FINAL

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
April 18, 2022

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on April 18, 2022, at Cocoa City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. **Call to Order**

Chairperson Moore called the meeting to order at 6:00 pm.

ROLL CALL:

Tracy A. Moore	Chairperson
Delores Martin	Vice Chairperson
Amy Robinson	Agency Member
Ed Jones	Agency Member
Jackie Isom	Agency Member
Marilyn Ross Smith	Agency Member
Larry Brown	Agency Member
Joseph Colombo	Agency Attorney
Lori Chabot	Recording Secretary

PRESENT:

Tracy A. Moore	Chairperson
Marilyn Ross Smith	Agency Member
Ed Jones	Agency Member
Amy Robinson	Agency Member
Jackie Isom	Agency Member
Larry Brown	Agency Member
Lori Chabot	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Joseph G. Colombo	Agency Attorney

STAFF PRESENT:
Charlene Neuterman, Community Services Director. Councilman Goins – District 1 Liaison to the Diamond Square CRA

Agency Member ISOM provided the invocation and the Pledge of Allegiance to the flag of the United States of America.

Chairperson Moore read an email from Vice Chairperson **MARTIN** who submitted her resignation from the Agency. Chairperson **MOORE** expressed her thanks and appreciation for Ms. Martin's participation. Her contributions were a benefit for all and was a valuable asset. She will be missed greatly.

II. **Approval of Agenda and Minutes:**

AGENDA: Regular Meeting of April 18, 2022.

* ***MOTION by Agency Member BROWN; SECONDED by Agency Member SMITH to approve the agenda for the April 18, 2022, with and amendment to the year.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6 -0)

MINUTES: Regular Meeting of March 21, 2022.

* ***MOTION by Agency Member BROWN; SECONDED by Agency Member JONES to approve the minutes for the March 21, 2022, as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

III. **Delegations**-

Kristin Lorti – Cocoa. Stated that she was present to learn about Diamond Square and support the board. She congratulated the new agency member Amy Robinson for her graduation from the Cocoa Citizen Academy. She stated she wants to support good processes of board members such as Ms. Robinson's appointment and has questions about the re-nominated board member. She liked that there were quite a number of interested applicants. Ms. Lorti also mentioned the Budget Workshop the next day and encouraged attendance at the meeting to discuss budget and goals setting and will be held in Chambers beginning at 12:30.

Short Bo Spirit, no address given, Cocoa. Began by stating that she would like the board and City to stop asking for people to give their address. This is one of the reasons she is here. She wants to support the board and discussed how another board with 5 members who make decisions and it doesn't seem right from the view point of a citizen. She mentioned several agenda items stating things that didn't make sense.

Miriam Moore O'Quindo, 416 D. Street, Cocoa. Stated she is a recipient of the Diamond Square grant program and wanted to let the board know how grateful she was and also thanked the board.

IV. **Presentations:**

Angela Essing, Economic Development, Growth Management & Economic Development Director
Ms. Essing introduced the partners with the Upstart Diamond Square program stating they had been working on the program for almost one year. Ms. Essing handed out a Flow Chart and guided agency members through the chart explaining the program's process with regard to the Program Recipient, Purvette Bryant. She discussed the timeframe leading up to Ms. Bryant moving her business into 272 Stone Street or another location in Diamond Square. Ms. Essing also discussed the upcoming year and the Agency's desires for another grant.

Kathryn Rudolph, Executive Director of weVenture Women's Business Center at Florida Tech refreshed the Agency of their role to provide training and educational services to business owners. She continued explaining the programs they offer and introduced Kathy Register, Director who has worked closely with Ms. Bryant.

Purvette A. Bryant, Strategic Capital Consulting, Inc spoke stating it had been a pleasure to participate, and work with weVenture and she agrees she has wrap around support and engaging meetings with team members discussing budget, finance, grant administration, and had broaden her perspective to federal grants. She is working to build upon her business plan and is working with many experts. Her business is to provide proposals and grants administration to others. She stated the Federal Govt. has millions of dollars available to business and her company is here to help know how to build a proposal to bid for the grant. This is an opportunity for her to expand her business. She is more focused on goals and projections, strategies and has enjoyed listening to different perspectives. She appreciates and enjoy their comments and details and is looking forward to the May meeting and crossing the finish line. She recommends the agency continue with the program. They have much to offer and are very hands' on". Ms. Bryant asked for questions. Agency Members applauded her for her work so far.

