

**MINUTES  
CITY OF COCOA  
DIAMOND SQUARE CRA  
REGULAR MEETING  
August 15, 2022**

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on August 15, 2022, 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 6:04 pm.

**ROLL CALL:**

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

**PRESENT:**

|                    |                                        |
|--------------------|----------------------------------------|
| Tracy A. Moore     | Chairperson                            |
| Larry Brown        | Vice Chairperson – <i>arrived 6:10</i> |
| Amy Robinson       | Agency Member                          |
| Ed Jones           | Agency Member – <i>arrived 6:07</i>    |
| Jackie Isom        | Agency Member                          |
| Marilyn Ross Smith | Agency Member                          |
| Crystal McQueen    | Agency Member                          |
| Joseph Colombo     | Agency Attorney – <i>via phone</i>     |
| Lori Chabot        | Recording Secretary                    |

**ABSENT:**

**STAFF PRESENT:**

City Manager Stockton Whitten, Community Services Director Charlene Neuterman and Councilman Goins were in attendance.

**Agency Member ROBINSON** 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 August 15, 2022.**

- \* **\*MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve the agenda for the August 15, 2022, with an amendment to add an additional Agenda Item to be heard after Action Item 1.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (7-0)**

**MINUTES: Regular Meeting of July 18, 2022.**

- \* **\*MOTION by Agency Member SMITH; SECONDED by Agency Member JONES to approve the minutes for the July 18, 2022, meeting as written.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (7-0)**

**III. Delegations**

Fred Howell, Jr, Cocoa spoke regarding his work at the Dr. Joe Lee Smith Center.

Anita Gibson, Cocoa, spoke urging Agency Members to look at adding programs for the youth.

John Adams, Palm Bay spoke regarding his work with Street Showers in the Cocoa area.

- IV. Presentations:** Terri Lane, Director of Brevard County Parks and Rec advised agency members of the programs available and work to be done at Dr. Joe Lee Smith Center. Agency members asked questions and discussions were held.

Chief Evander Collier spoke regarding the CEU (Community Engagement Unit) and their work in the Diamond Square area and provided Agency Members with Crime Stats.

**V. Action Items:**

1. Staff is requesting Agency approval for Resolution Amending the FY22 Budget and a BAF for the amount of \$8,511 for the purchase of 2 E-Bikes for use in the Diamond Square CRA.

Director Neuterman introduced the item stating at the July 18, 2022 Diamond Square Community Redevelopment Meeting Agency Members suggested Staff bring back a BAF to purchase 2 E Bikes during the current FY. The cost for two bikes is \$8,511 and includes

equipment and training for each officer. The purchase of these E-Bikes supplements those efforts of Cocoa PD to service and patrol in areas of Diamond Square.

Agency Members asked questions with regard to use of the bikes in the Diamond Square Area. They expressed they would like for the bikes to be branded with the Diamond Square logo or something similar. Director Neuterman responded stating, if the Members approved the request for the bikes, it would be under the direction they would be only used for the Diamond Square area, unless an emergency situation came up.

**\* \*MOTION by Vice Chairperson BROWN; SECONDED by Agency Member SMITH to approve a Resolution Amending the FY22 Budget and a BAF for the amount of \$8,511 for the purchase of 2 E-Bikes for use in the Diamond Square CRA.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (7-0)**

## **2. WALK ON AGENDA ITEM.**

Request Agency Direction on the quote for security cameras at the Dr. Joe Lee Smith Community Center. Approval of a Budget Adjustment Form and Resolution authorizing the purchase of security cameras for the center.

At the June Diamond Square CRA meeting, Agency members directed Staff to come back with a proposal to install security cameras at the Dr. Joe Lee Smith Community Center. Staff met with a consultant to provide a quote for services to install cameras at the center. Based on the walk-through inspection and discussion the consultant, it was determined that four cameras would be sufficient for the need at the center.

The locations of the cameras are not listed in this agenda but are in positions where motion can be detected and recorded in and around the pool area, rear parking and basketball court. The cameras have a 30-day recording cycle and will be monitored at the Police Department. The maximum price of \$24,583.10 includes a 10-year license for the camera and viewing station, a 4K LED TV to be installed at the Police Department, mounting hardware and appropriate labor/engineering for the cameras.

