

**MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
July 17, 2023**

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on July 17, 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 **6:02 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
Amy Robinson	Agency Member
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

ABSENT:

Ed Jones	Agency Member
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Invocation

Vice Chairperson **McQUEEN** provided the Invocation.

Pledge of Allegiance

Chairperson **MOORE** led the Pledge of Allegiance to the flag of the United States of America.

STAFF PRESENT:

Community Services Director NEUTERMAN was in attendance.

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

AGENDA: Regular Meeting of July 17, 2023.

***MOTION** by Agency Member BROWN; **SECONDED** by Agency Member ISOM to approve the agenda for the July 17, 2023 Meeting, as written or as amended.

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

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES: Regular Meeting of June 19, 2023.

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

Amended: Page 5, item 11 – BROWN: June 23, not July 23

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

MOTION PASSED UNANIMOUSLY (6-0)

III. **Delegations:** None.

IV. **Presentation:** None.

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, Florida and authorize the City Manager to execute a Paint Grant Agreement.
 - i. Introduction. Director NEUTERMAN presents item.
 - ii. Discussion.
 - iii. Vote.

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

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

MOTION PASSED UNANIMOUSLY (6-0)

2. Staff requests Agency Member feedback regarding the FY 2024 Budget.
 - a. Introduction. Director NEUTERMAN presents the item.
 - i. Please bring any questions that you have to Director NEUTERMAN.
 - ii. Basic Overview of Budget. Staff task: maintain same budget as last year, plus any modifications, requested by Agency or City Manager.
 - iii. 40% of Redevelopment Coordinator salary and benefits paid from Diamond Square. Slight increase. For retirement of former Redevelopment Coordinator.
 - iv. Professional Services: \$475,000 New Home Construction of the Michael C. Blake Subdivision.
 - v. Proposed Working on RFP for Consultant for CRA Plan Update. \$50,000 set aside for that purpose. Updating the CRA Plan. For new ideas and plans as we move into the final years of the CRA.
 - b. Discussion.
 - i. The consultant provides an updated analysis of the CRA Plan, including holding public meetings for input. Then they provide us with an updated Plan. The cost is unknown at this point. The estimate is just that, an estimate.
 - ii. With approximately 80% of our current goals and objectives having been completed means that we need an update, not only to add new items we want, but, also, to finish out the remaining items from the previous plan update.
 - iii. Our current **Sunset Date** is **2032**, but, we are trying to get the County to agree to extend us until **2038**.
 - iv. The public meetings with the citizens provides us feedback on new projects that we have not thought of yet that could be added to the plan, especially if we get more time from the County.
 - v. Agency Member ROBINSON asked if she could receive a paper copy, since she finds the electronic copy to be difficult to work from. Staff said they would provide printed copies of the CRA Plan for any members who want one.

- vi. Director NEUTERMAN plans to provide an update of what goals and objectives have been accomplished at the August meeting.
- vii. Director NEUTERMAN explained how the Plan Update works. Roundtable discussions with citizens who provide input, facilitated by the consultants, as impartial outsiders, who can elicit citizen feedback for the Agency and Staff to receive prioritized feedback on what the public wants going forward.
- viii. Typically these sessions would be held at the Dr. Joe Lee Smith Community Center.
- ix. Chairperson MOORE said that with the exception of Agency Member JONES, she was the only one on the Board at the time of the last update of the CRA Plan, back in 2014. She said that the consultant keeps us focused on reality-based ideas and they must communicate with DSCRA and give feedback to the Board to help evaluate future plans.
- x. Director NEUTERMAN: Agency Attorney and Consultant can help explain what CRA's can and cannot fund for following Florida Statute No. 163. Helps us sort wants from needs and from what is allowable vs. not allowable in a CRA.
- xi. Agency Member SMITH asked Staff if the construction assistance monies included first-time homebuyer assistance? Director NEUTERMAN responded, no. This is just money for the 4-5 homes approved by the Agency, and contributed to by the City, for new home construction in Diamond Square at the Michael C. Blake subdivision. As each home is sold, the proceeds reinvest to the next home. This is the model that CHI, our developer, uses to maximize cost-effectiveness. First-time homebuyer assistance is further down in the budget, separately accounted for.
- xii. Agency Member BROWN asked how long does the Consultant process take? Director NEUTERMAN said about three months. We want County to extent CRA before we start the process, so that we only have to do it once.
- xiii. Agency Attorney COLOMBO asked to be notified by Staff when the CRA goes before the County Commission for extension. Director NEUTERMAN said she would be sure to do so.
- xiv. Director NEUTERMAN commended the Agency Members for being active participants on the Board, which helps Staff make the case for keeping the Agency alive. If we did not have that, it would not work. But, because we do, we have a better

chance of survival and then, therefore, an ability to continue to make improvements to the community we serve.

