DIAMOND SQUARE
REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Delores Martin
Vice Chairperson

Ed Jones
Board Member

Adrian Moss-Beasley
Board Member

Jewel Collins
Board Member

Larry Robinson
Board Member

Sylvia Thomas
Board Member

SPECIAL MEETING AGENDA

DATE: Monday, November 27, 2017 Location: Cocoa City Hall, Council Chambers
TIME: 7:00 p.m. 65 Stone Street

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

II. **APPROVAL OF AGENDA**
AGENDA: Special Meeting of November 27, 2017
MINUTES: Special Meeting of October 30, 2017

III. **DELEGATIONS**

IV. **PRESENTATIONS**

V. **ACTION ITEMS**
1. Alliance for Neighborhood Restoration – FY 2018 Services Agreement
2. Cancel December 18 Meeting

VI. **UPDATES AND STAFF REPORTS**
1. Stone Street Streetscape Project (verbal update)
2. Fiske Corridor Study (verbal update)
3. Community Garden (verbal update)
4. Rosa L. Jones Bus Stop Bench (verbal update)
5. Dr. Joe Lee Smith Center (verbal update)

VII. **NEXT MEETING DATE**
The next meeting of the Diamond Square Redevelopment Agency will be a Regular meeting at 7:00 p.m. on Monday, January 15, 2018. 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.

MINUTES
CITY OF COCOA
DIAMOND SQUARE REDEVELOPMENT AGENCY
REGULAR MEETING
October 30, 2017

A Regular Meeting of the Diamond Square Redevelopment Agency Board was held on October 30, 2017 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.

I. CALL TO ORDER:

Chairwoman Moore called the meeting to order at 7:04 pm.

ROLL CALL:

Tracy Moore	Chairwoman
Delores Martin	Vice Chairwoman
Adrian Moss-Beasley	Agency member
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
Delores Martin	Vice Chairwoman
Adrian Moss-Beasley	Agency member
Larry Robinson	Agency member
Clarence Whipple Jr.	Council Liaison
Torri Edwards	Recording Secretary

ABSENT:

Jewel Collins	Agency member
Edward Jones	Agency member (arrived 7:10 pm)
Sylvia Thomas	Agency member (arrived 7:19 pm)
Joseph Colombo	Agency counsel

STAFF PRESENT:

Karen D. Hamilton, Community Services Director, **Samia Singleton,** Redevelopment Specialist, and **Larry Lallo, CEcD, EDFP,** Economic Development Manager.

Agency member Moss-Beasley provided the invocation and 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 October 30, 2017

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Robinson to approve the agenda for the Regular Meeting of October 30, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson

MOTION CARRIED (4-0)

MINUTES: Minutes of the Regular Meeting of September 18, 2017

* **MOTION by Agency member Robinson; SECONDED by Vice Chairwoman Martin to approve the minutes with corrections of the regular meeting of September 18, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson

MOTION CARRIED (4-0)

III. DELEGATIONS:

IV. PRESENTATIONS:

V. ACTION ITEMS:

1. Community Garden:

Ms. Singleton is requesting the agency approve staff undertaking of a Diamond Square Community Redevelopment Agency (CRA) Community Garden initiative. There has been several inquiries regarding the Community Garden and a demand for a Community Garden in Brevard County. **Ms. Singleton** stated the Community Garden could be revived and thriving with staff assistance and help from the volunteer program Cocoa C.I.V.I.C.

Chairwoman Moore inquired on Mr. Green's interest on the Community Garden. **Ms. Singleton** reported Mr. Green still has interest in the gardens and offered to purchase the property for $1. **Ms. Singleton** stated that offer is not feasible at this time and reviving the Community Garden would be a viable Diamond Square initiative.

Chairwoman Moore responded that she thought the garden was already a Diamond Square initiative. **Ms. Singleton** reported the garden is currently managed by Cocoa PAL.

Delores McLaughlin, Executive Director for the Alliance for Neighborhood Restoration (ANR), stated there was an existing agreement with ANR and Cocoa Police Department to care for the gardens. She explained there were issues with how the garden would receive water.

Chairwoman Moore requested clarification on the difference between the gardens being a Diamond Square initiative from the past agreement. **Ms. Singleton** explained that Diamond Square would have direct control over the garden and staff would develop a business model to establish a successful Community Garden.

Chairwoman Moore inquired if funding was available for the community garden. **Ms. Singleton** noted there are several grant opportunities for community garden initiatives. She stated Community Garden funding could be provided from the Diamond Square budget.

Chairwoman Moore stated the Community Garden started as a community project for individuals that live in the community to received fresh produce. She stated any garden plans should include community involvement.

Mr. Lallo explained the Community Garden and Diamond Square initiative could have perimeters to champion Diamond Square CRA residents.

