DIAMOND SQUARE
REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Delores Martin
Vice Chairperson

Ed Jones
Board Member

Adrian Moss-Beasley
Board Member

Jewel Collins
Board Member

Larry Robinson
Board Member

Sylvia Thomas
Board Member

SPECIAL MEETING AGENDA

DATE: Monday, March 27, 2018
TIME: 5:00 p.m.

Location: Cocoa City Hall, Council Chambers
65 Stone Street

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

II. **APPROVAL OF AGENDA**
AGENDA: Special Meeting of March 27, 2018
MINUTES: Special Meeting of January 29, 2018
Regular Meeting of March 19, 2018

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **ACTION ITEMS**
1. Budget Transfer to Machinery and Equipment
2. Budget Transfer to Overtime

VI. **UPDATES AND STAFF REPORTS-**None

VII. **NEXT MEETING DATE**
The next meeting of the Diamond Square Redevelopment Agency will be a Regular meeting at 6:00 p.m. on Monday, April 16, 2018. The meeting will be held in the Council Chambers at Cocoa City Hall located at 65 Stone Street.

IX. **ADJOURNMENT**

NOTICE TO 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
DIAMOND SQUARE REDEVELOPMENT AGENCY
SPECIAL MEETING
JANUARY 29, 2018

A Special Meeting of the Diamond Square Redevelopment Agency Board was held on January 29, 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 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
Adrian Moss-Beasley	Agency member
Larry Robinson	Agency member
Jewel Collins	Agency member
Clarence Whipple Jr.	Council Liaison
Torri Edwards	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel (Excused)

STAFF PRESENT:

Samia Singleton, Redevelopment Specialist, and **Larry Lallo, CEcD, EDFP,** Economic Development Manager.

Agency member Robinson 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: Special Meeting of January 29, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve the agenda for the Special Meeting of January 29, 2018.**

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

MINUTES: Minutes of the Special Meeting of November 27, 2017

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve the minutes of the Special meeting of November 27, 2017.**

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

NONE

V. ACTION ITEMS:

1. Budget Transfer to Electric/ Water/ Sewer:

Ms. Singleton stated that Staff is requesting the Board to approve a budget transfer of $198 from the Other Grants and Aids Account to the Electric/ Water/ Sewer Account to cover the Diamond Square CRA annual stormwater expenses at properties located at 430, 450, 490, 510 and 530 Whaley Street. She stated the expense was not included in the FY 18 budget. The City adjusted the late fees that were acquired since November 2017. **Chairperson Moore** noted she was unaware of the annual stormwater expense.

Ms. Singleton suggested the Board include the annual stormwater expense in the budget for FY 2019.

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve a budget transfer of $198 from the Other Grants and Aids Account to the Electric/Water/Sewer Account to cover the Diamond Square Community**

Redevelopment Agency's (CRA) annual stormwater expenses for its properties at 430, 450, 490, 510 and 530 Whaley Street.

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

2. Budget Transfer to Legal Expenses:

Ms. Singleton stated the Staff is requesting the Board to approve a budget transfer of $1,000 from the Other Grants and Aids Account to the Legal Expenses Account to cover the Diamond Square CRA's annual legal expense. The Board allotted $500 to the Legal Expenses Account for FY 18 which has been expended by Joseph Colombo, the Agency Attorney. The $1,000 transfer will cover the cost of legal expenses for the remainder of FY 18.

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve a budget transfer of $1,000 from the Other Grants and Aids Account to the Legal Expenses Account to cover the Diamond Square Community Redevelopment Agency's (CRA) annual legal expenses.**

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

3. February 19 Meeting:

Ms. Singleton requested the Board authorize Staff to cancel the February 19, 2018 meeting due to the President's Day holiday. **Chairperson Moore** inquired if there are agency projects that require a meeting before the regular meeting on March 19, 2018. The Board agreed to meet on March 19, 2018.

