

West Melbourne-Brevard County  
Joint Community  
Redevelopment Agency

Chairman, Hal J. Rose  
Vice Chairman, John Dittmore  
Pat Bentley  
Daniel Batchelder  
Adam Gaffney  
Kristine Isnardi  
Barbara A. Smith  
Andrea Young



CITY HALL  
2240 Minton Road  
West Melbourne, FL 32904  
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Fax: (321) 768-2390  
www.westmelbourne.org

West Melbourne/Brevard County Joint  
Community Redevelopment Agency

## **Agenda**

May 19, 2020, 6:00 p.m.  
City Council Chamber  
and via Communications Media Technology\*

\*See notice regarding communications media technology and public participation  
on page 2 of the Community Redevelopment Agenda.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION**
- 3. ROLL CALL**
- 4. APPROVAL OF MARCH 3, 2020 MINUTES**
- 5. FY 2020-2021 JOINT WEST MELBOURNE-BREVARD COUNTY CRA BUDGET AND WORK PLAN**

Recommendation: Recommend the proposed October 1, 2020, to September 30, 2021, Agency budget and work plan to the West Melbourne City Council and the 2020-2021 work plan to the Brevard County Board of County Commissioners.

- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT**

NOTICE REGARDING COMMUNICATIONS MEDIA TECHNOLOGY  
AND PUBLIC PARTICIPATION

NOTICE IS HEREBY GIVEN that the West Melbourne/Brevard County Joint Community Redevelopment Agenda will hold a meeting at 6:00 p.m., to which all persons are invited. The meeting will be conducted in City Council Chambers at the Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida 32904, and by means of communications media technology. The meeting will be broadcast live and on demand for members of the public to view on the City's YouTube channel, which may be reached via links on the City's website ([www.westmelbourne.org](http://www.westmelbourne.org)), or by entering the following address in your web browser: [https://www.youtube.com/channel/UC0rw9-ZqduSTcs6uBNU7\\_ag](https://www.youtube.com/channel/UC0rw9-ZqduSTcs6uBNU7_ag). Notes on viewing the live stream may be found on the page immediately following this notice.

PLEASE NOTE: Pursuant to Governor DeSantis' Executive Order Number 20-69, issued on March 20, 2020, and section 120.54, Florida Statutes, local government bodies may utilize communications media technology, such as telephonic and video conferencing, for local government body meetings. In order to accommodate as many members of the public as possible, and in keeping with Centers for Disease Control social distancing guidelines, some members of the City Council will participate in the meeting via communications media technology.

Pursuant to Governor DeSantis' Executive Order Number 20-91, issued on April 1, 2020, and Centers for Disease Control social distancing guidelines, attendance in the City Council Chambers will be limited to ten (10) people. Up to ten (10) additional people will be accommodated in an adjacent overflow room in which the meeting will be broadcast live. Should members of the public seated in the overflow room wish to be heard, they will be invited into the City Council Chambers for the purpose of speaking at the appropriate time.

Anyone who wishes to provide public input without personally appearing at the meeting may do so by sending an email to [citycouncil@westmelbourne.org](mailto:citycouncil@westmelbourne.org). All emails must be received prior to 4:00 p.m. on Tuesday, May 19, 2020. All emails will be provided to the Chair and each of the Board Members. Should you wish to have your comment read aloud by City staff at the meeting, please indicate that in your email. The reading of public comments received by email will be limited to three (3) minutes.

You may also request to appear at the meeting by telephone. To do so, please contact the City Clerk, Cynthia Hanscom, at [chanscom@westmelbourne.org](mailto:chanscom@westmelbourne.org) or by telephone at (321) 837-7774. All requests to appear telephonically must be received prior to 4:00 p.m. on Tuesday, May 19, 2020. Provide your name, address, and a telephone number at which you may be reached during the meeting. You must indicate the specific agenda item on which you wish to be heard (for example, Item 10. Public Forum, if you wish to make a general public comment). You will be called at the number you provide during the public comment portion of the item on which you wish to speak. We will make only one attempt to call you. You are responsible for insuring that your telephone line is open, and that you answer the call when it is made. For best results, please follow the live broadcast of the meeting on the City's YouTube channel.

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 the 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.

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**Minutes**

March 3, 2020

**1. CALL TO ORDER**

Chairman Hal Rose called the meeting to order at 6:00 pm.

**2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENT MEDITATION**

Chairman Rose led the Pledge of Allegiance followed by a moment of silent meditation.

**3. ROLL CALL**

Present: Chair Hal Rose, Vice Chair John Dittmore, and Board Members Daniel Batcheldor, Pat Bentley, Adam Gaffney, Barbara Smith, and Andrea Young.

Absent: Board Member Kristine Isnardi.

*Board Member Young moved to excuse Board Member Isnardi. Board Member Gaffney seconded the motion, which passed 6-1, with Vice Chair Dittmore opposed.*

Also present: City Manager Scott Morgan, City Attorney Morris Richardson, Planning Director Christy Fischer, Information Technology Director Tom Bradford, and City Clerk Cynthia Hanscom.

