

City of Cocoa

*65 Stone Street
Cocoa, FL 32922*



Meeting Agenda

Monday, March 15, 2021

6:00 PM

Cocoa City Council Chambers

Diamond Square RDA

I. CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA:

1. 21-193 Agency approval for the Agenda for the Regular Meeting of March 15, 2021 as written or with amendments.

Attachments: 3-15-2021 Short DS.pdf

MINUTES:

2. 21-194 Agency approval of the Minutes of the February 8, 2021 Diamond Square Special Meeting as written or with amendments.

Attachments: DSCRA Minutes 2-8-21 FINAL.pdf

III. DELEGATIONS:

In accordance with the City Council's rules and procedures, residents or tax-payers of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer system), may address the City Council under Delegations on items not on the printed agenda by filling out a speaker card.

Speaker cards are located outside the Council meeting room and should be provided to the City Clerk. Please observe the time limit of five (5) minutes while speaking under Delegations. Delegations shall be limited to thirty (30) minutes unless extended by Council.

IV. PRESENTATIONS:**V. ACTION ITEMS:**

1. 21-165 Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-058-T in the amount of \$600 to increase the Legal Services account in order to cover the costs for the Diamond Square CRA Legal Services. Approve a Change Order in the amount of \$600 in increase PO 77196 to cover legal expenses.

Attachments: [Change Order Legal Fees DSCRA.xlsx](#)
[DS CRA Resolution 21-165 FY 2021.pdf](#)
[BAF 21-058-T-CRA-Cover Legal Expenses \(03-15-21\) Agenda 21-165.pdf](#)

VI. ATTORNEY'S REPORT:

VII. UPDATES AND STAFF REPORTS:

1. 21-195 Informational Item - Project Update
2. 21-196 Informational Item - Budget Update

Attachments: [DS CRA Budget Update S Jan 2021.pdf](#)

VIII. NEXT MEETING DATE:

The next regularly scheduled meeting of the Cocoa Redevelopment Agency will be on Tuesday at 5:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

IX. ADJOURNMENT

NOTICE TO THE PUBLIC:

This is a public meeting. All interested parties may attend in person. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Carie Shealy, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8484 or via email at cshealy@cocoafl.org.

Additionally, interested persons may view or listen to the meeting electronically at the following internet sites:

(1) <https://tinyurl.com/s5e875r> or

(2) <https://cocoa.legistar.com/DepartmentDetail.aspx?ID=26365&GUID=FF9D3369-D354-4FAB-800A-57D0AEE30153&Mode=MainBody>

However, the City is not responsible for technical difficulties that may occur while attempting to view or listen to the meeting on the internet.

Interested persons may submit their written comments or questions regarding the meeting prior to the meeting through Email at meetings@cocoafl.org, or via E-comments through the online agenda. Any electronic comments submitted will be made part of the meeting record. Written comments or questions not relevant to the Council meeting agenda will not be made part of the meeting record but will be maintained as public record.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by the City Council 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 assure 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 not allowed by law.

Although members of the public are entitled to be heard by the City Council on certain items on the meeting agenda pursuant to the City Council Rules of Procedure, members of the public are not entitled to an immediate response by either administrative staff members or Council; however, the City Council or administrative staff may provide a response at their discretion. When presenting before the City Council, all comments or questions should be directed to the Mayor or the chair of the meeting. Comments or questions should not be made directly to administrative staff without permission from the Mayor or chair.

Public debate by individual speakers from the audience on public hearing items shall be limited to three (3) minutes. Applicants or representatives of recognized groups with special interests in a matter shall be limited to ten (10) minutes; and total debate on a single issue shall be limited to thirty (30) minutes. Only one presentation per person per item shall be allowed.

A Council member may add an item to the agenda during the meeting only at the time the agenda is approved. If the item requires action by the Council, then it may be added to the agenda by an affirmative vote of the Council, and written documentation must be submitted at the time the item is added to the agenda. Matters may also be raised by the Council, City Manager or City Attorney under reports and acted upon by the City Council.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.



Legislation Details (With Text)

File #: 21-193 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 3/2/2021 **In control:** Diamond Square RDA
On agenda: 3/15/2021 **Final action:**
Title: Agency approval for the Agenda for the Regular Meeting of March 15, 2021 as written or with amendments.
Sponsors:
Indexes:
Code sections:
Attachments: [3-15-2021 Short DS.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: March 2, 2021
Agenda Date: March 15, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Deputy Community Services Director
Requested Action:
Agency approval for the Agenda for the Regular Meeting of March 15, 2021 as written or with amendments.

BACKGROUND:

Diamond Square Redevelopment Agency approves the agenda at the beginning of each meeting.