Ms. Hamilton stated the Community Garden is not productive at this time and the first step would be for Diamond Square CRA to regain control. She explained that many people are needed to care for the garden whether they are community members or outside the community.

Agency member Thomas inquired who will take on the garden**. Ms. Singleton** stated she will verify that the City of Cocoa will mow the Community Garden. She added that Cocoa C.I.V.I.C. Program volunteers will be responsible for the care and upkeep of the gardens.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Thomas to approve staff undertaking of a Diamond Square Community Redevelopment Agency Community Garden initiative with the addendum to the said statement and adding other nonprofit agencies through a municipal use agreement.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Jones, Thomas

MOTION CARRIED (6-0)

2. Request for Proposals:

Ms. Singleton requested the board approve a Diamond Square Community Redevelopment Agency 2017/2018 funding request for proposals (RFP) scheduled to release in November 2017 with proposal date being 30 days from release date. She stated the proposals will be submitted online via the Redevelopment Agency website.

Chairwoman Moore inquired if the $20,000 budgeted for Professional Services was previously intended for the initiative with ANR. **Ms. Singleton** stated the Diamond Square agency must follow the same procurement and contracting procedures as the City. **Ms. Singleton** discussed information given to RFP applicants, goals, and objectives of the CRA.

Agency member Moss-Beasley suggested tabling the RFP till next meeting giving the board members time to look over the package. **Chairwoman Moore** inquired if tabling the RFP would be feasible in coinciding with the City of Cocoa's guidelines.

Ms. McLaughlin stated the ANR will need to cut programs without the Diamond Square CRA funding. She stated the after school program for neighborhood children will be maintained until winter break and will not resume. **Ms. Hamilton** clarified that the City Council awarded ANR funding from the Cocoa Police Department's portion of the work during the City Council meeting in September or October.

Mr. Whipple, Jr, inquired what is wrong with giving the money to ANR this year and start the RFP next year. **Ms. Hamilton** stated the reasons to institute the RFP are increased scrutiny of CRAs, and following city regulations and practices. **Ms. Singleton** reported the statute requires CRAs to adopt the local governing body procurement policies.

Ms. Martin noted the $20,000 has been approved and noted in the budget for ANR two (2) months. **Ms. Singleton** stated the CRA board has the power to amend the budget or transfer funds as needed.

Ms. Moore inquired if ANR would submit an RFP if requested. **Ms. McLaughlin** responded that ANR would submit an RFP if requested.

Ms. Moore reported the board will award $20,000 to ANR as previously approved and follow the RFP process next year for FY 2019. **Ms. Moore** is requesting ANR to submit a written request to follow RFP guidelines. **Ms. Singleton** reported staff will work with ANR in submitting a contract to follow the RFP guidelines and present at next meeting for approval.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Robinson to approve staff to work with ANR on submitting a proposal as stated for approval at next regular meeting.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Jones, Thomas

MOTION CARRIED (6-0)

VI. UPDATES AND STAFF REPORTS:

1. Stone Street Streetscape Project Update:

Ms. Singleton informed the board that the final design and engineering plans have been completed. The RFP received five (5) bids with the lowest bid at $2 million. The recommendations will be presented to City Council for approval. The construction is anticipated to start in January 2018 with completion for September 2018.

2. FRA Annual Conference (verbal update):

Ms. Singleton requested attending board members give a brief update on the FRA Annual Conference. **Ms. Thomas** stated she attended a session that focused on attracting people to your city to visit and live. **Ms. Martin** noted the conference was less organized and less vendors were present than at past conferences. She attended a session on branding your city to attract people to the area.

Mr. Moss-Beasley noted the two (2) hour maximum meeting time has been reached.

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Moss-Beasley to approve to move agenda pass the two (2) hour mark and extend the meeting 30 minutes.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Jones, Thomas

MOTION CARRIED (6-0)

3. Presentation of plaque to Ruby Jenkins (verbal update):

Ms. Singleton stated the plaque was presented to Ruby Jenkins on October 10, 2017 at the City Council meeting.

4. Fiske Corridor Study (verbal update):

Ms. Singleton reported the UCF Urban Planning graduates are conducting a Fiske corridor study to improve and maximize the community assets.

5. Future of CRAs (verbal update):

Ms. Singleton reported there is proposed legislation to eliminate or impose regulations on CRAs. She outline a few items for proposed House Bill 17 and SB 432:

- Provides additional reporting requirements
- Revises requirements for operating CRAs
- Prohibits creation of CRAs after a certain date
- Provides a phase out period
- Creates criteria for determining if a CRA is inactive
- Provides hearing procedures
- Authorizes certain financial activity from inactive CRAs
- Revises requirements for use of redevelopment trust fund proceeds

- Revises county municipal government reporting requirements
- Revises criteria for finding the county or municipal failed to file a report
- Requires the FS to provide to DEO concerning CRAs with no revenue, expenditures, or debt

6. Hurricane Damage Assessment (verbal update):

Ms. Hamilton stated Community Services Department and Code Enforcement Division conducted damage assessment in the community after the storms. She noted assessments are still being conducted as needed. **Ms. Hamilton** added the City is looking at after the event action reporting and processes that can be improved.

