council Liaison
Monica Arsenault	Recording Secretary

PRESENT:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Ruby Jenkins	Agency member
Michael Blake	Council Liaison
Monica Arsenault	Recording Secretary

ABSENT:

Adrian Moss-Beasley	Agency member
Joseph Colombo	Agency counsel (excused)

STAFF PRESENT:

Joan Junkala, CEG, Economic Development Manager, **Samia Singleton,** Economic Development Specialist, **Steven P. Belden, AICP,** Community Services Director, and **John A. Titkanich Jr., AICP,** City Manager.

Agency member Collins 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 July 18, 2016

* **MOTION by Agency member Martin SECONDED by Agency member Collins to approve the agenda, with the exception of an added presentation, for the Regular Meeting of July 18, 2016.**

AYES: Moore, Martin, Collins, Robinson, Jenkins, Jones

MOTION CARRIED UNANIMOUSLY (6-0)

MINUTES: Minutes of the Regular Meeting of June 20, 2016.

* **MOTION by Agency member Collins; SECONDED by Vice Chairwoman Martin to approve the minutes of the regular meeting of June 20, 2016.**

AYES: Moore, Martin, Collins, Robinson, Jenkins, Jones

MOTION CARRIED UNANIMOUSLY (6-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

1. City of Cocoa Fire Station Study

Mr. Titkanich presented the Agency with the City of Cocoa Fire Station Study.

V. NEW BUSINESS:

Diamond Square CRA FY 2017 Proposed Budget

Mr. Titkanich asked to clarify some information that was given to the Agency at the previous meeting in regards to the budget. He stated that some of the funds that were thought to be readily available for the Agency are restricted. **Mr. Titkanich** reviewed the budget with the Agency and shared that approximately $114,250.00 in TIF Revenues will be received during Fiscal Year 2017.

Mr. Titkanich noted that this is the last year of a three-year agreement between the City of Cocoa and Alliance for Neighborhood Restoration intended to cover a financial gap,

and that the Diamond Square Community Redevelopment Agency has limited funding as their funds were cut back during the recession.

Mr. Titkanich stated that the Diamond Square Community Redevelopment Agency has a contract with the City of Cocoa for $150,000.00 for the construction of Stone Street. **Mr. Titkanich** explained that the cost of the Stone Street project would be lessened for the Agency if they allow Utilities and Public Works to absorb a portion of the cost related to the project by performing storm water and utility-related improvements that need to be completed on Stone Street.

Mr. Titkanich addressed a request that was made for the City to absorb a $200,000.00 cost that the Agency had allocated for the Stone Street project. **Mr. Titkanich** reviewed some of the investments that the City has already made and is proposing to make in Fiscal Year 2017.

Mr. Titkanich presented the Agency with a brochure that was created for the Dr. Joe Lee Smith Center. **Mr. Titkanich** went on to explain that for the last two (2) years the City has sought legislative appropriations but has not been successful; however, a designated Community Contribution Tax Credit Program was awarded so that the City may leverage and solicit contributions from the private sector. In return, the contributing entity can be issued a credit against their corporate income tax in Florida. **Mr. Titkanich** stated that the City has reached out to the Early Learning Coalition of Brevard to find out what the needs are for a daycare center. **Mr. Titkanich** shared that the City is also considering the construction of a clinic for the Brevard Health Alliance to occupy a couple days throughout the week to offer services to the community.

Mr. Titkanich went on to explain some of the other projects that the City will be budgeting for over the next few years. **Mr. Titkanich** informed the Agency that the City is also looking to develop a regional storm water facility. **Mr. Titkanich** expressed that all together, approximately $6,000,000.00 has been invested in the Diamond Square area, not including money that the City may put forward to complete the Stone Street Project.

Mr. Titkanich asked that the Agency approve the proposed Fiscal Year 2017 budget.

Chairwoman Moore paid recognition to the efforts the City has put forward for the community; however, she still felt that there was not enough "wiggle room" in the Diamond Square budget. **Chairwoman Moore** shared that she felt additional funds were needed to "beef up" some of the community activities as well as additional funds for Habitat for Humanity and Juneteenth. **Chairwoman Moore** expressed that the Agency would like to have more ownership in some of the projects that **Mr. Titkanich** spoke of.

Councilman Blake expressed that if City staff and the Agency collaborated and cooperated on some ideas the funds could be raised to assist Diamond Square.

Agency member Collins inquired about the Harry T. Moore Center.

