

Meeting Date
August 18, 2015



AGENDA	
Section	CONSENT
Item No.	<i>II.D.4</i>

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	FY 2015-2016 ANNUAL PLAN OF WORK FOR THE WEST MELBOURNE-BREVARD COUNTY JOINT COMMUNITY REDEVELOPMENT AGENCY
DEPT/OFFICE:	BUDGET OFFICE

Requested Action:

It is requested that the Board acknowledge receipt of the FY 2015-2016 Annual Plan of Work for the West Melbourne-Brevard County Joint Community Redevelopment Agency.

Summary Explanation & Background:

In accordance with County Ordinance Number 2011-28, the City of West Melbourne is submitting its FY 2015-2016 Annual Plan of Work for the West Melbourne-Brevard County Joint Community Redevelopment Agency to the Board of County Commissioners.

Fiscal Impact: There is no financial impact.

Clerk to the Board instruction: Maintain for records retention

Exhibits Attached: FY 2015-2016 Annual Plan of Work for the West Melbourne-Brevard County Joint Community Redevelopment Agency

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager

Stockton Whitten

Assistant County Manager

Department Director / Extension

Tom Rosenberg/52854





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

Telephone: (321) 637-2001
Fax: (321) 264-6972

August 19, 2015

MEMORANDUM

TO: Tom Rosenberg, Budget Director

RE: Item II.D.4., Acknowledge Receipt of FY 2015-2016 Annual Plan of Work for the West Melbourne-Brevard County Joint Community Redevelopment Agency

The Board of County Commissioners, in regular session on August 18, 2015, acknowledged receipt of the FY2015-2016 Annual Plan of Work for the West Melbourne-Brevard County Joint Community Redevelopment Agency.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

/ds

cc: Finance

MAYOR
Hal J. Rose

DEPUTY MAYOR
Bill Mettrick

COUNCIL MEMBERS
Pat Bentley
Stephany Eley
Barbara A. Smith
Andrea Young
John "Coach" Tice



City Manager
Scott Morgan
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7771
Fax: (321) 768-2390
www.westmelbourne.org

June 22, 2015

Stockton Whitten
County Manager
Brevard County Government
2725 Judge Fran Jamieson Way
Viera, FL 32940

RE: West Melbourne-Brevard County Joint CRA Annual Plan of Work

Dear Mr. Whitten:

This letter is to let you know that on June 16, 2015, the West Melbourne-Brevard County Joint Community Redevelopment Agency (CRA) recommended approval of the fiscal year 2015-2016 budget. Attached please find a copy of the proposed budget and a draft of the CRA minutes. City Council will be adopting the CRA budget in September.

Pursuant to Section 4.D. of County Ordinance Number 2011-28, the City shall present to the County an annual work plan. The attached budget is the CRA's annual plan for fiscal year 2015-2016 with the proposed capital improvement project being the decorative street lighting along US 192 from Dike Road to Pearl Street, with a section in unincorporated County (see attached map). This project will be administered by the City of West Melbourne with financial assistance from FDOT.

Please let me know if you have any questions. You can contact me at (321) 837-7771

Sincerely,

A handwritten signature in blue ink that reads "Scott Morgan".

Scott Morgan,
City Manager

Attachments: Proposed CRA budget and map
Draft minutes of June CRA meeting

Cc: Margi Starkey, Finance Director
Christy Fischer, Planning Director

City of West Melbourne Lighting Project Area on US 192
(Columbia Lane to Pearl Street)



West Melbourne-Brevard County
Joint Community
Redevelopment Agency

Chairman, Hal J. Rose
Vice Chairman, Andy Anderson
Pat Bentley
Stephany Eley
Bill Mettrick
Barbara A. Smith
John "Coach" Tice
Andrea Young



CITY HALL
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West Melbourne-Brevard County Joint
Community Redevelopment Agency

AGENDA

June 16, 2015, at 6:00 P.M.
City Council Chambers

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MARCH 17, 2015 MINUTES**
5. **BUDGET WORKSHOP – CRA AGENCY BUDGET WORKSHOP**

Recommendation: Approval of the proposed October 1, 2015, to September 30, 2016 Agency budget to the West Melbourne City Council and the Brevard County Board of County Commissioners.

