



# 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

### REGULAR MEETING AGENDA

DATE: Monday, April 16, 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 April 16, 2018

MINUTES: Special Meeting of March 27, 2018

**III. DELEGATIONS**

**IV. PRESENTATIONS**

**V. ACTION ITEMS-none**

**VI. UPDATES AND STAFF REPORTS**

1. Stone Street Streetscape Project Update (verbal update)
2. Dr. Joe Lee Smith Center (verbal update)
3. Community Garden
4. New Diamond Square Businesses

**VII. NEXT MEETING DATE**

The next meeting of the Diamond Square Redevelopment Agency will be a Regular meeting at 6:00 p.m. on Monday, May 21, 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  
SPECIAL MEETING  
MARCH 27, 2018**

**A Special Meeting of the Diamond Square Redevelopment Agency Board was held on March 27, 2018 at City Hall, 65 Stone Street, Cocoa, FL, as publicly noticed.**

**I. CALL TO ORDER:**

**Chairwoman Moore called the meeting to order at 5:01 pm.**

**ROLL CALL:**

|                      |                  |
|----------------------|------------------|
| Tracy Moore          | Chairwoman       |
| Delores Martin       | Vice Chairperson |
| 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 Chairperson                |
| Larry Robinson       | Agency member (arrival 5:05 pm) |
| Jewel Collins        | Agency member                   |
| Edward Jones         | Agency member (arrival 5:05 pm) |
| Sylvia Thomas        | Agency member                   |
| Joseph Colombo       | Agency counsel                  |
| Clarence Whipple Jr. | Council Liaison                 |
| Torri Edwards        | Recording Secretary             |

**ABSENT:**

|                     |               |
|---------------------|---------------|
| Adrian Moss-Beasley | Agency member |
|---------------------|---------------|

**STAFF PRESENT:**

**Samia Singleton**, Redevelopment Specialist, and **Larry Lallo, CECD, EDFP**, Economic Development Manager.

**Agency member Collins** provided the invocation and **Chairwoman 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:** Special Meeting of March 27, 2018

- \* **MOTION by Vice Chairperson Martin; SECONDED by Agency member Thomas to approve the agenda for the Special Meeting of March 27, 2018.**

**AYES:** Moore, Martin, Collins, Thomas

**MOTION CARRIED (4-0)**

**MINUTES:** Minutes of the Special Meeting of January 29, 2018

- \* **MOTION by Agency member Collins; SECONDED by Agency member Thomas to approve the minutes of the Special meeting of January 29, 2018.**

**AYES:** Moore, Martin, Collins, Thomas

**MOTION CARRIED (4-0)**

**MINUTES:** Minutes of the Regular Meeting of March 19, 2018

- \* **MOTION by Vice Chairperson Martin; SECONDED by Agency member Jones to approve the minutes of the Regular meeting of March 19, 2018.**

**AYES:** Moore, Martin, Robinson, Collins, Jones, Thomas

**MOTION CARRIED (6-0)**

**III. DELEGATIONS:**

NONE

**IV. PRESENTATIONS:**

NONE

**V. ACTION ITEMS:**

**1. Budget Transfer to Machinery and Equipment:**

**Ms. Singleton** stated that Staff is requesting a budget transfer of \$3,051 from the Other Grants and Aids Account to the Machinery and Equipment Account and the Postage and Freight Account to cover the cost of installing a bench and waste receptacle at the bus stop located at Rosa L. Jones Boulevard and Blake Avenue. At the meeting on October 30, 2017, Agency member Jones had inquired on having the bench replaced at the Rosa L.

Jones bus stop. The staff received three (3) quotes for a new bench and waste receptacle. The original estimated cost of the bench was \$600. The final quote was higher at \$3051.

**Chairperson Moore** inquired whether the \$600 was transfer when the estimate was discussed. **Ms. Singleton** noted that no funds were transferred at that time.

**Ms. Singleton** stated cement has been poured in preparation for the bench. The installation will be completed within two (2) months of placing the order.

- \* **MOTION by Agency member Jones; SECONDED by Vice Chairperson Martin to approve a budget transfer of \$3,051 from the Other Grants and Aids Account to the Machinery and Equipment, and Postage and Freight accounts to cover the cost of installing a bench and waste receptacle at the bus stop located at Rosa L. Jones Blvd. and Blake Avenue.**

**AYES: Moore, Martin, Robinson, Collins, Jones, Thomas**

**MOTION CARRIED (6-0)**

**Chairperson Moore** thanked **Agency member Jones** for informing the Board about the need for a replacement bench at the Rosa L. Jones bus stop.