Ms. Moore reported receiving phone calls regarding children swimming in the retention pond on Bernard Street and Thomas Lane. She stated the citizens are requesting the city to install a fence or barrier to prevent drowning. **Ms. Hamilton** stated she will look into the matter.

VII. NEXT MEETING DATE:

The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on November 27, 2017 at 7:00 p.m. at City Hall, 65 Stone Street.

IX. ADJOURNMENT:

* **MOTION by Vice Chairwoman Martin; SECONDED by Agency member Thomas to adjourn the Regular Meeting of October 30, 2017.**

AYES: Moore, Martin, Moss-Beasley, Robinson, Jones, Thomas

MOTION CARRIED (6-0)

MEETING WAS ADJOURNED AT 9:26 pm

_____

Tracy Moore, Chairwoman

Respectfully Submitted,

_____

Torri Edwards, Recording Secretary

DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM V-1
Alliance for Neighborhood Restoration – FY 2018 Services Agreement

MEMO DATE: November 16, 2017
AGENDA DATE: November 27, 2017
PREPARED BY: Samia Singleton, Redevelopment Specialist
REQUESTED ACTION: Approve the Alliance for Neighborhood Restoration (ANR) Proposal and authorize the execution of the FY 2018 Services Agreement with ANR for services to residents of the Diamond Square Community Redevelopment Area.

BACKGROUND

Since 2002, the Diamond Square Community Redevelopment Agency (CRA) has retained the services of the Alliance for Neighborhood Restoration (ANR) to assist in the Agency's Community Policing efforts and conduct community building/organizing projects. The services provided by ANR align with Goal-IV under the Public Facilities and Services goal, set forth in the Diamond Square CRA Community Redevelopment Plan:

Goal-IV - to reverse the spiraling decline of the neighborhood caused by drug use and crime, and to provide for the public health, safety, morals and welfare in the community.

Established in 2001, ANR is a community non-for-profit agency offering programs and activities for youth primarily residing in the City of Cocoa's Diamond Square CRA area and adjacent neighborhoods. Two ANR staff members are responsible for the Alliance's day-to-day operations, and organizing and coordinating programs, projects, and events. ANR programs include, Cocoa Police Athletic League (PAL) After-School and Summer Academies, Cocoa PAL Basketball, PAL Youth Directors Council (YDC), and PAL Balling With a Purpose-Mentoring Outreach Initiative.

The Agency wishes to continue to retain the services of ANR in FY 2018. For this reason, ANR submitted the attached Proposal to Provide Community Services and Outreach for the Diamond Square RDA. The proposed scope of work includes the planning and implementation of a four week Summer Career Readiness Program and on-the-job training for a minimum of 15 Diamond Square Youth in Phase 1, and a minimum of 5 in Phase 3 on the job trainees.

STAFF COMMENTS

After a thorough review of the proposal and careful consideration of the entire Scope of Work proposed by ANR, staff feels the Career Readiness Program would have the most impact in the CRA area. As outlined on page 4 in the attached proposal, the goals and objectives of the Workforce Readiness Model implement Community Policing innovations necessary to further the Agency's Public Facilities and Services Goal- IV. Working with the Agency's legal counsel, staff has drafted a legally binding Agreement, which would permit the Agency to retain the services of ANR in FY 2018. The Agreement stipulates the narrow focus of the Career Readiness Program.

BUDGETARY IMPACT

The Diamond Square CRA FY 2018 budget has encumbrance of $20,000 for ANR in the Professional Services account (Account No. 111-3230-559.31-00). Execution of the Services Agreement will result in a reduction of $20,000 from the Professional Services account (Account No. 111-3230-559.31-00), which will be paid out in 12 installments of $1,666.66 to ANR following the submission of the required monthly reports per the Agreement.

REVIEWED

The Assistant City Manager, Community Services Director and Finance Director have reviewed this agenda item.

Assistant City Manager

Matthew Fuhrer

Community Services Director

Karen D. Hamilton

Finance Director

for Teri Butler

REQUESTED MOTION

Approve the Alliance for Neighborhood Restoration (ANR) Proposal and authorize the execution of the FY 2018 Services Agreement with ANR for services to residents of the Diamond Square Community Redevelopment Area.

