DRAFT

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
April 17, 2023

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on April 17, 2023, at City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. **Call to Order**

Chairperson **MOORE** called the meeting to order at 6:02 pm.

ROLL CALL:

Tracy A. Moore	Chairperson
Larry Brown	Vice Chairperson
Amy Robinson	Agency Member
Marilyn Ross Smith	Agency Member
Jackie Isom	Agency Member
Ed Jones	Agency Member
Crystal McQueen	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

PRESENT:

Tracy Moore	Chairperson
Larry Brown	Vice Chairperson
Marilyn Ross Smith	Agency Member
Amy Robinson	Agency Member – arrived at 6:14 pm
Jackie Isom	Agency Member
Crystal McQueen	Agency Member – arrived at 6:14 pm
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

ABSENT:

Ed Jones	Agency Member

STAFF PRESENT:

Council Member GOINS and Community Services Director NEUTERMAN were in attendance.

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

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

AGENDA: Regular Meeting of April 17, 2023.

* ***MOTION by Vice Chair BROWN; SECONDED by Agency Member SMITH to approve the agenda for the April 17, 2023 Meeting, as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES: Regular Meeting of March 20, 2023.

* ***MOTION by Vice Chair BROWN; SECONDED by Agency Member SMITH to approve the minutes for the March 20, 2023 Meeting, as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES: Workshop of March 20, 2023.

* ***MOTION by Vice Chair BROWN; SECONDED by Agency Member SMITH to approve the minutes for the March 20, 2023 Workshop, as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

III. Delegations

A. Ms. Erica Jackson of Cocoa, FL – representing the Open-Door Concierge Services, Inc. organization. They were originally founded in 2018 (as Jeremiah's House) in Palm Bay area. They work in Diamond Square CRA. Recent project with ten young men took them on a college tour, in Tallahassee to see FAMU and FSU. One has enrolled at EFSC; one was re-instated at Cocoa High. Limited due to funding. Want to expand. They work with young people, ages 14-18. They have a program for females as well.

Vice Chair **BROWN** asked how much financial support she is seeking and whether her organization is duplicating the work of any other existing service providers. Ms. Jackson replied that her organization is seeking $10,000 – which could be matched. She said that her organization does not duplicate the services of other organizations, since her organization deals with those populations ignored by other organizations –

namely, the homeless and mentally ill. **BROWN** asked NEUTERMAN if there were any American rescue funds still available? She said there were not any funds left of which she was aware. She offered that if there were, they would be under Council's purview.

BROWN asked if Ms. Jackson could return to give the Board a presentation. NEUTERMAN said, yes. But, asked members to remember that we already have ANR doing similar work, so we would need to have a detailed explanation and budget, to prove that Open Door is serving a different – and therefore unduplicated – purpose. Chair **MOORE** thanked them for the discussion and agreed that the city staff rules need to be followed, but also that a detailed presentation would be immensely helpful for the Board in making a decision about whether to support Jackson's organization.

IV. **Presentation:** None.

V. **Action Items:**

1. Introduction: Director NEUTERMAN introduced the item explaining the shortfall in revenue from the original estimates and Staff is requesting approval.

Approve a Resolution Amending the Fiscal Year 2023 Budget, reducing the annual TIF Revenue from Brevard County by $9,692 based on the final payment received by the County and reduce the Contingency line item in the Diamond Square CRA by the same amount to balance the revenue and expenses for Diamond Square CRA. Asking for Board approval.

***MOTION to approve Vice Chair BROWN made the motion; SECONDED by Agency Member ROBINSON as written.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

2. Elections of the Chair and Vice Chair.
   i. Director NEUTERMAN introduced the item stating it was time for the annual nominations and elections of the Chair and Vice Chair.
   ii. Nominations made for Chair.
      1. Chair **MOORE** asked for nominations for the position of CHAIR. Floor Nomination was made for Tracy Moore to continue as CHAIR, which she accepted. No other nominations were made.