BUDGETARY IMPACT:

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Agency approval for the Agenda for the Regular Meeting of March 15, 2021 as written or with amendments.



DIAMOND SQUARE

REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Delores Martin
Vice Chairperson

Ed Jones
Board Member

Sylvia Thomas
Board Member

Jackie Isom
Board Member

Marilyn Ross-Smith
Board Member

Larry Brown
Board Member –
Appointed by
Brevard
County

SPECIAL MEETING AGENDA

DATE: Monday, March 15, 2021
TIME: 6:00 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 & MINUTES

AGENDA: Regular Meeting of March 15, 2021
MINUTES: Special Meeting of February 8, 2021

III. DELEGATIONS

IV. PRESENTATION – Habitat For Humanity Update – Female Veteran's Village

V. ACTION ITEMS

1. Staff requests Agency approval of a Resolution Amending (BAF) the Fiscal Year 2021 Budget through an adjustment in the amount of \$600.00 to increase the Legal Services account to cover the costs of Diamond Square CRA Legal Services. Approve a Change Order in the amount of \$600 increase to PO 77196 to cover legal services.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

1. Informational Item – Project Report
2. Informational Item – Budget Report

VIII. NEXT MEETING DATE

The next meeting of the Diamond Square Redevelopment Agency is April 19, 2021, at 6:00 PM. 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.



Legislation Details (With Text)

File #: 21-194 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 3/2/2021 **In control:** Diamond Square RDA
On agenda: 3/15/2021 **Final action:**
Title: Agency approval of the Minutes of the February 8, 2021 Diamond Square Special Meeting as written or with amendments.

Sponsors:

Indexes:

Code sections:

Attachments: [DSCRA Minutes 2-8-21 FINAL.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: March 2, 2021
Agenda Date: March 15, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Deputy Community Services Director
Requested Action:
Agency approval of the Minutes of the February 8, 2021 Diamond Square Special Meeting as written or with amendments.

BACKGROUND:

The Diamond Square Redevelopment Agency members approve the minutes at the beginning of each meeting.

BUDGETARY IMPACT:

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Agency approval of the Minutes of the February 8, 2021 Diamond Square Special Meeting as written or with amendments.



Legislation Details (With Text)

File #: 21-165 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 2/18/2021 **In control:** Diamond Square RDA
On agenda: 3/15/2021 **Final action:**
Title: Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-058-T in the amount of \$600 to increase the Legal Services account in order to cover the costs for the Diamond Square CRA Legal Services. Approve a Change Order in the amount of \$600 in increase PO 77196 to cover legal expenses.

Sponsors:

Indexes:

Code sections:

Attachments: [Change Order Legal Fees DSCRA.pdf](#)
[DS CRA Resolution 21-165 FY 2021.pdf](#)
[BAF 21-058-T-CRA-Cover Legal Expenses \(03-15-21\) Agenda 21-165.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: February 18, 2021
Agenda Date: March 15, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Deputy Community Services Director
Requested Action:

Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-058-T in the amount of \$600 to increase the Legal Services account in order to cover the costs for the Diamond Square CRA Legal Services. Approve a Change Order in the amount of \$600 in increase PO 77196 to cover legal expenses.

BACKGROUND:

During the fiscal year budgeting process, future expenses are sometimes calculated using historical information and forecasting for the CRA's future needs. Attached is a Budget Adjustment Form in the amount of \$500 transferring funds within the DS CRA from the Contingency Account to Legal Expenses in order to cover additional legal services for the Diamond Square CRA meetings.

Staff requests Agency approval of a BAF and Resolution adjusting the FY2021 DS CRA budget. Additionally, Staff requests approval of a Change Order in the amount of \$600 to add funds to PO 77196 for legal services.

BUDGETARY IMPACT:

Budgeted No
If not budgeted, is amendment/transfer attached? Yes

BAF#21-058-T

FROM:

Amount Requested	<u>(\$600.00)</u>
Account Number	<u>111-3230-559-39-00</u>
Account Name	<u>Contingency</u>

TO:

Amount Requested	<u>\$600.00</u>
Account Number	<u>111-3230-559-31-01</u>
Account Name	<u>Legal Expenses</u>

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-058-T in the amount of \$600 to increase the Legal Services account in order to cover the costs for the Diamond Square CRA Legal Services. Approve a Change Order in the amount of \$600 in increase PO 77196 to cover legal expenses.

