

CITY OF COCOA
SUSTAINABILITY ADVISORY COMMITTEE
MEETING MINUTES
JUNE 14, 2018

A regular meeting of the Sustainability Advisory Committee of the City of Cocoa was held on Thursday, June 14, 2018 in the Council Chambers at 65 Stone Street, Cocoa, as publicly noticed.

I. OPENING MATTERS:

Chairwoman Koss called the meeting to order at 6:00 P.M. **Chairwoman Koss** led the assembly in the Pledge of Allegiance. The Board Secretary called the roll.

MEMBERS PRESENT:

Lorraine Koss	Chairperson
Trina Gilliam	Vice Chairperson
Susan Hushla	Committee Member
Robert Musser	Committee Member
Gisele Neiman	Committee Member
Jennifer Riggs	Committee Member
Josephine Shim	Committee Member

MEMBERS ABSENT:

Marlene Weiss	Committee Member (arrival 6:02 pm)
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OTHERS PRESENT:

Karen Hamilton	Community Services Director
Dodie Selig	Planning and Zoning Manager
Torri Edwards	Recording Secretary

II. APPROVAL OF THE AGENDA AND MINUTES:

AGENDA: Regular Meeting of June 14, 2018

MOTION by Vice Chairperson Gilliam; SECONDED by Committee member Shim to approve the Agenda with amendments for the June 14, 2018 regular meeting.

AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Weiss

MOTION CARRIED (8-0)

MINUTES: Regular meeting of May 3, 2018

MOTION by Committee member Riggs; SECONDED by Vice Chairperson Gilliam to approve the Minutes for the May 3, 2018 regular meeting.

AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Weiss

MOTION CARRIED (8-0)

III. PRESENTATION OF CITY SUSTAINABILITY PRACTICES-CITY STAFF:

Ms. Hamilton apologized to the committee for being late to the meeting and for the agendas going out late. She stated that the committee should receive the agendas the Thursday before the meeting. She noted that the meetings will be held the first Thursday of the month with the second Thursday being an alternate date.

Ms. Hamilton provided a presentation on the Comprehensive Plan that the City uses to operate and create practices for sustainable development, land use, and Brownfields. A link to the Comprehensive Plan will be provided. Information about the Sustainability Committee will be added to the City's Strategic Plan.

Ms. Hamilton discussed the City's Practices and Programs. Public Works identifies ways to improve street conditions. The City has a tree committee to ensure the right tree is in the right place. **Chairperson Koss** noted that the City was once a part of Tree City, USA. **Ms. Hamilton** stated that the City held the designation in the past but the requirements to maintain the title are too costly and the Tree Board did not have the funds. **Chairperson Koss** inquired which items were too expensive for the budget. **Ms. Hamilton** noted that the maintenance is expensive and requires an inventory of the trees and a watering schedule. **Committee member Riggs** inquired of the reasoning for the Planning and Zoning Board to also serve as the Tree Board. **Ms. Hamilton** stated that the boards are connected for convenience since the Planning and Zoning Board review all tree removal items.

Chairperson Koss noted that she is happy the Tree Board is functioning again. She witnessed several large, healthy trees being removed in her neighborhood. **Ms. Hamilton** noted that the City has a Tree Plan to ensure the "right" trees are planted in the right places.

Chairperson Koss inquired whether the City Arborist is located in the Public Works Department. **Ms. Hamilton** confirmed that the arborist is in the Public Works Department.

Committee member Shim shared that in the City of Plantation, property owners are required to obtain approval for any changes made to trees on their property. **Ms. Shim** suggested that this requirement may increase the number of trees in the City. **Ms. Selig** stated that the City governs the right of ways and public areas. **Ms. Selig** noted that the City has a landscaping section of the code that sets tree standards for commercial properties.