***MOTION to approve by Vice Chair BROWN; SECONDED by Agency Member ROBINSON to nominate MOORE for CHAIR.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

iii. Nominations made for Vice Chair.

1. **MOORE** asked Agency Members for any nominations for the position of VICE CHAIR. Nomination was made for Agency Member **McQUEEN** to serve as Vice Chair, which she accepted. No other nominations were made.

***MOTION to nominate Agency Member McQUEEN for VICE CHAIR made by Agency Member SMITH; SECONDED by Vice Chair BROWN.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

VI. **Attorney's Report** –No report.

Agency Attorney COLOMBO expressed his welcome to our new Vice Chair, **McQUEEN** and new Recording Secretary, BROWNE. Also, he thanked outgoing Recording Secretary CHABOT for her service.

VII. **Updates and Staff Report** –

A. Chair **MOORE** expressed the Board's appreciation for the outgoing Recording Secretary CHABOT's excellent service to the Board. NEUTERMAN expressed admiration for a job very well done, explaining that CHABOT served the last three years as Recording Secretary and has done a wonderful job. CHABOT plans to return as a Volunteer with the City of Cocoa. NEUTERMAN expressed that she wished she had more dedicated employees like CHABOT.
B. NEUTERMAN reminded the Board of an upcoming event: On Friday, April 21, 2023, beginning at 9 am, the "Rock The Block" (RTB) program from Habitat for Humanity. (See attached flyer in board packets.) They plan to use the South-West parking lot at the Joe Lee Smith Center to park and as a staging area. NEUTERMAN encouraged Board members to attend, if possible.
C. Chair **MOORE** explained that she would not be able to attend. She hopes that it will promote an attitude of pride in improving the community.
D. NEUTERMAN – The City has sent a formal letter to the County asking to extend the expiration of Diamond Square CRA from 2032 to 2039; and increase the funding to the

maximum allowable, from $150,000.00 to $200,000.00. But Staff has not received a formal response back yet; however, we are going ahead with re-drafting the Interlocal Agreement to allow it to be amended for both more time and more money. Currently, we are using close to $133,000.00 annually; close to the $150,000.00 existing cap - and expecting to exceed it - as soon as next year. This would give us opportunity to grow. We have been averaging about $10,000.00 – 20,000.00 per year growth. This change could allow $50,000.00 per year.

E. Board Member **BROWN** said that Brevard County Commissioner Goodson contacted him and was asking for information. NEUTERMAN confirmed that she had received the Commissioner's questions and provided the requested information. NEUTERMAN confirmed that she does expect to be asked to present to the County Commission and asks that when that happens, that all Board members attend, as a show of solidarity and proof of an active board – demonstrating to County that we have a hardworking, engaged Board.

F. Vice Chair **McQUEEN** asked for clarification about whether Board members or Staff would be asked to present to the County Commission. NEUTERMAN clarified that Staff will present; Agency members can comment under public comment.

G. Chair **MOORE** mentioned that they had made a video to help demonstrate our accomplishments – showing our commitment. She also expressed her thanks to City Council for taking up this matter before the County Commission.

H. Councilperson GOINS mentioned that no other CRA's can match what we do here. Some Commission member changes may help us to advance our agenda soon.

I. He mentioned that in the *Florida Today* – County Commissioner Pritchard proposed to use tax dollars to help supplement monies that could go to, for example, pay for lifeguards in the Parks and Rec Department. Also, could pay for maintenance that has been deferred.

J. Councilmember GOINS also wanted to say "Thank you" to CHABOT for her service.

K. He stated there are still issues to deal with and it is an on-going process and the City along with the CRA are working to address violators, homelessness, affordable housing. He also encouraged the Agency to continue their work with the community.

L. Board member ISOM asked about the status housing proposed for the property where the community garden was located. NEUTERMAN said that, yes, a housing project will begin the bidding process in next few months. **SMITH** asked if Habitat bid.

