

City of Cocoa

*65 Stone Street
Cocoa, FL 32922*



Meeting Agenda

Monday, June 19, 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. [23-365](#) Request Agency Approval of the Agenda for the Diamond Square CRA Regular Meeting on June 19, 2023, either as written or with amendments.

Attachments: [Diamond Square - Short Agenda - 6-19-23 - DRAFT - rev.1.pdf](#)

MINUTES:

2. [23-367](#) Request Approval of the Minutes from the Diamond Square CRA Regular Meeting held on May 15, 2023, either as written or with amendments.

Attachments: [DSCRA Minutes 5-15-23 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:

1. [23-372](#) Presentation by Dr. Synthia Doaks regarding a request for feedback about marketing to residents in the Diamond Square area. ..End

Attachments: [Exhibit A - Elevate Brevard's KPI and Results.pdf](#)

V. ACTION ITEMS:

1. [23-369](#) Request Agency Approval of a Resolution Amending the FY 2023 Budget, BAF #23-083-T, in the amount of \$737 to cover the necessary increased insurance costs and accrual payout for the former Redevelopment Coordinator.

 Attachments: [Resolution - 23-369 - DRAFT.pdf](#)
 [BAF 23-083-T-DS-Accrual Payout-Insurance \(Agenda Date 6-19-23\)-FY23.pdf](#)

2. [23-370](#) Request 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, Florida and authorize the City Manager to execute a Paint Grant Agreement...End

 Attachments: [Paint Grant Application - Roy Willis - 707 Ixora Avenue Redacted.pdf](#)

3. [23-371](#) Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000, pending the Adoption of the FY24 Budget.

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, July 17, 2023 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 #: 23-365 **Version:** 2 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 6/8/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Request Agency Approval of the Agenda for the Diamond Square CRA Regular Meeting on June 19, 2023, either as written or with amendments.
Sponsors:
Indexes:
Code sections:
Attachments: [Diamond Square - Short Agenda - 6-19-23 - DRAFT - rev.1.pdf](#)

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

Memo Date: June 8, 2023
Agenda Date: June 19, 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 June 19, 2023, either as written or with amendments.

BACKGROUND:

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

BUDGETARY IMPACT:

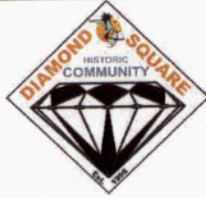
None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency Approval of the Agenda for the Diamond Square CRA Regular Meeting on June 19, 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, June 19, 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 June 19, 2023

MINUTES: Regular Meeting of May 15, 2023

III. DELEGATIONS

IV. PRESENTATION

1. Presentation by Dr. Synthia Docks 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.
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.
3. Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000 for FY 2024.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

VIII. NEXT MEETING DATE

The next meeting of the Diamond Square Redevelopment Agency is July 17, 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 #: 23-367 **Version:** 2 **Name:**
Type: Minutes **Status:** Agenda Ready
File created: 6/8/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Request Approval of the Minutes from the Diamond Square CRA Regular Meeting held on May 15, 2023, either as written or with amendments.
Sponsors:
Indexes:
Code sections:
Attachments: [DSCRA Minutes 5-15-23 FINAL.pdf](#)

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

Memo Date: June 8, 2023
Agenda Date: June 19, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Approval of the Minutes from the Diamond Square CRA Regular Meeting held on May 15, 2023, either as written or with amendments.

BACKGROUND:

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

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Approval of the Minutes from the Diamond Square CRA Regular Meeting held on Monday, May 15, 2023, either as written or with amended.

**MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
May 15, 2023**

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on May 15, 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
Ed Jones	Agency Member
Amy Robinson	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

ABSENT: Marilyn Smith

STAFF PRESENT:

Agency Liaison **GOINS**, City Mayor **BLAKE** (in Audience); City Manager **WHITTEN**, 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 May 15, 2023.

- * ***MOTION by Agency Member ROBINSON; SECONDED by Agency Member BROWN to approve the agenda for the May 15, 2023 Meeting, as written or as amended.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

MINUTES: Regular Meeting of April 17, 2023.

- * ***MOTION by Vice Chair McQUEEN; SECONDED by Agency Member BROWN to approve the minutes for the April 17, 2023 Meeting, as written or as amended.**

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

III. **Presentation:**

1. Informational Item (Director NEUTERMAN): UpStart Diamond Square Update.

Director Neuterman presented a brief overview of the UpStart Diamond Square Program. She stated the DS CRA selection was Infinity Affairs Venue, LLC (Patricia Irving), and her business proposal was an event planning and social marketing operation. Ms. Irving will begin the 26-week program through WEventure and will work to secure a location in the next few months.

Kathy Register from WEventure commented that Ms. Irving is a fabulous candidate for the program and they are excited to work with her. Agency members commented on the selection and were excited to have a potential new business in Diamond Square.