Agency Member **BROWN** asked Ms. Essing how many applicants were the prior year? Ms. Essing replied 6. He then asked if the board can come back to staff about the program. Director Neuterman replied it will be included in the budget discussion. Agency Member **BROWN** stated he would like to get through this process.

Chairperson **MOORE** said it was a great opportunity to sit on the board and be part of the process. Definitely wants to talk about it in the future.

V. **Action Items:**

1. New Board Member Training. Director Neuterman presented a new board member training session guided by the PowerPoint included in the Agenda item.

She reviewed the power point (attached). Within the PowerPoint, she discussed creation of the CRA, the 2014 CRA Plan Update, each 2014 Redevelopment Goal, Recent Projects, the Interlocal Agreement between Cocoa, DSCRA and Brevard County, how each of the board seats are filled and re-appointment rules. Additionally, the FY22 Budget, how TIF Revenue worked, the Agency Termination date, Annual Audits, Report requirements, Sunshine Laws, Requirements of and took questions.

Chairperson **MOORE** stated the Female Veterans Village was a land gift from the DSCRA given to Habitat and the board discussed how it was a worthy project. It has been a pure joy watching these homes fill with homeless women and children. This is one that is worthy of speaking on.

Director Neuterman added the agency also donated $10,000 per lot along with the land and the City also contributed funds.

Chairperson **MOORE** continued, stating construction of the Dr. Joe Lee Smith Building also was a long project and included many partners and it happened. It became a Center and hope it will be a Diamond in the community and will begin offering programs to Cocoa.

She added that she loves the Paint and Beautification programs because it is through a proud homeowner and they care about how it looks and people are excited. For a long time, this CRA dealt a lot with infrastructure and now its addressing above ground and it has been a long haul.

Agency Member **SMITH** asked a question about the Contract regarding seat 7. Director Neuterman replied that it is discussed in the Interlocal Agreement.

Chairperson **MOORE** pointed out that their budget is small compared to other cities and CRAs. This is why it is important to partner.

Director Neuterman stated the Agency's Termination date is 2032 leaving ten years left to accomplish their goals that have been set. She also discussed the limitations as regards to Administrative expenses.

Director Neuterman expressed the importance of knowing the Florida Sunshine Laws and added Agency Members can search about penalties of violating these.

Agency Member **BROWN** asked about an update on the Joe Lee pool. Director Neuterman stated she would get with Public Works and get back with him.

Agency Member **Brown** asked about partnerships and who were they? Director Neuterman replied with a listing on those.

Chairperson **MOORE** reiterated Florida Sunshine Law and encouraged those to look online. Most importantly, these meetings are where we discuss everything adding members should call staff for questions. She also said Members can tell staff if they want to discuss something at the meeting. She also reminded agency of the required ethics class.

2. Election of Chairperson and Vice Chairperson.

Chairperson **MOORE** asked for nominations for the Chair.
Agency Member **ISOM** asked about The Brevard County position and was it eligible? Director Neuterman replied it was.

Agency Member **SMITH** nominated Agency Member **BROWN** for Chair. He stated he did not feel ready and would like Vice Chair. Agency Member **SMITH** rescinded her nominations for him for Chair and then nominated him for Vice Chair, which Agency Member **JONES** Seconded and Agency Member **BROWN** accepted. Director Neuterman stated the position of Chair should be completed first.

Agency Member **BROWN** nominated Tracy Moore to remain as Chair and it was Seconded by Agency Member **SMITH** and the nomination was accepted. All in Favor and yes.

* ***MOTION by Agency Member BROWN; SECONDED by Agency Member SMITH to** elect Tracy Moore as the Chairperson and **MOTION by Agency Member SMITH; SECONDED by Agency Member JONES to** elect Larry Brown as the Vice Chairperson for the Diamond Square CRA.

AYES: ALL
MOTION PASSED UNANIMOUSLY (6-0)

3. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 820 Barbara Jenkins St, Cocoa Fl and authorize the City Manager to execute a Paint Program Agreement.

Director Neuterman explained how the grants work for new members and audience and that it includes homeowner sweat equity emphasizing that the funding is not free. She continued stating how helpful the vendors were to homeowners and the partnership with those vendors has been successful.

