DRAFT

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
SPECIAL MEETING
January 30, 2024

The Special Meeting of the Diamond Square Community Redevelopment Agency was held on January 30, 2024, 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 **6:03 pm.**

Invocation: Chairperson **MOORE** provided the invocation.

Pledge of Allegiance: Chairperson **MOORE** led the Pledge of Allegiance to the flag of the United States of America.

ROLL CALL:

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

PRESENT:

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

ABSENT:

STAFF PRESENT:

Community Services Director NEUTERMAN and Agency Liaison GOINS were in attendance.

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

AGENDA:

Agenda - Special Meeting of January 30, 2024.

***MOTION by Agency Member SMITH; SECONDED by Agency Member ROBINSON to approve the Agenda for the Special Meeting of January 30, 2024, as written.**

AYES: MOORE, McQUEEN, BROWN, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES:

Minutes - Regular Meeting of July 17, 2023.

***MOTION by Agency Member BROWN; SECONDED by Agency Member ROBINSON to approve the Minutes for the Regular Meeting of July 17, 2023, as written.**

AYES: MOORE, McQUEEN, BROWN, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

Minutes - Regular Meeting of September 18, 2023.

[Agency Member JONES arrives.]

***MOTION by Agency Member BROWN; SECONDED by Agency Member ISOM to approve the Minutes for the Regular Meeting of September 18, 2023, as written.**

AYES: MOORE, McQUEEN, BROWN, JONES, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (7-0)

Minutes - Regular Meeting of October 16, 2023.

***MOTION by Agency Member SMITH; SECONDED by Agency Member ROBINSON to approve the Minutes for the Regular Meeting of October 16, 2023, as written.**

AYES: MOORE, McQUEEN, BROWN, JONES, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (7-0)

Minutes - Regular Meeting of November 20, 2023.

***MOTION by Agency Member ISOM; SECONDED by Agency Member ROBINSON to approve the Minutes for the Regular Meeting of November 20, 2023, as written.**

AYES: MOORE, McQUEEN, BROWN, JONES, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (7-0)

III. <u>Delegations</u>: None.

IV. <u>Presentations</u>: None.

V. **<u>Action Items:</u>**

1. Approve a Resolution Amending the FY24 Budget, BAF# 24-034-A, in the amount of $28,774, to adjust the budget due to the decrease in Actual Tax Increment Financing (TIF) received by the County.
   i. Introduction. Director NEUTERMAN introduced the item. At the end of the year adjustments are made to the budget, based upon the actual numbers received from the County. These are then compared to the budgeted estimates and any differences between the projected and the actual is then resolved. In this case the County lowered their millage rate, thus reducing the revenue we receive. The only place in the budget, with this level of funding that we could pull from currently is the bus stop shelter project. This is because this project is currently on hold, awaiting pricing discussions with the County. Once the project resumes active status, the money will be pulled from fund balance to fund the project.
   ii. Discussion. Agency Member BROWN asked why the money is being pulled from the bus shelter project. Director NEUTERMAN explained that it was the only budget item with enough money in it that was not already allocated for other items – items that will come up sooner. Since this project is still further out, it made it the only simple place to pull the money from, for now. She said that once we have an actual price for that project and are able to move forward on it, then we will pull from fund balance reserves to pay for it.

No allocation was made for contingency, so we had to pull from an activity. Chairperson MOORE asked why is there no contingency? Director NEUTERMAN explained that new CRA rules only allow contingency for projects that have allocated the money to specific line items. And since we did not have any additional projects to allocate to this year, we could not use that account. However, when we have our CRA Plan Update, we can then add new projects and put them in contingency. We have the funds available. They are just in fund balance.

iii. Vote.

***MOTION to approve the resolution by Agency Member BROWN; SECONDED by Agency Member ISOM, as written.**

AYES: MOORE, McQUEEN, BROWN, ISOM, JONES, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (7-0)

2. Approve a Resolution Amending the FY24 Budget, BAF# 24-044-T, in the amount of $150, to adjust the budget due to the increased cost of Payroll-related accounts, including Insurances and Long-Term Disability.
   i. Introduction. Director NEUTERMAN. This adjustment is needed to cover the projected cost for the remainder of the current fiscal year. Since projections are from April and May of the previous year, they are estimates which may need revising in the First Quarter of the new fiscal year.
   ii. Discussion. None.
   iii. Vote.