Mr. Titkanich explained that the City has received two (2) grants from the State to perform the maintenance needed. The HVAC system has been replaced but the flooring system needs to be replaced as well. The work will have to be split up into two (2) phases. **Mr. Titkanich** stated that $500,000.00 has already been spent on the Moore Center.

Mr. Titkanich suggested that the Agency brainstorm ideas for projects that are consistent with the Diamond Square CRA Plan and then discuss them at a later date to see what can be accomplished.

Vice Chairwoman Martin inquired what the time frame for the Stone Street project is.

Mr. Titkanich explained that in the upcoming year the design for utilities and storm water will be completed, at which point the consultants can evaluate both designs and determine a final figure on what the cost share will be for the purposes of budgeting. **Mr. Titkanich** further explained that the idea would be for construction to begin in October of Fiscal Year 2018.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Collins to approve the budget with the contingency to be able to amend it at a later date.**

AYES: Moore, Martin, Jones, Collins, Robinson, Jenkins

THE MOTION CARRIED UNANIMOUSLY (6-0)

VI. OLD BUSINESS:

Chairwoman Moore verified that some signage design ideas would be brought to the next Diamond Square CRA meeting. **Chairwoman Moore** also requested that further discussion in regards to the budget be placed on the agenda for the next meeting.

VII. AGENCY MEMBERS AND STAFF REPORT:

Agency member Collins requested clarifications in regards to the Harry T. Moore Center. **Mr. Titkanich** offered to bring a report from the City's Public Works Department on the specific deadlines and the various improvements being completed to the next meeting.

Agency member Collins also inquired about additional lighting on Blake Avenue. **Mr. Titkanich** informed the Agency that the Assistant City Manager, Matt Fuhrer, contacted the Public Works Director to evaluate the issue. No report was available at this time.

Chairwoman Moore inquired if there was an anticipated timeframe to find a CRA Program Manager replacement. **Mr. Titkanich** shared that **Samantha Senger**, Public Relations Specialist, would be creating a promotional advertisement for the position, but a specific time frame is unknown at this time.

Ms. Joan Junkala introduced one of the City's newest employees, **Samia Singleton**, Economic Development Specialist, to the Agency. **Ms. Junkala** presented the Agency with a quarterly list of new businesses that opened in Diamond Square between April 1 and June 30. **Ms. Junkala** also shared that the Office of Economic Development is preparing for the 4th Annual Cocoa Job Fair in coordination with CareerSource Brevard. Last year, 19 employers and over 200 job seekers attended the Job Fair. **Ms. Junkala** expressed the importance of passing the information on to the residents of Cocoa.

Mr. Titkanich shared that the City reinstituted a summer youth employment program, called Cocoa Works, in partnership with CareerSource Brevard. Twenty-two (22) students that are residents of Cocoa were employed by the City for six (6) weeks.

Shauna Ginn, Cocoa Housing Authority, shared that the installation completion date for the security cameras that were granted back in the summer of 2015 is anticipated to be October 25, 2016. **Ms. Ginn** also informed the Agency that the Cocoa Housing Authority applied for the Tax Credit Application Round and is currently occupying the only slot available. If awarded, 144 apartments would be rehabbed. The units are located on School Street, A Street, B Street, C Street, and part of Fern Avenue. **Ms. Ginn** explained that although the Cocoa Housing Authority was not awarded another grant for security lights and cameras this year, they will be included in the funding for the apartment rehabs.

Chairwoman Moore requested that a report be provided from Alliance for Neighborhood Restoration at the next meeting in regards to Juneteenth and any other future event plans.

VIII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on Monday, August 15, 2016 at 7:00 p.m. at City Hall, 65 Stone Street.

IX. ADJOURNMENT:

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Collins to adjourn the Regular Meeting of July 18, 2016.**

AYES: Moore, Martin, Jones, Collins, Robinson, Jenkins

THE MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 9:38pm.

Tracy Moore

Tracy Moore, Chairwoman

Respectfully Submitted,

Monica Arsenault, Recording Secretary

DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM VI- 1
Diamond Square CRA Signage

MEMO DATE: August 10, 2016
AGENDA DATE: August 15, 2016
PREPARED BY: Joan Junkala, Economic Development Manager
REQUESTED ACTION:

Approve design and locations of Diamond Square CRA entry signage.

