

**MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
November 20, 2023**

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on November 20, 2023, at City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. Call to Order

Vice Chairperson **McQUEEN** called the meeting to order at **6:03 pm**.

Invocation: Agency Member **SMITH** provided the invocation.

Pledge of Allegiance: Agency Member **BROWN** 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 – via phone
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member
Jackie Isom	Agency Member
Ed Jones	Agency Member
Amy Robinson	Agency Member – via phone
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

ABSENT:

STAFF PRESENT:

Community Services Director NEUTERMAN were in attendance.

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

AGENDA:

Agenda - Regular Meeting of November 20, 2023.

***MOTION by Agency Member BROWN; SECONDED by Agency Member SMITH to approve the agenda for the November 20, 2023 Meeting, as amended.**

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

MOTION PASSED UNANIMOUSLY (7-0)

MINUTES:

Minutes - Regular Meeting of July 17, 2023: **TABLED TO NEXT MEETING**

Minutes - Regular Meeting of September 18, 2023: **TABLED TO NEXT MEETING**

Minutes – Regular Meeting of October 16, 2023: **TABLED TO NEXT MEETING**

***MOTION by Agency Member BROWN to TABLE the approval of the Minutes of the Regular Meetings of July 17, September 18, and October 16, 2023 to the next meeting; SECONDED by Agency Member SMITH as amended.**

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

MOTION PASSED UNANIMOUSLY (7-0)

III. **Delegations:**

1. Ms. Anita Gibson, 451 Stone Street. Would like guidance on where she is on the housing rehabilitation list.
 - i. Director NEUTERMAN. The Housing Division, which reports to her, is in the process of income verification. She can look that up for Ms. Gibson.

IV. **Presentations:**

V. **Action Items:**

1. Approve Diamond Square CRA Meeting Schedule for 2024.

- i. Introduction. Director NEUTERMAN introduced the item.
- ii. Discussion. None.
- iii. Vote.

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

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

MOTION PASSED UNANIMOUSLY (5-0)

[NOTE: Technical difficulties with the phone-in participants, Chairperson MOORE and Agency Member ROBINSON, meant that they did not voice their vote for this item.]

- 2. Approve a Resolution Amending the FY23 Budget, BAF No. 23-139-T, in the amount of \$436, to cover year-end account imbalances from switching from one Redevelopment Coordinator to another.
 - i. Introduction. Director NEUTERMAN.
 - ii. Discussion. None.
 - iii. Vote.

***MOTION to approve Agency Member SMITH the motion; SECONDED by Vice Chairperson McQUEEN as written.**

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

MOTION PASSED UNANIMOUSLY (5-0)

[NOTE: Technical difficulties with the phone-in participants, Chairperson MOORE and Agency Member ROBINSON, meant that they did not voice their vote for this item.]

- 3. Approve financial support for Sherry Amos, Director of Learning & Achievement Academy's Summer Enrichment Program to reimburse June 2023 expenses, up to \$15,000. Exact amount up to Board discretion.
 - i. Introduction. Director NEUTERMAN. This item is being brought back, this time as a full and complete packet. This is being brought back before the agency, because of several challenges faced by the applicant, City staff, and some lingering questions the agency had still outstanding. This is to

try to rectify the situation and provide a full and complete picture to give the applicant a full and complete hearing by hopefully answering any remaining agency questions.

1. Key data point. Total students = 42 Total students
2. Key data point. DSCRA students = 22.

ii. Discussion.

1. Agency Member BROWN asked how does the agency handle unsolicited proposals? Director NEUTERMAN responded that the Agency Attorney, COLOMBO, could explain the legal questions. Because it is unsolicited, the agency can provide a one time contribution. Then, moving forward, an RFP would be put in place for any continuance going forward. Similar to how the Alliance for Neighborhood Restoration (ANR) contract works. This allows Ms. Amos to apply to the RFP if she decides that she wants to pursue continuing funding for any future years.
2. Member BROWN asked where is the money going to come from? Director NEUTERMAN replied that it will come from Fund balance. It will not affect FY24 funds. Member BROWN asked if this level of extensive documentation was required of ANR and Director NEUTERMAN replied that, yes, it is.
3. Chairperson MOORE would like to cap all unsolicited proposals, to protect the budget. She would like to see a possible partnership of Ms. Amos' group and ANR.
4. Agency Member ISOM asked if this paperwork is a one time fill it out? Director NEUTERMAN. Yes, however, there are follow-up paperwork requirements, once accepted and contracted for services, usually monthly.
5. Vice Chairperson McQUEEN asked staff if a one time reimbursement, then moving forward Ms. Amos would have to apply to the RFP if she wanted future dollars allocated for her program.
6. Agency Member BROWN said that he saw deficit of \$15,000. He calculated 42 participants. Divided by \$358/person. Multiply by 22 for DSCRA kids. Total = **\$7,876.**
7. Agency Attorney COLOMBO mentioned that Agency Member BROWN's suggestion of a pro rata amount was brought up at the September meeting. Recording Secretary BROWNE said that this was the exact

method that Agency Attorney COLOMBO proposed at the September Minutes – that were tabled to the next meeting.

iii. Vote.