Proposal to Provide Community Services and Outreach for the Diamond Square RDA

Statement of Need

Despite the overall reduction in juvenile crime across the state, parts of Brevard County are still reporting offenses committed by minors. Many report the juvenile crime is still very much a problem and point to the fact that kids are desensitized to violence by their surroundings and that parents may not be doing enough to promote better values.

Further initial research indicated the availability of drugs; family conflict; family management and early persistent problem behavior show significantly elevated levels based on trends and comparison to state and national data. Evidence also increasingly shows that communities can deter juvenile crime and violence by targeting key risk factors. Those risk factors may include truancy, school failure, teen pregnancy, access to weapons and drugs, lack of mentors, inadequate mental health and family counseling, not enough positive activities, and few job training opportunities. Some of the same strategies that can prevent delinquency from ever happening in a child's life also can stop a juvenile offender from re-offending and recycle back into the delinquency system.

According to the National Afterschool Alliance "The need for afterschool and summer learning programs is especially urgent for children growing up in communities of concentrated poverty, who can benefit academically, socially, emotionally and physically from the services and activities these programs provide. More than 20 million children and youth live in communities of concentrated poverty, many of them attending schools with high dropout rates. Quality afterschool programs keep students safe, inspire them to learn and help working families, and they can improve prospects for children and youth growing up in impoverished communities. If we are serious about providing equal opportunity and building a workforce that can compete in the 21st-century global economy, we must ensure that our most vulnerable children do not miss out on the supports and opportunities afterschool programs provide."

Organizational Background

Established in 2001, **Alliance for Neighborhood Restoration** is a Florida not-for-profit corporation that is an integral part of an inclusive, collaborative partnership based upon resident-identified needs. With a primary focus in the City of Cocoa's Diamond Square RDA and adjacent neighborhoods, this partnership provides leadership, resources, training, and opportunities empowering area youth and families with the opportunity to improve their quality of life and work towards self- sufficiency.

With a major emphasis on Youth Services and Community Building, a staff of two, along with consistent, dedicated volunteers, coordinates and organizes programs, projects, and events. **These include the Youth Crime Prevention Summit, Youth Employment Training, Cocoa PAL After-School & Summer Academies, Cocoa PAL Basketball, YDC (PAL Youth Directors Council), PAL Balling With a Purpose-Mentoring Outreach Initiative. Community Building Events include Juneteenth Arts and Cultural Festival, National Night Out Against Crime, and Community Health and Resource Fair.**

ANR has provided programs and activities for youth and families residing within the city of Cocoa for over 16 years. Partnerships include the Cocoa Police Department, Diamond Square RDA, Brevard County Parks and Recreation, Brevard County Community Action Agency, and the Cocoa Housing Authority. By leveraging funding, facilities, transportation, and staffing, these partnerships have proven effective in

sustaining many of the programs initiated under the DOJ Weed and Seed and Project Safe Neighborhoods Grants, as was intended to build community capacity in designated communities.

As the core program for delivery of youth services, the Cocoa Police Athletic League is a juvenile delinquency prevention program that provides athletic and academic activities to youth throughout Florida. Without programs of this type, many of our children would have no structured character-building activities to keep them on the path toward success. Through this program, with the support of the Cocoa Police Department and the community, we have provided structured youth activities to keep kids off the streets and out of trouble. On an annual basis since 2009, we have exposed Cocoa's youth to State PAL activities, including State Conferences, sporting tournaments, leadership training and regional volunteer training, and activities.

We have briefly outlined our approach to a comprehensive "Out of School Time" Program Model, for After-School and Summers, which include homework assistance, language arts, math, social etiquette, health/nutrition, workforce readiness, gardening, visual and performing arts, sports, and educational field trips.

The Goal of this Program Proposal is to: **Reverse the spiraling decline of the neighborhood caused by drug use and crime, and provide for the public health, safety, morals and welfare of the community. Ref: Goal 1V Diamond Square RDA Plan 1999**

Scope of Work:

- Plan and Implement OST (Out of School Time) programs for the Cocoa PAL Center/Moore Center located at 307 Blake Ave, for a minimum of 25 youth during the school year, and a minimum of 25 for four weeks during the summer.
- Plan and implement a four week Summer Career Readiness Program and on-the-job training for a minimum of 15 Diamond Square Youth in Phase 1, and a minimum of 5 in Phase 3 on the job trainees.
- Coordinate a Youth Summit to provide Opportunities to connect area youth with College-aged mentors.
- Coordinate Crime Prevention Activities for Youth that help build character, develop leadership skills and build a rapport with law enforcement.
- Coordinate and sponsor PAL Basketball Program for area youth, targeting a minimum of 20 Diamond Square youth between the ages of 8-14, representing 50% of those participating.