BACKGROUND

In March 2014, the Diamond Square Community Redevelopment Agency approved the final draft of the Diamond Square Community Redevelopment Plan Update. The Plan addresses entry signage for the Diamond Square Community in Goal 3: Creating Neighborhood Gateways, *Objective 3.1 – Neighborhood Entry Signage and Historical/Cultural Significance.*

On April 16, 2016, the City of Cocoa and the Diamond Square CRA entered into an Interlocal Agreement for a $25,000 Redevelopment Funding Contribution. As stated in Section 5.2 of the Agreement, $10,000 would be used for design, construction, and placement of signage and landscape beautification at key entry points in the CRA, to be expended before the end of Fiscal Year 2016.

The attached design is provided for the Board's review and approval. The design takes into consideration the recommendations of the Board at its June 20, 2016, meeting. Key entry points selected for signage placement are recommended at the following locations:

1. School Street and Fiske Boulevard
2. Rosa L. Jones Boulevard and west side of the FEC Railroad

A third gateway sign is proposed, as recommended in the Diamond Square Plan Update, at the Washington Street and Stone Street intersection, if funds available after the cost of the first two signs are determined.

REVIEWED

The City Manager and Community Services Director have reviewed and approved this agenda item.

City Manager

John A. Titkanich, Jr., AICP

Community Services Director

Steven P. Belden, AICP

REQUESTED MOTION

Approve design and locations of Diamond Square CRA entry signage.


COCOA
FLORIDA
HISTORICAL
DIAMOND
SQUARE
COMMUNITY
REDEVELOPMENT AREA
Est.
1998

THE CITY OF COCOA
OPEN FOR BUSINESS

April 1 – June 30, 2016

ECONOMIC DEVELOPMENT QUARTERLY NEWSLETTER

Calling all community champions!

On behalf of the Office of Economic Development, we would like to say ***Thank You*** **to the Cocoa business community for championing the city of Cocoa as a place to do business**. Because of your active participation in the many City boards, and your willingness to be open and forthcoming about challenges you face, Cocoa continues to move forward in a proactive and effectual manner. We are greatful for and recognize your efforts as ambassadors for the community.

Stay Engaged

We would like to continue to encourage business owners and community stakeholders to get involved and stay informed on the economic development-related news and events, by suscribing to our updates at www.cocoafl.org/list.aspx.

NEWSWORTHY

Meet our new Economic Development Specialist

The Office of Economic Development is excited to welcome the newest member of our team, Samia Singleton. Samia will serve the Office in her new position as Economic Development Specialist, whose primary responsibility is managing the P.R.O. Business program. Ms. Singleton is originally from Rochester, New York, but most recently resided in Nucla, Colorado where she served AmeriCorps VISTA in an economic development capacity. Samia was responsible for forming two cross-functional community and economic development partnerships: The West End Collaborative for Neighborhood Improvement and West End Workforce Development. Samia was responsible for developing and implementing a multi-pronged marketing campaign, resulting in the recruitment of six new businesses. Ms. Singleton helped lead the development of a co-working space and community kitchen by obtaining more than $170,000 in grants and in-kind donations for renovations and equipment. She holds a Bachelor of Science in Communications and is currently pursuing her Master of Business Administration.



New Commercial Façade Grant Program

On June 28, Cocoa City Council approved a new commercial façade grant program. The Commercial Property Enhancement Program (CPEP) is a matching grant program designed to encourage private investment and improvements to exterior frontage of commercial properties. The façade grant encourages investment along key corridors: U.S. 1, State Roads 520, 524, Fiske Boulevard, Dixon Boulevard, and Clearlake Road. For more information, visit www.cocoafl.org/econdev.

Fourth Annual Cocoa Job Fair

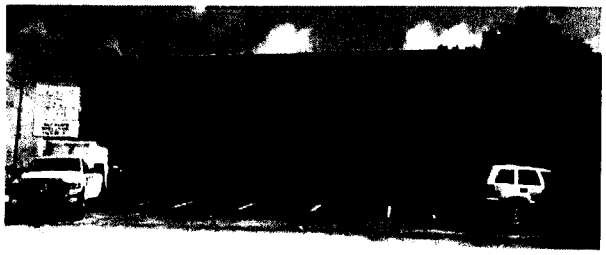
In partnership with CareerSource Brevard, the City of Cocoa hosts its annual community-wide job fair, FREE and open to both employers and job seekers throughout Brevard County. The Job Fair will be held on **Thursday, October 20** from **11 AM until 2 PM** at the **Cocoa Civic Center**, located at 430 Delannoy Avenue in Cocoa Village. For a list of participating employers, stay tuned to www.cocoafl.org/jobfair.

Employers that wish to reserve a table, please contact Samia Singleton at (321) 433-8577 or ssingleton@cocoafl.org.

