City of Cocoa

65 Stone Street
Cocoa, FL 32922

Meeting Agenda

Monday, November 19, 2018

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:

1. 18-592 Approve the Agenda for the Regular Meeting of November 19, 2018, as presented or with amendments.

Attachments: DS CRA REGULAR MEETING AGENDA NOV 19 2018

2. 18-596 Approve the Minutes for the Special Meeting of October 29, 2018, as written or with amendments.

Attachments: Minutes 10-29-18 (Final)

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. 18-479 Staff submittal of the 2019 Diamond Square Board Meetings and Board Member direction on January 21, 2019 and February 18, 2019 meetings due to City Holidays.

2. 18-591 Approve a Budget Adjustment in the amount of $300 for Program Manager Cell Phone.

Attachments: BAF 19-016 -Diamond Square CRA-CellPhone (11-19-18)~ CRA 18-591 - FY1

IX. UPDATES AND STAFF REPORTS:

1. 18-598 Informational item - staff updates

X. NEXT MEETING DATE:

The next regularly scheduled meeting of the Diamond Square CRA will be on December 17, 2018 at 6:00pm at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

XI. ADJOURNMENT

NOTICE TO THE PUBLIC:

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.

City Code Section 2-54 requires that an affirmative vote of a majority of a quorum present shall be necessary to enact an ordinance or adopt any resolution; except that two-thirds of the membership of the Council is required to enact an emergency ordinance. All ordinances require two readings, entitled first reading and second reading and public hearing, prior to adoption.

Members of the public speaking on public hearing items, though entitled to be heard by the City Council, are not entitled to an immediate response by either administrative staff members or Council once the public hearing is closed; however, Council discussion may or may not include a response. No question by the public should be addressed directly by the Administrative staff.

Public debate by individual speakers from the audience on public hearing items shall be limited to three (3) minutes. Representatives of recognized groups 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 issue 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.

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

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.

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

This is a public meeting. All interested parties may attend. 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.

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 13, 2018
Agenda Date: November 19, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Approve the Agenda for the Regular Meeting of November 19, 2018, as presented or with amendments.

BACKGROUND:

The Diamond Square CRA approves the agenda for all of its meetings at the beginning of such meeting.

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve the Agenda for the Regular Meeting of November 19, 2018, as presented or with amendments.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

REGULAR MEETING AGENDA

DATE: Monday, November 19, 2018
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**
AGENDA: Regular Meeting of November 19, 2018
MINUTES: Special Meeting of October 29, 2018

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **ACTION ITEMS**
1. Diamond Square 2019 Calendar – Board direction needed for January 21 and February 18 meetings that fall on City Holidays.
2. Approve Budget Adjustment for Program Manager cell phone

VI. **UPDATES AND STAFF REPORTS**
1. Informational item: DS CRA Project Updates

VII. **NEXT MEETING DATE**
The next meeting of the Diamond Square Redevelopment Agency is December 17, 2018 at 6:00 PM. The meeting will be held in the Council Chambers at Cocoa City Hall located at 65 Stone Street.

VIII. **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.

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 14, 2018
Agenda Date: November 19, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:

Approve the Minutes for the Special Meeting of October 29, 2018, as written or with amendments.

BACKGROUND:

The Diamond Square CRA approves the minutes for all of its meetings at the beginning of such meetings.

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:

Approve the Minutes for the Special Meeting of October 29, 2018, as written or with amendments.

JOURNAL
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
SPECIAL MEETING
OCTOBER 29, 2018

A Special Meeting of the Diamond Square Redevelopment Agency Board was held on October 29, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 6:06 pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairperson
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel
Clarence Whipple Jr.	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Joseph Colombo	Agency counsel
Torri Edwards	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Sylvia Thomas	Agency member
Clarence Whipple Jr.	Council Liaison

STAFF PRESENT:
Nancy Bunt, Community Services Deputy Director; **Charlene Neuterman,** Redevelopment Program Manager.