M. NEUTERMAN confirmed that, yes, ownership is what improves the neighborhood.

N. Board member **ROBINSON** asked how many properties we are talking about and NEUTERMAN said there are a total of forty-two lots; some clustered together, while others are scattered throughout city.

O. Chair **MOORE** asked if there would be an opportunity for Diamond Square CRA to purchase, offering that some could become green space that we do not have already. Or put in an Exercise Park, for example. Member **SMITH** asked if the Board could get a list of these properties, in order to gauge progress.

P. Director NEUTERMAN said yes, we can make a list and show progress. Council has cancelled one of its June meetings, to allow for summer vacations. Board decided to leave the decision up to Staff, based on workload before the Board. NEUTERMAN will present her determination at the May meeting.

Q. NEUTERMAN said that she would like to say a little more by way of introduction of Ryan BROWNE, the new Recording Secretary.

R. Ryan comes to us from Eastern Florida State College, where he spent the last nine years in various Student Affairs roles. Ryan has been a resident of Cocoa for almost five years and has resided in Brevard County most of his life, having graduated high school from Astronaut High in Titusville.

S. He presented before Council, twice; speaking about affordable housing and the need for immediate action in his apartment complex. He has since joined, and is now about to graduate from, our Cocoa Citizens Academy (Class of 2022-23). We also want to thank him for his service in the United States Marine Corps.

T. Board Member **BROWN** asked the status of the *WeVenture* program and whether we got a refund from Ms. Bryant? Director NEUTERMAN said that she would check with Finance.

U. **BROWN** mentioned a problem with some youth "double dipping" – signing up for the *Cops and Kids* program and our *Diamond Square Summer Camp* program. NEUTERMAN replied that rosters will be closely watched.

V. Next, **BROWN** asked if we could get trash containers for Diamond Square?

W. **MOORE** expressed concern that additional trash collection can incur significant additional expense.

X. NEUTERMAN said that both Waste Management and the City would have to be consulted; because that could potentially be expensive. But she said that she can discuss with Public Works. She also asked Board to submit to her locations where they wanted to see trash receptacles placed, so that it could be mapped out. BROWN said in the center of Diamond Square.

Y. GOINS wanted to remind the Board that there is a Job Fair at the Joe Lee Smith Center.

Z. Director NEUTERMAN stated flyers were provided regarding the next CRA Conference. October 24-27 in Ponte Vedra Beach area.

AA. **ISOM** asked if all Board members get to go to the conference. She expressed that she wants it on the record that she wants to attend.

BB. NEUTERMAN explained that the current budget is for five slots, but that if the Board wants to allow for more, it can. Staff need to know that by July.

CC. **McQUEEN** asked if there is money available. NEUTERMAN responded, yes, if you want to allocate money for that.

DD. Director NEUTERMAN thanked Vice Chair **McQUEEN** for serving on the selection panel for *UpStart* program. More information will be provided at the May meeting.

EE. Chair **MOORE** – introduced Shawna Ginn, with Housing Authority. She provided Agency Members with an update regarding its operations and future projects.

FF. **McQUEEN** asked about the selection process: GINN said they must follow HUD qualifications which state that they can do background checks, but not credit checks, for example. **McQUEEN** asked if they check with previous tenancy? Ms. Ginn said, yes, they do.

GG. GOINS – Provost Park Update – due back May 4th. $950,000+ improvements on the line.

HH. Staff provided Agency Members with updated list of new businesses in the Diamond Square CRA.

VIII. Next Meeting Date

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on May 15, 2023, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. Adjournment

***MOTION to adjourn Agency Member BROWN; SECONDED by ROBINSON.**
AYES: ALL
MOTION PASSED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED at 7:45 pm.

Tracy Moore
Tracy Moore, Chairperson

Respectfully Submitted by:
Ryan J. Browne
Ryan Browne, Recording Secretary