City of Cocoa

65 Stone Street
Cocoa, FL 32922

Meeting Agenda

Monday, December 17, 2018

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:

1. 18-642 Approve the Agenda for the Regular Meeting of December 17, 2018, as presented or with amendments.

   Attachments: DS CRA REGULAR MEETING AGENDA DEC 17 2018

2. 18-643 Approve the Minutes for the Regular Meeting of November 14, 2018, as written or with amendments.

   Attachments: Minutes 11-19-18 (Final)

III. COMMUNITY FORUM:

1. 18-577 Dr. Joe Lee Smith Center Construction Community Public Input Meeting - No Action Necessary

IV. ACTION ITEMS:

1. 18-608 Approve transfer of $3,051 from Capital to Operating and Shipping for the purchase of the waste receptacle and bench for Diamond Square CRA.

   Attachments: BAF 19-024 -CS-Benchcan (12-17-18) CRA 18-608 - FY19.pdf

V. ATTORNEY'S REPORT:

VI. STAFF UPDATES AND REPORTS

VII. NEXT MEETING DATE:

The next regularly scheduled meeting of the Diamond Square Redevelopment Agency will be on Monday, February 4, 2019 at 6:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

VIII. ADJOURNMENT

NOTICE TO THE PUBLIC:

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.

City Code Section 2-54 requires that an affirmative vote of a majority of a quorum present shall be necessary to enact an ordinance or adopt any resolution; except that two-thirds of the membership of the Council is required to enact an emergency ordinance. All ordinances require two readings, entitled first reading and second reading and public hearing, prior to adoption.

Members of the public speaking on public hearing items, though entitled to be heard by the City Council, are not entitled to an immediate response by either administrative staff members or Council once the public hearing is closed; however, Council discussion may or may not include a response. No question by the public should be addressed directly by the Administrative staff.

Public debate by individual speakers from the audience on public hearing items shall be limited to three (3) minutes. Representatives of recognized groups 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 issue 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.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

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.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.

This is a public meeting. All interested parties may attend. 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.

File #: 18-642, **Version:** 1

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: December 10, 2018
Agenda Date: December 17, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Nancy A. Bunt, Community Development Director
Requested Action:
Approve the Agenda for the Regular Meeting of December 17, 2018, as presented or with amendments.

BACKGROUND:

The Diamond Square CRA approves the agenda for all meetings at the beginning of such meetings.

BUDGETARY IMPACT:

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve the Agenda for the Regular Meeting of December 17, 2018, as presented or with amendments.

DIAMOND SQUARE
REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Delores Martin
Vice Chairperson

Ed Jones
Board Member

Jewel Collins
Board Member

Larry Robinson
Board Member

Sylvia Thomas
Board Member

REGULAR MEETING AGENDA

DATE: Monday, December 17, 2018 Location: Cocoa City Hall, Council Chambers
TIME: 6:00 p.m. 65 Stone Street

I. **CALL TO ORDER**
ROLL CALL
INVOCATION
PLEDGE OF ALLEGIANCE

II. **APPROVAL OF AGENDA**
AGENDA: Regular Meeting of December 17, 2018
MINUTES: Special Meeting of November 19, 2018

III. **COMMUNITY FORUM**
1. Dr. Joe Lee Smith Community Center Forum

IV. **ACTION ITEMS**
1. Approve Budget Adjustment transfer of funds from Capital to Operating for the bench/trash can.

V. **ATTORNEY'S REPORT**

VI. **UPDATES AND STAFF REPORTS**
1. Informational item: DS CRA Project Updates

VII. **NEXT MEETING DATE**
The next meeting of the Diamond Square Redevelopment Agency is February 4, 2019 at 6:00 PM. The meeting will be held in the Council Chambers at Cocoa City Hall located at 65 Stone Street.

VIII. **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.

File #: 18-643, **Version:** 1

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: December 10, 2018
Agenda Date: December 17, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Nancy A. Bunt, Community Services Director
Requested Action:
Approve the Minutes for the Regular Meeting of November 14, 2018, as written or with amendments.

BACKGROUND:

The Diamond Square CRA approves the minutes for all of its meetings at the beginning of such meetings.

BUDGETARY IMPACT:

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve the Minutes for the Regular Meeting of November 14, 2018, as written or with amendments.

MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
NOVEMBER 19, 2018

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on November 19, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 5:59 pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairperson
Larry Robinson	Agency member
Jewel Collins	Agency member
Edward Jones	Agency member
Sylvia Thomas	Agency member
Joseph Colombo	Agency counsel
Clarence Whipple Jr.	Council Liaison

PRESENT:

Tracy Moore	Chairwoman
Larry Robinson	Agency member
Jewel Collins	Agency member
Sylvia Thomas	Agency member
Clarence Whipple Jr.	Council Liaison
Joseph Colombo	Agency counsel
Torri Edwards	Recording Secretary

ABSENT:

Delores Martin	Vice Chairperson
Edward Jones	Agency member

STAFF PRESENT:
Charlene Neuterman, Redevelopment Program Manager.

