

City of Cocoa

*65 Stone Street
Cocoa, FL 32922*



Meeting Agenda

Monday, July 19, 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. 21-483 Agency approval of the Agenda for the Regular Meeting of July 19, 2021 as written or with amendments.

Attachments: 7-19-2021 Short DS.pdf

MINUTES:

2. 21-484 Agency approval of the Minutes for the Regular Meeting of June 21, 2021 as written or with amendments.

Attachments: DSCRA Minutes 6-21-21 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. 21-467 Request Agency acceptance of the Diamond Square Community Redevelopment Agency's Financial Statement Year ending 9/30/2020 Independent Auditor's Report.

Attachments: Audit Report Diamond Sq CRA Signed Adobe 6.18.21.pdf

2. 21-482 Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-092-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 to increase PO 77196 to cover legal expenses.

Attachments: [Change Order Legal Fees DSCRA.xlsx](#)
 [DS CRA Resolution 21-482 FY 2021.pdf](#)
 [BAF 21-092-T-CRA-Legal Expenses \(7-19-21\) Agenda 21-482.pdf](#)

VI. ATTORNEY'S REPORT:

VII. UPDATES AND STAFF REPORTS:

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 #: 21-483 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 7/6/2021 **In control:** Diamond Square RDA
On agenda: 7/19/2021 **Final action:**
Title: Agency approval of the Agenda for the Regular Meeting of July 19, 2021 as written or with amendments.

Sponsors:

Indexes:

Code sections:

Attachments: [7-19-2021 Short DS.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 6, 2021
Agenda Date: July 19, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Interim Community Services Director
Requested Action:
Agency approval of the Agenda for the Regular Meeting of July 19, 2021 as written or with amendments.

BACKGROUND:

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

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Agency approval of the Agenda for the Regular Meeting of July 19, 2021 as written or with amendment.



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

REGULAR MEETING AGENDA

DATE: Monday, July 19, 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 July 19, 2021
MINUTES: Regular Meeting of June 21, 2021

III. DELEGATIONS

IV. PRESENTATION – Habitat 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 for cover legal services.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE

The next meeting of the Diamond Square Redevelopment Agency is August 16, 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 #: 21-484 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 7/6/2021 **In control:** Diamond Square RDA
On agenda: 7/19/2021 **Final action:**
Title: Agency approval of the Minutes for the Regular Meeting of June 21, 2021 as written or with amendments.
Sponsors:
Indexes:
Code sections:
Attachments: [DSCRA Minutes 6-21-21 FINAL.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 6, 2021
Agenda Date: July 19, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Interim Community Services Director
Requested Action:
Agency approval of the Minutes for the Regular Meeting of June 21, 2021 as written or with amendments.

BACKGROUND:

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

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Agency approval of the Minutes for the Regular Meeting of June 21, 2021 as written or with amendments.



Legislation Details (With Text)

File #: 21-467 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 6/24/2021 **In control:** Diamond Square RDA
On agenda: 7/19/2021 **Final action:**
Title: Request Agency acceptance of the Diamond Square Community Redevelopment Agency's Financial Statement Year ending 9/30/2020 Independent Auditor's Report.

Sponsors:

Indexes:

Code sections:

Attachments: [Audit Report Diamond Sq CRA Signed Adobe 6.18.21.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: June 24, 2021
Agenda Date: July 19, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Interim Community Services Director
Requested Action:
Request Agency acceptance of the Diamond Square Community Redevelopment Agency's Financial Statement Year ending 9/30/2020 Independent Auditor's Report.

BACKGROUND:

In October of 2020, the City's Finance team began year-end adjustments and closing procedures required to close out the Diamond Square CRA fiscal year ending September 30, 2020. In February of 2021, the accounting firm of MSL, PA conducted field work for the audit and the report was completed in April 2021. The report is presented for review.

Staff is requesting acceptance of the Annual Financial Report for the Diamond Square CRA for Fiscal Year 2020.

STRATEGIC PLAN CONNECTION

The AFR is a tool providing City staff and stakeholders with valuable financial and other information necessary to plan and make informed financial decisions to provide for high levels of municipal services while maintaining fiscal sustainability.

