

City of Cocoa

65 Stone Street
Cocoa, FL 32922



Meeting Agenda

Monday, July 17, 2023

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. [23-422](#) Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on July 17, 2023, either as written or with amendments...End

Attachments: [Diamond Square - Short Agenda - 7-17-23 - DRAFT rev.1.pdf](#)

MINUTES:

2. [23-423](#) Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on June 19, 2023...End

Attachments: [DSCRA Minutes 6-19-23 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. [23-424](#) Request Agency approval for an application to the Paint Grant Program in an amount not to exceed \$1,000 for the property located at 824 Temple Street, Cocoa, Florida and authorize the City Manager to execute a Paint Grant Agreement...End

Attachments: [824 Temple Street - Darlene Jackson - Paint App Redacted-rev.1.pdf](#)
[Paint Agreement - 824 Temple St. - Darlene Jackson.pdf](#)

2. [23-429](#) Staff request Agency Member feedback regarding the FY 2024
 Budget...End

Attachments: [DSCRA - FY 24 - Budget.pdf](#)

VI. ATTORNEY'S REPORT:

VII. UPDATES AND STAFF REPORTS:

VIII. NEXT MEETING DATE:

The next regularly scheduled meeting of the Diamond Square Community Redevelopment Agency will be on Monday, August 21 at 6:00 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 #: 23-422 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 7/7/2023 **In control:** Diamond Square RDA
On agenda: 7/17/2023 **Final action:**
Title: Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on July 17, 2023, either as written or with amendments...End

Sponsors:

Indexes:

Code sections:

Attachments: [Diamond Square - Short Agenda - 7-17-23 - DRAFT rev.1.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 7, 2023
Agenda Date: July 17, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on July 17, 2023, either as written or with amendments.

BACKGROUND:

Agency Members approve the Agenda at the beginning of the meeting.

BUDGETARY IMPACT:

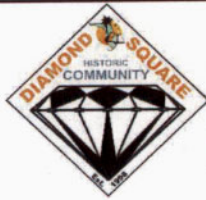
None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on July 17, 2023, either as written or with amendments.



DIAMOND SQUARE

REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Crystal McQueen
Vice Chairperson

Larry Brown
Board Member
appointed by
Brevard
County

Jackie Isom
Board Member

Ed Jones
Board Member

Amy Robinson
Board Member

Marilyn Smith
Board Member

DATE: Monday, July 17, 2023
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 17, 2023
MINUTES: Regular Meeting of June 19, 2023

III. DELEGATIONS

IV. PRESENTATION

V. ACTION ITEMS

1. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed \$1,000 for the property located at 824 Temple Street, Cocoa, FL and authorize the City Manager to execute a Paint Grant Agreement.
2. Staff request Agency Member feedback regarding the FY 2024 Budget.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE

The next meeting of the Diamond Square Community Redevelopment Agency is August 21, 2023, 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 #: 23-423 **Version:** 1 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 7/7/2023 **In control:** Diamond Square RDA
On agenda: 7/17/2023 **Final action:**
Title: Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on June 19, 2023...End

Sponsors:

Indexes:

Code sections:

Attachments: [DSCRA Minutes 6-19-23 FINAL.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 7, 2023
Agenda Date: July 17, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on June 19, 2023.

BACKGROUND:

Agency Members approve the Minutes at the beginning of the meeting.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on June 19, 2023.

MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
June 19, 2023

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on June 19, 2023, 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 **6:00 pm**.

ROLL CALL:

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

PRESENT:

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

ABSENT:

Ed Jones	Agency Member
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STAFF PRESENT:

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

Chairperson **MOORE** 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 June 19, 2023.

***MOTION** by Agency Member **BROWN**; **SECONDED** by Agency Member **ISOM** to approve the agenda for the June 19, 2023 Meeting, as written or as amended.

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

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES: Regular Meeting of May 15, 2023.

* **MOTION** by Vice Chairperson **McQUEEN**; **SECONDED** by Agency Member **ROBINSON** to approve the minutes for the May 15, 2023 Meeting, as written or as amended.

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

MOTION PASSED UNANIMOUSLY (6-0)

III. **Delegations**

IV. **Presentation:**

1. Presentation by Dr. Synthia Doaks regarding a request for feedback about marketing to residents in the Diamond Square area.

V. **Action Items:**

1. Approve a Resolution Amending the FY 2023 Budget, BAF# 23-083-T, transfer is necessary to cover the increased insurance costs and accrual payout for the former Redevelopment Coordinator.
 - i. **NEUTERMAN** – presents item.
 - ii. Vote.

***MOTION** to approve Agency Member **BROWN** made the motion; **SECONDED** by Vice Chairperson **McQUEEN** as written or amended.

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

MOTION PASSED UNANIMOUSLY (6-0)

2. Staff is requesting Agency approval for an application for the agency's Paint Grant Program in an amount not to exceed \$1,000 for the property located at 707 Ixora Avenue, Cocoa, FL and authorize the City Manager to execute a Paint Program Agreement.
 - a. NEUTERMAN – presents item.
 - b. Vote.

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

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

MOTION PASSED UNANIMOUSLY (6-0)

3. Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000 for FY 2024.
 - a. NEUTERMAN – presents item.
 - b. Discussion. Vice Chairperson McQUEEN serves on this committee and said that part of the reason for this request is that the cost of living and cost of business has gone up significantly.
 - c. She also commented that feedback has caused several things to be changed, including:
 - i. Application process. Made paper applications available.
 - ii. Budget preparation help.
 - iii. Rolling applications, review committee meet quarterly to address applications, so applicants don't have to wait a whole year, as was previous practice.
 - iv. Recommended Action: Provide copy of Application to Agency members for review. Still not enough applicants. See if it needs modification. (Staff action: provide copy of current application for Agency Members to review and provide feedback.)
 - d. Chairperson MOORE stated that when all is said and done, an entrepreneur goes into business in order to make money. We need to help them with a roadmap on how to get there.
 - i. Chairperson MOORE recommended that the total amount of funds allocated to this program remain at a total cap of \$30,000 and that it be kept there until it is seen if these new procedures function as intended.

- ii. She also believes that it would help the DS recipient to see the Cocoa CRA success story.
- iii. We want to help the maximum number of people to apply, but, we need to see a successful candidate make it through the whole process to the end.
- e. Liaison GOINS commented that Diamond Square does not have a lot of storefront businesses and that we need to do a better job of marketing to home-based businesses.
- f. Vice Chairperson McQUEEN wants to have better support for applicants when they have questions. Deliverables hard to track with home-based businesses.
- g. Chairperson MOORE mentioned that the Contract or a Statement of Work (SOW) can serve in this way. She referenced her own experience on how this can be accomplished.
- h. Where in our community – what storefronts do we have to offer them? (Staff Action: Create a map of these spaces)
- i. PR campaign for business plan program; help them understand how to create a business. (Staff Action: Add to PR campaign for DSCRA)
- j. Agency Member SMITH recommended that we should possibly record a video of what we do. (Staff Action: Share CRA video with Board Members and add possible videos/tutorials to the PR campaign, if possible).
- k. Vote.