Director Neuterman introduced Item 3 stating when the grants began staff had no way of knowing how big it would be and thanked agency members. She also continued the applicant had met the grant requirements.

*   ***MOTION by Vice Chairperson BROWN; SECONDED by Agency Member SMITH to** approve an application for the agency's Paint Grant Program in an amount not to exceed $1,000 for the property located at 820 Barbara Jenkins St., Cocoa Fl and authorize the City Manager to execute a Paint Grant Program Agreement.

AYES: ALL
MOTION PASSED UNANIMOUSLY (6 -0)

4. Staff is requesting Agency approval for an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 820 Barbara Jenkins St, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

   Mrs. Neuterman presented the request stating applicant had met the application requirements and photos are attached.

*   ***MOTION by Vice Chairperson BROWN; SECONDED by Agency Member ISOM to approve** an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 820 Barbara Jenkins St, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

AYES: ALL
MOTION PASSED UNANIMOUSLY (6 -0)

5. Staff is requesting Agency approval for an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 824 Barbara Jenkins St, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

   Mrs. Neuterman presented the request stating applicant had met the application requirements and photos are attached.

*   ***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to approve** an application for the agency's Beautification Grant Program in an amount not to exceed $500 for the property located at 824 Barbara Jenkins St, Cocoa Fl and authorize the City Manager to execute a Beautification Program Agreement.

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

6. Staff is requesting Agency approval for a Resolution Amending the FY22 Budget and a BAF in the amount of $900 to increase Legal Services and approve a Change Order to PO 78621.

   Director Neuterman introduced the item stating due to increase in Legal Services with agreement reviews and increased meeting attendance, Staff is requesting approval to transfers funds to cover the costs of Legal Expenses through the year.

   Agency Member **SMITH** asked if this was in addition to what was done previously. Director Neuterman replied yes.

   Vice Chairperson **BROWN** would like to see him here if he is being paid. Director Neuterman stated he is not paid for time not here. Chairperson **MOORE** asked if this was to true up numbers to get to end of year. Director Neuterman responded it was. Vice Chairperson **BROWN** asked if we needed to ask him a question would he be available. Director Neuterman replied yes.

   * ***MOTION by Vice Chairperson BROWN; SECONDED by Agency Member ISOM to** Agency approval for a Resolution Amending the FY22 Budget and a BAF in the amount of $900 to increase Legal Services and approve a Change Order to PO 78621.

   AYES: ALL
   MOTION PASSED UNANIMOUSLY (6 -0)

7. Staff is requesting Agency approval for a Resolution Amending the FY22 Budget and a BAF in the amount of $196 to account for a deficit in the Travel and Per Diem Account.

Director Neuterman introduced the item explaining there was an additional CRA member who attended the FRA conference this year and staff is requesting to transfer funds for the additional costs.

Agency Member **ROBINSON** asked how is it determined who attends the conference. Director Neuterman responded normally 3 attendees are budgeted and the newest members first, however, this year there were 3 new members to the board and that if more members want to attend the DSCRA could approve that.

* ***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM** to approve a Resolution Amending the FY22 Budget and a BAF

in the amount of $196 to account for a deficit in the Travel and Per Diem Account.

AYES: ALL
MOTION PASSED UNANIMOUSLY (6-0)

8. Staff is requesting approval to submit 2 applications to the Florida Redevelopment Association for "Small Project" Award category. Each application submittal is $199 and therefore, staff is requesting Agency Approval of $398.00 to be taken from the Promotional Activities account for these application submittals.

Director Neuterman introduced the items explaining the Florida Redevelopment Agency's request for applications for their various award categories which will be presented at the 2022 FRA Conference in Daytona Beach in October. Staff is requesting to submit two applications in the "Small Project" category; one for the Female Veteran's Village and the other for the Paint and Beautifications Grant Programs. Each application will cost $199.00 to submit. Attached to the Agenda Item is the application.

Vice Chairperson **BROWN** asked about the Joe Lee Smith Center and if it would fit into any categories. Director Neuterman responded it could but would be difficult as there was not a lot of leveraging of funds. Chairperson **MOORE** also suggested weVenture as a possibility for the future.

* ***MOTION by Vice Chairperson BROWN; SECONDED by Agency Member SMITH to** submit 2 applications to the Florida Redevelopment Association for "Small Project" Award category. Each application submittal is $199 and therefore, staff is requesting Agency Approval of $398.00 to be taken from the Promotional Activities account for these application submittals.