***MOTION to approve Agency Member BROWN made the motion; SECONDED by Agency Member ISOM as amended: to approve one time only reimbursement funding to the Learning and Achievement Academy's Summer Enrichment Program, with any future awards going through the RFP process. The total reimbursement to Ms. Amos' group is: \$7,876 for the June 2023 program, representing the pro rata amount sufficient to cover all 22 of the Diamond Square students in the program.**

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

MOTION PASSED UNANIMOUSLY (6-0)

[NOTE: Technical difficulties prevented phone-in participant, Agency Member ROBINSON, was unable to voice her vote for this item.]

4. Authorize Staff to proceed with the proposed goals for Diamond Square Initiative RFP and provide a maximum award amount for the RFP.
 - a. Introduction. Director NEUTERMAN.
 - i. This is a very similar RFP to the 2017 RFP that was awarded to Alliance for Neighborhood Restoration (ANR).
 - ii. It matches the Goals and Objectives from the 2014 Approved DSCRA Plan, which is the currently approved plan.
 - iii. All of the initiatives in here, the projects scope includes:
 1. Increasing Partnerships with Affordable Housing Developers (Includes Home Ownership Programs).
 2. Creating Neighborhood Gateways.
 3. Creating Enhanced Community-Based Programs, including:
 - a. Business Incubator
 - b. Economic Development Growth
 - c. Extension of Neighborhood Childcare Programs
 - d. Partners for Kids
 - e. Job Training
 - f. Healthcare Programs
 - g. Role model and Mentoring Programs
 - h. Programs for Seniors

- iv. Allows for a broad selection of potential programs that could apply for this RFP.
- v. Other Objectives:
 - 1. Park Programming
 - 2. Neighborhood Church Alliances
 - 3. Organized Sports Leagues
- vi. We cannot fund:
 - 1. Individuals looking for money for themselves
 - 2. Specific programs that are outside of these specific goals and objectives of the CRA plan.
 - 3. If they do not meet the Florida Statute, CRA Act, F.S. 163.387.
- vii. Because of the broad scope of program types, and the number of organizations operating in the Diamond Square, there could be a sizable number of applicants to chose from that could bring a variety of options to choose from.
- viii. Vice Chairperson McQUEEN asked Director NEUTERMAN to explain the process. Director NEUTERMAN explained the process and said that every completed packet that meets the criteria laid out in the RFP will be presented to the agency for review.

b. Discussion.

- i. Agency Member SMITH asked about partnerships. She mentioned the Eastern Florida State College (EFSC) job training program. She asked if they would have to submit an RFP also. Director NEUTERMAN replied, since they are not located in Diamond Square, they would have to have a specific program that was running in Diamond Square to even qualify for any kind of partnership.
- ii. Member SMITH said that she knows that they are running a program through the Reentry Center. It is a certification program that helps students get jobs with manufacturing. CPT certification available. Director NEUTERMAN would entertain an application from them. The agency would only be allowed to fund what is not funded by any other source.
- iii. Vice Chairperson McQUEEN asked the range of amounts. Director NEUTERMAN replied that is at the discretion of the agency.
- iv. Agency Member BROWN asked what to cap it at? Director NEUTERMAN replied that the decision to cap it does not need to be made now. The RFP can say, "not to exceed \$20,000," but, that does not constrain the agency regarding a cap for any individual awards, which could be set lower. Member

BROWN said that he is concerned that there are no programs for seniors. He also said that there is a need for a GED program in the Diamond Square area. Director NEUTERMAN said that she agrees. However, she cautions that narrowing the RFP too much, will cause the number of submissions we receive to go way down. She encouraged agency members, as members of the community, to talk to their contacts who are doing these types of work in Diamond Square and talk to them about applying for a grant. Staff can also provide assistance during the application and submittal processes.

- v. Member BROWN asked when does the RFP go out? Director NEUTERMAN replied for FY24 and afterwards. It is required to be advertised, usually 30-45 days to apply. Returns to us. Staff internal committee reviews all documents, then brings to the Agency. She said that she suspects sometime in March timeframe.
- vi. Once it closes, staff can provide the number of applicants. Talk to the people you know so they could apply. We can provide you with a one-page infographic (Staff action item). The City distributes information about the RFP on its website, social media, and other channels of communication. However, personal invitations to apply would be valued highly.
- vii. Agency Member SMITH asked what if no one applies. Director NEUTERMAN replied that this process is more involved than the paint and beauty grants, so it is a bit more of a risk.
- viii. Agency Member BROWN asked Director NEUTERMAN if she was aware of the EFSC CPT program. She replied that she was aware of a retraining program, just not that they are operating in Diamond Square.
- ix. Agency Member SMITH spoke about the Certified Technician Program, where they are often poached before they even finish the course. The Reentry Center hosts these. Dual Enrollment, you could work a summer job. How do we increase income in these homes, needs to be a constant companion question when asking questions about housing and affordability.
- x. Director NEUTERMAN asked Member SMITH to provide contact information to her so she can follow-up with these groups for possible collaboration. She said that is possible that we could partner with them, even separately from this program. Similar to how the agency partners with Brevard County Parks and Rec for Summer Camp scholarships for Diamond Square

youth. She needs more information, in order to explore what would actually be possible.

c. Vote.