The PAL After School/Summer Academy Program Model:

Prevention Strategy: Develop partnerships with service providers to help assess programs and services, and where there is a need, fill gaps by coordinating and mobilizing appropriate resources to the area.

These programs include numerous social and sports activities that provide residents with the skills to deter gang participation, substance abuse, and criminal activities.

The PAL After School and Summer Academy as a Program Service Delivery Model: The Academy provides a range of services and supportive programs, such as educational, cultural, recreational, health and justice-related programming with emphasis on coordinated delivery of these services. It provides youth, parents and other residents with a safe place to go and offers productive activities.

Program Design and Implementation: **OST** (Out-of-School Time) programs are an increasingly important vehicle for achieving a host of objectives, from promoting positive youth development and workforce preparation to reducing rates of school dropout and community violence.

Goal: Promote skill building and mastery through (Out-of-School Time) programming

Objectives:

1. Provide a safe place after school with homework assistance and enrichment activities.
2. Organize homework activities to engage participants when they are most alert and can benefit from assistance.
3. Provide exposure to new learning opportunities in areas such as dance, music, art, and organized sports.
4. Build participants literacy skills through reading, story-telling, and writing activities.
5. Provide field trips outside of the neighborhood giving participants the broadest exposure by introducing them to experiences that might spark their interest and expand their vision.
6. Provide a curriculum via Internet with a focus on personal development and life management skills.
7. Provide opportunities for interaction with law enforcement through existing programs such as Cops and Kids and Emerging Leaders.
8. Provide opportunities for career exploration and leadership development.
9. Through a partnership with the Cocoa Police Athletic League, provide accessible sports activities.

Outcomes:

1. Number of Youth accessing Alliance Programs and Services.
2. Assessment of Pre and Post Testing
3. Improved academic performance and skill levels among participants.
4. Increased number of positive relationships with both peers and adults.
5. Increased exposure to recreational and cultural activities.
6. Developing proactive relationships with law enforcement officers.
7. Improved self-esteem and pride in one's community.
8. The decrease in juvenile delinquency among area youth.

9. Youth reports of improved relationships with both parents and teachers.

Workforce Readiness Model:

Workforce Readiness is the key to it all. Beginning with the 4-week summer program teens will learn how to write effective resumes and cover letters, fill out applications or other key documents and how to handle an interview. Also, they're taught how to take responsibility in a job, respond to authority, and work as part of a team and set goals for the future. Teens also learn to budget their earnings and open bank accounts.

Building on those basics, Career Information Workshops introduce students, who are going on to college and those who are not, to a broad range of career options. They provide exposure to the world of work through job shadowing, summer employment, technology workshops and other hands-on opportunities

Goal 1

To enhance the employment opportunities of under-served youth by providing career exploration, training, and development of social skills through partnering with public and private organizations to create models of success and improve the overall health of the community.

Goal 2

Upon completion of the full year (2017-2018) of leadership training coupled with a volunteer requirement, youth will participate in an on the job training component in the 2018 PAL Summer Academy and other partner organizations. Youth will learn how to perform duties as camp counselors, supervise students, serve meals, plan and develop activities, learn time management, and clean and maintain the center located at 307 Blake Avenue in the Diamond Square Community of Cocoa.

Goal 3

Assist in the design and implementation of the Summer Academy Program, providing an opportunity for both children and teens to interact in a camp-like setting. As counselors, they will develop skills in mentoring at-risk youths, emphasizing problem-solving and conflict resolution.

Objectives:

1. Identify and develop partnerships with the City of Cocoa, Cocoa Police Department, Diamond Square, RDA and businesses in the Diamond Square area of Cocoa and beyond.

2. Provide services to Youth residing in the Diamond Square Community

3. Develop and utilize a pre-screening process to determine interests and eligibility.

4. Expose youth to career professionals who have successful careers and or businesses and who want to share their expertise and talent with the youth. Identify and recruit volunteers as mentors.

5. The Youth are required meet on a regular basis to plan, design and develop programs and projects and they must assume leadership roles.

Outcomes:

1. Provided youth with useful training and skill-building techniques and an alternative income source.
2. Reduced visibility of street-level drug dealing involving unsupervised youth.
3. Reduced number of drug and weapons violations committed by youth.
4. Decreased number of juvenile offenders.
5. Increased Police/Youth Activities.
6. Increased mentoring opportunities through career shadowing.
7. Provided Manpower for the PAL Summer Academy
8. Build self-esteem and create a sense of empowerment by positively affecting the lives of young children in their community.