Job Seekers must dress business professional and bring several copies of your resume. For assistance in resume building, and interview skills and presentation, contact CareerSource Brevard at (321) 504-7600 or visit the Rockledge office at 297 Barnes Bouelvard.

US 1 Corridor CRA recognizes Accents Home Decor with Business Recognition Award

The US 1 Corridor CRA Board awarded their 3rd Quarter Business Recognition Award to Accents Home Decor located at 2712 North Cocoa Boulevard. This award recognizes those businesses who have demonstrated pride and commitment in maintaining their property to a high standard, thereby contributing to the overall appearance of the community while adhering to all appropriate codes and permits.



Diamond Square CRA Awards Façade Grants

The Diamond Square CRA Board has awarded two commercial façade grants, with projects completed and adding to the appeal of the district, **generating over $81 of private investment for every $1 of commercial façade grant awarded.**

In March, the CRA Board awarded Wittekind Enterprises a commercial façade grant in the amount of $5,000 for exterior improvements to 1225 West King Street. The improvements total more than $11,000, to include new awnings, painting, and new landscaping.

In April, the Board also awarded a commercial façade grant to Centennial Development Group for exterior improvements to the former Cocoa Enterprise Center located at 1060 West King Street. Centennial has privately invested more than $800,000 in the facility, which will be the new home of the **Florida Department of Corrections.**



WHAT'S NEW IN COCOA

New Businesses

In the 3rd quarter of Fiscal Year 2016, Cocoa welcomed **51** new businesses, reporting **83 new full-time jobs** and **24 part-time jobs** to the community! For a list of new businesses updated online every month, visit www.cocoafl.org/cocoabusinesses.

Please join us in welcoming new Cocoa businesses to include **Paisley Vegan Kitchen** at 630 Brevard Avenue, **Korean American Fusion Restaurant & Lounge** at 114 Harrison Street, **Independent Welding and Machining** at 2972 Oxbow Circle, and **CARite** at 304 South Cocoa Boulevard.

Additionally, Cocoa Council and staff members attended two ribbon cuttings for Cocoa businesses. In June, the Cocoa Beach Regional Chamber of Commerce hosted a ribbon cutting for **SolRisa Inn**, located at 241 North Indian River Drive in Cocoa. Owners, Jeremy and Elena Sinnemaki, opened the newly renovated bed and breakfast in early June.



In July, the Chamber also hosted a ribbon cutting for **Salon on Brevard**, located at 633 North Brevard Avenue in Cocoa Village. Owner, Lynn Joiner opened the salon in January 2016 and has more than 25 years of experience in the beauty industry.

PROJECT UPDATES

Redevelopment Agency Updates

Are you making exterior improvements to your commercial property? The Cocoa and Diamond Square

Community Redevelopment Agencies (CRA) have grant monies available to facilitate exterior improvements to properties located within the two CRA boundaries. For more information on CRA Façade Grants or to determine if you qualify, please contact the Office of Economic Development at (321) 433-8525.

Florida Avenue Complete Street Project

The Cocoa CRA, in partnership with the City of Cocoa, Space Coast Transportation Planning Organization, and the Florida Department of Transportation (FDOT), has initiated a complete streets project for Florida Avenue. This initiative is designed to enable safe access for all users, including pedestrians, bicyclist, motorists, and transit riders of all ages and abilities. The Florida Avenue from State Road 520 to the southernmost city limits will be redesigned to include stamped concrete sidewalks, ornamental street lights, landscaping, on-street parking and bicycle-shared lanes. In addition, Utilities and Public Works Departments of the City of Cocoa will also be installing new water mains and stormwater improvements to address drainage on Florida Avenue from State Road 520 to Factory Street.

The Florida Avenue "Complete Street" Project is entering the construction phase. Detour signage will appear at the end of August, with groundbreaking to start on October 3rd. Construction will start at south end of Florida Avenue and move north in five phases. The contractor will be informing businesses on timing of each phase and will work with all businesses affected regarding access to properties. The contractor has 240 days to complete the project, weather and other delays permitting. On behalf of the City, we appreciate your patience and understanding during construction. Questions regarding the project should be directed to the Project Manager, Charlene Neuterman, at (321) 433-8773 or via email to cneuterman@cocoafl.org.