***MOTION to approve Vice Chairperson McQUEEN made the motion; SECONDED by Chairperson MOORE as written or amended.**

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

MOTION PASSED UNANIMOUSLY (6-0)

VI. **Attorney's Report** –No report.

VII. **Updates and Staff Report**

1. Director NEUTERMAN:

- i. We have met as Staff and started a PR and video promotion process; August meeting – planning to have a presentation explaining options.
- ii. We are beginning to work on GIS mapping of the CRA for various uses.
- iii. Staff is working on PR Campaign composed of two primary parts: one focused on CRA generally and the second will be a longer-term project designed to convince the County Commission that we have a legacy of

- accomplishment; we want to be able to demonstrate the 26 years of value brought to our community.
- iv. Reminder: If you have not already submitted your FORM 1 – please do so before the July 1st deadline.
 - v. Reminder: If you have not already completed your annual (calendar year) state-mandated Ethics training requirement, remember to do so and then submit your completion confirmation. We are audited annually to ensure compliance with this provision.
 - vi. Mark your calendars for Monday, September 18th we will be meeting at the Dr. Joe Lee Smith Community Center for our Board Meeting.
 - vii. Also, please review the **FY 2024 Budget** – bring us your questions, comments. (Staff Action: Bring DSCRA Budget numbers for discussion.)
 - viii. Habitat for Humanity of the Space Coast’s “Rock The Block” went very well back in April. Staff showed a PowerPoint Slideshow set to music with pictures from the event.
 - ix. Shauna Ginn – Housing Authority. Lot of housekeeping. Remember that Housing Authority has 327 apartments – a great captive audience that can be reached via flyers, for example.
 - x. Chairperson MOORE asked the question, “are we ready for the hurricanes?” Liaison GOINS replied that several items Council has addressed with Public Works to prepare Diamond Square for possible storm flooding issues to be mitigated, including pumping down Bracco Pond, so that stormwater as a place to go.
 - xi. Reminder: there is a preparation supply pickup scheduled for July 23rd at Joe Lee Smith 5-6 PM; (Staff to locate flyer) – kits are to be available at Fire Stations #1 (Dixon) and #3 (524). (Staff will locate flyer.)
 - xii. Reminder: Monday, July 10th – City Budgeting – send Councilman GOINS him any budget requests.
 - xiii. Speeding issue remains. Options are being explored for Speed Tables but still under negotiation.
 - xiv. Easement to Fiske – has been cleaned up.
2. FRA Conference: Registration begins in Early August – details soon. (We will share when we get that information)
 3. Bus Stops – we have met with County. Unfortunately, Wawa has already built on the site that was previously discussed as an excellent location for placing a covered bus stop area along 520. Currently, the cover would be the responsibility of the County, while the City would be responsible for the concrete pad, which came in at approximately \$50,000. Currently, the City is looking for alternative locations, with the next highest ridership areas. (Staff action: search for map to show possible options).

VIII. Next Meeting Date

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **July 17, 2023**, at **6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

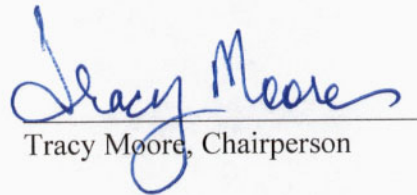
IX. **Adjournment**

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

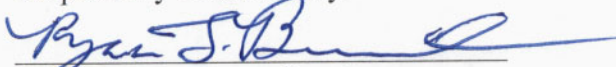
AYES: MOORE, McQUEEN, BROWN, ISOM, ROBINSON, SMITH.

MOTION PASSED UNANIMOUSLY (6-0)

MEETING WAS ADJOURNED at 7:36 pm.


Tracy Moore, Chairperson

Respectfully Submitted by:


Ryan Browne, Recording Secretary



Legislation Details (With Text)

File #: 23-424 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 7/7/2023 **In control:** Diamond Square RDA
On agenda: 7/17/2023 **Final action:**
Title: Request Agency approval for an application to the Paint Grant Program in an amount not to exceed \$1,000 for the property located at 824 Temple Street, Cocoa, Florida and authorize the City Manager to execute a Paint Grant Agreement...End

Sponsors:

Indexes:

Code sections:

Attachments: [824 Temple Street - Darlene Jackson - Paint App Redacted-rev.1.pdf](#)
[Paint Agreement - 824 Temple St. - Darlene Jackson.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 7, 2023
Agenda Date: July 17, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Agency approval for an application to the Paint Grant Program in an amount not to exceed \$1,000 for the property located at 824 Temple Street, Cocoa, Florida and authorize the City Manager to execute a Paint Grant Agreement.

BACKGROUND:

Since 1998, the objective of the Diamond Square Community Redevelopment Agency (CRA) Plan has been to leverage the neighborhood's existing assets to support the revitalization of the area and remove the blighting influences identified in the original "Finding of Necessity" study. Over the past, the City and the CRA have invested substantially in upgrading infrastructure, removing blighted structures, assembling land and funding façade improvements.

The Plan update in 2014 was created to build on prior years serving as a guide to implement the community's vision through refocusing on the roles, priorities, and connections of the CRA and with other organizations. The update was intended to support desired growth and development in order to stimulate private investment and enhance community identity.

The Paint Grant Program has budgeted fund in FY 2023 to award grants throughout the fiscal year. Applications are subject to availability of funds which are awarded on a first-come, first-serve basis to homeowners meeting all Program eligibility requirements. The program eligibility requirements are

as follows:

Applicant/homeowner must reside in the home requesting participation in the program. Home shall not be named in any outstanding code enforcement liens.

BUDGETARY IMPACT:

Budgeted	Yes
If not budgeted, is amendment/transfer attached?	N/A

Amount Requested	<u>\$1,000</u>
Account Number	<u>111-3230-559.83-00</u>
Account Name	<u>Other Grants & Aids</u>

Source of Funds:	Diamond Square CRA
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PREVIOUS ACTION:

In June 2021, the Diamond Square CRA approved the Residential Paint Grant Program and the Residential Beautification Grant Program, similar to the CRA's Commercial Façade Grant Program in an effort to support the plan's goal of raising value and perception of the Diamond Square CRA and to encourage area spending and homeowner investment (*Objective 3.6*); and the development of community partnerships to grow in ways to further benefit the Diamond Square CRA (*Objective 5.3*).

RECOMMENDED MOTION:

Request Agency approval for an application to the Paint Grant Program in an amount not to exceed \$1,000 for the property located at 824 Temple Street, Cocoa, Florida and authorize the City Manager to execute a Paint Grant Agreement.



DIAMOND SQUARE

REDEVELOPMENT AGENCY

65 Stone Street Cocoa,
FL 32922
(321) 433-8577 (phone)

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

RESIDENTIAL PAINTING PROGRAM GUIDELINES AND APPLICATION



Residential Paint Program Guidelines

I. Purpose

The Diamond Square Community Redevelopment Residential Paint Program (hereinafter the "Program") was established by the Diamond Square Community Redevelopment Agency (the "CRA") to encourage residents of the Diamond Square area to improve the exterior of their residences, thereby reducing blight conditions and improving the aesthetics of the community. Through the Diamond Square Redevelopment Plan the CRA is authorized to "support and encourage improved appearance and design of both public and private projects. Strategies may include, but are not limited to, developing design guidelines, providing design assistance, facade grant and/or paint programs, incentives, and partnerships with both the public and private sector." The Program allows eligible applicants to share with the CRA the cost of painting an existing residential property within the Diamond Square Redevelopment Area.

II. Availability of Funds

This Program is subject to the availability of funds in the CRA's Diamond Square Redevelopment Area. If such funds are available and allocated to this Program, the funds will be awarded on a first-come, first-serve basis to home owners meeting all Program guidelines. Up to \$1,000.00 that include pressure washing, paint and paint supplies to be awarded per approved project. The recipient shall be responsible for painting and any additional costs associated with the project. The CRA reserves sole discretion in the review of applications and in awarding funds under this Program.

III. Eligibility

The residential dwelling (hereinafter the "Home") must be located within the Diamond Community Redevelopment Area.

1. The Applicant/Home Owner must reside in the Home requesting participation in the Paint Program.
2. The Home shall have no existing code violations and the owner shall not be named in any outstanding code enforcement liens.
3. **The home must have homestead exempt tax status.**
4. The project shall consist of painting the exterior of the Home. Interior painting projects are not eligible. Current members of the CRA or City Staff are not eligible. The exterior of the Home will be pressure washed by a contractor after the application is approved. CRA staff will verify completion of the pressure washing.
5. Applications may be considered according to an "application cycle" established by the CRA.