6. **ACTION ITEMS**
 - A. **STATUS UPDATE ON CRA OVERLAY DISTRICT ZONING CODE PROPOSED CHANGES***
7. **ADJOURNMENT**

* THERE ARE NO ATTACHMENTS OR BACKGROUND INFORMATION ON THESE ITEMS.

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.



CRA AGENDA ITEM

June 16, 2015, Budget Workshop

Approved for Submittal By:

Scott Morgan, Registered Agent

To Be Presented By:

Scott Morgan, Registered Agent

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

From: Scott Morgan, Registered Agent

Date: June 16, 2015

SUBJECT

CRA Agency Budget Workshop

RECOMMENDATION

The Registered Agent recommends that the Board of Directors:

Recommend approval of the proposed October 1, 2015, to September 30, 2016, Agency budget to the West Melbourne City Council and the Brevard County Board of County Commissioners.

FISCAL IMPACT

The proposed second year budget of the West Melbourne-Brevard County Joint Community Redevelopment Agency is \$788,000. Proposed expenditures would be funded from a previously funded no-interest loan from the City of West Melbourne and projected tax increment of \$130,000.

DISCUSSION and BACKGROUND

Background

The third annual budget of the West Melbourne-Brevard County Joint Community Redevelopment Agency has been developed. The Board of Directors is advisory to the West Melbourne City Council and the Brevard County Board of County Commissioners, who are responsible for approval of the budget. After budget approval, implementation of the programs and projects are the responsibility of the Agency. City of West Melbourne staff will, without charge to the Agency, be responsible for administration of the 2015-2016 agency programs and projects.

Agency Revenue Projection

It is projected that 2015-2016 tax increment will be approximately \$130,000, an increase from \$45,000 last year. The balance of budgeted expenditures will be funded from a previous no-interest loan provided by the City. The loan is scheduled to be repaid over ten years.

Proposed Expenditure Budget

The proposed Agency expenditure budget for 2014-2015 consists of four elements, all of which are consistent with the adopted delegation of authority and CRA Plan:

1. No funds towards the commercial property façade improvement incentive program.

Previous CRA budgets appropriated \$30,000 toward this program, but are suspended to allow funding of the lighting program instead.

2. Install decorative pole with banner brackets and l.e.d. street lighting along U.S. 192 from Dike Road to Pearl Street.

The proposed 2015-2016 CRA budget contains an appropriation of \$759,000 for this project.

3. Fund a CRA overlay zoning district incentive.

The proposed 2015-2016 CRA budget contains an appropriation of \$5,000 for this project.

4. Make the second year loan payment on the City's loan to the Agency.

The proposed 2015-2016 CRA budget contains an appropriation of \$24,000 to make the second year loan repayment.

Budget Summary

“Attachment 1” summarizes proposed second year budget for the West Melbourne-Brevard County Joint Community Redevelopment Agency in 2015-2016.

ATTACHMENT

1. Proposed CRA Budget Summary.

Joint West Melbourne-Brevard County
Community Redevelopment Area
Annual Budget



Fiscal Year 2015-2016

Community Redevelopment Agency
City Hall - 2240 Minton Road, West Melbourne, FL 32904
Phone: 321-837-7771 Fax: 321-768-2390

Community Redevelopment Area Fund
Revenues and Expenditures

	Actual 2012	Actual 2013	Actual 2014	Approved Budget 2015	Proposed Budget 2016
Tax Increment	\$ -	\$ -	\$ 27,706	\$ 45,000	\$130,000
Loan from General Fund	-	-	-	-	
Balance Forward	-	-	-	184,000	658,000
Total Revenues	\$ -	\$ -	\$ 27,706	\$229,000	\$788,000

	Actual 2012	Actual 2013	Actual 2014	Approved Budget 2015	Proposed Budget 2016
Capital Projects					
Façade Improvement Program	\$ -	\$ -	\$ -	\$ 30,000	\$ -
U.S. 192 Lighting Dike Rd. to Pearl St.	-	-	-	160,000	759,000
CRA Overlay Zoning District Incentives	-	-	-	15,000	5,000
Debt Service	-	-	-	24,000	24,000
Total Expenditures	\$ -	\$ -	\$ -	\$229,000	\$788,000



West Melbourne-Brevard County Joint
Community Redevelopment Agency

MINUTES

June 16, 2015

DRAFT

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said followed by a moment of silence.