IV. **Delegations:**

1. **Sherry Lyons-Amos** – The Learning and Achievement Group on King Street; past two years. Summer academics. They focus on preventing the “Summer slide,” where students lose grade-level achievements over the summer break. They have had CARES Act funds. Typical student loses approximately 22% - on reading and math – because they do not have access during the summer. Their focus is on early literacy. Most of our students are one to two years behind on reading. They spend the first nine weeks doing review. 9am -12pm academics; art and field trips in afternoon.

Agency members asked questions related to the program.

- a. Age of children: 5-13 with 85% being Diamond Square youth.
- b. Amount requested \$30,000
- c. Number of youth: 40-50
- d. Measurement of success: Pre and Post tests
- e. Methods of funding: Donations from friends, family and local businesses

Director Neuterman recommended that Ms. Amos submit documentation for program reimbursement, similar to what the Agency does with the Brevard County Parks and Recreation scholarships. Ms. Amos would need to submit the documentation to be presented at the June 19th meeting. Director Neuterman noted that the Agency has \$20,000 allocated for programs similar to the funding provided to ANR for their programs. Agency member Brown stated he is willing to support a \$10,000 contribution. Agency Chair Moore directed Ms. Amos to get the paperwork submitted to Staff for their review and recommendation to the Agency.

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 828 Temple Street, Cocoa, FL and authorize the City Manager to execute a Paint Program Agreement.
 - a. NEUTERMAN – presents. Reviewed application. No deficiencies, eligible.

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

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

2. Authorize the City Manager to negotiate and execute an Agreement with Community Housing Initiative, Inc. in an amount not to exceed \$475,000 for the construction of 5 homes in the Michael C. Blake Subdivision.
 - a. NEUTERMAN: Presented the background for the project and that the funds were budgeted in FY2022 and still available for allocation by the Agency. Nicole Tenpenny from CHI spoke about her program and

how it is facilitated. City Manager Whitten noted the City has invested \$750,000 for the project and that the homes will be different floor plans with 2 or 3 bedrooms and a 2-car garage. Director Neuterman added that the City has additional funds to support First time Homebuyer assistance and that the CRA has budgeted funds for that purpose as well. She noted that a number of employees have expressed interest in the program. Director Neuterman explained the lien that is placed on the home if the City/CRA provide First Time Homebuyer assistance and the details would be in each agreement with the buyer.

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

AYES: ALL

MOTION PASSED UNANIMOUSLY (6-0)

VI. **Attorney's Report** –No report.

VII. **Updates and Staff Report**

1. Director NEUTERMAN:

- i. DS Beauty and Paint Grants Programs – do more “after” PR video and promote on website and social media – work with our Communications staff to prepare a plan to show you, and if you approve, we can put out there – testimonials, etc. to help community – and beautify. Wonderful opportunity to make a lasting difference. MOORE: how we tell it and how we educate; why we use the vendors, Florida friendly landscapes; sustainability inside education and PR program - why important and how good for them. Use for future promotions. July or August we will present.
- ii. Brevard HOME Consortium – if you have not registered we can do it. Group of Cities and County – work together for affordable housing.
- iii. Shauna Ginn – Housing Authority. Improving management company Fiske Stone site – trash – maintenance has a directive to get up to median. Working on complaints, customer service to improve day-to-day. MOORE: thank you and congratulations. Looking forward to development.
 1. First focus for housing; then commercial for Fiske site.
 2. Must be helpful to neighborhood; provide employment.
- iv. BROWN: June 10 – Riverfront Park – June 9 Civic Center; Community Walk with Police Chief last Wednesday. Met Mr. Jones.
- v. BROWN: When do we meet at the Dr. Joe Lee Smith Community Center?

- vi. NEUTERMAN: September is when we usually do our meeting at Dr. Joe Lee Smith Community Center. Flyers will be made.
- vii. MOORE: Juneteeth looks good; paint and sip too.
- viii. Habitat Event: "Rock the Block" (RTB) – share pictures (we will share at next meeting) – excellent event. Residents came out and helped too.
- ix. MOORE: keep Dr. Joe Lee Smith Community Center active and using that space and make sure they know what is there and volunteer opportunities. One of our 'diamonds' in "diamond square."
- x. GOINS: Chief Walk – number one item: speeding. Discussed potential speed bumps and enforcing more in area. JONES: are we going to do nothing? Or wait until a child gets killed? JONES: I have camera footage. GOINS: please share! And bring in the neighbors to speak to us about it. Speed tables – like on Washington Street – helps slow down; Georgia to Aurora; difficult Carolina to Fiske because three stop signs already.
- xi. GOINS: yes, please come to City Council Meeting. We still need lifeguards. Available. Work at Dr. Joe Lee Smith Community Center.
- xii. MOORE: Update Diamonds painted back.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **June 19, 2023**, at **6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