IV. Applicant Requirements/Program Process

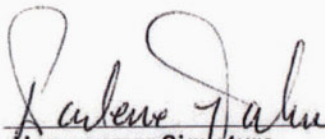
1. The applicant must obtain and submit a completed CRA Paint Program application to CRA staff with all required attachments:
 - a. Proof of home ownership.
 - b. Colored photographs of all sides of the Home (before photos).
2. Within 30 business days the CRA staff will review the application and notify the applicant, in writing, of its approval, denial for failure to meet Program requirements or to request missing or additional information needed to complete review.
3. The CRA will have the home exterior pressure washed after CRA approval of application and prior to selection and purchase of Paint and paint supplies.
4. The application must include the chosen color scheme for both the building and trim.
5. Upon Application Approval, recipient will work with the Painting Vendor for specific color palate selections and for paint supplies that will be sufficient in order to complete an industry-standard paint job.

- I^ Upon selection and transfer of paint and supplies to the applicant, the CRA will issue payment directly to the paint supply company.
- I^ Work must commence on the project within 30 days of the applicant's receipt of the paint and paint supplies. All work must be complete within 60 days from the commencement date. **Commencement Date begins upon the approval of the application by the DSCRA Board.**
- I^ Upon completion of the work, the applicant must contact the CRA staff to arrange a completion inspection. All work will be inspected by the CRA after completion of the project for the limited purpose of verifying the work was completed in accordance with these guidelines. In the event completed work is not in compliance of the guidelines, CRA will notify the applicant of non-compliance within 15 days.

V. CRA Limit of Liability

The CRA's liability under this Program shall be solely limited pressure washing and to the purchase of paint and painting supplies in an amount not to exceed \$1,000.00, approved in advance by the CRA for work completed in accordance with these guidelines, as evidenced by an executed Affidavit of Completion. The CRA expressly disclaims any other liability, warranty or guarantee, express or Implied.

Applicant must sign acknowledging receipt of the Program Guidelines.



 Homeowner Signature

6-8-2023

 Date



 Diamond Square Community
 Redevelopment Agency Representative

06/08/2023

 Date

APPLICANT INFORMATION

Applicant/Name: Darlene Jackson Drivers License # [REDACTED]
Home Address: 824 Temple St. Cocoa 71 32922
Street City State Zip Code
Telephone: 321-914-5451 E-Mail: darjack824@gmail.com

Initial boxes:

- ☒ I am the building owner and have attached proof of ownership such as recorded deed or recent property tax bill.
☒ I live in the home at the address given above.

Exterior Paint for Walls and Trim:

1,400 square feet of home
grey/blue Color Selection - Walls
white Color Selection - Trim

You must attach color photographs of the existing building showing all exterior sides of the building.

Paint Grant Program Affidavit:

By signing and submitting this application, I attest and certify that and acknowledge that:

1. I have been provided a copy of and have read, understand and will comply with the Diamond Square Residential Paint Program Guidelines.
2. I certify that I am both the Applicant and Homeowner.
3. **I certify that I live in the home.**
4. I understand the Home must be located in the Diamond Square Redevelopment Area to be eligible.
5. I attest the Home has no existing code violations and the Home Owner is not named in any outstanding code enforcement liens.
6. **The home has homestead exempt tax status.**
7. I understand that the exterior of the Home will be pressure-washed by an approved contractor determined by the CRA before receiving the paint and paint supplies.
8. Upon application approval, the Recipient will consult with CRA staff and/or a paint supply representative to determine what paint and supplies will be sufficient in order to complete an Industry-standard paint job.
9. I understand that work must commence on the project within 15 days of receipt of the paint and paint supplies.
10. I understand that all work must be complete within 60 days of receipt of the paint and supplies the grant commencement date.
11. **I understand the Commencement Date is the date of the application approval by the DSCRA.**
12. I understand that the CRA will provide pressure washing, paint and paint supplies in an amount not to exceed \$1,000.00 to be used to paint the exterior residential structure listed on the application, and that I am responsible for labor and any other costs or overages.
13. I further understand that failure to comply with the Guidelines will result in ineligibility to participate in this Program.
14. I understand that the CRA's liability under this Program shall be solely limited to pressure washing and the purchase of paint and paint supplies in an amount not to exceed \$1,000.00.
15. I further understand that the CRA expressly disclaims any other liability, warranty or guarantee, express or implied, for the work completed by the applicant.
16. Upon completion of the project, I agree to notify the DSCRA/Staff member of completion of the painting.
17. I understand that the CRA does not discriminate on the basis of race, color, gender, age religion, national origin, marital status, sexual orientation, gender identity, or disability (protected characteristics) and will not tolerate any such discrimination by or against its employees or citizens utilizing CRA programs.
18. I understand that the presence of any lead-based paint and the abatement of such is the sole responsibility of the Applicant/Home Owner and the CRA disclaims any liability, warranty or guarantee, related to the presence of lead-based paint on the Building.
19. I understand that applications may be considered according to an " application cycle" established by the CRA.
20. I certify that all information in the application, and all information furnished in support of this application, is true and complete to the best of my/our knowledge and belief.
21. I understand that I have a continuing obligation to inform the CRA (in writing) of any changes to the information provided in this application.
22. I understand that verifications of this information may be obtained or made by the CRA.
23. If approved by the CRA Manager in Section V below, this application shall constitute a binding agreement between the CRA, the Applicant and the Building Owner

Darlene Jackson
Signature of Homeowner

6-8-2023
Date

STATE of FL, COUNTY of Brevard. The foregoing instrument was acknowledged
before me this 8 day of June, 2023, BY Darlene Jackson who is
personally known to me or who has produced FL ID as identification.

