COCOA REDEVELOPMENT AGENCY

COCOA REDEVELOPMENT AGENCY BOARD
REGULAR MEETING AGENDA
DATE: Tuesday, May 2, 2017 LOCATION: Cocoa City Hall
TIME: 5:00 p.m. 65 Stone Street

I. **CALL TO ORDER**
ROLL CALL
INVOCATION
PLEDGE OF ALLEGIANCE

II. **APPROVAL OF AGENDA AND MINUTES**
AGENDA: Regular Meeting of May 2, 2017
MINUTES: Regular Meeting of April 4, 2017

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **OLD BUSINESS**

VI. **NEW BUSINESS**
1. Budget Transfer for Brevard County Clerk of Courts Recording Fees
2. Budget Transfer for Legal Expenses

VII. **ATTORNEY'S REPORT**

VIII. **AGENCY MEMBERS AND STAFF REPORTS**
1. 603 Brevard Ave. Request for Proposals

IX. **NEXT MEETING DATE**
The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be on Tuesday, June 6, 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
April 4, 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
Jan Stewart	Agency member
Jeri Blanco	Agency member
Ed Lanni	Agency member
Clarence Whipple Jr.	Agency member
Brenda Warner	Agency member
Anthony Garganese	Agency Counsel

Chairman Parrish called the meeting to order at 5:04 pm

PRESENT:

Henry U. Parrish, III	Chairman
Don Boisvert	Vice Chairman
Jan Stewart	Agency member
Ed Lanni	Agency member
Brenda Warner	Agency member
Jeri Blanco	Agency member
Clarence Whipple Jr.	Agency member
Kristin Eick	Agency Counsel (telephonically)
Monica Arsenault	Recording Secretary

ABSENT:

STAFF PRESENT:

Steven P. Belden, AICP, Community Services Director, **Larry Lallo**, Economic Development Manager and **Samia Singleton**, Redevelopment Specialist.

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 Lanni to approve the agenda for the regular meeting of April 4, 2017.**

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

MOTION CARRIED UNANIMOUSLY (7-0)

* **A MOTION was made by Vice Chairman Boisvert; SECONDED by Agency member Lanni to approve the minutes of the regular meeting of March 7, 2017.**

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

MOTION CARRIED UNANIMOUSLY (7-0)

III. DELEGATIONS

NONE

IV. PRESENTATIONS:

NONE

V. OLD BUSINESS:

NONE

VI. NEW BUSINESS:

1. Commercial Façade Grant Application – 607 Florida Avenue

Ms. Samia Singleton explained that **Maria Lucas**, property owner of 607 Florida Avenue, is requesting a Façade Grant in the amount of $10,000.00 for the construction of an awning and fence at the property. The total eligible cost of the project is $23,302.00. **Ms. Singleton** invited **Mr. Tom Vani** to approach the Agency to provide additional information about the project.

Mr. Vani shared that in addition to exterior upgrades, the interior will also be renovated which will cost approximately $65,000.00. He explained that all of the air conditioning units have been replaced, some roof repairs have been made and the entire building has been insulated.

* **A MOTION was made by Agency member Lanni; SECONDED by Agency member Stewart to approve a request for a Commercial Façade Improvement Program grant in the amount of $10,000.00 for the building located at 607 Florida Avenue.**

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

MOTION CARRIED UNANIMOUSLY (7-0)

2. **Budget Transfer for Harrison Street Design and Engineering Expenses**

Ms. Singleton stated that the Harrison Street Streetscaping Project has a remaining balance of $15,681.00 which was not budgeted for Fiscal Year 2017. Therefore, staff is seeking approval from the Agency to transfer $15,681.00 from the Contingency account to the Infrastructure account for the design and engineering expenses for the Harrison Street Streetscaping Project.

* **A MOTION was made by Agency member Whipple; SECONDED by Agency member Stewart to approve a budget transfer of $15,681.00 from the Contingency account to Infrastructure for design and engineering expenses for the Harrison Street Streetscaping Project.**

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

MOTION CARRIED UNANIMOUSLY (7-0)

VII. ATTORNEY'S REPORT:

NONE

VIII. AGENCY MEMBERS AND STAFF REPORTS:

1. **Old City Hall Site**

Mr. Belden stated that **Mr. Bill Baer,** of 4105 Settlement Road, Merritt Island, Florida, is still interested in purchasing the property at 603 Brevard Avenue and that staff had met previously with **Mr. Baer** earlier in the day to review **Mr. Baer's** vision for the property. **Mr. Baer** shares a vision that is very similar to White Challis's design of the Brownstones with the exception that he would like to include a corner grocery market instead of a restaurant. **Mr. Belden** invited **Mr. Baer** to approach the Agency to share his thoughts and answer any questions.

Mr. Belden stated that the sale of the property will need to be advertised for thirty (30) days to allow adequate time for other potential buyers to respond as well. **Mr. Belden** stated that he would contact the City Attorney to make sure staff follows the statutory requirements for advertising the property.