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to authorize staff to cancel Diamond Square Community Redevelopment Agency meeting on Monday, February 19, 2018, due to the President's Day holiday.**

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

VI. UPDATES AND STAFF REPORTS:

1. Stone Street Streetscape Project (verbal update):

Ms. Singleton reported the Stone Street Streetscape construction has been delayed until mid-February or March 2018. Staff is finalizing a budget between the four (4) departments

and hopefully will award the bid in mid-February. **Mr. Whipple, Jr.** inquired if the award will be presented to City Council. **Ms. Singleton** stated the award will be presented to City Council on February 13, 2017 or February 27, 2017.

Agency member Collins inquired if FDOT was involved with the Stone Street Streetscape Project. **Ms. Singleton** stated FDOT is not involved with the project.

Chairperson Moore inquired if any adjustments were made to the original Stone Street Streetscape to stay within the budget. **Ms. Singleton** stated the Diamond will remain and the integrity of the design and quality of the project will not be diminished. **Chairman Moore** requested a notification on when the bid will be presented to the City Council.

2. Community Garden (verbal update):

Ms. Singleton stated that Staff received verbal approval from Cocoa Police Chief to take over the management of the Community Gardens. She noted that Staff will prepare an approval request and MOU to present to City Council. The MOU requires:

- Scope of Community Garden
- Management
- Sustainability
- Leadership
- Partners
- Key stakeholders

Ms. Singleton reported that Staff will hold a public meeting to identify a vision for the Community Garden, identify partners, and resources. **Ms. Collins** inquired if the Community Garden is owned by the City and who will be the caretaker. **Ms. Singleton** stated the Community Garden is owned by the City and the public meeting will determine who will manage the Community Garden. **Agency member Moss-Beasley** inquired when the public meeting will be held. **Ms. Singleton** reported there is not a date set at this time.

Agency member Moss-Beasley suggested inviting other municipalities with Community Gardens to meet with the Staff and the Board for recommendations on creating a successful garden. **Ms. Singleton** noted she plans on contacting the City of Cape Canaveral and touring their Community Garden.

Chairperson Moore stated she visions the Community Garden as a teaching tool and for employment opportunities by creating partnerships with local restaurants.

Ms. Singleton noted that Staff will request approval from City Council for Diamond Square to undertake management of the Community Garden on February 27, 2018. She will keep the CRA updated.

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

Ms. Singleton stated the City has located an underutilized bench to place at the Rosa L. Jones bus stop. The City requires every bench to be paired with a trash bin. The Diamond Square CRA would be responsible for purchasing the trash bin at a cost of $600. The installment of the bench and trash bin require Public Works to meet ADA standards consisting of pouring a slab foundation and adding the bus stop to the Waste Management route. The installation is scheduled for March or April 2018. **Agency member Robinson** stated the citizens will appreciate the bench at the Rosa L. Jones bus stop. **Ms. Singleton** thanked Ms. Ginn for her efforts in helping the CRA locate a bench. **Chairperson Moore** noted a budget transfer for the trash bin cost of $600 will be discussed at the meeting on March 26, 2018.

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

Ms. Singleton reported that the Staff met with Architects RZK, Inc. last week to discuss the new concept of moving the Dr. Joe Lee Smith Center to Provost Park and scheduling a public meeting. She stated the new concept for Dr. Joe Lee Smith Center remains at 18,000 square feet and includes two (2) basketball courts, a retention pond with a walking trail, a splash pad or swimming pool, and a soccer field. The City is creating a financial plan to fund the construction of the new facility and discussed the Diamond Square CRA sponsoring the splash pad or swimming pool.

Ms. Singleton stated a public meeting will be scheduled for March 2018 to present the current and new concepts for the Dr. Joe Lee Smith Center. She invited the Board and Councilman Whipple, Jr. to attend the public meeting.

Councilman Whipple, Jr. noted the new concept of moving the Dr. Joe Lee Smith Center to Provost Park is not a definite plan. He stated the concept developed from trying to eliminate the illegal activity at Provost Park. **Agency member Collins** inquired what the plans are for the current Dr. Joe Lee Smith Center. **Councilman Whipple, Jr.** stated the center is located in a residential zone.