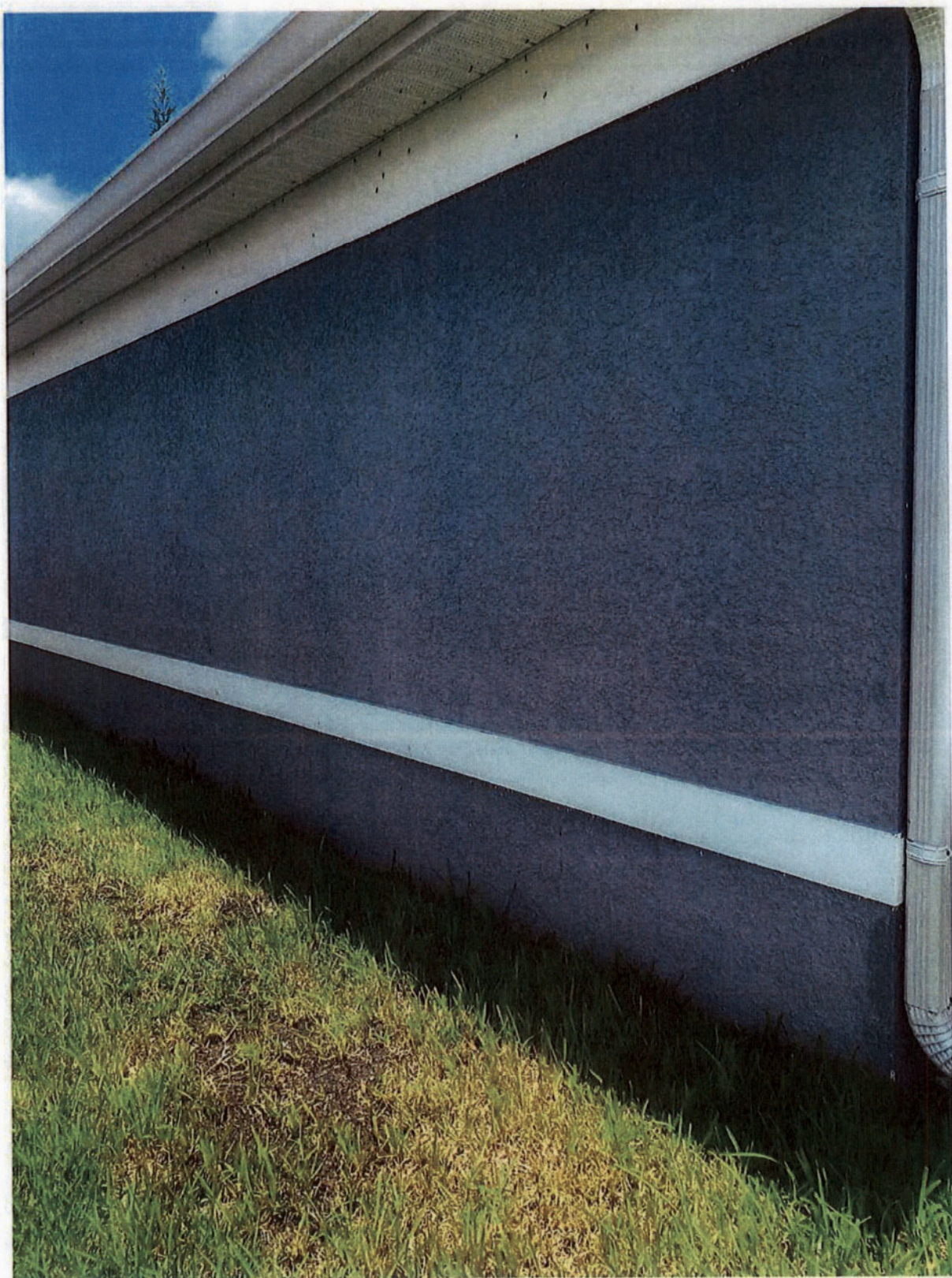
Notary Public, State of FL Affix Stamp:



Return complete application by mail or in person to:
Diamond Square Community Redevelopment Agency
ATTN: DS Residential Paint Program
65 Stone Street
Cocoa, FL 32922

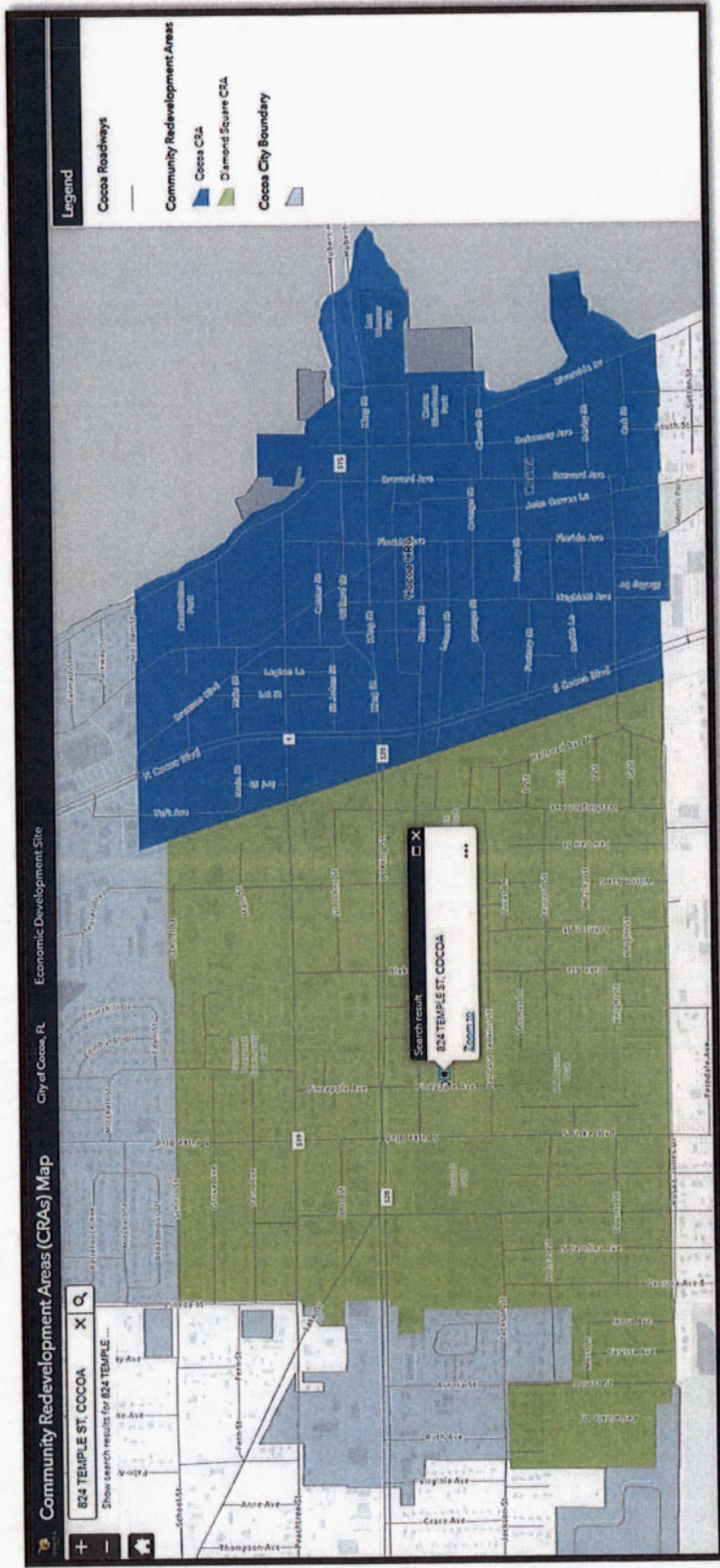












824 Temple Street

Ryan Browne

From: Dennis Bunt
Sent: Friday, July 7, 2023 9:58 AM
To: Ryan Browne
Cc: Charlene Neuterman
Subject: RE: DSCRA Lien/Code Violations Check

I do not show any current code cases at this property.



Dennis A Bunt
Code Enforcement Manager

1226 W King Street • Cocoa, FL 32922
(321) 433-
8544 ✉ dbunt@cocoapolice.com 🌐 www.CocoaPolice.com



Serving our community with P.R.I.D.E!

From: Ryan Browne
Sent: Friday, July 7, 2023 8:44 AM
To: Dennis Bunt <dbunt@cocoafl.org>
Cc: Charlene Neuterman <cneuterman@cocoafl.gov>
Subject: DSCRA Lien/Code Violations Check

Good Morning Dennis,

Usually I send these to Darla, but, since she is out, could you check it for me?

Following is one address that is requesting a grant from the DSCRA.

Can you please check this address for any possible code violations or liens?

- 824 Temple St.

Please let me know if you have any questions.

Thank you.

-Ryan.