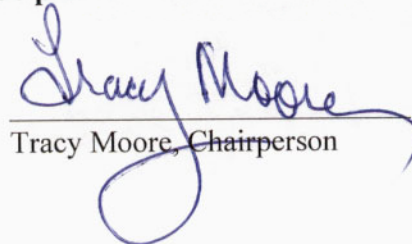
IX. **Adjournment**

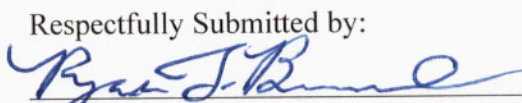
***MOTION to adjourn Agency Member BROWN; SECONDED by Agency Member ISOM.**

AYES: ALL

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 #: 23-372 **Version:** 1 **Name:**
Type: Awards/Presentations **Status:** Agenda Ready
File created: 6/9/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Presentation by Dr. Synthia Doaks regarding a request for feedback about marketing to residents in the Diamond Square area. ..End
Sponsors:
Indexes:
Code sections:
Attachments: [Exhibit A - Elevate Brevard's KPI and Results.pdf](#)

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

Memo Date: June 9, 2023
Agenda Date: June 19, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Presentation by Dr. Synthia Doaks regarding a request for feedback about marketing to residents in the Diamond Square area.

BACKGROUND:

Dr. Synthia Doaks, Director of Elevate Brevard, would like the Agency Board's feedback regarding marketing in the CRA.

She is composing a white paper based upon the last 17 months of marketing that Elevate Brevard and its partners' services to residents in Zip Code 32922.

It will involve the different modes of communication used, "tabling" events, frequency and timing of communication, how to communicate, and where to communicate (businesses, places of gathering, faith-based organizations, etc.).

Dr. Doaks is seeking the Board's feedback on this effort.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

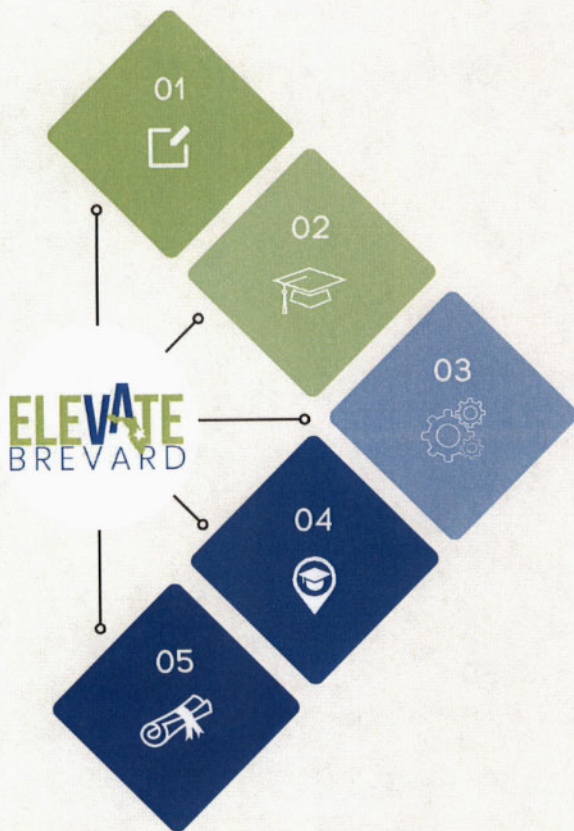
RECOMMENDED MOTION:

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

ELEVATE BREVARD

KEY PERFORMANCE INDICATORS

"This is the most meaningful partnership I have ever seen in my nearly 3 decades in education. Through Elevate Brevard, families will be supported in ensuring that their children benefit from robust educational opportunities that can provide for fulfilling adult lives." -Dr. Stephanie Soliven, Assistant Superintendent Secondary Leading and Learning, Brevard Public Schools



- 01 Cocoa High FAFSA Completion Rate
- 02 Cocoa High Graduation Rate
- 03 Cocoa High CTE Pass Rate
- 04 Cocoa High Post-Secondary Application
- 05 32922 Post-Secondary Matriculation and Completion

"Elevate Brevard has had a direct impact on over a thousand student and adult lives in just the last year alone. Elevate Brevard work focuses on securing much needed resources for underprivileged families and helping our most economically challenged students find a pathway towards high school graduation and post-secondary college and career opportunities." Ms. Denise Stewart, Principal, Cocoa High School

RESULTS

01

(Metric 1) In April 2023, Brevard Public Schools won 2022-2023 MVP (Most Valuable Program) in the State of Florida in FAFSA completion rate at 45.8% (2,132). Cocoa High School has met and surpassed 5% increased FAFSA goal of 39.0% (increase of 5% from last year) by 2.2%. This collaboration included United Way, Eastern Florida State College, Brevard Public School, Elevate Brevard, LEAD Brevard, and the Brevard Zoo, as well as private supporters.

