



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001  
Fax: (321) 264-6972  
Tammy.Rowe@brevardclerk.us

May 10, 2017

**M E M O R A N D U M**

**TO:** Frank Abbate, Interim County Manager

**RE:** Item V.A., Board Direction Identifying Parameters for CRA Interlocal Agreements

The Board of County Commissioners, in regular session on May 9, 2017, directed you to move forward with interlocal agreement discussions with the Community Redevelopment Agencies (CRAs) with guidelines, as follows: 1.) CRAs prohibited from incurring any new debt with the exception of Cocoa Beach; 2.) Bring CRAs to closure prior to the Statutory sunset dates; 3.) The possibility of the Tax Increment Financing (TIF) payments above debt service to go to County roads located within the boundaries of the CRAs; 4.) CRAs to provide a universal annual report to be presented to the Board; and to bring the negotiated interlocal agreements back to the Board for its consideration.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: County Attorney

**CRA Interlocal Agreements (May 9<sup>th</sup> Board Meeting)**  
**Direction to the County Manager as to Negotiating Interlocal Agreements**

**District 1**

- CRA's entering into an interlocal agreement with the county. The interlocal agreement would include sunset date or it would be project based. At the end of the project the CRA sunset.

**District 2**

Unincorporated Merritt Island Redevelopment Agency

- Create a Long term comprehensive business plan using the BOCC approved Master Plan
- Phasing the plan in 5, 10, 15 year increments
- Develop costs for the plan projects
- Estimate how long the comprehensive long term plan will take to complete
- Sunset the Agency when the plan is completed
- Amend the Board approved Master Plan for BOCC ratification with the above terms

Incorporated CRA's

- Use increment funding to partner with the County/State on roads within the city limits
- Create a long term comprehensive business plan using the CRA approved Master Plan
- Phase the plan over time
- Develop Costs for the projects
- Estimate the length of time to complete
- Sunset the CRA when the plan is complete

**District 3**

- All TIF payments, appropriated by the County to a Community Redevelopment Agency, which exceeds the minimum debt service payment for the current fiscal year, shall be remitted to the County at the end of the fiscal year.
- CRAs are prohibited from incurring any new debt.

**District 4**

**District 5**

- CRA sunsets/dissolves after maximum of 20 years.
- Clear goals and project lists in place, with timeline for completion.
- Merritt Island Redevelopment Agency (MIRA) to have board members appointed by the Board of County Commissioners, as stated in Ordinance 88-37 Section 3- "The Board of County Commissioners of Brevard County, Florida, shall serve as the Board of Commissioners of the Community Redevelopment Agency until the adoption of the Redevelopment Plan, at which time the Board of County Commissioners shall appoint, by ordinance, a Board of Commissioners of the Community Development Agency."

*\*\*If the Board of County Commissioners opts to defer to the District 2 Commissioner for board appointments, the ordinance needs to be modified to reflect this change.*

- CRA board members to be residents and/or business owners within the boundaries of the CRA district.
- Renewal or extension of any CRA should require an updated finding of necessity to be reviewed by the Board of County Commissioners.

**CRA Interlocal Agreements (May 9<sup>th</sup> Board Meeting)**

**Direction to the County Manager as to Negotiating Interlocal Agreements**

**District 4**

- How much money do they need to finish their plan?
- When their plan is finished, would they oppose the county retaining the county's portions to supplement road maintenance?
- Would they oppose using CRA funds to bring the roads within the CRA up to County standards?
- Would they be willing to sunset the CRA after the plan is completed?
- Have their approved plan ready and sun setting after their plan is completed.
- A dissolution clause in the agreement. If they don't live up to or make every reasonable effort to live up to what they say they're going to do with the district, that the County have an out.

# Community Redevelopment Agency Annual Report Template

---

- I. INTRODUCTION, MISSION AND OVERVIEW:
- II. BOARD MEMBERS AND STAFF:
- III. BOUNDARY LINES:
- IV. HISTORY
  - a. Creation Date:
  - b. Plan Amendment Dates:
  - c. Applicable Resolution(s) and Ordinances:
- V. PROJECTS OVERVIEW
- VI. Financial Reports
  - a. Balance Sheet
  - b. Statement of Revenues, Expenditures & Changes in Fund Balances
  - c. Summary of Projects, Grants and Debt
- VII. Performance Information
  - a. Total projects started, completed and estimate cost for each project
  - b. Number of jobs created and sector of the economy from which these jobs were created within the CRA

## **Community Redevelopment Agency Annual Report Template**

- c. Number of jobs retained within the CRA
- d. Assessed property values when CRA was enacted vs. current assessed property values
- e. Total amount expended for affordable housing

### **VIII. Additional Annual Reporting Requirements**

- a. Provide the Board of County Commissioners the CRA's proposed budget for the upcoming fiscal year, 60 days prior to the beginning of the fiscal year
  - b. Provide the Board of County Commissioners any budget amendments to its operating budget within 10 days after the adoption by the CRA
-