AYES: ALL
MOTION PASSED UNANIMOUSLY (6-0)

Agency Member **SMITH** asked about what comes with winning. Director Neuterman replied recognition and possibly a plaque.

9. **Attorney's Report** –NONE

10. **Updates and Staff Report** –

Cocoa Housing Authority, Shawna Ginn provided an update stating their six-year project is complete and they are currently focusing on development with vacant land and affordable housing. Specifically, she said a piece next to Endeavor. They are planning to develop that, however due to costs, they are going through

state for funding. They would like to see a 3-story elderly bldg. offering services from Open Door Concierge Services. Director Neuterman stated they have been invited to the next meeting.
Director Neuterman reported:

- Decals for Businesses were available and asked Agency Members if they could deliver the business decals in their area and take advantage of the meet and greet opportunity. Discussion continued as to where and how to get them out. Agency Member **ISOM** asked about names of businesses and there may be some we don't know about. Director Neuterman replied she will provide Agency Members with a report showing businesses by area. Agency Member **SMITH** asked about home-based businesses, Director Neuterman responded yes
- Female Wall Raising on Wednesday, April 20, 9:30 am. For Sanjanette Scott.
- Budget Season Review Priorities
- Projects in the plan and status of each.

Director Neuterman brought up FY23 budget and the CRA Plan. She discussed the importance of the CRA meeting the Goals identified in the Plan. She provided suggestions for the coming budget year. She continued by reviewing each goal and offered a suggestion. Suggestions are as follows:

- Resurface Stamped asphalt that are the Diamonds.
- Adding shelters to the bus stops with lighting. Will also be working with SCAT to identify the busiest stops.
- Landscaping along Fiske corridor especially with work at Provost.
- Return First time Homebuyers program. The CRA has done this in the past and was successful and would like to see it return. Reduces costs for mortgage.
- Michel C Blake subdivision RFP to build the 22 homes on that property.
- Create Gateways – Add Historical Stone Street Sign and additional signage in areas.
- Community Based Centers. – Support Gilmore and Provost parks. City using funding to add to parks and recommend supporting those efforts.
- Scholarships for summer program.

Director Neuterman added these are suggestions and when we return in May will have more details and discussion. Staff will schedule a community workshop possibly at Dr. Joe Lee Smith center.

Chairperson **MOORE** explained the Goals are from the DSCRA Plan update and encouraged Agency Members to look and see what they may want.

Agency Member **ISOM** asked about the Historical Stone Street Sign. Where would that be, on Stone Street in Diamond Square? Director Neuterman added information can be added to it about its significance and put it in DS. Agency cannot pay for something that is not in its area. Chairperson **MOORE** added like a book mark, give an indication as to where it is from.

Vice Chairperson **BROWN** asked about signage at Joe Lee stating when he rides around, he sees others working, and why not Joe Lee Smith Center sign. Director Neuterman responded there is a technical glitch with the software in that sign.

Vice Chairperson **BROWN** sked about the MOU and the scholarships for summer camp program at Brevard County Parks and Rec. Director Neuterman explained Staff received a call from Parks and Rec who will invoice as they did last year and will tweak some of the process in obtaining the applications.

Councilman **GOINS** mentioned an event that will be at Gilmore Park on April 30, 9:00 am. He added that for the one at Peachtree Tree Comm Garden there is not yet a date. He added the garden needs to have water there.

In the audience was Mayor **BLAKE** who commended and thanked Agency Members for their dedication and remembers when DS was created, adding they have come along way. He stated he Solutes the agency and thanked them.

Vice Chairperson **BROWN** was very humbled to be considered as Chair but that he needed time being a Vice Chair and thanked staff.

Councilman **GOINS** commented about Joe Lee Smith Center pool and it has 3 dedicated life guards so far adding there is scholarship money available for those wanting to take courses, thanks to Donations.

Next Meeting Date

The next regularly scheduled meeting of the Diamond Square Community Redevelopment Agency will be in May 16, 2022, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

11. Adjournment

* ***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to adjourn the meeting.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED at 8:10 pm.

Tracy Moore

Tracy Moore, Chairperson

Respectfully Submitted by:

Lori C

Lori Chabot, Recording Secretary