Chairperson Moore suggested developing townhomes or apartments on the current Dr. Joe Lee Smith Center site.

Agency member Collins stated citizens of the community feel the children are safe at Dr. Joe Lee Smith Center. **Councilman Whipple, Jr.** noted the illegal activates will be eliminated at Provost Park with the new Dr. Joe Lee Smith Center. He suggested placing a memorial marker at the old center location. **Chairperson Moore** stated the new Dr. Joe Lee Smith Center can bring all corners of the community together.

Agency member Robinson inquired whether the current Dr. Joe Lee Smith Center will have a park left at the location. **Council Whipple, Jr.** stated a housing development has been discussed for the location. **Ms. Singleton** noted at the meeting with Architects RZK, Inc. Staff discussed leaving the park at the current site.

Agency member Robinson noted relocating the Dr. Joe Lee Smith Center to Provost Park is similar to a problem in West Cocoa several years ago. A Community Center was built on Burnett Road to improve the area. He stated that relocating the center can clean up the illegal activities at Provost Park. He noted the community needed to be involved in the plans for the new Dr. Joe Lee Smith Center.

Agency member Moss-Beasley stated the concept is a very good idea and inquired when the Board will be able to see the plans. **Ms. Singleton** reported plans for both locations for the center will be presented at the public meeting in March 2018. She noted the plans can be presented to the Board before the public meeting.

Agency member Moss-Beasley inquired who would need to approve the relocation of Dr. Joe Lee Smith Center to Provost Park. **Councilman Whipple, Jr**. noted the Provost Family and the community will need to approve the relocation.

Agency member Collins inquired whether the swimming pool at the current Dr. Joe Lee Smith Center is being utilized. **Councilman Whipple, Jr.** reported the swimming pool is not being used and an expense to Brevard County.

Chairperson Moore inquired if the new concept include plans and cost for the current Dr. Joe Lee Smith Center site. **Councilman Whipple, Jr.** stated there has been discussion but no plans at this time.

Chairperson Moore stated she understands both concepts of rebuilding the Dr. Joe Lee Smith Center at the current location and relocating to Provost Park. She does not want an abandoned project in Diamond Square.

5. Agency Budget Report:

Ms. Singleton noted twenty-five percent (25%) of the FY has lapsed. There are two (2) accounts with negative balances. The accounts will have funds available once the budget transfers are completed. The Board was provided with a budget table outlining revenue and expenses.

Chairperson Moore requested an update on the Diamond Square brochure. **Ms. Singleton** noted the project is on hold requiring a photograph with all Board members present.

6. Housing Update:

Ms. Ginn, Cocoa Housing Authority, reported the final budget will be completed next week for Phase 1 of the redevelopment of 144 apartments. The relocation process will start in April 2018, after receiving approval from HUD. The relocation order is:

1. Barlow homes area
2. Fern Street

3. ABC Street

Ms. Ginn stated the redevelopment construction is scheduled to start in June or July 2018 and will be completed in 12 -18 months. She noted Phase 2 of the redevelopment plan includes homes south of Highway 520. She will have an update at the meeting on March 19, 2018. **Ms. Ginn** stated all relocating expenses are no cost to the residents. She stated there are moving and packing companies provided for the residents.

Chairperson Moore inquired when the Cocoa Housing Authority Newsletter will resume. **Ms. Ginn** noted she will inquired on having the newsletter resumed.

Councilman Whipple, Jr. requested an update on the Dollar General properties. **Ms. Ginn** reported she has not received any inquire on the property.

Ms. Singleton inquired on SCAT relocating. **Ms. Ginn** noted she received an email stated there were no plans for SCAT relocating.

Councilman Whipple, Jr. inquired on retroactive payment for Alliance for Neighborhood Restoration (ANR). **Ms. Singleton** stated the payments are current and payments are released to ANR once the monthly report is received.