Ryan Browne
Redevelopment Coordinator

65 Stone Street • Cocoa, FL 32922

☎ (321) 433-

8577 ✉ rbrowne@cocoafl.gov 🌐 www.CocoaFL.gov



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Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

Phone: (321) 264-6700

<https://www.bcpao.us>

PROPERTY DETAILS

Account 2460018
 Owners JACKSON, DARLENE
 Mailing Address 824 TEMPLE ST COCOA FL 32922
 Site Address 824 TEMPLE ST COCOA FL 32922
 Parcel ID 24-36-32-CC-9-9
 Property Use 0110 - SINGLE FAMILY RESIDENCE
 Exemptions DICV - DISABILITY - CIVILIAN
 HEX1 - HOMESTEAD FIRST
 HEX2 - HOMESTEAD ADDITIONAL
 Taxing District 23D0 - COCOA
 Total Acres 0.13
 Subdivision COLLEGE PARK AMENDED MAP
 Site Code 0001 - NO OTHER CODE APPL.
 Plat Book/Page 0005/0072
 Land Description COLLEGE PARK AMENDED MAP LOT 9 BLK 9



VALUE SUMMARY

Category	2023	2022	2021
Market Value	\$186,490	\$163,000	\$128,990
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$80,530	\$78,190	\$75,920
Assessed Value School	\$80,530	\$78,190	\$75,920
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$25,000	\$25,000	\$25,000
Other Exemptions	\$5,000	\$500	\$500
Taxable Value Non-School	\$25,530	\$27,690	\$25,420
Taxable Value School	\$50,530	\$52,690	\$50,420

SALES/TRANSFERS

Date	Price	Type	Instrument
02/14/2022	--	QC	9418/2987
02/02/2011	--	QC	6333/0854
01/22/2010	\$56,800	QC	6104/2466
11/17/2006	\$165,000	WD	5726/6604

BUILDINGS

PROPERTY DATA CARD #1

Building Use: 0110 - SINGLE FAMILY RESIDENCE

Materials	Details	
Exterior Wall:	STUCCO	Year Built 2006
Frame:	MASNRYCONC	Story Height 8
Roof:	ASPH/ASB SHNGL	Floors 1
Roof Structure:	HIP/GABLE	Residential Units 1
		Commercial Units 0

Sub-Areas	Extra Features
Base Area (1st)	1,272 No Data Found
Garage	440
Open Porch	28
Open Porch	36
Total Base Area	1,272

Total Sub Area

1,776

**GRANT AGREEMENT
HOME PAINTING PROGRAM
DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY**

THIS GRANT AGREEMENT is made this ___ day of _____ **2023**
by and between the **City of Cocoa, Diamond Square Community Redevelopment Agency**, a Florida Community Redevelopment Agency formed pursuant to Section 163.330 et seq., Florida Statutes, whose principal address is 65 Stone Street, Cocoa, Florida 32922 ("CRA") and **DARLENE JACKSON** whose principal address is **824 Temple Street**, Cocoa, FL 32922 ("Grantee").

RECITALS:

WHEREAS, the CRA has implemented the Home Paint Program (HPP), the primary purpose of which is to improve the aesthetics and economic order of the residential community, thereby promoting the public interest, by making sweat equity grants to property owners of residential property within the Diamond Square Community Redevelopment Area;

WHEREAS, a HPP grant application was received by the CRA, submitted by Grantee, regarding the property owned by Grantee and located at street address **824 Temple St, Cocoa, FL** ("Property");

WHEREAS, a further objective of the HPP is to upgrade and preserve the aesthetic appearance of residential buildings in the Diamond Square Community Redevelopment Area in order to reduce blight and make the area more conducive to home investment by providing funding to undertake property improvements to home exteriors in the Diamond Square Community Redevelopment Area;

WHEREAS, the CRA believes the HPP will thereby stimulate increased residential opportunities within the Diamond Square Community Redevelopment Area, improve property values and increase tax revenues.

WHEREAS, Grantee has submitted an application under the HPP which the CRA believes meets the criteria and purposes as outlined by the program.

NOW THEREFORE, in consideration, the mutual covenants and provisions hereof, and other good, diverse, and valuable considerations, the receipt and sufficiency all of which is hereby acknowledged, the parties desiring to be legally bound do hereby agree as follows:

1. **Recitals.** Each and all of the foregoing recitals are hereby incorporated herein and declared to be true and correct.
2. **Property Subject to Grant Agreement.** The real property to be benefited by this grant and that is subject to this Grant Agreement is described on **Exhibit A**, a copy of which is attached hereto and incorporated herein by this reference.
3. **Grant Awarded.**
 - (a) The Grantee is hereby awarded a grant pursuant to the Diamond Square Community Redevelopment Agency HPP. All regulations of the HPP shall be adhered to by the CRA and the Grantee. The maximum amount of the grant is described in the attached **Exhibit B**. Under no circumstances shall the amount of money granted for qualifying painting improvements under the HPP to the Grantee exceed the amount set forth in **Exhibit B** as the Maximum of Amount of Grant as approved or otherwise aggregately exceed the sum of **One Thousand Dollars (\$1,000.00)** in the event that a previous grant has been provided to Grantee for the same commercial parcel of property located in the Diamond Square Community Redevelopment district. Grant funds shall only be paid by the CRA for qualified approved Home Painting Program described on **Exhibit B**.
 - (b) The Grant is awarded and paid to a pre-approved paint store identified by the City of Cocoa CRA staff. Completion of all painting shall require final inspection, certificate of completion, or similar instrument, issued by the City of Cocoa's CRA staff for the residential painting work subject to this grant.
 - (c) The Grantee acknowledges and agrees that painting labor costs and any costs for additional paint or supplies beyond those give in accordance with the grant application shall be at the sole expense of the Grantee.
 - (d) All work subject to this Grant Agreement must be substantially completed within 60 days of the receipt of paint and painting supplies.

4. **Warranty of Grantee: Maintenance.**

(a) Grantee agrees and warrants to the CRA that the paint and painting supplies provided pursuant to this grant shall only be used for purposes as approved in **Exhibit B**.

(b) Grantee covenants and warrants that all painting improvements approved under this Grant Agreement shall be maintained and preserved for a minimum of one (1) year. If the CRA determines that said improvements are not being properly maintained during said one (1) year period, the Grantee agrees that it is liable to and shall immediately reimburse the CRA for the entire amount of this HPP Grant, plus interest. Grantee shall be required to refund the amount to the CRA within thirty (30) days of receiving the demand.

(c) The Grantee covenants and warrants that it shall have current and valid Homeowner's Insurance. All such insurance shall be carried with such company or companies as may be reasonably acceptable to the CRA and the original policy or policies and renewals thereof (or, at the option of the CRA, duplicate originals or certified copies thereof) together with receipts evidencing payment of the premium therefore shall be deposited with, held by and are hereby assigned to the CRA as additional security for the indebtedness secured hereby.

5. **Grantee is an Independent Contractor.** It is specifically understood and agreed to by and between the parties hereto that in utilizing the funds hereunder, that this grant award, and relationship between the CRA and the Grantee is one in which the Grantee is an independent contractor of the CRA and not an agent, employee, joint venture, or other partner of the CRA or the City of Cocoa. Nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Grant Agreement shall be interpreted or construed to constitute the Grantee, or any of its agents, volunteers, or employees to be the agent, employee, partner, or representative of the CRA or the City of Cocoa.
6. **Grantee's Signatory.** The undersigned person executing this Grant Agreement as Grantee hereby represents and warrants that he/she has the full authority to sign said Grant Agreement as the Grantee and is binding the Grantee to the terms and conditions set forth in this Grant Agreement.
7. **Record retention: Public records: Accounting: Inspection.**
 - (a) Financial records, supporting documentation, statistical and all other records pertinent to this Grant Agreement shall be retained for a period of at least one (1) year (365 days = 1 year) after final payment by the CRA of any grant funds, except that in all cases such records shall be retained until final resolution of matters resulting from any litigation, claim, or audit initiated prior to the expiration of the one year retention period and shall continue to be subject to retention until the same is resolved to the satisfaction of the CRA.
 - (b) Pursuant to Chapter 119, Florida Statutes, the Grantee agrees that any records, documents, transactions, writings, papers, letters, computerized information and programs, maps, books, audio or video tapes, films, photographs, data processing software, writings or other material(s), regardless of the physical form, characteristics, or means of transmission, of the Grantee related, directly or indirectly, to this Grant Agreement and made or received pursuant to law or ordinance or in connection with the transaction of official business by the CRA, may be deemed to be a public record and subject to the provisions of Chapter 119, Florida Statutes, whether in the possession or control of CRA or the Grantee, and may not be destroyed without the specific written approval of the CRA's designated custodian of public records.