BUDGETARY IMPACT:

N/A

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Request Agency acceptance of the Diamond Square Community Redevelopment Agency's Financial Statement Year ending 9/30/2020 Independent Auditor's Report.

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

FINANCIAL STATEMENTS

Year Ended September 30, 2020

CONTENTS

	<u>Page Number</u>
FINANCIAL SECTION	
INDEPENDENT AUDITOR'S REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	3
<i>BASIC FINANCIAL STATEMENTS</i>	
Statement of Net Position and Governmental Fund Balance Sheet	6
Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balances	7
Notes to Financial Statements	8
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual	14
COMPLIANCE SECTION	
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	15
INDEPENDENT ACCOUNTANT'S REPORT	17
INDEPENDENT AUDITOR'S MANAGEMENT LETTER	18



Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and General Fund of the Diamond Square Community Redevelopment Agency (the "CRA"), a component unit of the City of Cocoa, Florida as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the CRA's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to in the first paragraph present fairly, in all material respects, the respective financial position of the governmental activities and General Fund of the CRA as of September 30, 2020, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

The combining financial statements and schedules are the responsibility of management and were derived from, and relate directly to, the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 10, 2021 on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
June 10, 2021

Management's Discussion and Analysis

As management of the Diamond Square Community Redevelopment Agency (the "CRA"), we offer readers of the CRA's financial statements this narrative overview and analysis of the CRA's financial activities for the fiscal year ended September 30, 2020.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the CRA's basic financial statements. The CRA's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the CRA's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the CRA's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the CRA is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Also, capital assets are capitalized and depreciated on the statement of net position whereas related purchases are expended on government fund financial statements.

General Fund. The General Fund is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the General Fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the General Fund is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the General Fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the General Fund balance sheet and the General Fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between General Fund and governmental activities.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements are an integral part of the basic financial statements.

Other Information. The CRA adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the CRA, assets exceeded liabilities by \$936,835 at the close of the most recent fiscal year. This compares with \$768,021 at the close of the previous fiscal year, an increase of \$168,814. Cash and investments increased \$132,699 due to a decrease in expenditures that were planned in accordance with the CRA Master Plan. Capital Assets decreased due to depreciation.

	Net Position	
	2020	2019 Unaudited
Current and other assets	\$ 386,643	\$ 253,944
Capital assets	556,971	524,571
Total assets	943,614	778,515
Short-term liabilities outstanding	6,779	10,494
Net position:		
Net invested in capital assets	556,971	524,571
Unrestricted	379,864	243,450
Total net position	\$ 936,835	\$ 768,021

Governmental Activities. The components are as follows: Governmental activities increased the CRA's net position by \$168,814 in fiscal year 2020. An 18% increase in revenue was caused by increases in the City of Cocoa's (the "City") and Brevard County's (the "County") contributions to the Trust Fund. Economic Environment expenses decreased due to a decrease in expenditures in accordance with the CRA Master Plan.

	Changes in Net Position	
	2020	2019 Unaudited
General revenues:		
Intergovernmental	\$ 238,016	\$ 201,756
Investment income	1,619	972
Total general revenues	239,635	202,728
Expenditures/Expenses:		
Economic Environment	55,733	125,261
Depreciation	15,088	14,296
Total expenses	70,821	139,557
Change in net position	168,814	63,171
Net position – beginning	768,021	704,850
Net position – ending	\$ 936,835	\$ 768,021

Financial Analysis of the General Fund

As noted earlier, the CRA uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The purpose of the CRA's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the CRA's financing requirements. In particular, unassigned fund balance may serve as a useful measurement of a government's net resources available for spending at the end of the fiscal year.

The only difference between General Fund operations and governmental activities is the accounting presentation for capital outlay. Capital outlay is accounted for as an expenditure in the General Fund and, to the extent it relates to capital asset additions, is replaced by depreciation expense on the statement of activities.