Alliance for Neighborhood Restoration FY 2017-18 Program Schedule

Month	Program Goal	Related Objective	Activity	Completion Date	Person(s) Responsible
1 October	Community Policing	Community Crime Prevention Awareness Diamond Square Plan, 1999	National Night Out Diamond Square Lemonade Stand	October 3 , 2017 On-going	ANR ED, Staff, Volunteers, and Cocoa PD
1 –9 October-June	Develop and Implement After-School Programs/Summer Programs PAL Center/Cocoa PAL located at 307 Blake Ave. in Cocoa.	Cocoa PAL Program Objective 4.4 Diamond Square Update Plan	After School (a k a) Out-of-School Time Cocoa PAL Homework Assistance, Visual Arts, Computer Labs, character building activities	On-going June	ANR ED, Staff, PAL Officer, Contractors, Volunteers
1-12 October-September	Coordinate Crime Prevention and Community Service Activities for Youth to build Character and develop Leadership Skills	Youth Leadership Training (Phase 2) Diamond Square Plan	Cocoa PAL Youth Directors Council State PAL Program Regional and State Activities	On-going	ANR ED, Staff, PAL Officer

5 February	Provide Opportunities for Residents to receive information and access to community resources	Diamond Square, Community Building Self Sufficiency	Weed and Seed Initiative Diamond Square Community Resource Fair	February, 2018	ANR ED, Staff, Volunteers
6 March	Provide opportunities to connect area youth with College-aged mentors engaging them in three (3) activities/events throughout the year, which include, goal setting, College Prep, and campus tours	Crime Prevention Mentoring Introduction to Higher Education	Cocoa PAL Youth Summit	March 30, 2018	ANR ED, Staff, PAL Officer, Eastern FL UCF
9 June	Provide an Opportunity to participate in a Community-wide Celebration as a source of pride and community spirit	Diamond Square Community Building	Diamond Square Juneteenth Festival	June 18, 2018	ANR ED, Staff, Volunteers, Partners
9-11 June- August	Enhance employment opportunities for underserved youth	Provide Career Development Training and Exploration.	Weed and Seed Initiative Summer Youth Employment Training Phase 1 and 3	August, 2018	ANR ED, Staff

Services Agreement

THIS AGREEMENT is made this___ day of_____, **2017,** by and between the City of Cocoa's Diamond Square Redevelopment Agency, a Florida Community Redevelopment Agency formed pursuant to Section 163.330 et seq., Florida Statutes, whose address is 65 Stone Street, Cocoa, Florida (hereinafter referred to as the CRA) and the Alliance for Neighborhood Restoration (hereinafter referred to as the Alliance) whose address is Post Office Box 727, Cocoa, Florida 32923.

The CRA intends to enter into a Services Agreement with the Alliance for the provision of services by the Alliance and the reimbursement for those services by CRA as set forth below.

I SCOPE OF SERVICES

The Alliance will perform the following services on behalf of the CRA with respect to matters relating to or affecting the Diamond Square Redevelopment Plan. All services funded by this Agreement shall be for Diamond Square residents only. The Alliance shall report directly to and receive direction from the Community Services Director and/or his designee. Responsibilities include, but are not limited to:

1.1 Assist the CRA in fostering Public Facilities and Services set forth in the Diamond Square CRA Redevelopment Plan, specifically Goal-IV: to reverse the spiraling decline of the neighborhood caused by drug use and crime, and to provide for the public health, safety, morals and welfare in the community, to wit:

Workforce Readiness Model:

Beginning with the 4-week summer program, teens will learn how to write effective resumes and cover letters, how to fill out applications or other key documents, and how to handle an interview. Also, teens will be taught how to take responsibility in a job, respond to authority, work as part of a team, and set goals for the future. Additionally, teens will be instructed on how to budget their earnings and open bank accounts.

Building on these basics, Career Information Workshops will introduce students, those who are going on to college and those who are not, to a broad range of career options. The Workshops provide exposure to the world of work through job shadowing, summer employment, technology workshops and other hands-on opportunities.

Goal 1

To enhance the employment opportunities of under-served youth by providing career exploration, training, and the development of social skills through partnering with public and private organizations to create models of success and improve the overall health of the community.

Goal 2

Upon completion of the full year (2017-2018) of leadership training, coupled with a volunteer requirement, youth will participate in an on-the-job training component in the 2018 PAL Summer Academy and other partner organizations. Youth will learn how to perform duties as camp counselors, supervise students serve

meals, plan and develop activities, learn time-management skills, and clean and maintain the center that is located at 307 Blake Avenue in the Diamond Square Community of Cocoa.

Goal 3

Assist in the design and implementation of the Summer Academy Program, providing an opportunity for both children and teens to interact in a camp-like setting. As counselors, they will develop skills in mentoring at-risk youth, emphasizing problem-solving and conflict resolution.