02

(Metric 2) Funded by Health First, Cocoa High School is serving as a pilot to the program "Better Without It" – a peer-to-peer anti-vaping/anti-substance abuse campaign.

(Metric 2) Funded by Health First, Cocoa High School seniors who have not passed all of the requirements for graduation are provided with personal tutoring sessions during and after school to assist them in passing Algebra I and English Language Arts (ELA).

(Metric 2) Funded through Health First, students who cannot afford the ACT or SAT fee receive assistance with payment; the ACT and SAT are used as graduation qualifiers for those students who have not passed Algebra I and or ELA.

03

(Metric 3) Funded by an AT&T grant via Brevard Schools Foundation, 52 students at Cocoa High in their Building Construction Technologies and other CTE classes will experience an externship (job shadowing) with five construction companies in Brevard County.

04

(Metric 4) Over 145 minority male students enrolled and got accepted to Eastern Florida State College through the Minority Male Initiative's Bridge to Success collaboration.

(Metric 4) Established a partnership between ScholarTrek, Brevard Public Schools and Elevate Brevard to do two annual college fairs in north county and central/south county.

(Metric 4) The UF-Cocoa High-City of Cocoa Pipeline: University of Florida - College of Engineering has hosted 75 Cocoa High students on a campus tour and engaged them in STEM activities, with hopes of them applying to UF's College of Engineering, obtaining a degree in engineering, and returning to Cocoa and working in the Space Coast in the field of engineering. Travel was funded by the University of Florida, and meals were provided by Groundswell for the first trip and Hedrick Brothers Construction for the second trip.

RESULTS CONTINUED

05

(Metric 5) Established a partnership with the Community Partnership School™ (CPS) of Florida to strategize a statewide pairing of LCANs and CPSs that operate in the same area. This collaboration will eliminate duplication in the area of adult education and job placement.

(Metric 5) Tabling in the Cocoa community has reaped over 250 adult residents who are interested in returning to school.

(Metric 5) Sustainable Workplace Alliance had their first cohort in Cocoa in January 2023. Fifty-five adults applied, 20 interviewed, and 10 received a full scholarship for training and all 10 completed 7 certifications: 49CFR / HMIT, Emergency Prep & Response, HazMat Site Security, Worker Safety Training (OSHA), Environmental Career Program, Community Safety Training, and Forklift. The second cohort in Cocoa took place in April 2023, with 10 more students completing certifications.

(Metric 5) Created pipelines for residents to programs: The Space Coast's EDC – Certified Production Technician program, Sustainable Workplace Alliance, METCA, Health First' Come Grow with Us.

Other major supporters of Elevate Brevard include: Family Promise of Brevard, Community Foundation for Brevard, Space Coast Health Foundation, CareerSource, the Chambers, Brevard Homeless Coalition, Brevard Health Alliance, and Bank of America.

OUR WHY

06

TO DECREASE THOSE IN POVERTY AND THE
WORKING POOR IN COCOA, FLORIDA 32922
THROUGH POST-SECONDARY EDUCATION
AND SUSTAINABLE EMPLOYMENT



Legislation Details (With Text)

File #: 23-369 **Version:** 2 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 6/8/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Request Agency Approval of a Resolution Amending the FY 2023 Budget, BAF #23-083-T, in the amount of \$737 to cover the necessary increased insurance costs and accrual payout for the former Redevelopment Coordinator.

Sponsors:

Indexes:

Code sections:

Attachments: [Resolution - 23-369 - DRAFT.pdf](#)
[BAF 23-083-T-DS-Accrual Payout-Insurance \(Agenda Date 6-19-23\)-FY23.pdf](#)

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

Memo Date: June 8, 2023
Agenda Date: June 19, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director

Requested Action:
Request Agency Approval of a Resolution Amending the FY 2023 Budget, BAF #23-083-T, in the amount of \$737 to cover the necessary increased insurance costs and accrual payout for the former Redevelopment Coordinator.

BACKGROUND:

Staff changeover incurred additional charges not previously budgeted for in a standard cycle. Additionally, there were increased CRA insurance costs not anticipated during the budget preparation process last year. This adjustment corrects that minor imbalance.

Staff is requesting approval of the Resolution Amending the FY 2023 budget in the amount of \$737 to cover these unexpected costs incurred.