Agency member Collins provided the invocation and **Chairperson Moore** led the assembly in the Pledge of Allegiance to the Flag of the United States of America.

II. APPROVAL OF AGENDA AND MINUTES:

AGENDA: Regular Meeting of November 19, 2018

* **MOTION by Agency member Collins; SECONDED by Agency member Thomas to approve the agenda for the Regular Meeting of November 19, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

MINUTES: Minutes of the Special Meeting of October 29, 2018

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve the minutes of the Special meeting of October 29, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

Chairperson Moore acknowledged **Mayor-Elect Williams and Councilman-Elect Goins** sitting in the audience and thanked **Councilman Whipple, Jr.** for his service.

III. DELEGATIONS:

NONE

IV. PRESENTATIONS:

None

V. ACTION ITEMS:

1. **Diamond Square 2019 Calendar-Board direction needed for January 21 and February 18 meetings that fall on City Holidays.**

Ms. Neuterman provided the board with a list of meeting dates for 2019 and requested direction on January 21, 2019 and February 18, 2019 meetings due to City Holidays. She discussed the different options. The staff recommends canceling both meetings and scheduling a special meeting between the dates.

Chairperson Moore stated that she will not be available on January 28, 2019. **Ms. Neuterman** stated that February 2019 will be busy with public meetings regarding the Dr. Joe Lee Smith Center and reported that February 4, 2019 and February 11, 2019 are available for a special meeting. **Agency members Robinson and Thomas** recommend February 4, 2019 for the special meeting.

* **MOTION by Agency member Robinson; SECONDED by Agency member Collins to approve staff submittal of the 2019 Diamond Square Board Meetings and Board Member direction on January 21, 2019 and February 18, 2019 meetings due to City Holidays.**

2. **Approve Budget Adjustment for Program Manager cell phone.**

Ms. Neuterman requested approval for a budget adjustment in the amount of $300 for the program manager's cell phone. She explained that the total cost is split with the Cocoa

CRA. The funds will be transferred from the Operating Account to the Communication Account.

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to approve a Budget Adjustment in the amount of $300 for Program Manager Cell Phone.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

VI. UPDATES AND STAFF REPORTS:

1. Informational items-DS CRA Project Updates:

Ms. Neuterman provided the board with updates on the Dr. Joe Lee Smith Community Center, Stone Street Ribbon Cutting, Community Garden, Habitat for Humanity Veterans Homeownership Project, the CRA budget and the Moore Center.

Chairperson Moore inquired whether the sign by the railroad tracks could be changed to something other than "Dead End". **Ms. Neuterman** will contact Public Works about replacing the signage.

Chairperson Moore recommended holding a community event to name the Community Garden. She stated that the event will bring the community together. **Agency member Robinson** suggested sending a letter out to members of the community asking for their participation on naming the garden.

Chairperson Moore noted that the Veterans Housing Project is a great project and should be presented at the next FRA Conference. **Ms. Neuterman** agrees and is collecting data to submit to the FRA.

Ms. Neuterman reported that staff is working on having the Moore Center listed on the National Registry for historical places. The state would like to interview former students and gather historical documentation to tell their story.

Chairperson Moore asked for an update on the bus stop bench. **Ms. Neuterman** replied that the bench is expected to arrive in January or February 2019.

Agency member Robinson requested that a trash receptacle be placed along the retention pond walking trail. He noticed a lot of trash around the trail and in the water. **Ms. Neuterman** stated that she will contact Public Works for a temporary trash receptacle.

Ms. Neuterman reminded the board of the swearing in ceremony November 20, 2018 at 10 am. **Agency member Thomas** noted that she will not able to attend and congratulated

Mayor Williams and **Councilman Goins.** She also thanked **Councilman Whipple, Jr.** for his service.

Chairperson Moore requested an update on new businesses opening in the area at every meeting.

VII. **NEXT MEETING DATE:**

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on December 17, 2018 at 6:00 pm at City Hall, 65 Stone Street.

IX. **ADJOURNMENT:**

* **MOTION by Agency member Collins; SECONDED by Agency member Robinson to adjourn the Regular Meeting of November 19, 2018.**

AYES: Moore, Robinson, Collins, Thomas

MOTION CARRIED (4-0)

MEETING WAS ADJOURNED AT 6:55 pm

_____

Tracy Moore, Chairwoman

Respectfully Submitted,

_____

Torri Edwards, Recording Secretary

File #: 18-577, **Version:** 1

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 6, 2018
Agenda Date: November 19, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Dr. Joe Lee Smith Center Construction Community Public Meeting - No Action Necessary

BACKGROUND:

As part of the Section 108 Loan Guarantee Program Application, the City of Cocoa is required to hold two (2) public hearings before City Council and hold local meetings to allow for public input on the proposed application for the construction of the Dr. Joe Lee Smith Center.