Objectives:

1. Identify and develop partnerships with the City of Cocoa, Cocoa Police Department, Diamond Square, RDA and businesses in the Diamond Square area of Cocoa and beyond.
2. Provide services to youth residing in the Diamond Square Community.
3. Develop and utilize a pre-screening process to determine interests and eligibility.
4. Expose youth to career professionals who have successful careers and/or businesses and who want to share their expertise and talent with youth. Identify and recruit volunteers as mentors.
5. The youth are required to meet on a regular basis to plan, design, and develop programs and projects.
6. The youth will be required to assume leadership roles.

II REPORTING REQUIREMENTS

2.1 The preparation and submission of twelve (12) monthly reports detailing the specific efforts regarding the above referenced services. The Monthly Report (Exhibit A) will provide the status of all services as detailed above. This report is to be submitted for review by the Community Services Director and/or his designee no later than ten (10) days after the end of each month. The Community Services Director must approve the form of each of the Monthly Reports prior to any disbursement of funds being authorized by the CRA.

(a) At a minimum, the monthly Report shall include:

1. The monthly program curriculum
2. Copies of the recruitment materials and recruitment strategy
3. List of students, addresses and ages
4. Job locations, job titles, job descriptions, and hours worked
5. Monthly expense Report (template to be provided)

2.2 In the event any Program Level is not accomplished as detailed above, a Corrective Action Report will be submitted to the Community Services Director and/or his designee at the time of the specific Monthly Report. The Corrective Action Report, as part of the Monthly Report, must detail the actions to be taken to correct the cited deficiency within the next or another month.

2.3 The preparation and submission of an annual report detailing the specific efforts regarding the above references services. The annual report will provide the status and performance measurements of

all services as detailed above. This report is to be submitted for review by the Community Services Director and/or his designee no later than ten days after the end of the fiscal year.

2.4 Upon request of the CRA, a representative of the Alliance shall present the report(s) to the Board.

2.5 The Alliance shall provide evidence of its current non-profit corporate status prior to any disbursement of funds being authorized by the CRA, to include its most recent 990 filing.

2.6 A copy of the Alliance's Operational Budget as well as prior pre and post test results, must also be submitted by the Alliance prior to any disbursement of funds being authorized by the CRA.

III COMPENSATION AND METHOD OF PAYMENT

3.1 For the period of October 1, 2016 through September 30, 2017, the CRA shall reimburse the Alliance for performing the events as specified in Exhibit A in the amount of: One thousand six hundred and sixty six dollars and sixty six cents ($1,666.66) after the submission of the Monthly Report (Exhibit B) and acceptance by the CRA, not to exceed an annual maximum amount of twenty thousand dollars and no cents ($ 20,000.00).

IV ADDITIONAL SERVICES

4.1 The undertaking by the Alliance to perform services defined within this Services Agreement is only for those services specifically described herein. Upon the request of the CRA, the Alliance may agree to perform additional services. The CRA shall pay the Alliance for the performance of such additional services at an amount to be separately negotiated.

V TERMINATION

5.1 Either party upon a thirty (30) day written notice to the other party may terminate this Services Agreement with or without cause.

VI PERSONS BOUND BY SERVICES AGREEMENT

6.1 The persons bound by this Agreement are the Alliance and the CRA and their partners, successors, heirs, executors, administrators, and other legal representatives.

6.2 This Agreement and any interest associated with this Agreement may not be assigned, sublet or transferred by either party without the prior written consent of the other or transferred by either party without the prior written consent of the other party.

6.3 Nothing herein shall be construed to give any rights or benefits arising from this Services Agreement to anyone other than the Alliance and the CRA.

VII MISCELLANEOUS PROVISIONS

7.1 Time is of the Essence

Time is of the essence of this Services Agreement, and the parties agree to cooperate with each other in performing their respective obligations under this Agreement.

7.2 Independent Contractor

Alliance and all employees of Alliance shall be considered an independent Contractor under this Services Agreement and not an employee or agent of the CRA.

7.3 Governing Law

This Services Agreement shall be construed and enforced in accordance with the laws of the State of Florida. The parties further agree that, in any dispute between those relating to this Agreement, exclusive jurisdiction for state court actions shall be the trial courts located in Brevard County, Florida and for Federal actions in the district court located in Orlando, Florida. Any objection as to jurisdiction or venue in such courts is hereby expressly waived.

7.4 Amendments

This Services Agreement shall not be modified or amended except by written agreement duly executed by the parties hereto and approved by the CRA.

7.5 Entire Services Agreement

This Services Agreement supersedes any other agreement, oral or written and contains the entire agreement between the parties as to the subject matter hereof.

7.6 Severability

If any provisions of this Services Agreement shall be held to be invalid or unenforceable to any extent by a court of competent jurisdiction, the same shall not affect in any respect the validity or enforceability of the remainder of this Agreement.

7.7 Effective Date

The Services Agreement shall become effective on the date it is executed by both parties and shall terminate on September 30, 2018.