BUDGETARY IMPACT:

Budgeted No
If not budgeted, is amendment/transfer attached? Yes

Amount Requested \$278

Account Number 111-3230-559.45-00
Account Name Insurance

Amount Requested \$459
Account Number 111-3230-559.12-12
Account Name Accrual Payout

Source of Funds: X Acct #: 111-3230-559.40-00 / Travel & Per Diem
 X Acct #: 111-3230-559.42-00 / Postage & Freight

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency Approval of a Resolution Amending the FY 23 Budget, BAF #23-083-T, in the amount of \$737 to cover the necessary increased insurance costs and accrual payout for the former Redevelopment Coordinator.

RESOLUTION NO. 2023-369

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COCOA,
FLORIDA, AMENDING THE CITY OF COCOA BUDGET FOR
FISCAL YEAR 2023; 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, 2022, and ending on September 30, 2023, at a Regular meeting held on September 27, 2022; and

WHEREAS, in accordance with Article XII, Section 5 of the City of Cocoa Charter, whereby the Council 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 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:

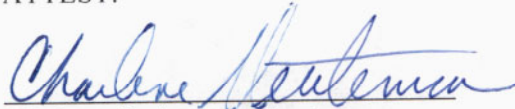
SECTION 1. The 2022-2023 fiscal year budget shall be amended as detailed in the attached sheets.

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 of the City of Cocoa, Florida.

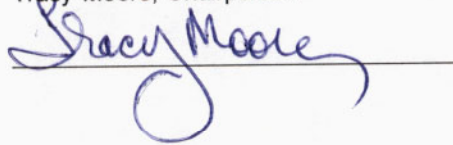
ADOPTED by the Diamond Square Agency of the City of Cocoa, Florida, in a Regular meeting assembled on the 19th day of June, 2023.

ATTEST:



Charlene Neuterman, Director,
Community Services Department

Tracy Moore, Chairperson



City of Cocoa

Resolution No. 2023-369

Page 1 of 1



City of Cocoa Budget Adjustment Form FY 2023 - 23-083-T

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER

REQUESTING DEPARTMENT #: 111-3230 DATE PREPARED: 06/07/23

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
(\$ 702)	111-3230-559.40-00		Travel & per diem	\$0	\$0	(\$ 702)	\$0
(\$ 35)	111-3230-559.42-00		Postage & Freight	\$0	\$0	(\$ 35)	\$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
(\$ 737)	TOTAL			\$0	\$0	\$0	\$0

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
\$ 278	111-3230-559.45-00		Insurance	\$0	\$0	\$ 278	\$0
\$ 459	111-3230-559.12-12		Accrual Payout	\$0	\$0	\$ 459	\$0
\$0				\$0	\$0	\$0	\$0
\$0				\$0	\$0	\$0	\$0
\$0				\$0	\$0	\$0	\$0
\$0				\$0	\$0	\$0	\$0
\$ 737	TOTAL			\$0	\$0	\$0	\$0

REASON/JUSTIFICATION FOR ADJUSTMENT:

Transfer is necessary to cover the increased insurance costs and accrual payout for the former Redevelopment Coordinator.

Council/Board APPROVAL REQUIRED? YES ☒ NO ☐ DATE APPROVED: 06/19/23 RESOLUTION #:

City Council approval is needed for all transfers greater than \$50,000 and transfers between Departments / Funds. All CRA adjustments are required to go through their respective boards.

6/7/23 Charlene Neuterman Digitally signed by Charlene Neuterman Date: 2023.06.07 13:05:48 -04'00'

6/12/23 Lora Howell Digitally signed by Lora Howell Date: 2023.06.12 10:09:36 -04'00'

Date Requestor's Signature

Date Finance Approval Signature

Date Finance Director's Signature

6/7/23 Charlene Neuterman Digitally signed by Charlene Neuterman Date: 2023.06.07 13:06:25 -04'00'

6/12/23 Lora Howell Digitally signed by Lora Howell Date: 2023.06.12 10:10:26 -04'00'

Date Deputy Fin. Director's Signature

Date City Manager's Signature

FINANCE USE ONLY:

Date Entered:

Entered By:

Group #:



Legislation Details (With Text)

File #: 23-370 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 6/9/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Request 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, Florida and authorize the City Manager to execute a Paint Grant Agreement...End

Sponsors:

Indexes:

Code sections:

Attachments: [Paint Grant Application - Roy Willis - 707 Ixora Avenue Redacted.pdf](#)

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

Memo Date: June 9, 2023
Agenda Date: June 19, 2023
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:

Request 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, 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 funds 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

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

Source of Funds: Diamond Square CRA

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 for the Agency's Paint Grant Program in an amount not to exceed \$1,000 for the property located at 707 Ixora Avenue, 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



1/23/23 Agency approved update

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

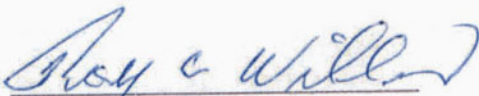
1. The applicant must obtain and submit a completed CRA Paint Program application to CRA staff with all required attachments:
 - a. Proof of home ownership.
 - b. Colored photographs of all sides of the Home (before photos).
2. Within 30 business days the CRA staff will review the application and notify 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.