General Fund Budgetary Highlights

Primary variances between the final budget and actual operating expenditure categories were as follows: spending in personal services was \$21,187 less than budgeted and contract services expenditures were \$10,841 less than budgeted. Capital expenditures were \$135,000 less than budgeted due to the Michael C. Blake subdivision not proceeding as planned and Other Grants and Aids was \$15,000 less than budgeted due to lessened applications as a result of COVID-19. The original budget was increased by \$47,488, primarily due to re-appropriation of prior year encumbrances.

Capital Asset Administration

The CRA's net investment in capital assets as of September 30, 2020 amounts to \$556,971, a decrease of \$32,400. Additional information on the CRA's capital assets can be found in Note 4 *Capital Assets* in the footnote section of this report.

	Capital Assets (net of depreciation)	
	2020	2019 Unaudited
Land	\$ 181,192	\$ 181,192
Improvements	375,779	343,379
Total	<u>\$ 556,971</u>	<u>\$ 524,571</u>

Economic Factors and Conditions

Median home prices increased approximately 14.6% from the previous year, which is in keeping with the local real estate market for Florida's Space Coast. The City is comparable to other cities in the County with a taxable property value increase in FY20 of 12.6%, which is expected to continue into 2021. At the same time, COVID-19 impacted the unemployment rate which rose from approximately 3.7% to 5.5% as compared to the state unemployment rate of 7.2% and a national unemployment rate of 7.8%.

Requests for Information

This financial report is designed to provide a general overview of the CRA's finances for all those with an interest in the government's finances. Questions concerning any of the information should be addressed to the Finance Director, 65 Stone St., Cocoa, FL 32922.

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET

September 30, 2020

	General Fund	Adjustments (Note 2)	Statement of Net Position
ASSETS			
Cash and Cash Equivalents	\$ 380,917	\$ -	\$ 380,917
Prepaid items	5,726	-	5,726
Capital Assets			
Nondepreciable	-	181,192	181,192
Depreciable, net	-	375,779	375,779
TOTAL ASSETS	<u>\$ 386,643</u>	<u>556,971</u>	<u>943,614</u>
LIABILITIES			
Accounts payable	\$ 5,943	-	\$ 5,943
Accrued payroll and related liabilities	836	-	836
TOTAL LIABILITIES	<u>6,779</u>	<u>-</u>	<u>6,779</u>
FUND BALANCES/NET POSITION			
Fund balances:			
Nonspendable	5,726	(5,726)	-
Unassigned	374,138	(374,138)	-
TOTAL FUND BALANCES	<u>379,864</u>	<u>(379,864)</u>	<u>-</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 386,643</u>		
Net position:			
Net investment in capital assets		556,971	556,971
Unrestricted		379,864	379,864
TOTAL NET POSITION		<u>\$ 936,835</u>	<u>\$ 936,835</u>

The accompanying notes are an integral part of the financial statements.

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

Year Ended September 30, 2020

	<u>General Fund</u>	<u>Adjustments (Note 2)</u>	<u>Statement of Activities</u>
REVENUES			
Intergovernmental	\$ 238,016	\$ -	\$ 238,016
Investment Income	1,619	-	1,619
	<u>239,635</u>	<u>-</u>	<u>239,635</u>
TOTAL REVENUES			
EXPENDITURES/EXPENSES			
Economic Environment	55,733	-	55,733
Capital Outlay	47,488	(47,488)	-
Depreciation	-	15,088	15,088
	<u>103,221</u>	<u>(32,400)</u>	<u>70,821</u>
TOTAL EXPENDITURES/EXPENSES			
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	<u>136,414</u>	<u>(136,414)</u>	<u>-</u>
CHANGE IN NET POSITION	-	168,814	168,814
FUND BALANCES/NET POSITION			
Beginning of the year	<u>243,450</u>	<u>524,571</u>	<u>768,021</u>
End of the year	<u><u>\$ 379,864</u></u>	<u><u>\$ 556,971</u></u>	<u><u>\$ 936,835</u></u>

The accompanying notes are an integral part of the financial statements.

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Reporting Entity

The Diamond Square Community Redevelopment Agency (the "CRA") is a discretely presented component unit of the City of Cocoa, Florida (the "City"). The CRA was organized under Section 163 of the Florida Statutes and formally came into existence in 1998. The Board is appointed by the City of Cocoa City Council and is comprised of seven members who reside in, or are engaged in business in, the area of the Diamond Square Redevelopment Agency's operation.