The Grantee shall provide the CRA, upon request from the CRA, copies of requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law. The Grantee agrees to comply with public records laws. Should the CRA not possess public records relating to this Grant Agreement which are requested to be inspected or copied by the CRA or any other person, the CRA shall immediately notify the Grantee of the request and the Grantee shall then provide such records to the CRA or allow the records to be inspected or copied within a reasonable time. All public records in connection with this Grant Agreement shall, at any and all reasonable times during the normal business hours of the Grantee, be open and freely exhibited to the CRA for the purpose of examination, audit, or otherwise. If the Grantee fails to comply with this Section, and the CRA must enforce this Section, or the CRA suffers a third party award of attorney's fees and/or damages for violating Chapter 119, Florida Statutes, due to Grantee's failure to comply with this Section, the CRA shall collect from Grantee prevailing party attorney's fees and costs, and any damages incurred by the CRA, for enforcing this Section against Grantee. And, if applicable, the CRA shall also be entitled to reimbursement of all attorneys' fees and damages which the CRA had to pay a third party because of the Grantee's failure to comply with this Section. The terms and conditions set forth in this Section shall survive the termination of this Grant Agreement.

(c) CRA staff is authorized to conduct an inspection of the property to ensure improvements are maintained in accordance with this Grant Agreement. The CRA agrees that any inspection shall be coordinated with the property owner. In the event, the inspection deems the Grantee is in default of the Grant Agreement, the CRA will notify Grantee within 15 days.

8. **Indemnification and Hold Harmless.** The Grantee agrees to the fullest extent permitted by law, to indemnify and hold harmless the CRA, its employees, officers, and attorneys from and against all claims, losses, damages, personal injuries (including but not limited to death), or liability (including reasonable attorney's fees), directly or indirectly arising from the acts, inactions, errors, omissions, intentional or otherwise, arising out of or resulting from:
- (i) any act or omission on the part of the Grantee, its officers, agents, employees, volunteers, or invitees in the construction, reconstruction, or building of any improvement for which CRA funds might be reimbursed pursuant to this Grant Agreement;
 - (ii) by reason of any breach, violation or nonperformance of any condition or covenant in this Grant Agreement on the part of the Grantee;
 - (iii) injury and negligence based on a failure to train or supervise workers, employees, contractors, volunteers, or agents of the Grantee in performing services or supplying material for work that is to be reimbursed pursuant to this Grant Agreement;
 - (iv) failure of the Grantee, or its employees, agents, or volunteers, to employ safety measures in the performance of work that is to be reimbursed pursuant to this Grant Agreement;
 - (v) injury or negligence of any person arising from the work or material supplied that is subject to reimbursement pursuant to this Grant Agreement; or
 - (vi) failure to follow or correctly follow directions of the State or any other governmental entity.

The indemnification provided above shall obligate the Grantee to defend at its own expense or to provide for such defense, at the option of the CRA, as the case may be, of any and all claims of liability and all suits and actions of every name and description that may be brought against the CRA or its employees, officers, and attorneys which may result from the acts or omissions stated above under this Grant Agreement whether performed by the Grantee, anyone directly or indirectly employed by the Grantee, or anyone otherwise authorized to act, in any manner, on their behalf. In all events, the CRA shall be permitted to choose legal counsel of its sole choice, the fees for which shall be reasonable and subject to and included with this indemnification provided herein. This indemnification provision shall survive termination of the Grant Agreement.

9. **Applicable Law/Notice.**

(a) This grant award and the attachments hereto shall be governed by the law of the State of Florida. Venue shall only be properly placed in Brevard County, Florida for state court actions and Orlando, Florida for federal actions.

(b) All notices, demands, requests, instructions, approvals, and claims shall be in writing. All notice of any type hereunder shall be given by U.S. mail or by hand delivery to an individual authorized to receive mail for the below listed individuals, all to the following individuals at the following locations:

To The Diamond Square CRA:

Diamond Square Community
Redevelopment Agency
c/o The City of Cocoa
65 Stone Street
Cocoa, Florida 32922

Darlene Jackson

TO THE GRANTEE:

824 Temple Street

Cocoa, FL 32922

Notice shall be deemed to have been given and received on the date the notice is physically received if given by hand delivery or first-class U.S. mail, postage prepaid, as addressed above. Notice shall be deemed to have been given and received on the date the notice is mailed, if given by certified mail, return receipt requested, postage prepaid, as addressed above. Any party hereto by giving notice in the manner set forth herein may unilaterally change the name of the person to whom notice is to be given or the address at which notice is to be received.

10. **Interpretation.** Both the CRA and the Grantee have participated in the drafting of all parts of this Grant Agreement. As a result, it is the intent of the parties that no portion of this Grant Agreement shall be interpreted more harshly against either of the parties as the drafter.
11. **Amendment of Grant Agreement.** Modifications or changes in this Grant Agreement must be in writing and executed by the parties bound to this Grant Agreement.

12. Severability. Invalidation of any one word, clause, sentence, or paragraph, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other words, clauses, sentences, or paragraphs, all of which shall remain in full force and effect, and this Grant Agreement shall be read as if said invalidated word, clause, sentence, or paragraph did not exist.

13. Attorney's Fees. In the event any litigation or controversy arises out of or in connection with the parties hereto, each party shall bear their own costs and attorney's fees. Notwithstanding the foregoing, should the CRA determine that the Grantee must reimburse the CRA in the amount of the Grant for failure to maintain the improvements in accordance with this Grant Agreement, the Grantee shall be responsible for all related costs and attorney's fees incurred by the CRA as to any related litigation or controversy.

14. Entire Grant Agreement. This Grant Agreement represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or Agreements, either oral or written, and all such matters shall be deemed merged into this Grant Agreement.

15. Sovereign Immunity. The CRA intends to avail itself of the benefits of Section 768.28, Florida Statutes and any other statutes and common law governing sovereign immunity to the fullest extent possible. Neither this provision nor any other provision of this Grant Agreement shall be construed as a waiver of the CRA's right to sovereign immunity under section 768.28, Florida Statutes, or other limitations imposed on the CRA's potential liability under state or federal law. As such, the CRA shall not be liable under this Grant Agreement for punitive damages or interest for the period before judgment. Further, the CRA shall not be liable for any claim or judgment, or portion thereof, to any one person for more than two hundred thousand dollars (\$200,000.00), or any claim or judgment, or portion thereof, which, when totaled with all other claims or judgments paid by the State or its agencies and subdivisions arising out of the same incident or occurrence, exceeds the sum of three hundred thousand dollars (\$300,000.00). Nothing in this Grant Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law. This paragraph shall survive termination of this Grant Agreement.

16. Headings. The headings used in this Grant Agreement are for reference only and shall not be relied upon nor used in the interpretations of this Grant Agreement.

IN WITNESS WHEREOF, the CRA and Grantee have set forth their signatures on the day and year written below.

Witnesses: _____ Print Name: _____ _____ Print Name: _____	GRANTOR: Diamond Square Florida Community Redevelopment Agency pursuant to Section 163.330 et seq., Florida Statutes. By: Stockton Whitten, City Manager _____ Signature
---	---

STATE OF Florida

COUNTY OF Brevard

The foregoing instrument was acknowledged before me this ____ day of _____, 2023 by **Stockton Whitten**, City Manager, City of Cocoa and the Diamond Square Community Redevelopment Agency, a Florida Community Redevelopment Agency formed pursuant to Section 163.330 et seq., Florida Statutes, who executed the foregoing instrument and acknowledged before me that he executed the same for the uses and purposes therein expressed and who is personally known to me and who did not take an oath.