***MOTION to approve the resolution by Agency Member ROBINSON; SECONDED by Vice Chairperson McQUEEN, as written.**

AYES: MOORE, McQUEEN, BROWN, ISOM, JONES, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (7-0)

VI. <u>**Attorney's Report**</u>: None.

VII. <u>**Updates and Staff Report**</u>

1. Director NEUTERMAN:
   i. Board Updates and Changes

1. Congratulations to Chairperson MOORE and Agency Members ISOM and SMITH, all three were approved for renewals of their four-year terms, which now finish on January 30, 2028.
   a. Your Letter of Reappointment will be mailed to you from the City Clerk's Office soon.
2. Agency Members JONES and ROBINSON – this is their last meeting, since their terms expire tonight.
   a. Director NEUTERMAN expressed her thanks for all that Agency Member JONES has done for the Diamond Square community for over 25 years. In recognition of his service the City Council will be presenting him with a plaque at their February 13th meeting. Everyone applauded Agency Member JONES.
   b. Chairperson MOORE commented that Agency Member JONES has been a stellar role model and that it has been a pleasure to know him.
   c. Agency Attorney COLOMBO said that the agency will miss him and thanked him for his commitment to the Diamond Square community, and to the City of Cocoa.
   d. Agency Member JONES responded that it has been a pleasure serving.
   e. Vice Chairperson McQUEEN thanked Agency Member JONES for his service.
   f. Director NEUTERMAN thanked Agency Member ROBINSON for her enthusiastic support of, and cheerleading for, the Diamond Square community.
3. Director NEUTERMAN mentioned that Vice Chairperson McQUEEN will continue in her seat until 2026.
4. Director NEUTERMAN addressed the one remaining member not already discussed, Agency Member BROWN, by saying that his seat is up for renewal on March 24, 2024. The County will notify us, once they have made their decision.
5. Director NEUTERMAN mentioned that now there are two vacancies on the Board, that need new appointees. She explained that per the rules, a member must sit out one full term. She expressed her hope that Agency Member ROBINSON would return after her one-year wait is over. Then everyone gave her a round of applause.

ii. Next, Director NEUTERMAN reported that the RFP for the CRA Plan Update Consultant would soon be closing and we would be beginning the selection process. She asked members to please think about what projects they want to discuss with the consultant, to help formulate the new plan. The current timeline is to present it at the April meeting. Chairperson MOORE asked about the CRA Sunset Date extension request. Director NEUTERMAN replied that the county decides that and that they have not yet responded to the City's letter. The previous Sunset Date was 2038, but then it was shortened to 2032. The current request has already been submitted to the County asking to restore the original date of 2038.

1. Agency Attorney COLOMBO noted that the County Commission may become more favorable to the extension request in the near future.

iii. Agency Member BROWN asked where the CRA guidelines come from? Director NEUTERMAN responded that the CRA guidelines come from the State in Tallahassee.

iv. Next, he asked about the status of the Women Veterans Village Habitat Sign. Director NEUTERMAN responded that Habitat is still working on the funding needed for the sign.

v. Agency Member ISOM asked about the Peachtree houses, by the apartments (townhomes on Rosa). Director NEUTERMAN said that soon the Vacant Parcels List will go to Council, where a procedure will be discussed to move them to activity – i.e. sold and build affordable housing. Once approved, Council will be doing that. The Live Local Act affected a lot of procedural areas, affecting processes that must be followed. But, we are finally moving in the right direction.

2. Agency Liaison GOINS first thanked Agency Members JONES and ROBINSON for their service and let them know that the community appreciates their dedication.

i. Provost Park construction is on-schedule. Mid-Summer is the goal.

ii. Smoke Shop near church. 500 feet from church or school new Kava and Kratom Ordinance. US Highway 1 and Rosa L. Jones Drive. Both shops are pre-existing, and therefore not subject to the new ordinance against new establishments. Chairperson MOORE asked, what are they not allowed to say? Director NEUTERMAN explained that a 'gentleman's club' is not allowed in the City of Cocoa; except for the M2 – Grissom area. Smoke shop and Kava and Kratom, 500-foot radius from schools and churches – moving forward. Existing can remain. As long as they do not change their use, they can stay.

iii. Director NEUTERMAN reminded the agency members that these are very new products and City Staff have had to quickly educate themselves on the proper oversight measures and ordinances needed to help keep our citizens safe, and especially keep these new products out of the hands of our youth. Regular procedures still apply, including the requirement to obtain a Business Tax Receipt and Planning and Zoning review of the use of the property. All new businesses are monitored. Some try to open without a license, that's when Code Enforcement is called in. Anyone in the community can report potential violations to Code Enforcement.