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

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

MOTION PASSED UNANIMOUSLY (6-0)

[Note: Agency Member ISOM said that Agency Member ROBINSON texted her to let her know that she keeps losing the phone connection because there is a poor connection associated with bad weather at her current location.]

VI. **Attorney's Report:** None.

VII. **Updates and Staff Report**

1. Director NEUTERMAN:

i. Reminders:

1. City Hall Closed for Thursday, November 23, 2023 and Friday, November 24, 2023 for the Thanksgiving holiday.
2. Moore Centennial Celebration – Sat. Dec. 2 at 5-8 PM. Let us know if you have not received your invitation. We expect a very exciting program, including food, historic re-enactors, music, ribbon cutting, access to the museum. Closing Blake Avenue. Parking at Emma Jewel, then taken over to the Moore Center.

2. Chairperson MOORE praised the work of the Committee and hopes that the agency members can all attend.

1. Travel claims are being processed. Please stay after to sign your forms. If we need any additional information from you, we will contact you.

3. Chairperson MOORE reported on her experience attending the FRA Conference. She enjoyed her tour of St. Augustine and the Lincolnville historic district. She was particularly interested in adding an historic preservation initiative. She also attended a panel on how to extend CRA sunset dates. She also enjoyed a workshop on how to work with Banks. She said that they need a tour of our community, simply because we have not invited them yet. They cannot help us with things they are not aware of the needs of our community. She spoke with street light vendor who exhibited at the conference that have built in cameras as part of our park safety

enhancement efforts. She thanked the city for the opportunity to attend the conference.

4. Director NEUTERMAN said that she spoke to that same vendor and will pass along that information to our Public Works Department.
5. Chairperson MOORE asked about the break for June meetings. Director NEUTERMAN replied that the person who proposed that for Council is no longer there. The agency will meet, as needed.

VIII. Next Meeting Date

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **December 18, 2023**, at **6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

Vice Chairperson McQUEEN asked if the agency would like to take a break for the holidays and cancel the December meeting.

Agency Member BROWN said that he was opposed to that idea because the agency already had one meeting cancelled this year. Agency Member ISOM said that whether the agency has anything to discuss would be the reason, not simply to meet. Director NEUTERMAN clarified that if there are no topics to discuss the meeting would be cancelled. She said to keep the meeting on the calendar for now and that staff will notify the agency members if the meeting needs to be cancelled, if there are no urgent topics to discuss by that time.

Chairperson MOORE wished everyone a good Thanksgiving holiday.

IX. Adjournment

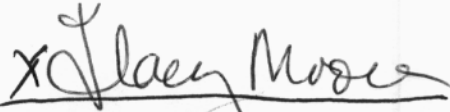
***MOTION to adjourn Agency Member BROWN; SECONDED by Agency Member SMITH.**

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

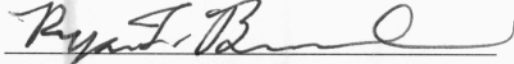
MOTION PASSED UNANIMOUSLY (5-0)

[Chairperson MOORE disconnected from the phone before the adjournment vote was taken.]

MEETING WAS ADJOURNED at 7:18 pm.


Tracy Moore, Chairperson

Respectfully Submitted by:


Ryan Browne, Recording Secretary

CITY OF COCOA CITY COUNCIL

Request to Speak (print legibly and fill out completely)

NAME:

Anita Gibson

ADDRESS:

451 Stone St

Cocoa, FL 32922

TELEPHONE:

407-914-1626

Housing
Division

ORGANIZATION YOU REPRESENT (IF ANY):

AGENDA ITEM NUMBER/SUBJECT:

IF YOU WOULD LIKE TO SPEAK UNDER DELEGATIONS, PLEASE CHECK ONE OR MORE THAT APPLY: (You must meet one of the following requirements to speak under Delegations)

- ◇ Resident or taxpayer (may speak on any subject of general or public interest)
- ◇ The Council by majority vote may decline to hear any person who is not a resident or taxpayer of the City, except:
 - ◇ City Employee (may speak regarding his/her employment)
 - ◇ Water and/or sewer customer (may speak on matters related to the City's water and/or sewer system.
 - ◇ Any person on any item on the agenda (except *emergency items, ministerial items, Quasi-judicial items, and public hearing items*)

PLEASE CONDUCT YOURSELF IN ACCORDANCE WITH THE TERMS AND CONDITIONS PRINTED ON BACK.