Pursuant to Florida Statute 163.387, the CRA is funded primarily by incremental ad valorem tax revenues levied and remitted in amounts proportionate to property tax values for each participating entity. The CRA is economically dependent on such revenue.

The accounting policies of the CRA conform to accounting principles generally accepted in the United States of America.

These financial statements present the financial position and results of operations controlled by or dependent upon the CRA. In evaluating the CRA as a reporting entity, management has addressed all potential component units for which the CRA may or may not be financially accountable and, as such, be includable in the CRA's financial statements. No component units exist which would require inclusion in the CRA's financial statements.

Government-wide and Fund Financial Statements

The CRA has only governmental activities and only one function, and, as such, it is eligible for special-purpose financial statement presentation; accordingly, the government-wide financial statements are presented together with the governmental fund financial statements, described below, with an adjustment column presented to reconcile the two sets of statements.

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Governmental Fund Financial Statements - The CRA has one governmental fund type, which is the General Fund. The General Fund is the primary operating fund used to account for all resources and operations. Governmental funds are accounted for on a "spending" or "financial flow" measurement focus. This means that only current assets and current liabilities are generally included on the balance sheet. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current position.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers revenues to be available if they are collected within 60 days of the end of the current period. Expenditures generally are recorded when a liability is incurred.

When both restricted and unrestricted resources are available for use, it is the CRA's policy to use restricted resources first, then unrestricted resources, as they are needed. When both assigned and unassigned resources are available for use, it is the CRA's policy to use assigned resources first, then unassigned resources, as they are needed.

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgets and the Budgetary Process

The CRA's Board adopts an annual operating budget, which can be amended by the Board throughout the year.

At the fund level, actual expenditures cannot exceed the budgeted amounts; however, with proper approval by the Board, budgetary transfers between line items can be made.

The accompanying Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual for the General Fund reflects the original and final budget authorization amounts, which includes all amendments. Appropriations lapse at the close of the fiscal year.

The CRA's management cannot amend or transfer appropriations.

For the year ended September 30, 2020, the CRA's budget was prepared on a modified accrual basis.

Cash and Equivalents

Cash and equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Cash and equivalents are stated at fair value.

Capital Assets

Capital Assets purchased in the General Fund are recorded as expenditures at the time of purchase. It is the policy of the CRA to capitalize property and equipment over \$5,000 or more for equipment or an individual cost of \$25,000 or more for buildings, improvements other than buildings, and infrastructure with an estimated useful life in excess of one year. Lesser amounts are expensed. The CRA does not have donated capital assets.

Depreciation has been recorded over the following estimated useful lives using the straight-line method.

<u>Assets</u>	<u>Years</u>
Buildings	30
Infrastructure	11 - 50
Equipment	3 - 20
Vehicles	5 - 20

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Prepays

Prepays represent payments made to vendors for services that will benefit beyond September 30, 2020. These payments are recorded as expenditures or expenses when consumed rather than when purchased.

Fund Balance

The CRA has classified governmental fund balances as follows:

- Nonspendable Fund Balance – represents fund balance that is (a) not in a spendable form, such as prepaid items and inventory, or (b) legally or contractually required to be maintained intact, such as an endowment.
- Unassigned Fund Balance – includes all spendable amounts not contained within the other classification of the General Fund. The unassigned fund balance for governmental funds represents the CRA's resources available for future operations.

Estimates and Assumptions

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

**NOTE 2 - RECONCILIATION OF GOVERNMENT-WIDE AND
FUND FINANCIAL STATEMENTS**

Adjustments were made to include capital assets (net of accumulated depreciation) on the statement of net position. This resulted in a net difference between the ending General Fund balances and the total net position of \$936,835.

Total fund balance	\$ 379,864
Capital assets, net	<u>556,971</u>
Total net position	<u>\$ 936,835</u>

Adjustments were made to include depreciation expense and eliminate capital outlay expenditures, if any, on the statement of activities. This resulted in a net difference between "excess revenues over expenditures" and "change in net position" of \$168,814.