iv. Agency Member BROWN asked, how did this get by the community? Director NEUTERMAN responded that the previous shop in that location had been closed for 20 years, before this new group bought it and moved in. The new owner is not required to notify the city if the zoning is correct. But, zoning changes require. Special exception, called a "500 feet radius package" – handled by Planning & Zoning. Other examples of a special exception would be a liquor license going from a beer and wine only to full alcohol. The Board of Adjustment and Planning and Zoning Board review all of these applications, then present them to the City Council. No notice was required. When the sign went up is how people found out. But, it was allowed by the then-current zoning rules. Now they are working on their Parking, to get into compliance. Kava and Kratom was not even in the code, this had to be expanded to cover these innovative products. Changing times have required staff to adapt.

v. Chairperson MOORE asked about 301 N. Cocoa Blvd. Director NEUTERMAN said that will be going before the Planning and Zoning Board soon. Example of notification to churches for zoning changes. Attend the meeting and bring your questions and concerns. Agency Member SMITH asked about the shop near Metropolitan. Director NEUTERMAN responded that the zoning was allowed, at the time. Even change of ownership does not necessarily stop it.

vi. Agency Liaison GOINS praised the CRA Boards, both Cocoa and Diamond Square, for their work on improving the city, including building affordable housing, improving parks, purchasing land for affordable housing and planning for a mixed-use development, hopefully, with a hotel. A lot of movement. The community is on the rise. But, a lot of work still to do. Results are not always immediate.

vii. Agency Member ISOM asked about where the city plans to put the homeless displaced by all of this positive development. Agency Liaison GOINS responded that this is a profound issue, needing lots of partners. Cocoa is a caring place, with lots of resources. But, we cannot do it all ourselves. This is a persistent problem across the country, not just locally. Chairperson MOORE said that this is a big problem in the United States. "The houseless, not homeless," she called them. Director NEUTERMAN responded that everyone is dealing with this same issues of panhandling, homeless, drugs, etc. Family Promise is helping them to get into a house. But, there are those who chose to be homeless. You cannot force them. The Board has done a lot to help the community.

viii. Bezos Academy. Hope to have updates in March. Things moving in the right direction.

ix. Agency Member BROWN complained that there is still trash all over Stone Street, that he attributes to absentee landlords. Can it be picked up? Waste Management has to schedule a pickup. Agency Liaison GOINS offered that it could be possible to require landlords who evict a tenant to provide a dumpster. Agency Attorney COLOMBO interjected that the homeless issue is all over the county, even in Indialantic, where they sleep on the beach! It is difficult to manage, because we still have a huge influx of people to Florida and to Brevard.

x. Vice Chairperson McQUEEN asked concerning the homelessness issue: can we work together to create a plan and strategy to work on this issue? Would a One-Stop Shop be possible? Could the city purchase? Can we add as a project to our plan update? Agency Liaison GOINS responded that currently, we do not have the funding. We need a holistic conversation with the County and the other Cities. Would love to see some type of "Transitional Village." Agency Member SMITH mentioned that she has seen innovative ideas including pallet housing; creating wood tents instead of fabric tents; 128 sq. ft. no building permits required, foundations are laid for them; a lot of cities are using this method. Security was provided, along with counselors. The company partnered with cities. Pallet House, was started with Katrina. Director NEUTERMAN asked Agency Member SMITH to please send her information about the Pallet House program, so that she could look into its viability here.

xi. Reminders:

1. City Hall will be CLOSED on Monday, February 19, 2024 for the Presidents Day Holiday.
2. Volunteers needed for the Collins Museum at the Moore Center.

MCB homes are going up quickly! Working on completion 90-120 days. Interior buildout. We will have a home completion ceremony. Agency Member JONES asked the price range? Director NEUTERMAN responded: $310,000 - $320,000 appraisal value. To be affordable, per HUD rules, the price must be below that appraisal. Financing help is being put together to bring down the total cost and help with down payment assistance. Goal is $269,000 per home.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **March 11, 2024** at **6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. **Adjournment**

***MOTION to adjourn by Agency Member BROWN; SECONDED by Agency Member ISOM.**
AYES: MOORE, McQUEEN, BROWN, ISOM, JONES, ROBINSON, SMITH.
MOTION PASSED UNANIMOUSLY (7-0)

MEETING WAS ADJOURNED at 7:25 pm.

Tracy Moore

Tracy Moore, Chairperson

Respectfully Submitted by:

Ryan T. Browne

Ryan Browne, Recording Secretary