CHANGE ORDER REQUEST FORM

SELECT CHANGE ORDER TYPE:

- | | | |
|-------------------------------------|--|-------|
| ☒ | GENERAL | |
| ☐ | CONSTRUCTION-----Assigned Project # Required: | _____ |
| ☐ | CONSTRUCTION CONTINGENCY---Resolution # Required: | _____ |
| | Amount Approved: _____ Balance Remaining: | _____ |
| ☐ | TASK ORDER -----Assigned Task Order # Required: | _____ |
| ☐ | TASK ORDER AMENDMENT-----Amendment # Required: | _____ |

Date: 02/18/21 New Requ #: 42454

Change Requisition Number # 1

Name of Requestor
completing this form:

L. Chabot

The logo for Cocoa, Florida, is centered below the name. It features a stylized map of Florida in the background. Overlaid on the map are a palm tree on the left, a sailboat on the right, and the word "COCOA" in large, bold, capital letters across the middle. Below "COCOA" is the word "FLORIDA" in smaller, bold, capital letters.

L. Chabot



Original Purchase Order Amount	\$ 600.00
Change Order # 1 Amount	600.00
Change Order # 2 Amount	
Change Order # 3 Amount	
Change Order # 4 Amount	
Change Order # 5 Amount	
Change Order # 6 Amount	
Change Order # 7 Amount	
Change Order # 8 Amount	
New Purchase Order Amount	\$ 1,200.00

Vendor Name	Original Requisition Number	PO Number	Original PO Amount
Joseph G. Columbo PA	41596	77196	\$ 600.00

REASON FOR CHANGE (Click box(s) to select):

- ☐ Correct Freight Cost
 - ☐ Correct Unit Cost
 - ☐ Correct Account
 - ☐ Correct Quantity Ordered
 - ☐ Add Line Item
 - ☐ Cancel Line Item
 - ☒ Add Additional Money
 - ☐ Add/Delete/Change Project #
 - ☐ Liquidate Money
 - ☐ Cancel Entire PO

☐ Other-Explain:

Please make correction(s) to original PO as listed below:

[illegible]

THIS AMOUNT MUST BE LISTED AT THE TOP OF THIS FORM NEXT TO THE CORRESPONDING CHANGE ORDER #.

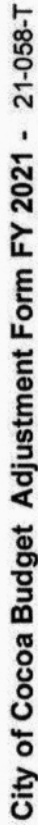
\$ 600.00

CHANGE ORDER REQUEST FORM - PAGE 2, JUSTIFICATION NOTE REQUIRED

Date: 02/18/21 New Requ #: 42454 Change Requisition Number # 1

Change Order Justification:
 Increase the Budget for Legal Services in order to cover the costs of Legal Services for the Diamond Square CRA.

*****Please be sure to save this Change Order Form as a PDF prior to inputting it into your requisition folder. *****



City of Cocoa Budget Adjustment Form FY 2021 - 21-058-T

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER		REQUESTING DEPARTMENT #: 3230		DATE PREPARED: 02/18/20	
'FROM' ACCOUNT(S)					
ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET
(\$ 600)	111-3230-559.39-00		Contingency	\$ 185,899	\$ 179,062
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
TOTAL				\$ 178,462	\$ 0
'TO' ACCOUNT(S)					
ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET
\$ 600	111-3230-559.31-01		Legal Expenses	\$ 600	\$ 600
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
\$ 0				\$ 0	\$ 0
TOTAL				\$ 600	\$ 600
REASON/JUSTIFICATION FOR ADJUSTMENT:					
The purpose for this request is to increase the Legal Services account in order to cover legal expenses exceeding the original budget amount for the Diamond Square CRA. Agenda 21-165					
City Council Approval Required? YES ☐ NO ☒ DATE APPROVED: 03/15/21 RESOLUTION #: 21-165					
City Council approval is needed for all transfers greater than \$50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.					
2/18/21	Lori Chabot	3/9/21	Colleen Campbell	Digitally signed by Lori Chabot Date: 2021.02.18 13:16:59 -0500	
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
3/9/21	Nancy Bunt	3/10/21	Lora Howell	Digitally signed by Nancy Bunt Date: 2021.03.09 11:52:35 -0500	
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature
FINANCE USE ONLY:					
Date Entered: _____			Entered By: _____		
Approved 07/13			Group #: _____		

RESOLUTION NO. DSCRA 21-165

A RESOLUTION OF DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF COCOA, FLORIDA, AMENDING THE CITY OF DIAMOND SQUARE CRA BUDGET FOR FISCAL YEAR 2021; PROVIDING FOR THE REPEAL OF PRIOR INCONSISTENT RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Cocoa adopted the final budget for the fiscal year commencing on October 1, 2020, and ending on September 30, 2021, at a Regular meeting held on September 23, 2020; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council/Diamond Square CRA may, at any time by resolution, transfer any unused and unencumbered appropriation or portion thereof from one office or department to another; and

WHEREAS, the City Council/Diamond Square CRA deems it to be in the best interest of the City of Cocoa to amend its budget as provided in this resolution.