(NOTARY SEAL)

Notary Public Signature

Typed or Printed Notary Name

[This area left intentionally blank, signatures on next page]

Witnesses: Print Name: _____ Print Name: _____	GRANTEE: Print Name: <u>Darlene Jackson</u> Title: <u>Homeowner,</u> <u>824 Temple St, Cocoa, FL</u>
---	--

STATE OF Florida
COUNTY OF Brevard

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____ the foregoing instrument and acknowledged before me that he/she executed the same for the uses and purposes therein expressed and who is personally known to me or who has produced as identification and who did not take an oath.

(NOTARY SEAL)

Notary Public Signature

Typed or Printed Notary Name

[This area left intentionally blank]

EXHIBIT A

DESCRIPTION OF REAL PROPERTY SUBJECT TO GRANT AGREEMENT

Street Address:

824 Temple Street, Cocoa, FL 32922

Owner Name: **Darlene Jackson**

EXHIBIT B

GRANT DESCRIPTION

Maximum Amount of Grant as Approved:
\$1,000.

Items Included in this Grant:

1. Pressure washing
2. Paint and painting supplies for exterior of home.

Cost of Items Included will be no greater than \$1,000, as per grant requirements

Total: \$ _____



Legislation Details (With Text)

File #: 23-429 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 7/11/2023 **In control:** Diamond Square RDA
On agenda: 7/17/2023 **Final action:**
Title: Staff request Agency Member feedback regarding the FY 2024 Budget...End
Sponsors:
Indexes:
Code sections:
Attachments: [DSCRA - FY 24 - Budget.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: July 11, 2023
Agenda Date: July 17, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Staff request Agency Member feedback regarding the FY 2024 Budget.

BACKGROUND:

FY 2024 Budget has been drafted and reviewed.

Staff requests Agency Member feedback on the budget.

BUDGETARY IMPACT:

None, at this time.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Staff request Agency Member feedback regarding the FY 2024 Budget.

FY 2024 DEPT DIR	FY 2023 ORIGINAL BUDGET	FY 2023 TO FY 2024 \$ OF CHANGE	FY 2023 TO FY 2024 % OF CHANGE	FY 2023 Y-T-D ACTUALS	FY 2022 LAST YEARS ACTUALS	FY 2021 2 YEAR'S AGO ACTUALS
CRA DIAMOND SQUARE 626						
CRA ADMIN/OPERATIONS						
PERSONAL SERVICES						
111-3230-559.11-00 EXECUTIVE SALARIES	0	0	0	0	0	0
111-3230-559.12-00 REGULAR SALARIES & WAGES	20,640	20,717	77-	15,483	22,369	19,539
TEXT AMT						
DD	19,305					
AMOUNT POSTED BY PAYROLL BUDGET MODULE						
...1 REDEVELOPMENT COORDINATOR (40%)						
YEAR-END ACCRUALS (7 DAYS)						
111-3230-559.12-10 SALARY ADJUSTMENT	0	0	0	0	0	0
111-3230-559.12-12 ACCRUAL PAYOUTS	0	0	0	458	0	72
111-3230-559.14-00 OVERTIME	0	0	0	0	0	0
TEXT AMT						
DD	1,335					
111-3230-559.15-00 SPECIAL PAY	20,640					
TEXT AMT						
DD	19,305					
AMOUNT POSTED BY PAYROLL BUDGET MODULE						
YEAR-END ACCRUALS - 11 DAYS						
111-3230-559.21-00 FICA TAXES	0	0	0	0	0	0
TEXT AMT						
DD	1,660	4		1,184	1,748	1,581
TEXT AMT						
DD	1,551					
111-3230-559.22-00 RETIREMENT CONTRIBUTIONS	2,506	239	11	1,898	2,931	2,694
TEXT AMT						
DD	2,299					
AMOUNT POSTED BY PAYROLL BUDGET MODULE						
YEAR-END ACCRUALS (7 DAYS)						
HUMAN RESOURCES						
FRS CONTRIBUTION INCREASE 1.66%						
111-3230-559.23-00 INSURANCES	0	71	71-	39	80	409
TEXT AMT						
DD	2,299					
AMOUNT POSTED BY PAYROLL BUDGET MODULE						
YEAR-END ACCRUALS (7 DAYS)						
...GROUP LIFE						
OPT OUT (1) SPLIT						
111-3230-559.23-04 MEDICAL	9,250	4,339	4,911	3,482	4,794	4,038
TEXT AMT						
DD	8,903					
AMOUNT POSTED BY PAYROLL BUDGET MODULE						
HUMAN RESOURCES						
FY24 INSURANCE INCREASE 3.9%						
111-3230-559.24-00	347					
TEXT AMT						
DD	9,250					

FY 2024		FY 2023		FY 2023		FY 2023		FY 2023		FY 2021	
DEPT DIR		ORIGINAL BUDGET		TO FY 2024		TO FY 2024		Y-T-D		2 YEAR'S AGO	
		BUDGET \$ OF CHANGE		% OF CHANGE		% OF CHANGE		ACTUALS		ACTUALS	
111-3230-559.23-07 DENTAL INSURANCE	315	149	166	111	128	183	0				
LEVEL	TEXT	TEXT AMT									
DD	AMOUNT POSTED BY PAYROLL BUDGET MODULE	300									
	HUMAN RESOURCES	15									
	FY24 INSURANCE INCREASE 5%	315									
111-3230-559.23-08 VISION INSURANCE	50	31	19	61	27	37	0				
LEVEL	TEXT	TEXT AMT									
DD	AMOUNT POSTED BY PAYROLL BUDGET MODULE	50									
		50									
111-3230-559.23-09 LONG TERM DISABILITY	0	72	72-	100-	40	79	0				
LEVEL	TEXT	TEXT AMT									
DD	AMOUNT POSTED BY PAYROLL BUDGET MODULE	0		0		0		0		0	
	111-3230-559.23-10 FSA HEALTH	0		0		0		0		0	
	111-3230-559.23-11 FSA CHILDCARE	61		5-		8-		25		57	
	111-3230-559.24-00 WORKER'S COMPENSATION	56								59	
LEVEL	TEXT	TEXT AMT									
DD	AMOUNT POSTED BY PAYROLL BUDGET MODULE	30									
	YEAR END ACCRUALS (7 DAYS)	2									
	AMOUNT ALLOCATED TO 520 FUND	24									
		56									
111-3230-559.27-00 BENEFIT OFFSET	960	960	0	0	520	1,025	1,117				
LEVEL	TEXT	TEXT AMT									
DD	AMOUNT POSTED BY PAYROLL BUDGET MODULE	960									
		960									
*	PERSONAL SERVICES	35,441	30,327	5,114	17	23,284	33,303	29,509			
	OPERATING	0		525,000		0		25,000		28,050	
111-3230-559.31-00 PROFESSIONAL SERVICES	525,000	TEXT AMT									
LEVEL	TEXT	50,000									
DD	CRA PLAN UPDATE CONSULTANT	475,000									
	CS21MB NEW HOME CONSTRUCTION ASSISTANCE	525,000									
111-3230-559.31-01 LEGAL EXPENSES	4,000	3,000	1,000	33	3,349	1,958	1,581				
LEVEL	TEXT	TEXT AMT									
DD	LEGAL EXPENSES FOR AGENCY MEETINGS	4,000									
		4,000									
111-3230-559.32-00 ACCOUNTING & AUDITING	3,000	3,000	0	0	6,000	3,000	5,000				
LEVEL	TEXT	TEXT AMT									