VII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on March 19, 2018 at 6:00 p.m. at City Hall, 65 Stone Street.

IX. ADJOURNMENT:

* **MOTION by Agency member Robinson; SECONDED by Agency member Moss-Beasley to adjourn the Special Meeting of January 29, 2018.**

AYES: Moore, Moss-Beasley, Robinson, Collins

MOTION CARRIED (4-0)

MEETING WAS ADJOURNED AT 7:37 pm

_____

Tracy Moore, Chairwoman

Respectfully Submitted,

_____

Torri Edwards, Recording Secretary

MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
MARCH 19, 2018

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on March 19, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 6:11 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
Edward Jones	Agency member
Larry Robinson	Agency member
Clarence Whipple Jr.	Council Liaison
Joseph Colombo	Agency counsel
Torri Edwards	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Adrian Moss-Beasley	Agency member
Jewel Collins	Agency member
Sylvia Thomas	Agency member

STAFF PRESENT:

Samia Singleton, Redevelopment Specialist, and **Larry Lallo, CEcD, EDFP,** Economic Development Manager.

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

II. APPROVAL OF AGENDA AND MINUTES:

The approval of agenda and minutes were not conducted due to lack of quorum.

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

NONE

V. ACTION ITEMS:

1. Budget Transfer to Machinery and Equipment-Tabled to 3/27/18

VI. UPDATES AND STAFF REPORTS:

1. Stone Street Streetscape Project (verbal update):

Ms. Singleton reported the Stone Street Streetscape received five (5) bids in October 2017. All of the bids exceeded the allotted budget. The infrastructure and pipeline replacement were not critical to the project and have been removed from the plans to meet the project budget. Staff has selected DP Development of the Treasure Coast to recommend to Council for completion of the Stone Street Streetscape Project. The recommendation of the awarding of the bid will be presented to City Council on March 27, 2018. The project will include all the original plans, with the exception of the infrastructure and pipeline replacement.

Mr. Whipple, Jr. noted that Jack Walsh, Director of Utilities, has certified that the pipeline replacement is not critical and the Stone Street Streetscape Project can move forward.

Chairperson Moore inquired on the stormwater improvements for Highway 520. **Ms. Singleton** noted that any development that effects the stormwater will be handled by the project developers as development progresses on Highway 520.

Chairperson Moore inquired on anticipated start date for the Stone Street Streetscape. **Ms. Singleton** stated an anticipated start date will be provided at the next meeting.

Agency member Robinson inquired whether the bike lane design will remain the same. **Ms. Singleton** noted the original plans are intact with the exception of the infrastructure and the pipeline replacement.

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

Ms. Singleton stated the Board will have a joint meeting with City Council to discuss the proposed relocation of the Dr. Joe Lee Smith Center to Provost Park on March 27, 2018. There will be a public meeting in April 2018. **Mr. Whipple, Jr.** noted the proposal of moving the Dr. Joe Lee Smith Center to Provost Park is still open for discussion. He stated moving the Dr. Joe Lee Smith Center to Provost Park will eliminate the illegal activities currently taking place. **Mr. Whipple, Jr.** stated Provost Park connects all the historical streets in Diamond Square. The future plans for the current Dr. Joe Lee Smith Center location could include building new homes.

Victoria Mitchner, President of Central Brevard NAACP, stated there was a meeting held with Terry Lane, Superintendent for Brevard County Parks and Recreation and Claire Hawthorne of Brevard County to discuss Provost Park layout. The east side pavilion was funded by a grant and cannot be demolished. She stated that Brevard County conducted a traffic survey and a cross walk can be constructed across Fiske Boulevard to access the new Dr. Joe Lee Smith Center.