7.8 Attorney Fees

Should any dispute or legal action arise out of this Services Agreement or the obligations stated herein, or any dispute or action is based upon this Agreement or any of its provisions, the prevailing party shall be entitled to recover its reasonable attorney fees, expenses and costs incurred in connection with such a dispute or action, including without limitations, its attorney fees and costs through all administrative, pre-trial, post judgment, and appellate proceedings.

7.9 Insurance

Alliance, at its own expense, shall keep in force and at all times maintain during the term of this

Agreement:

A. **General Liability Insurance:** General Liability Insurance issued by responsible insurance companies and in a form acceptable to the City, with combined single limits of not less than One Million Dollars ($1,000,000), for Bodily Injury and Property Damage per occurrence.

B. **Automobile Liability Insurance:** Automobile Liability coverage shall be in the minimum amount of One Million Dollars ($1,000,000) combined single limits for Bodily Injury and Property Damage per accident.

C. **Workers' Compensation Coverage:** Full and complete Workers' Compensation Coverage, as required by State of Florida law, shall be provided.

D. **Insurance Certificates:** The Contractor shall provide the City with Certificate(s) of Insurance on all the policies of insurance and renewals thereof in a form(s) acceptable to the City. Said Liability Policies shall provide that the City be an additional insured. The City shall be notified in writing of any reduction, cancellation or substantial change of policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are licensed and authorized under the laws of the State of Florida.

7.10 Notices

Unless otherwise stated herein all notices to the parties to this Services Agreement shall be in writing, certified mail return receipt requested, at the addresses listed above.

IN WITNESS WHEREOF the CRA and the Alliance have executed this Services Agreement the day and year indicated below.

CITY OF COCOA
DIAMOND SQUARE
REDEVELOPMENT AGENCY
65 Stone Street
Cocoa, Florida 32922

By: _____

Its: City Manager

Date: _____

ALLIANCE FOR
NEIGHBORHOOD RESTORATION
Post Office Box 727
Cocoa, Florida 32922

By: _____

Its: Executive Director

Date: _____

DIAMOND SQUARE
REDEVELOPMENT AGENCY

Revenue & Expenditure Report Form

This expense report should cover all project activities completed to date with Diamond Square Community Redevelopment Agency funds, and compare actual expenditures of Agency funds to your project budget. Indicate any amount of Agency grant funds that remain unspent at the end of this reporting period.

Alliance for Neighborhood Restoration (ANR)

REVENUES	Project Budget	Monthly Revenues	Balance of Budgeted Account	% of Budget
Itemize all funding for project	*What was budgeted*			
Grants				
Fringe Benefits - All Salaries @				
Subtotal Salaries and Benefits	$ -	$ -	$ -	$ -
GRAND TOTAL – ALL REVENUES	$ -	$ -	$ -	$ -

EXPENSES	Project Budget	Monthly Expenses	Balance of Budgeted Account	% of Budget
Itemize all expenses for project	*What was budgeted*			
Personnel				
Fringe Benefits - All Salaries @				
Subtotal Salaries and Benefits	$ -	$ -	$ -	$ -
Project Partners/Contractors				
Subtotal Project Partners Contracto	$ -	$ -	$ -	$ -
Total Personnel Expenses	$ -	$ -	$ -	$ -
Non-Personnel				

Total Non-Personnel Expenses	$ -	$ -	$ -	$ -
GRAND TOTAL – ALL EXPENSES	$ -	$ -	$ -	$ -
	Amount of grant funds that remain unspent (if any)		$ -	$ -

Expense report prepared by: _____ Telephone Number: _____

Notes:

DIAMOND SQUARE
REDEVELOPMENT AGENCY

AGENDA ITEM V-2
Cancel December 18 Meeting

MEMO DATE:	November 16, 2017
AGENDA DATE:	November 27, 2017
PREPARED BY:	Samia Singleton, Redevelopment Specialist
REQUESTED ACTION:	Authorize staff to cancel Diamond Square Community Redevelopment Agency meeting on Monday, December 18, 2017, due to the holiday.

BACKGROUND
The Diamond Square Community Redevelopment Agency meets on the third Monday of each month. The Monday, December 18, 2017 meeting is exactly one week before the Christmas holiday on Monday, December 25, 2017.

STAFF COMMENTS
Due to the holiday on December 25, staff recommends cancelling the December 18 meeting.

BUDGETARY IMPACT
N/A

REVIEWED
The Assistant City Manager and Community Services Director have reviewed this agenda item.

Assistant City Manager

Matthew Fuhrer

Community Services Director

Karen D. Hamilton

REQUESTED MOTION
Authorize staff to cancel Diamond Square Community Redevelopment Agency meeting on December 18, 2017, due to the holiday.