DD	ANNUAL AUDIT		FY 2023 ORIGINAL BUDGET	FY 2023 TO FY 2024 % OF CHANGE	FY 2023 TO FY 2024 % OF CHANGE	FY 2023 Y-T-D ACTUALS	FY 2022 LAST YEARS ACTUALS	FY 2021 2 YEAR'S AGO ACTUALS
			3,000					
			3,000					
111-3230-559.34-00	CONTRACT SERVICES	44,500	49,500	5,000-	10-	38,083	410	3,167
LEVEL	TEXT		TEXT AMT					
DD	COCOA PD / POLICE ATHLETIC LEAGUE (PAL)		4,500					
	RFP # P-19-01-COC - DIAMOND SQUARE INITIATIVE PROJ		30,000					
	...PAID IN MONTHLY INSTALLMENTS							
	...ALLIANCE FOR NEIGHBORHOOD RESTORATION		10,000					
	ADDITIONAL DIAMOND SQUARE INITIATIVE SVC PROVIDER		44,500					
	...NOT FOR PROFIT							
111-3230-559.39-00	CONTINGENCY	0	142,851	142,851-	100-	0	0	0
LEVEL	TEXT		TEXT AMT					
DD	DIAMOND SQUARE CRA CONTINGENCY							
	FINANCE							
	TRIM UPDATE (6-28-23)	4,711	4,711	0	0	4,009	2,991	0
111-3230-559.40-00	TRAVEL & PER DIEM							
LEVEL	TEXT		TEXT AMT					
DD	FRA CONFERENCE (7) BOARD MEMBERS (\$673 * 7)		4,711					
	JACKSONVILLE							
	...PARKING, PER DIEM, HOTEL, MILEAGE							
	...REGISTRATIONS FOR FRA CONF							
	...PER THE INTERLOCAL AGREEMENT, NO COUNTY TIF							
	...FUNDS ARE USED FOR TRAVEL - SEC. 6 OF THE							
	...AGREEMENT		4,711					
111-3230-559.41-00	COMMUNICATION	0	0	0	0	0	0	0
111-3230-559.42-00	POSTAGE & FREIGHT	200	200	0	0	0	0	0
LEVEL	TEXT		TEXT AMT					
DD	POSTAGE AND FREIGHT		200					
			200					
111-3230-559.43-00	ELECTRIC/WATER/SEWER	0	0	0	0	0	0	0
111-3230-559.44-00	RENTALS AND LEASES	0	0	0	0	0	0	0
111-3230-559.45-00	INSURANCE	7,400	6,470	930	14	6,748	5,881	5,726
LEVEL	TEXT		TEXT AMT					
DD	***HUMAN RESOURCES***		7,400					
	CRA DIAMOND SQUARE INSURANCE		7,400					
111-3230-559.46-00	REPAIRS & MAINTENANCE	0	0	0	0	0	0	3,600
111-3230-559.46-03	REPAIR/MAINT-VEHICLES	0	0	0	0	0	0	0
111-3230-559.47-00	PRINTING & BINDING	250	100	150	150	0	0	0
LEVEL	TEXT		TEXT AMT					

FY 2024 BUDGET - Budget Expense Detail Compared w/Actuals
FOR FISCAL YEAR 2024

PREPARED 06/27/23, 14:39:04
PROGRAM GM601L; REPORT DDEXPCOM

FY 2024 DEPT DIR	FY 2023 ORIGINAL BUDGET	FY 2023 TO FY 2024 \$ OF CHANGE	FY 2023 TO FY 2024 % OF CHANGE	FY 2023 Y-T-D ACTUALS	FY 2022 LAST YEARS ACTUALS	FY 2021 2 YEAR'S AGO ACTUALS
DD PRINTING AND BINDING		250				
		250				
111-3230-559.48-00 PROMOTIONAL ACTIVITIES	400	500	100-	20-	557	0
LEVEL TEXT		TEXT AMT				
DD DIAMOND SQUARE PROMOTIONAL MATERIAL		400				
		400				
111-3230-559.49-00 OTHER CHARGES & OBLIG.	0	400	400-	100-	400	0
111-3230-559.49-02 ADVERTISING	300	0	300	0	0	0
LEVEL TEXT		TEXT AMT				
DD LEGAL ADS		300				
		300				
111-3230-559.51-00 OFFICE SUPPLIES	0	0	0	0	0	0
111-3230-559.52-00 OPERATING SUPPLIES	0	0	0	0	8,510	0
111-3230-559.52-30 FUEL OIL & LUBRICANTS	0	0	0	0	0	0
111-3230-559.54-00 MEMBERSHIP/PUBLICATIONS	600	675	75-	11-	675	545
LEVEL TEXT		TEXT AMT				
DD MEMBERSHIP DUES - DEO		200				
		400				
		600				
111-3230-559.55-00 TRAINING	3,115	3,115	0	0	1,780	0
LEVEL TEXT		TEXT AMT				
DD DS CRA MEMBERS TO ATTEND TRAINING/CONFERENCE		3,115				
MEMBERS (7) TO ATTEND FRA CONFERENCE (\$445 * 7)						
BOARD TRAINING/TOURS & CONFERENCE FEES						
...REGISTRATIONS FOR FRA CONF						
...PER THE INTERLOCAL AGREEMENT, NO COUNTY TIP						
...FUNDS ARE USED FOR TRAVEL - SEC. 6 OF THE						
...AGREEMENT						
		3,115				
111-3230-559.56-15 IT-RELATED OPERATING EXP	0	0	0	0	0	0
* OPERATING	593,476	214,522	378,954	177	51,162	47,669
CAPITAL						
111-3230-559.61-00 LAND	0	0	0	0	0	0
111-3230-559.63-00 INFRASTRUCTURE	160,000	100,000	60,000	60	0	0
LEVEL TEXT		TEXT AMT				
DD DS23PR - PROVOST PARK/GILMORE PARK REDEVELOPMENT		50,000				
DS23SP - RESURFACE DIAMOND SQUARE STAMPED PAVEMENT		50,000				
BUS STOPS CONCRETE PAD		60,000				
		160,000				

	FY 2024 DEPT DIR	FY 2023 ORIGINAL BUDGET	FY 2023 TO FY 2024 \$ OF CHANGE	FY 2023 TO FY 2024 % OF CHANGE	FY 2023 Y-T-D ACTUALS	FY 2022 LAST YEARS ACTUALS	FY 2021 2 YEAR'S AGO ACTUALS
111-3230-559.63-07 IMPROVE OTHER THAN BLDG	0	0	0	0	0	0	0
111-3230-559.64-00 MACHINERY & EQUIPMENT	0	50,000	50,000-	100-	0	0	0
111-3230-559.64-15 IT HARDWARE	0	0	0	0	0	0	0
111-3230-559.65-00 CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0
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* CAPITAL	160,000	150,000	10,000	7	0	0	0
GRANTS & AIDS							
111-3230-559.82-00 AID PRIVATE ORGANIZATION	0	0	0	0	0	22,917	10,529
111-3230-559.83-00 OTHER GRANTS & AIDS	0	196,000	196,000-	100-	19,407	0	0
TEXT AMT							
111-3230-559.83-11 UPSTART COCOA PROGRAM	0	10,000	10,000-	100-	0	0	0
TEXT							
111-3230-559.83-11 UPSTART COCOA PROGRAM	0	10,000	10,000-	100-	19,407	22,917	10,529
GRANTS & AIDS							
OTHER USES							
111-3230-581.91-01 TO GENERAL FUND (001)	0	0	0	0	0	0	0
OTHER USES							
* OTHER USES	0	0	0	0	0	0	0
** CFA ADMIN/OPERATIONS	788,917	600,849	188,068	31	117,366	107,382	87,707
*** COMMUNITY DEVELOPMENT	788,917	600,849	188,068	31	117,366	107,382	87,707
**** CFA DIAMOND SQUARE 626	788,917	600,849	188,068	31	117,366	107,382	87,707
	6,122,213	5,373,731	748,482	14	1,681,027	3,520,006	2,500,049