Chairperson Moore inquired on the nature of the meeting held to discuss Provost Park. **Mr. Whipple, Jr.** stated the meeting was requested. **Ms. Mitchner** noted that the NAACP has been working to clean up Provost Park. **Chairperson Moore** inquired how relocating the Dr. Joe Lee Smith Center will change the illegal activities at Provost Park. **Mr. Whipple, Jr.** stated Provost Park has been closed until May 2018 for refurbishing. **Ms. Mitchner** stated she spoke with Chief Cantaloupe to request increased police foot patrol at Provost Park.

Agency member Jones stated Provost Park has been a problem area for years and would like more information on how moving the Dr. Joe Lee Smith Center to Provost Park will make a difference. He stated there are several lots available for housing at the current Dr. Joe Lee Smith Center location.

Chairperson Moore requested statistics of incidents at Provost Park and Dr. Joe Lee Smith Center. She inquired if the designs for the new location will be presented to the Board. **Ms. Singleton** noted the designs will be presented at the joint meeting with City Council on March 27, 2018. The public meeting to gather community input will be scheduled in April 2018.

Chairperson Moore suggested having an alternative plan to moving the Dr. Joe Lee Smith Center to Provost Park. **Mr. Whipple, Jr.** noted the proposal to relocate the Center is still in the discussion phase. **Chairperson Moore** stated Brevard County, the City, and the community will work together for a resolution.

3. Community Garden:

Ms. Singleton stated that City Council has granted the Diamond Square CRA management of the community garden. Staff is in the process of developing an MOU between the City and the Diamond Square CRA.. A public meeting will be held on April 12, 2018 at the Pineda Senior Center to identify business partners, stakeholders, and gather community

input. **Chairperson Moore** suggested speaking with anyone that worked in the community garden in the past to gain recommendations on procedures that were beneficial.

Ms. Singleton noted she has reached out to other community gardens in the area. She will be attending a Community Garden Network meeting at the Florida Institute of Technology (FIT) on March 30, 2018. **Chairperson Moore** requested business partners, stakeholders, and care takers of other community gardens attend the public meeting on April 12, 2018 to share their knowledge. **Ms. Singleton** stated she toured the New Smyrna Beach Community Garden and met with the Parks Director and Maintenance Operations Director.

Agency member Robinson requested someone from the Water Department be at the April 12, 2018 meeting to discuss reclaimed water.

Ms. Singleton thanked Shauna Ginn for organizing the location of the meeting at Pineda Senior Center.

Chairperson Moore requested a list of new businesses in the Diamond Square district. **Ms. Singleton** will provide the list at the next meeting.

Mr. Whipple, Jr. inquired on ANR moving to the new location. **Delores McLaughlin** noted ANR is moving to a location behind the Moore Center.

Mr. Whipple, Jr. provided an update on the Heart of Cocoa Meeting Center. He stated the site work has started.

Agency member Jones requested an update on the Rosa L. Jones bus stop bench. **Ms. Singleton** stated the slab has been poured. She stated the CRA will be responsible for purchasing the new bench and waste receptacle. The item will be voted on at the next meeting due to the lack of a quorum.

Shauna Ginn, of the Cocoa Housing Authority, stated that phase II of the rehabilitation went to the Florida Housing Finance Corporation Board last Friday.

Chairperson Moore inquired about a donut shop development on Highway 520. **Mr. Whipple, Jr.** reported there are discussions of a donut shop but no specific plans at this time.

Ms. Singleton noted that no site plans have been received for the Cumberland Farms.

Mr. Whipple, Jr. stated the bus terminal at Varr Avenue creates traffic issues. The relocation of the Dr. Joe Lee Smith Center moving to Provost Park will include redesigning the street to reduce traffic from the bus terminal.

VII. NEXT MEETING DATE:

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

IX. ADJOURNMENT:

The Board agreed to adjourn the meeting.

MEETING WAS ADJOURNED AT 7:01 pm

_____

Tracy Moore, Chairwoman

Respectfully Submitted,

_____

Torri Edwards, Recording Secretary

DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM V-1
Budget Transfer to Machinery and Equipment

MEMO DATE: March 20, 2018
AGENDA DATE: March 27, 2018
PREPARED BY: Samia Singleton, Redevelopment Specialist
REQUESTED ACTION: Approve a budget transfer of $3,051 from the Other Grants and Aids Account to the Machinery and Equipment, and Postage and Freight accounts to cover the cost of installing a bench and waste receptacle at the bus stop located at Rosa L. Jones Blvd. and Blake Avenue.