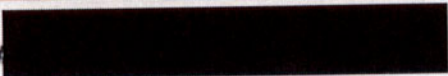

Homeowner Signature

5/14/2023
Date


Diamond Square Community
Redevelopment Agency Representative

05/22/2023
Date

APPLICANT INFORMATION

Applicant/Name: ROY C. WILLIS Drivers License # 

Home Address: 707 IXORA AVE. COCOA FLA 32922
Street City State Zip Code

Telephone: ~~321-533-4476~~ E-Mail: rcwillis115@gmail.com
CELL 321-223-4856

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:

3,000 square feet of home

PEACH Color Selection - Walls

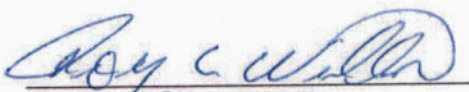
WHITE Color Selection - Trim

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


Signature of Homeowner

5/14/23
Date

STATE of FL, COUNTY OF Brevard. The foregoing instrument was acknowledged
before me this 22 day of May, 2023, BY Roy Willis who is
personally known to me or who has produced PL ID as identification.

Notary Public, State of FL

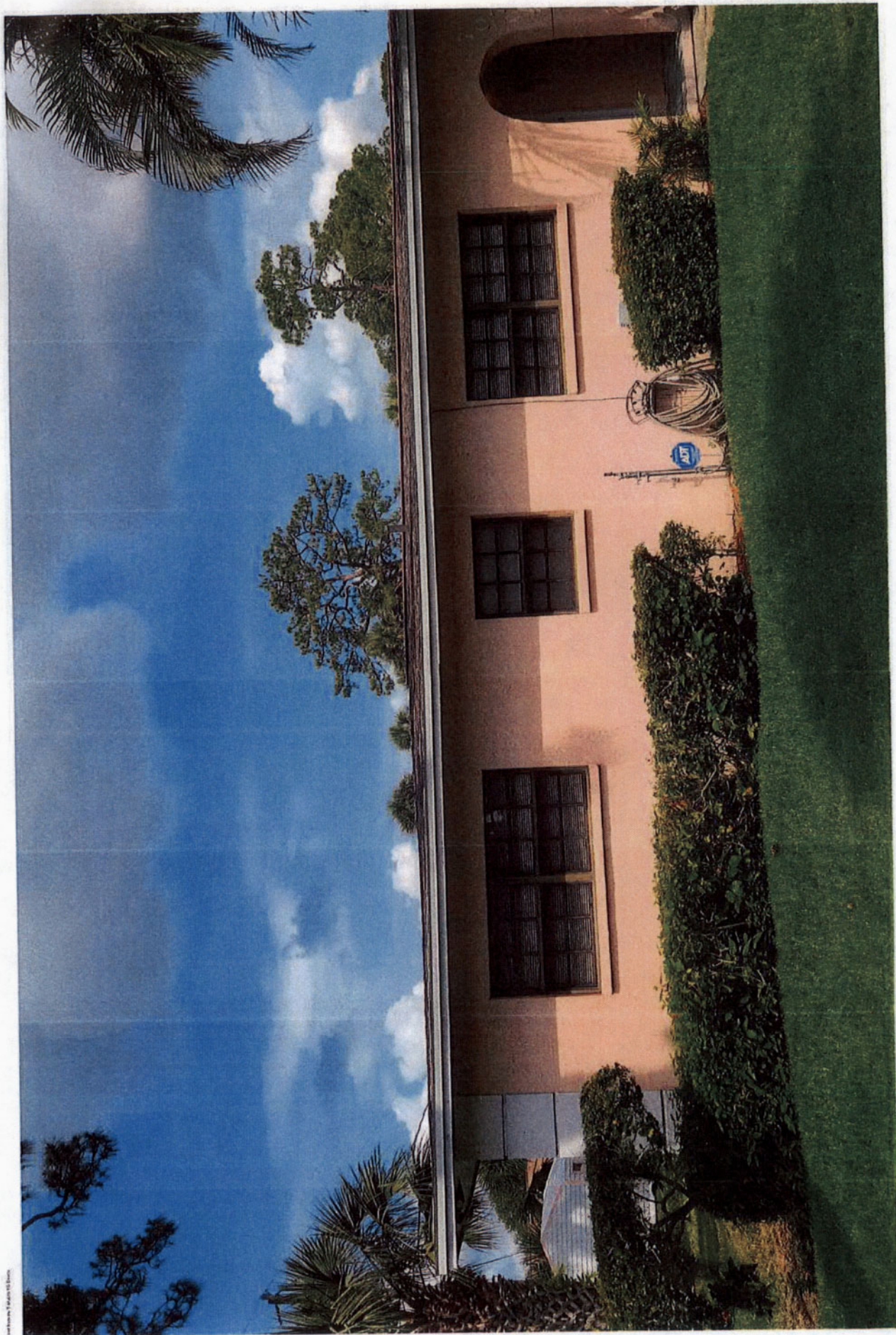
Affix Stamp:



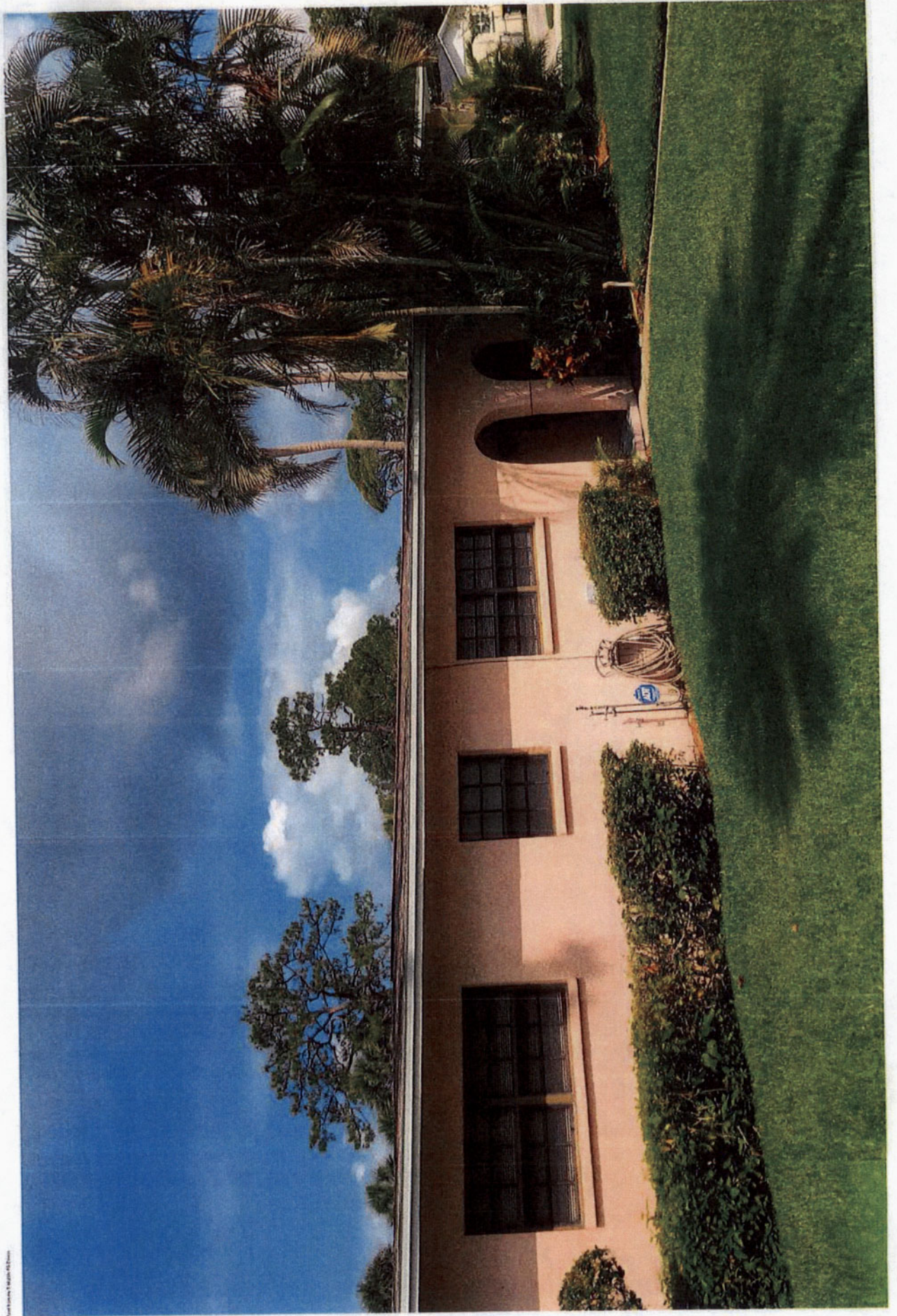

1/23/23 Agency approved update

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

From: bpwillis713 bpwillis713@aol.com
Subject: House Front 2
Date: May 22, 2023 at 11:25:21 AM
To: bpwillis713@gmail.com



From: bpwillis713 bpwillis713@aol.com
Subject: House Front
Date: May 22, 2023 at 11:24:50 AM
To: bpwillis713@gmail.com