Committee member Weiss inquired how the City informs the community on areas of concern. **Ms. Hamilton** noted that the City provides information via the City Clerk, City web page, social media, and staff reports and updates for City Council. **Committee member Weiss** suggested that the plan should include creating ways to reach a larger

section of the community. **Ms. Hamilton** noted that the committee should develop a community engagement plan.

Vice Chairperson Gilliam suggested adding tree requirements to façade grants and having CRA funding designated for tree planting. **Ms. Hamilton** stated she will look into those suggestions. **Ms. Hamilton** added that the CRA funding is for economic development and would have to determine suitability of using the funds for trees. **Chairperson Koss** reported that other cities have developed tree programs as part of the stormwater management.

Ms. Selig discussed a tree program that allows trees required for a site plan to be placed in reserve and planted in a more appropriate location. **Committee member Musser** stated that Broward County has a similar program where trees are relocated from developing sites. The developer would pay into a tree fund for the trees that were not able to be relocated. The City was able to use the tree fund for planting trees at more appropriate locations.

Chairperson Koss stated that the committee will be looking at the issue of trees citywide.

Committee member Musser inquired whether FPL has contacted the City regarding switching to LED lighting at no cost. **Chairperson Koss** replied that switching to LED lighting was discussed at the last City Council meeting.

Committee member Riggs inquired about areas the City is already working on and what is expected of the committee. **Ms. Hamilton** suggested assigning committee members to research issues and conduct a gap analysis. **Vice Chairperson Gilliam** noted that the STAR program will assist the committee with identifying the areas of need.

Committee member Riggs inquired how the committee can gain insight to the day to day operations and procedures of the different departments.

Chairperson Koss spoke about meeting the Water Reuse Department and that she was impressed with their system. She served on the Citizen Oversight Committee after the hurricane last year and noted that the City held up well during the storm. She explained the system of ponds and the use of solar bees to aerate the ponds.

Chairperson Koss inquired whether the Staff should assign members to research sections of the Comprehensive Plan. **Ms. Hamilton** stated that the plan is divided into goal, objectives, and policies.

Vice Chairperson Gilliam suggested the committee look at the STAR program first. Then evaluate the City as a whole. Next, analyze the Comprehensive Plan to cover any gap of coverage.

Chairperson Koss inquired whether the Comprehensive Plan can be changed at any time. **Ms. Hamilton** stated that adjustments to the plan will require documentation to support the change. **Vice Chairperson Gilliam** noted that the STAR program will

provide support for any changes. **Ms. Hamilton** recommended that the committee expand their research beyond the Comprehensive Plan. **Ms. Selig** suggested having a presentation for each topic to receive additional knowledge of the subject.

Committee member Weiss stated that she would like to know how the City advertises meetings and education to the community. **Ms. Hamilton** noted that the City has an app called Cocoa Connect. **Committee member Weiss** inquired how the community would find out about Cocoa Connect. **Ms. Hamilton** stated that the City website, social media, utility statements and community meetings inform the public. **Committee member Hushla** mentioned that the Cocoa Connect is advertised on a billboard.

Chairperson Koss stated that advertising the committee meetings are important to increase community participation and attendance. **Ms. Hamilton** suggested that the committee members connect with community members to get the word out. **Committee member Musser** suggested advertising meeting topics to the community.

IV. RESOURCES:

1. Identify education topics for future meetings related to making recommendations for the sustainability plan:

Committee member Riggs recommended addressing hurricane related issues such as storm water, intersections that flood and lighting as topics for future meetings. **Ms. Hamilton** stated she will contact the departments and have an update at the next meeting. **Chairperson Koss** noted that the City has maps of the Wetlands to assist with identifying areas prone to flooding. **Vice Chairperson Gilliam** suggested looking at the Flood Plan maps.

Committee member Riggs recommended discussing the boil water notifications and whether the residents are receiving the alerts. **Committee member Shim** recommended the topic of mosquito control and the amount of pesticides used.