- xv. Agency Member ISOM asked when are these public meetings held? Director NEUTERMAN we typically schedule for a variety of times, working together with the consultant.
- xvi. Agency Attorney COLOMBO mentioned that a good consultant will bring visuals to help the community understand more easily and visualize the goals. And they will give a variety of options to choose from.
- xvii. Discussion continued concerning wanting grantees, those who have benefited from our dollars to come out to support us and to talk about their experiences. One of the first things we will do is prepare a list of grantees and contact them for participation. We are in the process of working on Grantee testimonials
- xviii. August Meeting will have a more detailed explanation
 - 1. Actual Grants. Inadvertently left off actual dollar amounts for each. More detail will come next month.
- xix. Agency Member SMITH asked if the bus stops were included in the budget. Director NEUTERMAN said, yes, it is on page 30. Concrete Pad: \$60,000 for one pad.
- xx. BROWN: City of Rockledge just did a similar project. Fiske and Morrell. They partnered with FDOT and SCAT. What we will do as well. Their CRA did the same as what we will. SCAT pays for the shelter, CRA pays for pad. FDOT, if funds left over.
- xxi. Director NEUTERMAN: S.R. 520 construction from Aurora to US 1. She has been talking with the Public Works Director. The Washington Street and King Street is the second most traffic intense area for ridership (to the Wawa – where the electric charging stations took the best spot). Staff continues to try to work to minimize costs for the CRA.
- xxii. Insurance. Covers property, liability, board members.
- xxiii. Operating costs. Postage, binding, legal services, etc. We keep this to a minimum, per agreement with the County.
- xxiv. Promotional material. DSCRA flyer. In-house costs less than if sent out for printing.
- xxv. Other charges. Ads for DSCRA. Cost for ads, for notice of meetings, cancellations of meetings, etc.
- xxvi. FRA memberships, training. Estimates, actual cost from last year.
- xxvii. Provost and Gilmore Park. Agency Member BROWN asked what is the budget for there? Director NEUTERMAN

- explained that it is there in case the Board wants to contribute money to the parks in Diamond Square. Agency Member BROWN had a follow-up question: Are there restrooms at Gilmore Park? (Director NEUTERMAN said she was not sure, but, would check with the Public Works Director to confirm).
- xxviii. Stamped Pavement. Chairperson MOORE said she was glad to see money set aside for stamped pavement. She said it looks really bad right now. Director NEUTERMAN warned that the numbers she expects will come back much higher on the cost for resurfacing.
- xxix. Chairperson MOORE said that she did not see any money listed for new signage. Director NEUTERMAN responded that once we receive the final contingency budget amount, the Agency can create a priority list, and then we can pull from those dollars.
- xxx. August: Anticipated Revenue, since taxable value has gone up approximately \$10M. \$30,000 - \$40,000 increase anticipated.
- xxxi. Agency Member McQUEEN asked about the status of the Signage for the Female Veterans Village? Habitat for Humanity is trying to get the accurate information from the Army. Design is almost done. Ribbon Cutting Ceremony, will be announced to you.
- xxxii. Habitat can be added to Contingency to support other non-profits, keep it general, to assist them.
- xxxiii. Chairperson MOORE asked where would we place in the budget: Land purchase? Director NEUTERMAN replied that the Contingency is where that is kept until we have an actual parcel we are considering.
- xxxiv. Agency Member BROWN asked about the Façade Grant – Director NEUTERMAN said that the last was Just for Kids Childcare on Lake Drive. Challenge is applicants must front the money, they have issues making that happen.
- xxxv. Staff vets them first, to be sure they are viable, before we bring them to the Board.
- xxxvi. Legal and Financial accountability – we get audited, so rules are very strict. Audit rules say we are to reimburse after the work is done. Agency Member BROWN asked if that was normal practice and Director NEUTERMAN replied in the affirmative.
- xxxvii. Agency Member SMITH asked when do they get reimbursed? Director NEUTERMAN replied: once they show they have paid their contractors. That is a State-mandated rule for finances. She also concurred with Chairperson MOORE who

believes that we can do a better job telling the story about the program and how it can help a business.

xxxviii. Vice Chairperson McQUEEN asked if the Board is able to raise the funding amount. Director NEAUTERMAN replied that yes, the Board can increase the dollar amount, however, she suggested that the way to do that is not to increase the amount across the board, but to vote on an increase when a worthy applicant comes before the Agency. That is what the Contingency is there for.

xxxix. Director NEUTERMAN clarified that the improvements are only allowed if they are physically on the Commercial Façade. She said that Ryan can send them a copy of the guidelines, so they can read about what is allowed versus not allowed.

c. Vote. No action item to vote on. Was discussion only.

VI. **Attorney's Report:** No report.

VII. **Updates and Staff Report**

1. Director NEUTERMAN:

i. 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. (Ryan will send you the reminder when it gets closer). Chairperson MOORE said it was painless; good material; just long.

ii. Reminder: mark your calendars for Monday, September 18th we will be meeting at the Dr. Joe Lee Smith Community Center for our Board Meeting. (Flyers to community). We will hear the annual report from Delores at ANR.

2. FRA Conference: Registration now open!

i. Mark your calendars: Wed. Oct. 25- Fri. Oct. 27, 2023 at the Sawgrass Marriott Golf Resort & Spa in Ponte Vedra Beach, Florida.

ii. Seven spots budgeted.

iii. Chair: vote? Interested and Planning to attend: All (MOORE, McQUEEN, BROWN, ISOM, ROBINSON, SMITH) said, Yes.

iv. Three bus tours. (Let us know, so we can book you). Encourage all to participate. Plan to arrive on Tuesday night, so you arrive in time to do tour. More travel documents and details will be coming soon. Ryan will be in touch with you on those details.

3. Agency Member BROWN said that we are trying to attract businesses to Diamond Square, but, the Dollar General on Fiske is not being kept up. Report to Code Enforcement, best coming from residents. Contact Dollar General Corporate office to file a complaint (Staff we can look that up- check to see if we can do something).

Agency Member BROWN asked about the overgrown grass on the vacant lot next to the Rosa Jones apartments.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **August 21, 2023**, at **6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

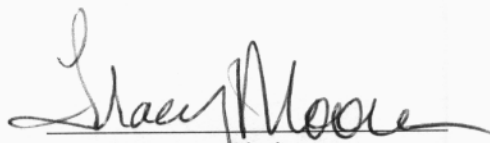
IX. **Adjournment**

***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 7:16 pm.


Tracy Moore, Chairperson

Respectfully Submitted by:


Ryan Browne, Recording Secretary