**Agency member Thomas** inquired whether the new bench will have a canopy. **Ms. Singleton** noted there will be no canopy.

## **2. Budget Transfer to Overtime:**

**Ms. Singleton** stated that Staff is requesting approval for a budget transfer of \$1.00 from the Regular Salaries and Wages Account to the Overtime Account to cover the cost of staff overtime during the Diamond Square CRA meeting.

- \* **MOTION by Agency member Robinson; SECONDED by Agency member Thomas to approve a budget transfer of \$1.00 from the Regular Salaries and Wages Account (111-3230-559.12-00) to the Overtime Account (111-3230-559.14-00) to cover the cost of staff overtime during the Diamond Square CRA meetings.**

**AYES: Moore, Martin, Robinson, Collins, Jones, Thomas**

**MOTION CARRIED (6-0)**

## **VI. UPDATES AND STAFF REPORTS:**

**Chairperson Moore** inquired whether there are any public hearings scheduled. **Ms. Singleton** stated there is a tentatively planned meeting in April 2018 to discuss the proposed relocation of the Dr. Joe Lee Smith Center. The Community Garden public meeting is scheduled on April 12, 2018 from 6 pm to 8 pm.

**Chairperson Moore** requested the Staff prepare a list of new businesses that have established in Diamond Square. **Mr. Whipple, Jr.** requested a list of proposed businesses in Diamond Square such as the donut shop and Cumberland Farms.

**Agency member Collins** requesting additional information on the proposed plan to relocate the Dr. Joe Lee Smith Center. **Chairperson Moore** stated the proposed plan will be discussed at the joint special meeting with City Council at 5:30 pm.

**Agency member Collins** requested on update on the Community Garden. **Chairperson Moore** noted there are several groups in the community that would like to volunteer or serve as partners at the Community Garden. There is a public meeting scheduled on April 12, 2018 to gather input from the community. The meeting will provide advice on ways to connect to other agencies to develop and maintain a successful garden. **Ms. Singleton** noted the meeting is at the Pineda Senior Center on 1046 Fern Street.

**Ms. Singleton** stated the City is reissuing the bid for the Stone Street Streetscape Project.

**VII. NEXT MEETING DATE:**

**The next meeting of the Diamond Square Redevelopment Agency will be a Regular Meeting to be held on April 16, 2018 at 6:00 pm at City Hall, 65 Stone Street.**

**IX. ADJOURNMENT:**

- \* MOTION by Vice Chairperson Martin; SECONDED by Agency member Thomas to adjourn the Special Meeting of March 27, 2018.**

**AYES: Moore, Martin, Robinson, Collins, Jones, Thomas**

**MOTION CARRIED (6-0)**

**MEETING WAS ADJOURNED AT 5:21 pm**

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**Tracy Moore, Chairwoman**

**Respectfully Submitted,**

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**Torri Edwards, Recording Secretary**



**AGENDA ITEM VI-3**  
Community Garden

**MEMO DATE:** April 6, 2018  
**AGENDA DATE:** April 16, 2018  
**PREPARED BY:** Samia Singleton, Redevelopment Specialist  
**REQUESTED ACTION:** Informational item

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**BACKGROUND**

St. Mark's Community Garden, a .33 acre parcel located at 1112 Peachtree Street, was a Cocoa Police Athletic League initiative managed by Alliance for Neighborhood Restoration by way of a Memorandum of Understanding (MOU) with the Cocoa Police Department (PD). St. Mark's Church donated the property to the City of Cocoa in 2013.

At its Regular Meetings on August 21, 2017 and September 18, 2017, the Diamond Square Community Redevelopment Agency (CRA) discussed the conditions of and expressed interest in the revitalization of the community garden. Subsequently, at a Special Meeting held on October 30, 2017, the Diamond Square CRA voted to undertake management of the community garden from the Alliance for Neighborhood Restoration/Cocoa Police Department. Staff met with the Cocoa PD to discuss the community garden on November 3, 2017, where the Cocoa PD provided its support to this Diamond Square CRA initiative. At its Regular Meeting on February 27, 2018, City Council granted the CRA management of the community garden.