Agency member Stewart inquired about the adjacent property that the Agency had considered including in the language of the new request for proposal (RFP) that was going to be released after the previous project with White Challis fell through. **Mr. Belden** explained that the RFP was never put out as staff had intentions of conducting a

market study prior to putting out a RFP. Before the market study was ever conducted **Mr. Baer** presented his ideas to staff which put the market study and the RFP on hold.

Agency member Blanco excused herself from the meeting at 5:33 pm.

2. **Cocoa Riverfront Pedestrian Connector**

Mr. Belden explained that a contractor has been selected and staff was able to negotiate the cost to keep it within budget. **Mr. Belden** shared that the project will take approximately one-hundred and eighty (180) to two-hundred (200) days to complete once the construction has commenced. **Mr. Belden** stated that he is unable to give an official start date at this time, however, he is hopeful that the work will begin soon.

3. **FIND Grant**

Mr. Belden explained that an application was submitted for the T-Dock construction, however, in order to qualify for the construction grant the permit must be in hand which the City has not obtained at this point. **Mr. Belden** explained that the permitting process can be lengthy, taking approximately ten (10) months. **Mr. Belden** shared that he reached out to the City's FIND representative, **Jerry Sansom**, and that research will be conducted to see what options are available. **Mr. Belden** stated that staff will continue to work on securing the permit but there is a possibility that the City will have to wait until next year before construction can begin.

IX. NEXT MEETING DATE:

The next scheduled meeting of the Cocoa Community Redevelopment Agency will be held on Tuesday, May 2, 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 Lanni to adjourn the regular meeting of April 4, 2017.**

AYES: Parrish, Boisvert, Warner, Stewart, Lanni, Whipple Jr.

MOTION CARRIED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED AT 5:41 pm

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Henry U. Parrish III, Chairman

Respectfully Submitted By:

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Monica Arsenault, Recording Secretary

COCOA REDEVELOPMENT AGENCY

AGENDA ITEM VI-1

Budget Transfer for Brevard County Clerk of Courts Recording Fees

MEMO DATE: April 21, 2017
AGENDA DATE: May 2, 2017
PREPARED BY: Samia Singleton, Redevelopment Specialist

REQUESTED ACTION: Approve a budget transfer of $500.00 from the Contingency Account (110-3230-559.39-00) to the Other Charges and Obligations Account (110-3230-559.49-00) to correct a negative balance in the Other Charges and Obligations Account.

BACKGROUND

The Fiscal Year 2017 Budget had a line item allocation of $750.00 for Other Charges and Obligations. Due to costs associated with recording the Commercial Façade Enhancement Program grant agreements and restrictive covenants with the Brevard County Clerk of Courts, there is a negative balance of $188.15 in the account.

BUDGETARY IMPACT

A transfer of $500.00 from the Contingency account (110-3230-559.39-00) to the Other Charges and Obligations Account (110-3230-559.49-00) will resolve the negative balance.

REVIEWED

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

City Manager

John A. Titkanich, Jr., AICP

Community Services Director

Steven P. Belden, AICP

Economic Development Manager

Larry J. Lallo, CEcD EDFP

Finance Director

Teri Butler

REQUESTED MOTION

Approve a budget transfer of $500.00 from the Contingency Account (110-3230-559.39-00) to the Other Charges and Obligations Account (110-3230-559.49-00) to correct a negative balance in the Other Charges and Obligations Account.

COCOA REDEVELOPMENT AGENCY

AGENDA ITEM VI-2
Budget Transfer for Legal Expenses

MEMO DATE: April 21, 2017
AGENDA DATE: May 2, 2017
PREPARED BY: Samia Singleton, Redevelopment Specialist

REQUESTED ACTION: Approve a budget transfer of $2,000 from the Contingency account to Legal Expenses to account for anticipated shortfall in Legal Expenses, due to legal services of preparing for and attendance of CRA meetings, and Commercial Façade Improvement Program.

BACKGROUND
The Fiscal Year 2017 Budget had a line item allocation of $4,000.00 for Legal Expenses. Due to the costs associated with preparing for and attendance of CRA meetings, and preparing grant agreements and restrictive covenants for the Commercial Façade Improvement Program, there is an anticipated shortfall in the Legal Expenses Account.

BUDGETARY IMPACT
Staff has prepared a budget transfer of $2,000 from the Contingency account (110-3230-559.39-00) to the Legal Expenses account (110-3230-559.31-01).

REVIEWED

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

City Manager

John A. Titkanich, Jr., AICP

Community Services Director

Steven P. Belden, AICP

Economic Development Manager

Larry J. Lallo, CEcD EDFP

Finance Director

4-28-17

Teri Butler

REQUESTED MOTION

Approve a budget transfer of $2,000 from the Contingency account to Legal Expenses to account for anticipated shortfall in Legal Expenses, due to legal services of preparing for and attendance of CRA meetings, and Commercial Façade Improvement Program.