**4. APPROVAL OF DECEMBER 17, 2019 MINUTES**

*Board Member Batcheldor moved to approve the minutes of December 17, 2019. Board Member Bentley seconded the motion, which passed 7-0.*

**5. FY 2018-2019 COMMUNITY REDEVELOPMENT AGENCY ANNUAL REPORT**

Planning Director Fischer presented the annual report. She reviewed the revenues and expenditures, noting that the County reduced its contribution based on the 2018 agreement. She explained the most significant item was the long-term debt for the streetlighting of U.S. 192.

Mayor Rose asked if business owners had contacted the City about building in the community redevelopment areas. Planning Director Fischer stated that she has been asked and believed that some of the vacant properties are getting some interest in the West New Haven Avenue corridor. She spoke specifically about the Lucky's Market and Checkers sites on West New Haven Avenue.

**6. PUBLIC COMMENTS**

There were no comments from the public.

**7. ADJOURNMENT**

There being no further business, the meeting adjourned a 6:14 p.m. The next meeting was scheduled for Tuesday, May 19, 2020, at 6:00 p.m.

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Hal J. Rose, Chairman

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Cynthia Hanscom, City Clerk



# CRA AGENDA ITEM

**May 19, 2020, Joint CRA Agenda**

**Approved for Submittal By:**

*Scott Morgan*

Scott Morgan, City Manager

**To Be Presented By:**

*Scott Morgan*

Scott Morgan, City Manager

To: Chairman and Members, West Melbourne-Brevard County  
Joint Community Redevelopment Agency Board of Directors

From: Scott Morgan, City Manager

Date: May 19, 2020

## **SUBJECT**

**2020-2021 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, 2020, to September 30, 2021, Agency budget and work plan to the West Melbourne City Council and the 2020-2021 work plan to the Brevard County Board of County Commissioners.**

## **FISCAL IMPACT**

Proposed 2020-2021 appropriations of the West Melbourne-Brevard County Joint Community Redevelopment Agency total \$100,450, which is the same as the current year adopted Agency appropriations. In addition, a \$916,000 reserve is proposed to be established for future 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 11, 2020, and the City Council has scheduled its budget hearings for September 10, 2020 and September 24, 2020.

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 2020-2021 tax increment will be approximately \$464,000. 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 \$232,000 to the Joint CRA in 2020-2021.

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

The proposed Agency expenditure budget for 2020-2021 consists of just three 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 2020-2021 totals \$100,450. In addition, a \$916,000 reserve is proposed to be established 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 2020-2021 consists of the following four elements:

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

*The proposed 2020-2021 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 2020-2021 CRA budget contains an appropriation of \$275 for the annual FRA membership fee. Any costs of staff participation in FRA activities will be borne by the City.*

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

*The proposed 2020-2021 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, 2021. At that time, the remaining loan balance will be \$400,000.*

4. 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 2020-2021 CRA budget reserves an estimated \$916,000 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 2020-2021 budget for the West Melbourne-Brevard County Joint Community Redevelopment Agency.

<b>ATTACHMENT</b>
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1. Proposed CRA Budget Summary.

City of West Melbourne  
Community Redevelopment Agency Trust Fund  
Fiscal Years 2016-2017 Through 2020-2021

The City of West Melbourne and Brevard County have partnered to sponsor the only joint City-County redevelopment agency in Brevard County. Fiscal Year 2020-2021 will be the seventh 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 \$500,000.



City of West Melbourne  
Community Redevelopment Agency Fund Revenues  
Fiscal Years 2016-2017 Through 2020-2021

	Actual 2017	Actual 2018	Actual 2019	Adopted Budget 2020	Proposed Budget 2021
Tax Increment	\$295,743	\$ 377,318	\$ 344,588	\$ 426,400	\$ 464,000
US 192 Street Lighting Grant	-	-	212,270	-	-
<b>Total Revenues</b>	<b>\$295,743</b>	<b>\$ 377,318</b>	<b>\$ 556,858</b>	<b>\$ 426,400</b>	<b>\$ 464,000</b>

City of West Melbourne  
Community Redevelopment Agency Fund Expenditures and Reserve  
Fiscal Years 2016-2017 Through 2020-2021

	Actual 2017	Actual 2018	Actual 2019	Adopted Budget 2020	Proposed Budget 2021
Annual State Report Filing Fee	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
FRA Membership	-	245	-	275	275
U.S. 192 Lighting Coastal Lane to Pearl St.	11,781	1,294,669	-	-	-
Principal Payment on City Loan	101,500	100,000	100,000	100,000	100,000
Reserve for Property Purchase	-	-	-	-	916,000
<b>Total Expenditures</b>	<b>\$113,456</b>	<b>\$ 1,395,089</b>	<b>\$ 100,175</b>	<b>\$ 100,450</b>	<b>\$ 1,016,450</b>