Since that time, staff has pursued the development of an MOU between the City and the CRA stipulating the:

- Scope, goals, and objectives of the community garden
- Strategy for management, funding and sustainability
- Leadership
- Partners and stakeholders
- Roles and responsibilities
- Monitoring/Reporting

In order to determine the elements of the MOU, generate interest, identify a vision for the Community Garden and identify partners and resources a public meeting will be held at the Pineda Senior Center, 1053 Fern Avenue on Thursday, April 12, 2018 at 6 pm.

**STAFF COMMENTS**

Staff is currently conducting research on how to run a successful community garden. As part of staff's research, staff has visited the City of New Smyrna Beach's and University of Florida Extension's community gardens and obtained various educational materials about community gardening management. The University of Florida Extension has agreed to be an integral partner in the Community Garden and will assist with planning and developing the Community Garden.

Staff met with Amy Avant and Deidre Britt of the Learning Street Childcare Center, located at 1108 Peachtree Street, to discuss their interest in establishing a garden at the site. Learning Street Childcare Center would like to use the garden to teach the children the benefits of gardening and healthy eating habits.

Staff has engaged organizations and citizens interested in clearing and preparing the site. Richard Campbell, a resident of 1124 Peachtree Street, has voluntarily mowed the site. Keep Brevard Beautiful has agreed to assist with preparing the site.

Next steps, are completion and execution of the MOU, followed by development of the garden design. Completion and opening of the garden is anticipated in September 2018.

**BUDGETARY IMPACT**

No budgetary impact.

**REQUESTED MOTION**

Informational item.



**AGENDA ITEM VI-4**  
New Diamond Square Businesses

**MEMO DATE:** April 6, 2018  
**AGENDA DATE:** April 16, 2018  
**PREPARED BY:** Samia Singleton, Redevelopment Specialist  
**REQUESTED ACTION:** Informational item

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**BACKGROUND**

At the Special Meeting of the Diamond Square Community Redevelopment Agency (CRA) on March 27, 2018, the CRA requested a list of new businesses that have established in the CRA area.

**STAFF COMMENTS**

Staff has prepared the enclosed lists of new businesses that have established in the CRA area in FY 2017 and FY 2018.

In FY 2017 10 new businesses established, creating a total of 12 jobs. In FY 2018, to date, four (4) new businesses have established, creating a total of 36 jobs.

**BUDGETARY IMPACT**

No budgetary impact.

**REQUESTED MOTION**

Informational item.

2017 New Businesses  
Diamond Square CRA

|              | Business Name                         | DBA | Physical Address      | Zip   | # FT Employees | # Pt Employees |
|--------------|---------------------------------------|-----|-----------------------|-------|----------------|----------------|
|              | Waters of Life Placement Center, Inc. |     | 1050B W. King Street  | 32922 |                |                |
|              | Diamond Systems LLC                   |     | 625 Peachtree Street  | 32922 | 1              | 1              |
|              | MG Car Doctor                         |     | 200 St. Johns Street  | 32922 | 1              | 0              |
|              | A+ United Asphalt Inc.                |     | 1130 Peachtree Street | 32922 | 1              | 2              |
|              | Amazin Transformations Studios LLC    |     | 408 Stone Street      | 32922 | 1              | 0              |
|              | Able Auto Repairs                     |     | 1146 Peachtree Street | 32922 | 1              | 0              |
|              | Judson's Custom Designing & Printing  |     | 1131 Lake Drive       | 32922 | 1              | 0              |
|              | Castillo Multi Service Corp           |     | 810 Peachtree Street  | 32922 | 2              | 0              |
|              | CORNERSTONE CREDIT CONSULTANTS        |     | 1112 LAKE DRIVE       | 32922 | 0              | 0              |
|              | Realtor Clean Up, LLC                 |     | 518 S Kentucky Ave    | 32922 | 1              | 0              |
| <b>Total</b> |                                       |     |                       |       | <b>9</b>       | <b>3</b>       |

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2018 New Businesses  
Diamond Square CRA

| Business Name             | DBA                       | Physical Address          | Zip   | # FT Employees | # Pt Employees |
|---------------------------|---------------------------|---------------------------|-------|----------------|----------------|
| All World Services, LLC   | American Super Painters   | 1035 Peachtree St. Unit B | 32922 | 0              | 1              |
| DIXIE FENCE & KENNEL, INC |                           | 536 PEACHTREE ST          | 32922 | 9              | 0              |
| DOLGEN CORP, LLC          | DOLLAR GENERAL STORE #182 | 906 BARBARA JENKINS ST    | 32922 | 0              | 6              |
| WAWA # 5265               |                           | 923 KING ST               | 32922 | 35             | 0              |