Excess of revenues over expenditures	\$ 136,414
Capital outlay	47,488
Less: Depreciation expense	<u>(15,088)</u>
Change in net position	<u>\$ 168,814</u>

NOTE 3 - POOLED CASH AND EQUIVALENTS

The CRA's cash and equivalents account is combined with the pooled cash of the City. The City's cash accounts consist of cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition, all of which were entirely covered by federal depository insurance or by a multiple financial institution collateral pool pursuant to the Public Depository Security Act of the State of Florida. This Act requires that the City maintain deposits only in "qualified public depositories." All qualified public depositories must deposit with the State Treasurer eligible collateral in such amounts as required by the Act. In addition, qualified public depositories are required under the Act to assume mutual responsibility against loss caused by the default or insolvency of other qualified public depositories of the same type. Should a default or insolvency occur, the State Treasurer will implement procedures for payment of losses according to the validated claims of the City.

Earnings from the pooled funds are allocated to the CRA based on the CRA's proportionate share of the pool.

**DIAMOND SQUARE
COMMUNITY REDEVELOPMENT AGENCY**

NOTES TO FINANCIAL STATEMENTS

Year Ended September 30, 2020

NOTE 4 - CAPITAL ASSETS

The following is a summary of changes in the CRA's capital assets during the fiscal year ended September 30, 2020:

	Balance October 1, 2019	Additions and Transfers	Deletions and Transfers	Balance September 30, 2020
Governmental Activities				
Land	\$ 181,192	\$ -	\$ -	\$ 181,192
CIP	-	-	-	-
Total capital assets, not being depreciated	181,192	-	-	181,192
Capital assets being depreciated:				
Improvements other than buildings	430,362	47,488	-	477,850
Less: Accumulated depreciation	(86,983)	(15,088)	-	(102,071)
Total capital assets being depreciated	343,379	32,400	-	375,779
Total capital assets	<u>\$ 524,571</u>	<u>\$ 32,400</u>	<u>\$ -</u>	<u>\$ 556,971</u>

Depreciation expense amounted to \$15,088 during fiscal year 2020, which is included on the statement of activities.

REQUIRED SUPPLEMENTARY INFORMATION

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

Year Ended September 30, 2020

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
GENERAL FUND				
Revenues:				
Intergovernmental	\$ 257,312	\$ 257,312	\$ 238,016	\$ (19,296)
Investment Income	-	-	1,619	1,619
TOTAL REVENUES	257,312	257,312	239,635	(17,677)
EXPENDITURES				
Current:				
Economic Environment	107,312	107,312	55,733	51,579
Capital Outlay	135,000	182,488	47,488	135,000
Grants and Other Aid	15,000	15,000	-	15,000
TOTAL EXPENDITURES	257,312	304,800	103,221	201,579
NET CHANGE IN FUND BALANCE	-	(47,488)	136,414	183,902
FUND BALANCE - BEGINNING		47,488	243,450	195,962
FUND BALANCE - ENDING	\$ -	\$ -	\$ 379,864	\$ 379,864

Note: This schedule is prepared on the basis of generally accepted accounting principles.

COMPLIANCE SECTION



Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE
WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Diamond Square Community Redevelopment Agency (the "CRA") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the CRA's financial statements and have issued our report thereon dated June 10, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the CRA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, grant agreements and contracts, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Pursuant to provisions of Chapter 10.550, *Rules of the Auditor General*, we reported certain matters to management of the CRA in a separate management letter and Independent Accountant's Report dated June 10, 2021.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the CRA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
June 10, 2021



Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

We have examined the Diamond Square Community Redevelopment Agency's (the "CRA") compliance with the requirements of Sections 163.387(6) and (7) and 218.415, Florida Statutes, during the fiscal year ended September 30, 2020. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA is in accordance with those requirements, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the CRA's compliance with specified requirements.