Staff would like to provide an update to the board on the construction status of the Dr. Joe Lee Smith Center and receive public input as to the proposed application for funding in accordance with the Section 108 Loan Guarantee Program requirements as set forth in the City's Citizen Participation Plan.

It is the intent of this forum to present conceptual renderings of the Center to be located at Stone St./Washington Ave., and receive input from the residents on specific goals of the community.

The Diamond Square Redevelopment Agency members will not vote on any aspects of this forum, it is for informational purposes only.

Public Comments from the community can be in written or verbal.

BUDGETARY IMPACT:

None

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Dr. Joe Lee Smith Center Construction Community Forum - No Action Necessary

File #: 18-608, **Version:** 2

DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: November 21, 2018
Agenda Date: December 17, 2018
Prepared By: Charlene Neuterman, Redevelopment Program Manager
Through: Karen D. Hamilton, Community Services Director
Requested Action:
Approve transfer of $3,051 from Capital to Operating and Shipping for the purchase of the waste receptacle and bench for Diamond Square CRA.

BACKGROUND:

After the FY19 Budget was approved the Capital Threshold was increased from $1,000 to $5,000. With that change, the items budgeted in the Diamond Square Capital account need to be moved to Operating Supplies and Shipping. The items in Capital were a waste receptacle for $1,402 and a bench for $1,354 and shipping for $295. A Budget Adjustment is necessary to move $2,756 from 64-00 to 52-00 and move $295 from 64-00 to 42-00.

Staff requests approval of this transfer to proceed with the purchase of the items for Diamond Square.

BUDGETARY IMPACT:

Budgeted — Yes (in wrong account #)
If not budgeted, is amendment/transfer attached? — Yes
Budget Adjustment Form #19-024

Amount Requested $(2,756)
Account Number 111-3230-559-64-00_
Account Name Capital Machinery & Equipment

Amount Requested $2,756
Account Number 111-3230-559-52-00_
Account Name Operating Supplies

Amount Requested $(295)
Account Number 111-3230-559-64-00_
Account Name Capital Machinery & Equipment

Amount Requested	$295
Account Number	111-3230-559-42-00_
Account Name	Postage & Freight

Source of Funds: Diamond Square CRA FY 19 Budget

PREVIOUS ACTION:

None

RECOMMENDED MOTION:

Approve transfer of $3,051 from Capital to Operating and Shipping for the purchase of the waste receptacle and bench for Diamond Square CRA.

City of Cocoa Budget Adjustment Form FY 2019 - 24

SELECT ADJUSTMENT TYPE: BUDGET TRANSFER | REQUESTING DEPARTMENT #: 111-3230 | DATE PREPARED: 11/21/18

'FROM' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
($ 3,051)	111-3230-559.64-00		Machinery & Equipment	$ 3,051	$ 3,051	$ 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	$ 0
($ 3,051)	TOTAL						

'TO' ACCOUNT(S)

ADJUSTMENT AMOUNT	ACCOUNT NUMBER	PROJECT NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	AMENDED BUDGET	ADJUSTED BUDGET	UNENCUMBERED BALANCE
$ 2,756	111-3230-559.52-00		Operating Supplies	$ 894	$ 894	$ 3,650	$ 3,650
$ 295	111-3230-559.42-00		Postage and Freight	$ 823	$ 823	$ 1,118	$ 1,118
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 0				$ 0	$ 0	$ 0	$ 0
$ 3,051	TOTAL						

REASON/JUSTIFICATION FOR ADJUSTMENT:

It is necessary to move the funds from capital to operating because the capital threshold for the City changed from $1,000 to $5,000. The items in capital were under $5,000, therefore the funds need to be moved to operating. The items in capital were a bench and waste receptacle for the Diamond Square area. December 17th Diamond Square CRA Meeting # 18-608.

CITY COUNCIL APPROVAL REQUIRED? *YES* (●) *NO* ( ) *DATE APPROVED:* _____ *RESOLUTION #:* _____

City Council approval is needed for all transfers greater than $50,000 and transfers between Departments / Funds. Attach copy of agenda item and City Clerk's Journal noting approval.

Date	Requestor's Signature	Date	Finance Approval Signature	Date	Finance Director's Signature
11/21/18	Charlene Neuterman Digitally signed by Charlene Neuterman Date: 2018.11.21 11:27:02 -05'00'	11/21/18	Lea Taylor Digitally signed by Lea Taylor Date: 2018.11.21 16:18:46 -05'00'		
11/21/18	Karen Hamilton Digitally signed by Karen Hamilton Date: 2018.11.21 11:42:16 -05'00'	11/30/18	Lora Howell Digitally signed by Lora Howell Date: 2018.11.30 14:46:03 -05'00'		
Date	Department Director's Signature	Date	Deputy Fin. Director's Signature	Date	City Manager's Signature

FINANCE USE ONLY:

Date Entered: _____ Entered By: _____ Group #: _____