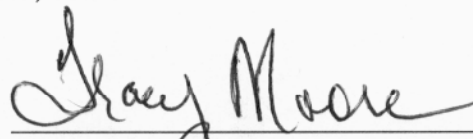
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COCOA, as follows:

SECTION 1. The 2020-2021 fiscal year budget shall be amended as detailed in the attached sheets.

SECTION 2. All prior resolutions or prior resolutions inconsistent with this resolution are hereby repealed to the extent of the conflict.

SECTION 3. This resolution shall become effective immediately upon its adoption by the City Council/Diamond Square CRA of the City of Cocoa, Florida.

ADOPTED by the City Council of the City of Cocoa, Florida, in a regular meeting assembled on the 15th day of March, 2021.


Tracy Moore, Chairman

ATTEST:


Charlene Neuterman
Deputy Community Services Director



Legislation Details (With Text)

File #: 21-195 **Version:** 1 **Name:**
Type: Informational Item **Status:** Agenda Ready
File created: 3/2/2021 **In control:** Diamond Square RDA
On agenda: 3/15/2021 **Final action:**
Title: Informational Item - Project Update
Sponsors:
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: March 2, 2021
Agenda Date: March 15, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Deputy Community Services Director
Requested Action:
Informational Item - Project Update

BACKGROUND:

Project	Description	Status
Rosa Jones lots - Affordable homes	Staff is reviewing the survey and appraisal for the Rosa L Jones lots and is meeting with the Rose Garden apartments to discuss the options.	Will be available for the next meeting
Commercial Façade Program	No applications at this time.	Budgeted \$10,000
Residential Beautification Program	Staff developing procedures for the program.	Budgeted \$10,000
Pilot Paint Program	Staff is developing application and procedures and working with a local paint shop.	Budgeted \$5,000
Small Business Assistance Program	Staff presented to DSCRA at Feb Meeting on weVENTURE program to provide business assistance. Staff is continuing to develop procedures.	Budgeted \$10,000

Female Veterans Village	Habitat for Humanity attending March, 2021 meeting to provide agency members an update.	1 applicant in process
CITY FUNDED PROJECTS		
Michael C. Blake Subdivision	Staff received one bid, will take to Council for award and approval.	March, 2021

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Informational Item - Project Update



Legislation Details (With Text)

File #: 21-196 **Version:** 1 **Name:**
Type: Informational Item **Status:** Agenda Ready
File created: 3/2/2021 **In control:** Diamond Square RDA
On agenda: 3/15/2021 **Final action:**
Title: Informational Item - Budget Update
Sponsors:
Indexes:
Code sections:
Attachments: [DS CRA Budget Update S Jan 2021.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: March 2, 2021
Agenda Date: March 15, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Deputy Community Services Director
Requested Action:
Informational Item - Budget Update

BACKGROUND:

Enter text here

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Informational Item - Budget Update



FY 2021 Budget by Classification Report - Summary Listing

Through 1/31/21

Target for January 2021 33%

FUND 111 - Diamond Square CRA

	Amended Budget	YTD Encumbrances	YTD Actual Transactions	Budget - YTD Transactions	% Used/Rec'd
REVENUE					
INTERGOVERNMENTAL	\$ 317,017		\$ 288,325	\$ 28,692	91%
MISCELLANEOUS	\$ -		\$ 707	\$ (707)	0%
OTHER SOURCES			\$ -	\$ -	0%
REVENUE TOTALS	\$ 317,017		\$ 289,032	\$ 27,985	91%
EXPENSE					
SALARIES AND BENEFITS	\$ 33,519		\$ 9,065	\$ 24,454	27%
OPERATING EXPENDITURES	\$ 248,498	\$ 19,046	\$ 15,875	\$ 213,577	14%
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	0%
GRANTS, AIDS AND OTHER	\$ 35,000		\$ -	\$ 35,000	0%
EXPENSE TOTALS	\$ 317,017	\$ 19,046	\$ 24,940	\$ 273,031	14%
REVENUE TOTALS	\$ 317,017	\$ -	\$ 289,032	\$ 27,985	91%
EXPENSE TOTALS	\$ 317,017	\$ 19,046	\$ 24,940	\$ 273,031	14%
	\$ -	\$ (19,046)	\$ 264,092	\$ (245,046)	

*TIF Revenue is collected in December each Fiscal Year.