Stone Street Streetscaping Project

Through the Diamond Square Community Redevelopment Agency, Stone Street will undergo streetscaping from the railroad terminus west to Fiske Boulevard. Streetscaping will include sidewalk enhancements, pedestrian level streetlights, intersection crosswalk enhancements, and landscaping as well as stormwater improvements. Design and engineering plans for Phase 1 (the FEC railroad terminus north to Washington Street) are 100% complete. Phase 2 (Washington Street west to Fiske Blvd.) design and engineering is set to commence end of 2017, with construction of both phases anticipated to begin in 2018.

Harrison Street Streetscaping Project

Through the Cocoa CRA, Harrison Street between Riveredge Boulevard and Delannoy Avenue will undergo streetscaping to include sidewalk enhancements, pedestrian level streetlights, and landscaping as well as stormwater improvements. Currently, the streetscaping project is in the design and engineering phase with 60% plans completed. While no construction timeframe has been scheduled, it is anticipated that the project will begin in 2018.

US 1 Widening & Beautification Project

The road widening and beautification of US 1 from Pine Street north to Cidco Road is anticipated to be complete in late August 2016. Remaining improvements include installing medians, irrigation, and landscaping.

Mangrove Maintenance at Lee Wenner Park

The Cocoa CRA secured a Florida Department of Environmental Protection permit for the trimming of mangroves at the stormwater pond and the T-dock located at Lee Wenner Park in Cocoa Village. The purpose of the permit is to beautify the area as well as improve security at the Park. The project is now complete and the mangroves were "windowed" and trimmed and all invasive species, including Brazilian peppers, have been removed.

PROGRAM UPDATES

P.R.O. Business

Businesses wishing to meet with an Economic Development staff member may contact Samia Singleton at (321) 433-8577. Additionally, if you have a testimony that you wish to share about what it means to own or operate a business in Cocoa, please email the Office at business@cocoafl.org.

THE CITY OF COCOA
OPEN FOR BUSINESS

April 1 – June 30, 2016

ECONOMIC DEVELOPMENT QUARTERLY NEWSLETTER

Monthly Business Spotlight

We strive to tell the story of our local business community. With so many unique and growing businesses in our City, we feel it's imperative to get the word out about our amazing little City. In the 3rd quarter, the Office of Economic Development's Business Spotlight featured **Paisley Vegan Kitchen**. Unfortunately, there were no May and June spotlights due to staff changes. To read about Cocoa's businesses in the spotlight visit www.cocoafl.org/bizspotlight.

UPCOMING EVENTS IN THE NEXT QUARTER

The Office of Economic Development strives to bring relevant workshops to the business community to help you sustain and grow your business. We want to hear from you! Let us know what workshops you'd like to see! For a complete list of workshops, visit www.cocoafl.org/bizevents.

Accion Micro-Lending Workshop
Cocoa City Hall, Council Chambers
Tuesday, September 20 from 10 AM – noon
Register at www.cocoafl.org/lending

Cocoa's 4th Annual Job Fair
Cocoa Civic Center, Main Ballroom
Thursday, October 20 from 11 AM – 2 PM
For more information: www.cocoafl.org/jobfair

CONTACT US:

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DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM VII - 4
Agency Budget Report

MEMO DATE: August 11, 2016
AGENDA DATE: August 15, 2016
PREPARED BY: Steven P. Belden, AICP, Community Services Director

REQUESTED ACTION: Fiscal Year 2016 Budget Update

BACKGROUND

The current Detail Budget Report for Fiscal Year 2016 indicates eighty-three percent (83%) of the fiscal year has elapsed. As of the report dated August 11, 2016 all Agency accounts have funds available to meet current and future obligations.

REVIEWED

The following have reviewed this agenda item:

City Manager

John A. Titkanich, Jr., AICP

REQUESTED MOTION

None, this is an informational item.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

FUND 111 - 83% of Year Lapsed

	Amended Budget	YTD Actual Transactions	% Used/Rec'd
REVENUE			
TIF	85,987	85,987.00	100%
INTEREST	-	53.43	
CARRYFORWARD	211,645	211,645.00	100%
REVENUE TOTALS	**297,632**	**297,685.43**	**100%**
EXPENSE			
SALARIES AND BENEFITS	16,135	11,990.47	74%
OPERATING EXPENDITURES	43,234	29,483.90	68%
CAPITAL OUTLAY	237,966	10,914.00	5%
GRANTS, AIDS AND OTHER	21,128	10,000.00	47%
EXPENSE TOTALS	**138,523**	**62,388.37**	**45%**
REVENUE TOTALS	**297,632**	**297,685.43**	**100%**
EXPENSE TOTALS	**138,523**	**62,388.37**	**45%**