1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

3. ROLL CALL

4. APPROVAL OF MARCH 2, 2021 MINUTES

5. FY 2021-2022 JOINT WEST MELBOURNE-BREvard COUNTY CRA BUDGET AND WORK PLAN

   Recommendation: Recommend the proposed October 1, 2021, to September 30, 2022, Agency budget and work plan to the West Melbourne City Council and the 2021-2022 work plan to the Brevard County Board of County Commissioners.

6. PUBLIC COMMENTS

7. ADJOURNMENT

All persons wishing to be heard should appear in person at these hearings or send written comments to the City Clerk. All persons and parties are hereby advised that if they should decide to appeal any decision made by the City with respect to any matter considered at the public meeting or hearing described in this notice, they will need a record of the proceedings, and for such purpose, said person or party may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Chapter 286, Florida Statutes). In compliance with American with Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the City’s ADA coordinator at 837-7774 at least 48 hours in advance of this meeting.
West Melbourne-Brevard County Joint Community Redevelopment Agency

MINUTES

March 2, 2021

1. CALL TO ORDER

Chair Rose called the workshop to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION

Chair Rose led the Pledge of Allegiance followed by a moment of silence.

3. ROLL CALL

Attending: Chair Hal Rose, Vice Chair John Dittmore, and Board Members Daniel Batcheldor, Pat Bentley, Daniel McDow, Stephen Phrampus, and Andrea Young.

Absent: Board Member Kristine Zonka.

Board Member Young moved to excuse Board Member Zonka. Chair Rose seconded the motion, which passed with a 7-0 vote.

Also present: City Manager Scott Morgan, City Attorney Morris Richardson, Finance Director Margi Starkey, Information Technology Director Tom Bradford, and City Clerk Cynthia Hanscom.

4. APPROVAL OF DECEMBER 15, 2020 MINUTES

Board Member Young moved to approve the minutes of December 15, 2020, as written. Board Member Bentley seconded the motion, which passed with a 7-0 vote.

Planning Director Fischer presented highlights from the 2019-2020 Community Redevelopment Annual report. She provided information on the Community Redevelopment area and the finances and accomplishments.

Board Member Bentley asked how much cash was in the account. City Manager Morgan estimated there was $900,000 but $500,000 was a liability to the City to pay back the loan, per the agreement.

The Board discussed the method of appraisal by the Brevard County Property Appraiser and properties that are tax exempt because they are not-for-profit.

Chair Rose asked about the repair of the streetlights along U.S. 192, which was originally paid by the Community Redevelopment Agency. City Manager Morgan indicated that the insurance company of the individual causing the accident and damaging the streetlight paid for the repairs/replacement. Currently, they had collected for all of the costs incurred by damage to the streetlights.

*Board Member Bentley moved to receive and file the annual report of the West Melbourne/Brevard County Joint Community Redevelopment Agency. Vice Chair Dittmore seconded the motion, which passed 7-0.*

6. **COMMUNITY REDEVELOPMENT AGENCY FINANCIAL AUDIT**

Yvonne Clayborne with Carr Riggs & Ingram distributed the required communications letter and audit report for the Community Redevelopment Agency. She stated this year there was a new statute under Section 163 which required a separate audit opinion management letter and compliance report. She pointed out that the audit opinion states that all financial statements are in compliance. She also stated the audit had no significant deficiencies or material weaknesses or non-compliance. In addition, the management letter included that there were no internal control findings.

Chair Rose asked about the money that was being used for transportation improvements by the County. City Manager Morgan reminded the Board that a 2018 agreement provided a reduced County contribution from the original 2013 agreement with the difference used for road improvements in the City. He stated they had reviewed and tracked those dollars and none of the funds have yet to be spent. He noted that this would not be reflected in the City’s financial records because it was County dollars.

*Board Member Young moved to receive the annual financial audit for the Joint Community Redevelopment Agency. Board Member Phrampus seconded the motion, which passed with a 7-0 vote.*
7. PUBLIC COMMENTS

There were no comments from the public.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 6:19 p.m. The next meeting of the Community Redevelopment Agency is scheduled for Tuesday, May 18, 2021, at 6:00 p.m.

______________________________
Hal J. Rose, Chair

______________________________
Cynthia Hanscom, City Clerk
To: Chairman and Members, West Melbourne-Brevard County Joint Community Redevelopment Agency Board of Directors

From: Scott Morgan, City Manager

Date: May 18, 2021

SUBJECT

2021-2022 Joint West Melbourne-Brevard County Community Redevelopment Agency Budget and Work Plan

RECOMMENDATION

The City Manager recommends that the Board of Directors:

Recommend the proposed October 1, 2021, to September 30, 2022, Agency budget and work plan to the West Melbourne City Council and the 2021-2022 work plan to the Brevard County Board of County Commissioners.

FISCAL IMPACT

Proposed 2021-2022 appropriations of the West Melbourne-Brevard County Joint Community Redevelopment Agency total $105,800, which is essentially the same as the current year. A $1,505,100 reserve is proposed for future year land acquisition along the Ellis Road corridor.
DISCUSSION and BACKGROUND

Background

The proposed annual budget and work plan of the West Melbourne-Brevard County Joint Community Redevelopment Agency has been developed. The Board of Directors both adopts the Agency budget and also is advisory to the West Melbourne City Council for inclusion of the Agency budget into the larger City budget. The Agency is scheduled to adopt its budget by resolution at the scheduled Agency meeting of August 17, 2021, and the City Council has scheduled its budget hearings for September 7, 2021 and September 22, 2021.