Chairperson Koss stated that the trees are a topic for future meetings. **Committee member Riggs** suggested water safety as a topic. **Committee member Musser** recommended discussing the Brownfields. **Chairperson Koss** noted that various maps are available on the City website which includes the Brownfields.

2. Model Sustainability Plan:

Ms. Hamilton noted that the committee will receive a link provided by Kristin Eick that has a list of resources for sustainability plans that could be used as models.

3. STAR Community Rating System:

Vice Chairperson Gilliam stated that the STAR Community Rating System has seven (7) goals and objectives used to evaluate the city to develop a plan with a measurable outcome. **Chairperson Koss** noted that the STAR Program has several levels of involvement and most of the material is on the website. She added that the program offers web cast and training seminars.

Chairperson Koss suggested having a director from the STAR program explain the process through a webcast or conference call. She also offered to prepare a presentation for the committee. **Ms. Hamilton** noted that this is a working committee and a part of the agenda discusses committee assignments.

Chairperson Koss noted that the committee needs a better understanding of how the STAR Program works. She inquired whether Ms. Hamilton or a representative from the STAR Program would provide a presentation of the program. **Ms. Hamilton** inquired whether the committee would research the program internally first. **Chairperson Koss** stated she would like to be clear on the STAR Program process as a potential model for the committee. **Ms. Hamilton** inquired whether the committee knows any STAR Program experts to contact. **Chairperson Koss** inquired whether it is possible to a conference call with a STAR representative. **Vice Chairperson Gilliam** suggested that she and a few other committee members research the program and provide a presentation for the remaining committee members.

Ms. Hamilton noted she will contact the IT Department on phone conferencing and webinars.

Committee member Hushla inquired how to obtain information on the STAR Program. **Vice Chairperson Gilliam** suggested using the internet to look up STAR Community Rating System.

Committee member Riggs asked Chairperson Koss whether it was important for the City to be STAR rated and certified or is the committee using the program as a guide. **Chairperson Koss** stated that the program is a starting point and provides metrics for measuring the progress.

Committee member Riggs inquired about the benefits of a City being STAR rated. **Chairperson Koss** stated a STAR rating will make the City more desirable for people and businesses. **Committee member Nieman** noted that the rating is beneficial with applying for funding.

Committee member Hushla inquired how long the STAR Program process will take. **Chairperson Koss** noted that Satellite Beach took one (1) year.

V. CITIZEN PARTICIPATION:

Lawrence Koss, 2115 Indian River Dr., Cocoa, reported that the comprehensive plan and the various maps are on the City's website. He discussed that the City of Dunedin, Florida, uses a points system for developers. He encouraged the committee to research Dunedin's system.

Mr. Koss stated that the Tree Board issues tree permits for \$15. Residents are allowed to remove any non-native tree without a permit. He noted that the Florida Urban Forestry Council sells posters for \$7 that explains how to shop and plant trees. He provided two (2) poster to the City Clerk to educate the community.

VI. DEVELOPMENT OF WORKPLAN AND TIMELINE:

1. Create draft outline of activities/milestones/dates:

Chairperson Koss stated that the first step is to understand the STAR Program and that the committee will research the program before the next meeting. She inquired whether someone from the program would provide a presentation in person, phone conference, or webinar. **Ms. Hamilton** noted she will contact the IT Department to confirm this is possible.

2. Committee assignments:

Vice Chairperson Gilliam and **Committee members Nieman** and **Shim** volunteered to research the STAR Program and prepare a presentation for the committee at the next meeting. **Committee member Weiss** suggested creating an online meeting place to ask questions or provide assistance with the presentation.

3. Student intern

Chairperson Koss stated that a FIT student intern is available to work with the committee from September 2018 to April 2019. The student is majoring in Sustainability. She inquired what the process is for having an intern. **Ms. Selig** noted that the City has not had student interns working with the boards in the past. She will look into it and have an update for the committee. **Chairperson Koss** requested that **Vice Chairperson Gilliam** forward the email from Dr. Ken Linderman regarding the student intern to Ms. Hamilton.