BACKGROUND

At the Regular Meeting on October 30, 2017, Agency Member Mr. Ed Jones requested a new bench for the bus stop located at Rosa L. Jones Blvd. and Blake Avenue. The current bench poses a safety risk for the bus riders utilizing the stop, among them the elderly.

At the Special Meeting on January 29, 2018, staff reported that the City had located an underutilized bench to place at the Rosa L. Jones bus stop. The City requires every bench to be paired with a waste receptacle. The CRA would only be responsible for purchasing a waste receptacle at an estimated cost of $600. The CRA agreed a budget transfer for the waste receptacle would be discussed at the next meeting on March 19, 2018. However, the underutilized bench is no longer available.

STAFF COMMENTS

Staff has gathered a quote for a bench and waste receptacle in the amount of $3,051. Should the CRA agree to purchase both of these items, staff will schedule the installation and add the bus stop to the Waste Management route. Completion of the installation would be anticipated in May 2018.

BUDGETARY IMPACT

Staff has prepared a budget transfer, which will result in a deduction of $3,051 from the Other Grants and Aids Account (111-3230-559.83-00) with a current unencumbered balance of $8,802, and an increase of $2,628 to the Machinery and Equipment Account (111-3230-559.64-00) and an increase of $423 to the Postage and Freight Account (111-3230-559.42-00).

REVIEWED

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

City Manager

John A. Titkanich, Jr., AICP

Community Services Director

Karen D. Hamilton

Economic Development Manager

Larry J. Lallo, CEcD EDFP

Acting Finance Director

Lora Howell

REQUESTED MOTION

Approve a budget transfer of $3,051 from the Other Grants and Aids Account to the Machinery and Equipment, and Postage and Freight accounts to cover the cost of installing a bench and waste receptacle at the bus stop located at Rosa L. Jones Blvd. and Blake Avenue.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM V-2
Budget Transfer to Overtime

MEMO DATE: March 20, 2018
AGENDA DATE: March 27, 2018
PREPARED BY: Samia Singleton, Redevelopment Specialist
REQUESTED ACTION: Approve a budget transfer of $1.00 from the Regular Salaries and Wages Account (111-3230-559.12-00) to the Overtime Account (111-3230-559.14-00) to cover the cost of staff overtime during the Diamond Square CRA meetings.

BACKGROUND

In FY 2018, the Diamond Square Community Redevelopment Agency (CRA) budget included a line item for Accrual Payouts for the purposes of compensating hourly staff's attendance to the Diamond Square CRA monthly meetings.

The overtime cost for an employee's salary is split three ways:

1. 60% in General Fund's Community Development Administration Division
2. 30% in the Cocoa CRA Fund's Community Development CRA Administration and Operations Division
3. 10% in the Diamond Square CRA Funds' Community Development CRA Administration and Operation Division.

This transfer covers the Diamond Square CRA 10% portion of the overtime cost.

BUDGETARY IMPACT

Staff has prepared a budget transfer, which will result in a deduction of $1.00 from Regular Salaries and Wages Account (111-3230-559.12-00) and an increase of $1.00 to the Overtime Account (111-3230-559.14-00).

REVIEWED

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

City Manager — John A. Titkanich, Jr., AICP

Community Services Director — Karen D. Hamilton

Economic Development Manager — Larry J. Gallo, CEcD, EDFP

Acting Finance Director — Lora Howell

REQUESTED MOTION

Approve a budget transfer of $1.00 from the Regular Salaries and Wages Account (111-3230-559.12-00) to the Overtime Account (111-3230-559.14-00) to cover the cost of staff overtime during the Diamond Square CRA meetings.