From: bpwillis713 bpwillis713@aol.com
Subject: Street Side
Date: May 22, 2023 at 11:22:05 AM
To: bpwillis713@gmail.com



From: bpwillis713 bpwillis713@aol.com
Subject: House Side 2
Date: May 22, 2023 at 11:08:30 AM
To: bpwillis713@gmail.com

Send from my iPad Air (5th Gen)



From: bpwillis713 bpwillis713@aol.com
Subject: House Back
Date: May 22, 2023 at 11:19:13 AM
To: bpwillis713@gmail.com

Image is Protected Email





Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

PROPERTY DETAILS

Phone: (321) 264-6700
<https://www.bcpao.us>

Account 2424750
Owners WILLIS, ROY C; WILLIS, BRENDA P
Mailing Address 707 IXORA AVE COCOA FL 32922
Site Address 707 IXORA AVE COCOA FL 32922
Parcel ID 24-36-32-51-B-1
Property Use 0110 - SINGLE FAMILY RESIDENCE
Exemptions HEX1 - HOMESTEAD FIRST
HEX2 - HOMESTEAD ADDITIONAL
Taxing District 23D0 - COCOA
Total Acres 0.23
Subdivision PINE GROVE PARK NO 2 1ST ADDN
Site Code 0001 - NO OTHER CODE APPL.
Plat Book/Page 0017/0088
Land Description PINE GROVE PARK NO 2 1ST ADDN LOT 1 BLK B



VALUE SUMMARY

Category	2022	2021	2020
Market Value	\$148,580	\$76,570	\$75,970
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$55,880	\$54,260	\$53,520
Assessed Value School	\$55,880	\$54,260	\$53,520
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$5,880	\$4,260	\$3,520
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$25,000	\$25,000	\$25,000
Taxable Value School	\$30,880	\$29,260	\$28,520

SALES/TRANSFERS

Date	Price	Type	Instrument
01/02/1972	--	QC	1218/0053

BUILDINGS

PROPERTY DATA CARD #1

Building Use: 0110 - SINGLE FAMILY RESIDENCE

Materials	Details	1963
Exterior Wall:	STUCCO	Year Built
Frame:	MASNRYCONC	Story Height
Roof:	ASPH/ASB SHNGL	Floors
Roof Structure:	HIP/GABLE	Residential Units
		Commercial Units

Sub-Areas	Extra Features	1
Base Area (1st)	1,040	Fireplace
Enclosed Por	1,225	
Open Porch	100	
Total Base Area	1,040	
Total Sub Area	2,365	



City of Cocoa

65 Stone Street
Cocoa, FL 32922

Legislation Details (With Text)

File #: 23-371 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 6/9/2023 **In control:** Diamond Square RDA
On agenda: 6/19/2023 **Final action:**
Title: Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000, pending the Adoption of the FY24 Budget.
Sponsors:
Indexes:
Code sections:
Attachments:

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

Memo Date: June 9, 2023
Agenda Date: June 19, 2023
Prepared By: Charlene Neuterman, Community Services Director
Through: Stockton Whitten, City Manager
Requested Action:
Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000, pending the Adoption of the FY24 Budget.

BACKGROUND:

The Diamond Square CRA budgeted funds for the last several years for the UPSTART Diamond Square business assistance program. The Agency budgeted enough funds to support two (2) business owners. The amount budgeted for each award was \$10,000.

The first award to Strategic Capital Consulting resulted in the business owner completing the 26-week weVENTURE program and then declining to complete the three-year business venture requirement. The Agency expended \$2,500 for the weVENTURE program and the business owner has agreed to return the funds to the CRA. As of the completion of this agenda, the funds have not been returned.

In FY 2023, the UPSTART Diamond Square grant was awarded to Patricia Irving for her event planning business in Diamond Square. Ms. Irving will be attending the 26-week weVENTURE program before entering the three-year business activity requirement.

The committee that was convened to select the award recipients met recently and presented a suggestion to increase the award amount from \$10,000 to \$15,000. This suggestion is a result of increased inflation costs to conduct business in Brevard County and across the nation. The Agency

currently has three \$10,000 awards proposed for FY2024, in the amount of \$30,000.

Staff is requesting the Agency consider increasing the amount of the award to \$15,000 for FY 2024. Should the Agency not wish to increase the budget to \$45,000 for three awards, they can consider awarding two grants not to exceed \$30,000, thus maintaining the current proposed budget for FY2024.

BUDGETARY IMPACT:

There is no budget impact for FY2023 as this is a proposed budget request for FY2024.

PREVIOUS ACTION:

The Agency budgeted for three awards in FY 2023.

RECOMMENDED MOTION:

Request Agency approval to increase the UPSTART Diamond Square award for each recipient to \$15,000, pending the Adoption of the FY24 Budget.