3. ROLL CALL

Present: Chairman Hal Rose, Vice Chairman Andy Anderson, Board Members Stephany Eley, Bill Mettrick, Pat Bentley, Andrea Young, John "Coach" Tice and Barbara Smith. Member Mettrick attended by phone.

Also present: City Manager Scott Morgan, City Attorney James Wilson, Deputy City Manager/Public Works Director Keith Mills, Planning and Economic Development Director Christy Fischer, Information Technology Officer Tom Bradford, and City Clerk Sue Frank.

4. APPROVAL OF MARCH 17, 2015 MINUTES

Motion made by Member Tice to approve the March 17, 2015 minutes as presented, seconded by Member Bentley – motion carried 8-0.

5. BUDGET WORKSHOP – CRA AGENCY BUDGET WORKSHOP

West Melbourne City Manager Scott Morgan informed the members the main project for the upcoming budget year will be the decorative street lighting along U.S. 192. The notice to proceed was issued two weeks ago and the project will go out to bid in January.

The CRA is responsible for two-thirds of the cost of the project. The City of West Melbourne will be responsible for the other third.

Revenue for the 2015-2016 CRA budget will include \$130,000 tax increment.

Proposed expenditures for this year will include:

- \$759,000 for the l.e.d. street lighting along U.S. 192 from Dike Road to Pearl Street.
- \$5,000 for CRA overlay zoning code revisions.
- \$24,000 for partial repayment to the City of West Melbourne for the initial loan.

Motion made by Member Eley to recommend approval of the proposed October 1, 2015, to September 30, 2016 Agency budget to the West Melbourne City Council and the Brevard County Board of County Commissioners, seconded by Vice Chairman Anderson –

Member discussion included:

- If the agency does not refinance and extend the loan what would happen? The project would be put on hold until funds would be available and that could take three or four years.

– Motion to approve the recommendation to the West Melbourne City Council and the Brevard County Board of County Commissioners carried 8-0.

DRAFT

6. ACTION ITEMS

A. STATUS UPDATE ON CRA OVERLAY DISTRICT ZONING CODE PROPOSED CHANGES

West Melbourne Planning and Economic Development Director Christy Fischer reminded the members that the current CRA district includes Ellis Road, Wickham Road and New Haven Avenue (U.S. 192). New Haven Avenue and Wickham Road have four different commercial zoning districts. The thought was to consolidate the different zoning districts, however, each of these roads have unique aspects where making just one zoning district would not be beneficial.

The goal is to have a community workshop in September where the businesses and community are invited. From the workshop, proposed changes to the district zoning code would be presented to both the CRA and City Council. However, the changes would only affect property located in the City of West Melbourne. These proposed changes would not be sent to the County, unless the County also wants to look at changing some of their zoning codes.

Member discussion:

- The CRA has not had much luck with the façade improvement program. One possible reason is businesses would have preferred the money be a grant and not a

loan that would have to be repaid. Another reason is the time in which it takes for approval since the CRA only meets quarterly.

- Ms. Fischer tried several ways to inform businesses about the façade program, such as a mail out to businesses as well as speaking at the West Melbourne Business Association.
- The funds that would have been used for the façade program next year are being redirected towards the lighting project.

The members thanked Ms. Fischer for her time and hard work to the CRA.

7. ADJOURNMENT

There being no further business, the meeting adjourned 6:12 p.m.

Hal Rose, Chair

Sue Frank, City Clerk

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