Committee member Riggs inquired whether the email indicated specific duties for the student intern. **Vice Chairperson Gilliam** provided details of the email. **Chairperson Koss** noted that

Committee member Weiss stated that she knows a Boy Scout that would like to work with the committee to earn Boy Scout badges. **Chairperson Koss** inquired what age group the boy is in. **Committee member Weiss** noted that he is in 8th or 9th grade. **Chairperson Koss** noted that Dr. Linderman assisted Satellite Beach with their Sustainability Plan which was developed using the STAR Community Rating System.

Vice Chairperson Gilliam stated she will contact the STAR Program to see if they have someone to speak with the committee.

VII. ANNOUNCEMENTS, MEETINGS, AND TRAINING OPPORTUNITIES:

1. Florida League of Cities webinar-June 28

Ms. Selig discussed the Florida League of Cities webinar on June 23, 2018 from 2 pm to 3 pm. She stated the program is an hour long and focuses on government and sustainability programs. She stated that the site has very useful resources. **Chairperson Koss** noted that she has registered for the webinar and suggested that all the committee members do the same. **Ms. Selig** noted that the webinar is free and everyone will need

to register individually. **Chairperson Koss** stated that the webinar may be available on demand if the date and time is an issue.

<http://www.floridaleagueofcities.com/university/calendar-of-events/training-calendar/2018/06/28/default-calendar/sustainability-resilience-planning-for-local-governments-the-quadruple-bottom-line-strategy-dc85715b-661f-42ce-b2ca-92c0268bcaf5>

2. Brevard Sustainability Working Group

Chairperson Koss stated that the Brevard Sustainability Working Group meets on the fourth Monday of the month at the UF IFES building at lunch time. She noted that Vice Chairperson Gilliam and Agency member Riggs are members of the group. **Vice Chairperson Gilliam** stated that the group focuses on covering items that are missed by the other sustainability groups in the county and making sure that projects are not overlapping and competing for funding. **Committee member Hushla** inquired whether the meetings require her to register. **Chairperson Koss** noted that the committee roster can be submitted to the google drive. **Committee member Hushla** inquired how to contact the group to register. **Chairperson Koss** stated she will submit the committee roster to the mailing list. **Committee member Musser** noted that the meetings will need to be posted on the website when two (2) or more members are in attendance.

The committee agreed to have the next meeting on July 12, 2018 due to the holiday. **Ms. Hamilton** stated that the committee will have the agenda by July 5, 2018.

Agency member Shim expressed her concern for geographic diversity on the committee. **Ms. Hamilton** stated that engaging the public, committee makeup, and city wide focus and implementation will eliminate issues of diversity.

Chairperson Koss requested that the next agenda should include Future Meeting Topics and Education Topics.

VIII. ADJOURNMENT:

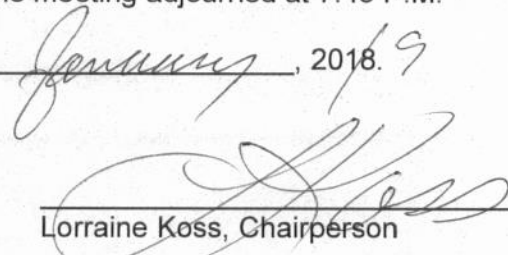
Motion by Committee member Shim; seconded by Deputy Chairwoman Gilliam to adjourn.

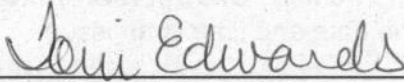
AYES: Koss, Gilliam, Hushla, Musser, Neiman, Riggs, Shim, Weiss

MOTION CARRIED (8-0)

There being no further business the meeting adjourned at 7:45 P.M.

Approved on this 9 day of January, 2018.


Lorraine Koss, Chairperson



Torri Edwards, Board Secretary