In addition to the budget, the Agency Board is advisory to the Brevard County Board of County Commissioners with respect to the work plan. The County Commission is responsible for reviewing and commenting on the work plan, and has reserved the ability to approve projects that are located within the unincorporated jurisdiction portion within the Joint CRA.

Each year after budget approval, implementation of the programs and projects are the responsibility of the Agency. City of West Melbourne staff, without charge to the Agency, is responsible for both general agency administration, including all financial and grant administration and audit services, as well as for all project delivery services.

Agency Revenue Projection

It is projected that 2021-2022 Agency revenues will total approximately $545,000. Under the Interlocal Agreement adopted on April 10, 2018, that reduced the County’s contribution, the current estimate is that the County and City will each will contribute $271,500 to the Joint CRA in 2021-2022.

Proposed Expenditure Budget is Consistent with the Delegation of Authority, CRA Plan, and Adopted Three-Party Interlocal Agreement

The proposed Agency expenditure budget for 2021-2022 consists of just four items, all of which are consistent with the adopted delegation of authority, the adopted CRA Plan, and the Interlocal Agreement adopted on April 10, 2018. The proposed Joint CRA expenditure budget for 2021-2022 totals $105,800. In addition, a $1,505,100 reserve is set aside for future land acquisition along the Ellis Road corridor. Such a land acquisition would be in support of Brevard County’s Ellis Road Widening Project and future redeveloped property stormwater needs within the CRA boundary. Such a future use of Joint CRA funds is consistent with the tri-party Interlocal Agreement between the City, County and Agency dated April 10, 2018.

Proposed Work Plan

The proposed work plan for 2021-2022 consists of the following five elements:

1. File the required Florida Department of Economic Opportunity (DEO) annual special district report.

   The proposed 2021-2022 CRA budget contains an appropriation of $175 for this annually required filing fee.
2. Participate in the activities of the Florida Redevelopment Association (FRA).

   The proposed 2021-2022 CRA budget contains an appropriation of $625 for the annual FRA membership fee. Any costs of staff participation in FRA activities will be borne by the City.


   The proposed 2021-2022 CRA budget contains an appropriation of $5,000 for the financial audit newly required by the State legislature to be separate from the City’s financial audit, where the Agency fund was audited in prior years without any cost to the Agency.

4. Make the required loan payment on the City’s September 22, 2015, no-interest loan to the Agency.

   The proposed 2021-2022 CRA budget contains an appropriation of $100,000 to make the next scheduled required loan repayment to the City that will fall due on April 1, 2022. At that time, the remaining loan balance will be $300,000.

5. Reserve funds for future budget year property purchase within the Ellis Road corridor in support of future stormwater retention needs of the Brevard County road widening project and in support of the redevelopment of private properties within the Ellis Road CRA boundary.

   The proposed 2021-2022 CRA budget reserves an estimated $1,505,100 for future year property acquisition for future stormwater retention pond development in support of the future widening of Ellis Road and to support nearby redevelopment opportunities.

**Budget Summary**

“Attachment 1” summarizes proposed 2021-2022 budget for the West Melbourne-Brevard County Joint Community Redevelopment Agency.

**ATTACHMENT**

1. Proposed CRA Budget Summary.
City of West Melbourne
Community Redevelopment Agency Trust Fund
Fiscal Years 2017-2018 Through 2021-2022

The City of West Melbourne and Brevard County have partnered to sponsor the only joint City-County redevelopment agency in Brevard County. Fiscal Year 2021-2022 will be the eighth year of the Agency’s financial operations. The eight member Agency Board of Directors is composed of the seven elected members of the West Melbourne City Council plus the elected County Commissioner representing District 5. Initial operations were funded from a no-interest loan from the City of West Melbourne to the Agency. The current loan balance is $400,000.
City of West Melbourne
Community Redevelopment Agency Fund Revenues
Fiscal Years 2017-2018 Through 2021-2022

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Adopted Budget</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018</td>
<td>2019</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
</tr>
<tr>
<td>Tax Increment</td>
<td>$377,318</td>
<td>$344,588</td>
<td>$426,386</td>
<td>$464,000</td>
<td>$543,000</td>
</tr>
<tr>
<td>US 192 Street Lighting Grant</td>
<td>0</td>
<td>212,270</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Interest Earnings</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$377,318</td>
<td>$556,858</td>
<td>$426,386</td>
<td>$464,000</td>
<td>$545,000</td>
</tr>
</tbody>
</table>

City of West Melbourne
Community Redevelopment Agency Fund Expenditures and Reserve
Fiscal Years 2017-2018 Through 2021-2022

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Actual</th>
<th>Actual</th>
<th>Adopted Budget</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018</td>
<td>2019</td>
<td>2020</td>
<td>2021</td>
<td>2022</td>
</tr>
<tr>
<td>Annual State Report Filing Fee</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
<td>$175</td>
</tr>
<tr>
<td>FRA Membership</td>
<td>245</td>
<td>-</td>
<td>245</td>
<td>275</td>
<td>625</td>
</tr>
<tr>
<td>Annual Financial Audit</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5,000</td>
</tr>
<tr>
<td>U.S. 192 Lighting Coastal Lane to Pearl St.</td>
<td>1,294,669</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Principal Payment on City Loan</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Reserve for Property Purchase</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>916,000</td>
<td>1,505,100</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$1,395,089</td>
<td>$100,175</td>
<td>$100,420</td>
<td>$1,016,450</td>
<td>$1,610,900</td>
</tr>
</tbody>
</table>

CRA 5 - 5