Agency member Robinson provided the invocation and **Chairperson Moore** led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Special Meeting of October 29, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Jones to approve the agenda for the Special Meeting of October 29, 2018.**

AYES: Moore, Robinson, Collins, Jones

MOTION CARRIED (4-0)

MINUTES: Minutes of the Regular Meeting of September 17, 2018

* **MOTION by Agency member Jones; SECONDED by Agency member Collins to approve the minutes of the Regular meeting of September 17, 2018.**

AYES: Moore, Robinson, Collins, Jones

MOTION CARRIED (4-0)

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

1. Alliance for Neighborhood Restoration Annual Report-Delores McLaughlin

Delores McLaughlin and Sonja Mitchell, of The Alliance For Neighborhood Restoration, Inc., provided a presentation and discussion of the Annual Program Report.

Agency member Collins asked whether the computer lab is still available for the children and how many children attend the facility. **Ms. McLaughlin** replied that there are eight (8) computers available and that 13-15 children attend per day. She explained that the children must volunteer year around to be invited to the conference.

The agency members thanked The Alliance For Neighborhood Restoration for all their work with the children.

Chairperson Moore inquired about the Youth Directors Council. **Ms. McLaughlin** explained that the event is a four (4) day Crime Prevention Conference that offers workshops and activities that develop young leaders.

Agency member Collins stated that teaching the children to dress for success is helpful for when the children start looking for employment. She also was impressed to see the children volunteering at this year's Trash Bash.

V. ACTION ITEMS:

1. Diamond Square 2019 Calendar-Board direction needed for January 21 and February 18 meetings that fall on City Holidays:

Ms. Neuterman stated that the meetings for January 21, 2019 and February 18, 2019 fall on City Holidays. She noted that the board will decide to reschedule or combine the meetings at the November meeting.

Chairperson Moore stated that she liked the idea of combining the meetings into one meeting.

No action taken.

2. Approve Developer Agreement with Habitat for Humanity of Brevard County, Inc.:

Ms. Neuterman requested that the board approve a Development Agreement between the Diamond Square CRA and Habitat for Humanity of Brevard County, Inc. to construct six (6) new single-family housing units for female veterans at 430, 450, 470, 490, 510 and 530 Whaley Street; and approve a Budget Transfer to move the funds from Infrastructure to Contract Services.

Ms. Bunt provided a brief background on the property. She explained that the city and Habitat for Humanity discussed developing housing for female veterans. Staff is looking into receiving funding for the construction, funding from the City, agreement for down payment assistance and waiving permit fees.

Chairperson Moore asked how much the board paid for the property, how the project will create revenue for the board and the selling price for the homes. **Ms. Bunt** replied that she recalls the board paid $280,000 for the property but she will have to verify the amount. **Ms. Bunt** stated that the revenue will come from the property taxes and the selling price for each home is $104,000.

Agency member Collins inquired who will take the proposed down payment agreement to council. **Ms. Bunt** responded that the staff will present the proposal to council.

Chairperson Moore requested that the Habitat for Humanity representatives approach the podium. **M.E. Kelly and Jane Higgins,** of Habitat for Humanity, introduced themselves to the board.

Chairperson Moore inquired whether there is a waiting list for the proposed project. **Ms. Kelly** reported that there are four (4) female veterans on the list.

Ms. Bunt noted that the Habitat for Humanity holds their own mortgages and are able to work with the buyers to prevent foreclosure. **Chairperson Moore** inquired whether the resident will be required to work on the homes. **Ms. Kelly** replied that the residents will be required to follow the same requirements as anyone else.

Agency member Jones asked whether the homes will be wood frame or block. **Ms. Kelly** stated the homes will be wood framed.

Chairperson Moore inquired when the construction will start once the project is approved. **Ms. Bunt** explained the next steps in the process and stated that construction could start at the beginning of 2019.

Chairperson Moore asked if Diamond Square CRA will have any legal responsibility for the property after it is transferred to Habitat for Humanity. **Mr. Colombo** stated that the board will not have any legal responsibility after the transfer. He noted that there is a termination clause in the agreement. **Chairperson Moore** is required to sign the warranty deed for all six (6) properties.

Agency member Collins inquired who is responsible for the property taxes. **Ms. Bunt** replied that Habitat for Humanity will take over the taxes and all other expenses after the transfer.

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve a Development Agreement between the Diamond Square CRA and Habitat for Humanity of Brevard County, Inc. to construct six (6) new single-family housing units for female veterans at 430, 450, 470, 490, 510 and 530 Whaley Street. Approve a Budget Transfer to move the funds from Infrastructure to Contract Services.**

AYES: Moore, Robinson, Collins, Jones

MOTION CARRIED (4-0)

VI. UPDATES AND STAFF REPORTS:

1. DS CRA Project Updates:

Ms. Neuterman provided project updates on Stone Street Streetscape, Community Garden, Dr. Joe Lee Smith Center, and the FRA Annual Conference.

Agency members Robinson and Collins noted that the FRA Annual Conference was outstanding and offered several informative workshops.

Agency member Collins reported that there is standing water at a vacant lot on Bernard Street. She is concerned that the neighborhood children will get hurt trying to play in the water. **Ms. Bunt** stated that she will follow up on the issue.

Chairperson Moore noted that there vacant seats on the board. She requested that the board members give names of potential members to the staff.

VII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on November 19, 2018 at 6:00 pm at City Hall, 65 Stone Street.

IX. ADJOURNMENT:

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to adjourn the Special Meeting of October 29, 2018.**

AYES: Moore, Robinson, Collins, Jones

MOTION CARRIED (4-0)

MEETING WAS ADJOURNED AT 7:42 pm

____
Tracy Moore, Chairwoman

Respectfully Submitted,

____
Torri Edwards, Recording Secretary

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: September 26, 2018
Agenda Date: October 15, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Staff submittal of the 2019 Diamond Square Board Meetings and Board Member direction on January 21, 2019 and February 18, 2019 meetings due to City Holidays.

BACKGROUND:

The Diamond Square CRA Meetings are scheduled for the third Monday of each month at 6:00pm. The list below details the dates for the meetings.

- January 21, 2019
- February 18, 2019
- March 18, 2019
- April 22, 2019
- May 20, 2019
- June 17, 2019
- July 15, 2019
- August 19, 2019
- September 16, 2019
- October 21, 2019
- November 18, 2019
- December 16, 2019

The meeting scheduled for January 21, 2019 is Martin Luther King, Jr. Day, and a City Holiday. The meeting scheduled for February 18, 2019 is President's Day, and a City Holiday. City offices are closed on both of these days.

Staff is requesting direction on how to proceed. Possible solutions are below:

1. Cancel both meetings with no intent to reschedule
2. Cancel both meetings and schedule one Special Meeting between the two dates
    a. Date options – January 28, February 4 or February 11
3. Cancel both meetings and schedule two Special Meetings (one in January, one in February) on a Monday that does not conflict with other City Meetings.
    a. Date options for January meeting – January 14 or 28
    b. Date options for February meeting – February 11

Staff will proceed following the direction of the Board.

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Staff submittal of the 2019 Diamond Square Board Meetings and Board Member direction on January 21, 2019 and February 18, 2019 meetings due to City Holidays.

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 13, 2018
Agenda Date: November 19, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Approve a Budget Adjustment in the amount of $300 for Program Manager Cell Phone.

BACKGROUND:

The Redevelopment Program Manager Position was filled in August 2018, at that time a city issued cell phone was provided. The cost of the cell phone is approximately $610 annually ($51 per month), and the cost is funded 60/40 based on the employee's salary split between Cocoa CRA and Diamond Square CRA.

The portion that's needed from the Diamond Square CRA budget in the communication line item (111-3230-559-41-00) is $300, currently there is only $45 budgeted for Fiscal Year 2019. Therefore a budget adjustment is necessary to move $300 from Operating Supplies to Communication.

Staff requests approval to move funds from Operating Supplies to Communication in the amount of $300. The bottom line of the overall CRA budget is not changing.

BUDGETARY IMPACT:

Budgeted	Yes (Not enough was budgeted)
If not budgeted, is amendment/transfer attached?	Yes

Budget Adjustment Form # 16

Amount Requested	$ (300)
Account Number	111-3230-559-52-00
Account Name	Operating Supplies

Amount Requested	$ 300
Account Number	111-3230-559-41-00
Account Name	Communication

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve a Budget Adjustment in the amount of $300 for Program Manager Cell Phone.

City of Cocoa Budget Adjustment Form FY 2019 - 16

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER — REQUESTING DEPARTMENT #: 3230 — DATE PREPARED: 10/03/18

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 300)	111-3230-559.52-00		Operating supplies	$ 894	$ 894	$ 594	$ 594
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
($ 300)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 300	111-3230-559.41-00		Communication	$ 45	$ 45	$ 345	$ 45
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 300	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

Transfer necessary since there are not enough funds budgeted for the cell phone for C. Neuterman. Budget was modified in FY19 where 60% is in 110 and 40% is in 111 Fund. Previous year's budgets had money in 3205 as well for the Program Manager position. Not enough was budgeted. It is anticipated that the monthly charge will be around $60 per month. Therefore a BAF is needed. For transparency purposes, the BAF will be presented at the November 14 Cocoa CRA meeting (Agenda 18-565) and the November 19, Diamond Square CRA Meeting Agenda (Agenda 18-591).

City COUNCIL APPROVAL REQUIRED? *YES* ○ *NO* ● *DATE APPROVED:* ____ *RESOLUTION #:* ____

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.

10/3/18	Charlene Neuterman (Digitally signed by Charlene Neuterman Date: 2018.10.03 10:52:04 -04'00')	11/7/18	Lea Taylor (Digitally signed by Lea Taylor Date: 2018.11.07 09:53:40 -05'00')		
Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
10/4/18	Karen Hamilton (Digitally signed by Karen Hamilton Date: 2018.10.04 10:09:12 -04'00')	11/15/18	Lora Howell (Digitally signed by Lora Howell Date: 2018.11.15 08:40:43 -05'00')		
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: ____ Entered By: ____ Group #: ____

Approved 07/13

Revised eform 10/3/18 - IT

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 15, 2018
Agenda Date: November 19, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Informational item – staff updates

BACKGROUND:

Dr. Joe Lee Smith Community Center

- The RFP was broadcast in October and the City received five (5) proposals. These proposals are being reviewed and scored by City Staff. On November 27, Staff will narrow the field to three (3) Design-Build Teams to present a proposal and bid for the construction contract.
- Staff is preparing a Section 108 Loan application for the construction and several public, community meetings will be held in December and January. Board Members will be notified in advance of the meetings. Presently, the following meetings have been planned:
    - December 17 – Diamond Square CRA Meeting - 6pm
    - December 19 – At the current Joe Lee Smith Center – 5pm

Stone Street Ribbon Cutting – working with City Staff to coordinate that after the new Council members are in place.

Community Garden – City crews are working to clear the brush from the area so a work day can be planned.

Habitat for Humanity Veterans Homeownership Project – The Development Agreement was signed and executed by both parties and Staff is working to sign the properties over to Habitat. Donations for the construction of the homes are being pledged and we hope to host a shovel ceremony in early 2019.

Budget – The City Finance Department is working to "truing" up the numbers for the Diamond Square CRA for FY19. A new budget will be presented to the Board in December.

BUDGETARY IMPACT:

PREVIOUS ACTION:

RECOMMENDED MOTION:

Informational item – staff updates