Staff is requesting direction on the purchase of these items and if the direction is to proceed, Staff is requesting approval of the attached BAF and Resolution approving the transfer of funds from Contingency to IT-Operating Expenses.

**Vice Chairperson BROWN spoke up stating he had spoken with Councilman GOINS who advised through a conversation he had with City Manager funding had been found to pay the costs for the cameras and therefore, *this Item was Tabled with a Motion to Table by Vice Chairperson BROWN; Seconded by Agency Member ISOM.***

**AYES: ALL**  
**MOTION PASSED UNANIMOUSLY (7-0)**

3. Staff is requesting Agency Approval for the FY23 Proposed Budget.

Director Neuterman introduced the item stating the items included in the Budget are consistent with the agency's discussions at the June and July DSCRA Meeting.

Based on their discussions, Agency Members agreed on the following priorities for the FY23 Budget. Below is a high-level overview of the Personal, Operating, Capital and Other Costs with estimated expenses for projects:

Personal Expenses

· Salary, medical benefits - \$30,327

Operating - \$ 215,197

· DS Initiative (ANR) - \$25,000

· DS Initiative Serv Provider - \$20,000 (not contracted)

· Cocoa PD (PAL) - \$4,500

· Legal and audit fees - \$6,000

· FRA Conference - \$4,700

· General Operating (postage/insurance, etc.) - \$8,345

· Contingency - 146,652

Capital Expenses - \$150,000

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· Provost Park/Gilmore Park Redevelopment - \$50,000

· Resurface Diamond Square Stamped Pavement (3 areas) - \$50,000

· Bus Stop Shelters - \$50,000

Grants - \$ 206,000

· Residential Paint Grant Program - \$ 20,000

· Residential Beautification Grant Program - \$10,000

· Commercial Façade Program - \$10,000

· Summer Camp Scholarships - \$ 6,000

· Upstart Diamond Square Program - \$ 10,000

· First Time Homebuyers Assistance - \$150,000

Total Project Costs - \$ 601,527

The anticipated TIF Revenue for FY2023 is about \$400,489. Staff is requesting Agency Approval of the Proposed FY23 budget.

\* **\*MOTION by Vice Chairperson BROWN; SECONDED by Agency Member SMITH to approve the FY23 Proposed Budget as presented.**

**AYES: ALL**  
**MOTION PASSED UNANIMOUSLY (7-0)**

4. Request Agency consensus and Motion to approve which Diamond Square CRA Members will attend the Florida Redevelopment Conference, October 12-14, 2022, to be held in Daytona Beach. Discussion ensued among Agency Members as to who wanted to attend the conference. It was decided that all seven members wished to attend. Director Neuterman advised agency members that three members were budgeted to attend. If all 7 wanted to attend, Staff would have to transfer funds using City of Cocoa, DS CRA TIF funds for travel and training of the additional attendees.

**\* \*MOTION by Agency Member MCQUEEN; SECONDED by Agency Member ISOM to approve all 7 Agency Members to attend the Florida Redevelopment Conference, October 12-14 in Daytona Beach. Funds for the 4 additional staff will be from City of Cocoa TIF funds as discussed.**

**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (7-0)**

VI. **Attorney's Report** – NONE

VII. **Updates and Staff Report**

Director Neuterman advised Agency Members of the letter received from Purvette Bryant from Strategic Capital stating her intention to withdraw from the Diamond Square Upstart program and offering to return the \$2,500 she had received. Her letter was attached to the Meeting Agenda for Agency Members.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on September 19, 2022, 6 pm at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. **Adjournment**

**\* \*MOTION by Vice Chairperson BROWN; SECONDED by Agency Member ISOM to adjourn the meeting.**

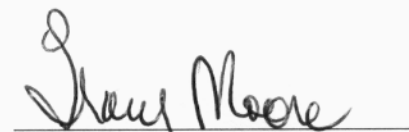
**AYES: ALL**

**MOTION PASSED UNANIMOUSLY (7-0)**

**MEETING WAS ADJOURNED at 8:31pm.**

Respectfully Submitted by:

  
Lori Chabot, Recording Secretary

  
Tracy Moore, Chairperson