In our opinion, the CRA complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2020.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
June 10, 2021



Certified Public Accountants

INDEPENDENT AUDITOR'S MANAGEMENT LETTER

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

Report on the Financial Statements

We have audited the basic financial statements of the Diamond Square Community Redevelopment Agency (the "CRA") as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated June 10, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and Chapter 10.550, *Rules of the Auditor General*.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, *Rules of the Auditor General*. Disclosures in those reports, which are dated June 10, 2021 should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no recommendations made in the preceding audit report.

Official Title and Legal Authority

Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority is disclosed in the notes to the financial statements.

To the Board of Commissioners
Diamond Square Community Redevelopment Agency

Financial Condition

Sections 10.554(1)(i)5.a. and 10.556(7), *Rules of the Auditor General*, require that we apply appropriate procedures and communicate the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the CRA did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), *Rules of the Auditor General*, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., *Rules of the Auditor General*, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Special District Component Units

Section 10.554(1)(i)5.c., *Rules of the Auditor General*, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.38(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

Additional Matters

Section 10.554(1)(i)3., *Rules of the Auditor General*, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, federal and other granting agencies, the CRA Board Members, and applicable management and is not intended to be and should not be used by anyone other than these specified parties.

MSL, P.A.

Certified Public Accountants

Orlando, Florida
June 10, 2021



Legislation Details (With Text)

File #: 21-482 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 7/6/2021 **In control:** Diamond Square RDA
On agenda: 7/19/2021 **Final action:**
Title: Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-092-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 to increase PO 77196 to cover legal expenses.

Sponsors:

Indexes:

Code sections:

Attachments: [Change Order Legal Fees DSCRA.pdf](#)
[DS CRA Resolution 21-482 FY 2021.pdf](#)
[BAF 21-092-T-CRA-Legal Expenses \(7-19-21\) Agenda 21-482.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 2, 2021
Agenda Date: July 19, 2021
Prepared By: Lori Chabot, Redevelopment Coordinator
Through: Charlene Neuterman, Interim Community Services Director
Requested Action:

Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-092-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 to 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 \$600 transferring funds within the DS CRA from the Contingency Account to Legal Expenses in order to cover additional legal services for the remaining Fiscal Year 2021 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.

BAF# 21-092-T

TO:

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

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Approve a Resolution Amending the Fiscal Year 2021 Budget, BAF #21-092-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 to 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:	_____

Change Requisition Number # 2

Original Purchase Order Amount	\$ 600.00
Change Order # 1 Amount	600.00
Change Order # 2 Amount	600.00
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	\$ 1,800.00

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

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

☐ Other-Explain:

[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: 07/06/21 New Requisition #: 0 Change Requisition Number # 2

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. *****

RESOLUTION NO. DSCRA 21-482

**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 19th day of July 2021.


Tracy Moore, Chairman

ATTEST:


Charlene Neuterman
Deputy Community Services Director



City of Cocoa Budget Adjustment Form FY 2021 - 21-092-T

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: 3230

DATE PREPARED: 07/02/21

FROM ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
(\$ 600)	111-3230-559.39-00		Contingency	\$ 185,899	\$ 167,462	\$ 166,862	\$ 167,462
\$ 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
TOTAL							
(\$ 600)							

TO ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
\$ 600	111-3230-559.31-01		Legal Expenses	\$ 600	\$ 1,200	\$ 1,800	\$ 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	\$ 0
TOTAL							
\$ 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 21-482

CITY COUNCIL APPROVAL REQUIRED? YES ☐ NO ☒ DATE APPROVED: 07/19/21 RESOLUTION #: 21-482
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.

7/6/21	Lori Chabot	Digitally signed by Lori Chabot Date: 2021.07.06 13:35:55 -0400	7/7/21	Colleen Campbell	Digitally signed by Colleen Campbell Date: 2021.07.07 08:57:34 -0400
Date	Requestor's Signature		Date	Finance Approval Signature	
7/6/21	Charlene Neuterman	Digitally signed by Charlene Neuterman Date: 2021.07.06 13:49:05 -0400	7/8/21	Lora Howell	Digitally signed by Lora Howell Date: 2021.07.08 09:41:23 -0400
Date	Department Director's Signature		Date	Deputy Fin. Director's Signature	
			Date	City Manager's Signature	

FINANCE USE ONLY:

Date Entered: Entered By: Group #: