

Meeting Date
May 12, 2015



AGENDA	
Section	Consent
Item No.	II.C.4

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	ACKNOWLEDGE RECEIPT OF FY 2014 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) AND ANNUAL REPORT FOR COMMUNITY REDEVELOPMENT AGENCIES (CRAS) FOR THE CITY OF MELBOURNE
DEPT/OFFICE:	Budget Office

Requested Action:

It is requested that the Board acknowledge receipt of the 2014 Comprehensive Annual Financial Report and annual report for Community Redevelopment Agencies (CRAs) for the City of Melbourne.

Summary Explanation & Background:

In accordance with Florida Statute 163.356(3)(C) and 163.387(8), the City of Melbourne is providing the Brevard County Board of County Commissioners a copy of its 2014 Comprehensive Financial Report and annual report for Community Redevelopment Agencies (CRAs).

These reports are on file in the Budget Office.

Fiscal Impact: There is no fiscal impact.

Clerk to the Board instruction:

Exhibits Attached: (1) Cover Letter, (2) FY 2014 Annual Report for Community Redevelopment Agencies (CRA); (3) FY 2014 Comprehensive Annual Financial Report (CAFR)

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager		Assistant County Manager		Department Director / Extension			
Stockton Whitten				Tom Rosenberg, Budget Director X-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

May 13, 2015

MEMORANDUM

TO: Tom Rosenberg, Budget Office Director

RE: Item II.C.4., Acknowledge Receipt of FY 2014 Comprehensive Annual Financial Report (CAFR) and Annual Report for Community Redevelopment Agencies (CRAS) for the City of Melbourne

The Board of County Commissioners, in regular session on May 12, 2015, acknowledged receipt of the 2014 Comprehensive Annual Financial Report (CAFR) and the Annual Report for Community Redevelopment Agencies (CRAS) for the City of Melbourne.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

cc: Finance

City of Melbourne



Financial Services Department

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7010 • Fax (321) 608-7048

March 25, 2015
15F – 03096

Mr. Thomas Rosenberg, Director-Budget Office
Brevard County Government Center
2725 Judge Fran Jamieson Way, Bldg. C
Viera, FL 32940

Subject: City of Melbourne Downtown Redevelopment Agency
Babcock Redevelopment Agency
Olde Eau Gallie Redevelopment Agency

Dear Mr. Rosenberg:

As required by Chapter 163.356(3)C, Florida Statutes, attached is the 2014 Annual Report for the Community Redevelopment Areas (CRA's) within the City of Melbourne. Also, enclosed is the City of Melbourne's Comprehensive Annual Financial Report which includes the financial activity of Melbourne's Community Redevelopment Agencies on pages 18 and 21 of the Report. The statement of revenues, expenditures, and changes in fund balances identifies the revenues and expenditures, including principal and interest, as required by Chapter 163.387(8), Florida Statutes. The other financing uses (transfers out) were used for the following purposes:

Downtown - \$50,000 Downtown façade improvements; \$45,643 Downtown CRA Expansion Street Scape; \$10,000 West Crane Creek Pedestrian Bridge; \$40,000 Henegar Center building Improvement Program
Babcock - \$40,000 for Babcock façade improvements; \$250,000 for Babcock medians; \$5,000 Babcock median landscaping; \$40,000 Babcock Economic Development Plan

The ability to institute revitalization projects within the City's targeted redevelopment areas would not be possible without the County's participation. We recognize that these efforts improve the economic vitality within the respective districts and also improve the quality of life for all of the residents of Brevard County. We look forward to continuing our working relationship in the transformation of the Historic Downtown Melbourne, Babcock Street and Olde Eau Gallie Redevelopment Districts.

The report may be viewed on the City's website at <http://www.melbourneflorida.org/pub/CAFR.htm>.

Sincerely,

A handwritten signature in blue ink that reads "Michele M. Ennis".

Michele M. Ennis, CPFO
Director of Finance
Enclosures

c (w/o Enclosures):

Stockton Whitten, Brevard County Manager
Mel Scott, Assistant Brevard County Manager
Michael A. McNees, City Manager
Jenni Lamb, City Engineer
Cindy Dittmer, Community Development Director
Downtown Redevelopment Agency file
Babcock Redevelopment Agency file
2014 CAFR file

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City of
Melbourne
The Harbor City



2014 Annual Reports

Melbourne Community Redevelopment Agencies

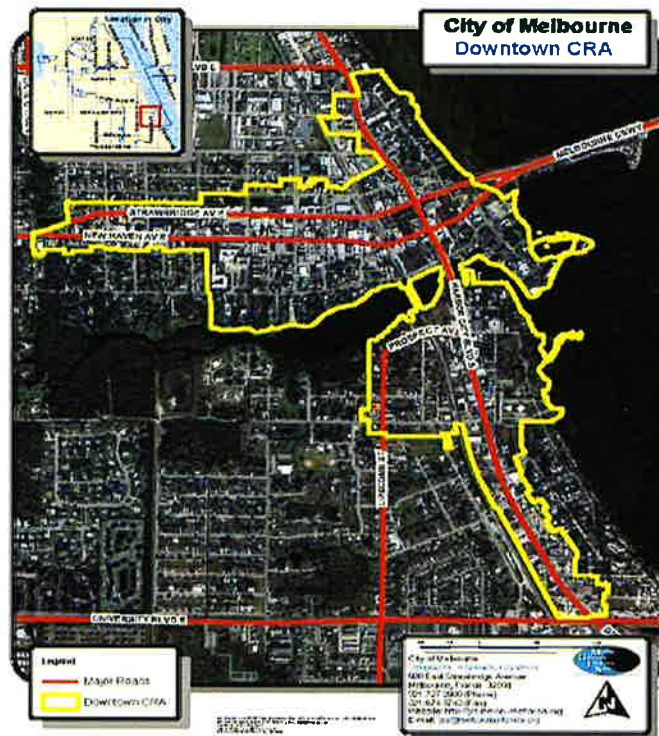
Melbourne Downtown CRA
Babcock Street CRA
Olde Eau Gallie Riverfront CRA

City of Melbourne 2014 Annual CRA Report

Downtown Melbourne, Old Eau Gallie Riverfront, and Babcock Street comprise the Community Redevelopment Areas (CRA) within Melbourne city limits. The following is an overview of the three CRA areas and current projects which were completed in 2014, or are in progress within the existing districts. Specific financial information such as assets, liabilities, income and operating expenses of the individual CRA trust funds, are found within the City of Melbourne's Annual CAFR. Balance sheets and statements of revenues and expenditures for all three CRA's are also found in Appendix 'A' of this report. The CRA annual fiscal budgets begin on October 1st and end on September 30th of each year. This narrative report identifies CRA activities during the calendar year of 2014. The CRA maps indicate the current boundaries of Melbourne's three CRA districts.

Downtown Melbourne

The original CRA was established in 1982. In 2006, the Downtown CRA completed a major plan amendment, including an expansion of its boundaries, primarily to the South along the US 1 Corridor. The Downtown CRA boundaries contain approximately 241 acres. The current 2014-2015 Downtown CRA Revenue of \$960,510 includes the combination of City of Melbourne and Brevard County tax increment revenue, as well as, interest income.



CRA revenues have increased gradually over the last two budget cycles, showing signs of stabilization from the periods of flat and decreasing revenue from 2009 to 2013. The current revenue is 5.5% higher than the previous year, because of slightly higher property valuations and increased millage rates. The Downtown CRA continues to “bump-forward” anticipated major redevelopment projects in the Downtown Melbourne Capital Improvement Program (CIP) due to the lack of funding available. In 2014 the CRA Advisory Committee reconfirmed project priorities would be focused in the South Expansion area of the CRA.

Downtown CRA Capital Improvement Program projects and initiatives in 2014 consisted of the following:

- Remaining improvements of the *Strawbridge Medians Project* include the sidewalk replacements on the South side of the project. These improvements are planned to be completed in 2015. The City of Melbourne has started the design and engineering for these improvements. The total cost of completed improvements related to this project stands at \$520,000.
- In 2013, \$60,000 for the *Phase I South Expansion Streetscape Project* conceptual planning was completed, which included two public workshops. The conceptual study area included U.S. Highway 1, Prospect Avenue, and Stone Street. CRA revenues will not be sufficient to complete all of the areas studied in the conceptual plan; therefore, the CRA Board approved a first phase of this project to be completed on U.S. Highway 1, from Crane Creek to Line Street. Engineering for this project began in 2014, with the CRA Board approving \$80,000 to complete the plans.
- Seven *Façade Improvement Program* projects were completed in 2014 providing \$92,740 of CRA funding for exterior building improvements, which leveraged over \$398,000 in private investment. Several more projects have been approved or have pending applications for the program. The CRA provides appropriations on an annual basis to fund the program.
- A first phase of the *Riverview Park Improvement Project* is planned to begin in 2015. The Riverview Park Master Plan was completed in 2013 utilizing \$50,000 in CRA funding. Master Plan improvements for the 15 acre park are estimated at \$6 million, requiring the completion of projects over time. Riverview Park is an important key to the redevelopment efforts in the South Expansion Area, with the intent of becoming more actively utilized by the community. Staff has used the master plan to apply for grant funding from the Florida Recreation Development Assistance Program (FRDAP) and HUD’s Community Block Grant Program. Additionally the CRA has scheduled funding on an annual basis to complete projects in the plan. Phase I improvements include: a children’s splash park, playground equipment, trails, parking, entrance feature & sign, picnic pavilions, and restrooms.

- The *West Crane Creek Pedestrian Bridge Project* has been included in the capital improvement program since 2012. A Downtown CRA Board appropriation of \$69,000 was used primarily for property acquisition. Additional funding has been programmed to be used for the updating of permits. The CRA/City intends to apply for Florida Inland Navigation District funding for this project in 2016.
- The *Henagar Center Building Improvement Program* was approved through a Downtown CRA Redevelopment Plan Amendment in 2013. This program provides a 5-year annual capital matching grant for building improvements. The second year of reimbursement of \$40,000 in funding was provided in 2014 for a total of \$80,000 in capital investment by Brevard Regional Arts Group.
- A CRA Redevelopment Plan Amendment was approved by the CRA Board in 2014 to incorporate the *Public-Private Development Program*. In fulfillment of the goals of the Downtown Melbourne CRA Redevelopment Plan, the Downtown Melbourne CRA Board is establishing a program that will enable the Agency to enter into public-private partnerships for facilitation of desired real estate development projects. The program would target vertical mixed-use, residential and hotel projects having investment of \$5 million or more. The Downtown Community Redevelopment Agency (CRA) will utilize tax increment finance (TIF) or other CRA assets, to leverage private real estate investment opportunities, to develop markets that are deficient or that do not currently exist in Downtown Melbourne.



Renovation to 707 East New Haven was completed in 2014 and involved CRA funding for façade improvements of the property. This grant award facilitated the relocation of Le Crepe restaurant from Indialantic to Downtown Melbourne.



Pictured to the left, prior to the renovation of Le Crepe restaurant 707 East New Haven was an abandoned salon.

The Downtown CRA has prioritized a number of projects and initiatives for 2015 and beyond. Projects and goals outlined by the CRA Advisory Committee are under development and some are in the early stages of planning.

Goals and objectives for 2015 consist of the following:

- Completion of all Strawbridge Medians Project elements by end of 2015;
- Complete engineering for the South Expansion Streetscape Project in 2015;
- Continue the Façade Improvement Program, providing CRA funding on an annual basis;
- Begin Phase I Riverview Park Improvements;
- Complete permitting for the Crane Creek Pedestrian Bridge;
- Complete a third year of grant funding to the Henegar Center for building improvements; and
- Facilitate private real-estate development through the Public-Private Development Program.

Babcock Street

The Babcock Street CRA was established in 1997 and was expanded twice, once in 2001 and again in 2003. The area contained within the CRA boundaries is approximately 538 acres. The current 2014-2015 Babcock CRA Budget of \$647,583 is a combination of City and County tax increment revenue, as well as interest income. Current revenues are flat from the previous year, having a very slight decrease of 1%.



The CRA has completed, identified or continues to work on the following projects within the Babcock CRA Capital Improvements Program:

- The north section “phase A” of the *Phase III Medians Project* was substantially completed at the end of 2014 representing approximately \$2M of improvements. It was determined that this project will be completed over two phases (A & B). Phase ‘A’ project limits extended North from Avenue A, to Ella Street. Project improvements included: lighting, sidewalks, water lines, sewer repairs landscaped medians, and hardscape accents. The engineering of Phase ‘B’ is currently being redesigned by the City’s Engineering Department, due to the difficulties of this constrained corridor.

- The ***Babcock Facade Improvement Program*** continues to be helpful in assisting area owners and businesses with exterior building renovations. One project was approved in 2014, and two projects are under construction;
- The ***Babcock FDOT Widening & CRA Enhancement Project*** is substantially complete. Some remaining elements such as a fountain and district sign will be installed in 2015. Primarily a FDOT widening project, a portion of the project (U.S. Highway 192 to Fee Ave. Park) is within the Babcock Street CRA. The CRA funding used for this project was for upgrades to landscape, lighting, crosswalks, retention pond fountains, and signage;
- The ***Babcock CRA Small Business Assistance Plan*** was adopted by the CRA Board in 2014. In 2015, the CRA will begin efforts to expand the CRA district, and extend the sunset period requiring a CRA redevelopment plan amendment. Both the extension and expansion are necessary to provide needed roadway infrastructure and capacity improvements in support of the Babcock CRA's Economic Development Efforts.
- ***NASA Boulevard FDOT Resurfacing & CRA Enhancements*** was included as a new project in the Babcock CRA's Five-year capital plan. The project is currently under design. Primarily a resurfacing of project, the Department of Transportation will also be installing sidewalks, alleviating sidewalk gaps and adding bike lanes. The CRA will be contributing to the project to enhance the medians with landscape installation and irrigation.

Babcock Street CRA 2014 Capital Projects



Construction on the Babcock Street FDOT widening and CRA Enhancement Project was substantially completed at the end of 2014.

CRA beautification efforts include landscaping in the medians and around the retention pond. A district sign and fountain will also be installed at the retention pond area in 2015.



Phase III 'A' Medians Project was completed at the end of 2014. The project included lighting, landscape, hardscape paver accents, sidewalks.

The Babcock Street CRA Advisory Committee has outlined a series of goals for achievement in 2015 and future program years. The following projects, programs and initiatives have been identified by the CRA:

- Complete redesign of the South section Phase III Medians Project, acquire any necessary right-of-way or easement through the South section 'B';
- Complete construction on the FDOT Enhancement Project to include the installations of a fountain and 12' district sign;
- Continue funding and promotion of the Babcock Façade Improvement Program; and
- Begin implementation of the Babcock CRA Business Assistance Plan by extending the sunset of the CRA and expanding the district.

Olde Eau Gallie

The Olde Eau Gallie Riverfront CRA was established in 2000 and was expanded in 2005 containing approximately 217 acres within its boundaries. The current 2014-2015 budget of \$213,531 is a combination of City and County tax increment revenue, as well as, interest income. The current tax increment (TIF) revenues are up approximately 7% over the previous year. This percentage increase is the same as the 2013-2014 budget cycle; therefore, TIF revenues are recovering from the severe year over year declines between 2009 and 2013.



In 2014, projects in the Eau Gallie CRA Capital Program progressed forward despite the lack of robust TIF revenue. The following highlights the accomplishments in Eau Gallie over the last year:

- The *Eau Gallie Business Wayfinding Signs* were installed at the end of 2014. This is a partnership with the Eau Gallie Arts District (EGAD) Main Street program. EGAD will manage the sign placards and community announcement boards.
- The *Eau Gallie Façade Improvement Program* and the *Arts District Overlay Incentive Program* continue on with a nominal amount of existing funding. The lack of funding has limited the need to extensively market the programs but the funding will be targeted for impact projects. One application for the Arts District Overlay Incentive Program was received at the end of 2014;
- The CRA approved a plan amendment to include a *Real Estate Investment Refund Program*. This program will incentivize private real-estate development projects, by pledging a reimbursement of the TIF generated from the site to be redeveloped.
- *Highland Avenue Parking Lot Improvements* commenced in 2014. The City of Melbourne was awarded an EPA grant in the amount of \$103,000 to improve the Highland Avenue parking lot, with integrated storm water retention and landscaping. While the improvement project was a goal of the CRA this improvement is being completed without the need for CRA funding.
- *Eau Gallie Boulevard FDOT Streetscape Enhancements* are currently being coordinated by staff. This Florida Department of Transportation resurfacing project would include CRA enhancements having landscaped bulb-outs and stamped asphalt crosswalks. These enhancements are consistent with the Eau Gallie Phase I Streetscape conceptual plans that were completed in 2013.



Business wayfinding signs were installed in 2014. The signs provide EGAD merchants the opportunity to advertise and promote their businesses within the city right of way. The signs are intended to be pedestrian scale and will eliminate A-frame signage.

The Community announcement boards are located at two prominent locations on SR 518 (Eau Gallie Blvd.) promoting EGAD to east and west bound motorists.



Highland Avenue parking lot purchased by the CRA was formerly a gravel lot. Improvements were substantially completed by the City with EPA grant funding. The project provides storm water quality improvements.

The Eau Gallie CRA Advisory Committee has prioritized the following projects and initiatives to be completed over the next five years:

- Continue marketing the Eau Gallie Arts District Overlay Zone Incentive Program with the goal of completing one project in 2015;
- Continue to promote the Façade improvement Program within the targeted commercial area of the CRA and completing one impact project;
- Start marketing efforts for the Olde Eau Gallie Riverfront CRA Real Estate Investment Refund Program to potential development projects;
- Begin engineering and design of Highland Avenue lighting and site improvements;
- Coordinate CRA improvements with FDOT for Eau Gallie Boulevard enhancements; and
- Complete construction of the Highland Avenue Parking Lot improvements from the EPA grant proceeds awarded in 2014.

Appendix A

Fiscal Year End CRA Balance Sheets
Statements of Revenues and Expenditures
October 2013- September 2014

**CITY OF MELBOURNE, FLORIDA
BALANCE SHEET
DOWNTOWN REDEVELOPMENT
SEPTEMBER 30, 2014**

ASSETS

Equity in pooled investments	\$ 373,963
Interest receivable	<u>531</u>
Total assets	<u><u>\$ 374,494</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 2,123
Accrued payroll expenditures	<u>5,138</u>
Total liabilities	<u>7,261</u>
Restricted fund balance	<u>367,233</u>
Total liabilities and fund balance	<u><u>\$ 374,494</u></u>

CITY OF MELBOURNE, FLORIDA
 STATEMENT OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCES
 DOWNTOWN REDEVELOPMENT
 FOR THE YEAR ENDED SEPTEMBER 30, 2014

REVENUES	
Intergovernmental	\$ 903,960
Investment earnings	<u>3,261</u>
Total revenues	<u>907,221</u>
 EXPENDITURES	
Current:	
General government	636,407
Debt service:	
Principal	120,765
Interest and fiscal agent fees	<u>31,600</u>
Total expenditures	<u>788,772</u>
Excess of revenues over expenditures	<u>118,449</u>
 OTHER FINANCING USES	
Transfers out	<u>(145,643)</u>
Net change in fund balance	(27,194)
Restricted fund balance, October 1	<u>394,427</u>
Restricted fund balance, September 30	<u><u>\$ 367,233</u></u>

CITY OF MELBOURNE, FLORIDA
BALANCE SHEET
BABCOCK REDEVELOPMENT
SEPTEMBER 30, 2014

ASSETS

Equity in pooled investments	\$ 162,207
Interest receivable	<u>236</u>
Total assets	<u><u>\$ 162,443</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:	
Accounts payable	\$ 7,542
Accrued payroll expenditures	<u>6,875</u>
Total liabilities	<u>14,417</u>
Restricted fund balance	<u>148,026</u>
Total liabilities and fund balance	<u><u>\$ 162,443</u></u>

CITY OF MELBOURNE, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
BABCOCK REDEVELOPMENT
FOR THE YEAR ENDED SEPTEMBER 30, 2014

REVENUES	
Intergovernmental	\$ 650,685
Investment earnings	1,907
	652,592
Total revenues	652,592
EXPENDITURES	
Current:	
General government	197,992
	197,992
Excess of revenues over expenditures	454,600
OTHER FINANCING USES	
Transfers out	(335,000)
	(335,000)
Net change in fund balance	119,600
Fund balance, October 1	28,426
	28,426
Fund balance, September 30	\$ 148,026
	148,026

CITY OF MELBOURNE, FLORIDA
BALANCE SHEET
EAU GALLIE REDEVELOPMENT
SEPTEMBER 30, 2014

ASSETS

Equity in pooled investments	\$ 229,201
Interest receivable	<u>277</u>
Total assets	<u>\$ 229,478</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$ 495
Accrued payroll expenditures	3,095
Due to other funds	34,509
Advances from other funds	<u>175,058</u>

Total liabilities 213,157

Unassigned fund balance 16,321

Total liabilities and fund balance \$ 229,478

CITY OF MELBOURNE, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES
EAU GALLIE REDEVELOPMENT
FOR THE YEAR ENDED SEPTEMBER 30, 2014

REVENUES

Intergovernmental	\$	197,966
Investment earnings		1,308
Other revenue		<u>5,000</u>
 Total revenue		 <u>204,274</u>

EXPENDITURES

Current:		
General government		137,977
Debt service:		
Interest and fiscal agent fees		<u>3,719</u>
 Total expenditures		 <u>141,696</u>
 Excess of revenues over expenditures		 <u>62,578</u>

OTHER FINANCING USES

Transfer out		<u>-</u>
 Net change in fund balances		 62,578
Fund deficit, October 1		<u>(46,257)</u>
Fund balance, September 30	\$	<u><u>16,321</u></u>

Meeting Date
May 12, 2015



AGENDA	
Section	CONSENT
Item No.	II.C.5

AGENDA REPORT
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval RE: BCC-60 Displaying Flags at County Facilities
DEPT/OFFICE:	CENTRAL SERVICES/FACILITIES

Requested Action:

It is requested that the Board of County Commissioners approve Policy BCC-60 establishing criteria for displaying flags at County facilities.

Summary Explanation & Background:

Policy BCC-60 establishes criteria for displaying the United States and POW/MIA flags at County facilities.

No changes to Policy BCC-60 are recommended.

FISCAL IMPACT: none

Clerk to the Board instruction:

Exhibits Attached: BCC-60

Contract /Agreement (If attached): Reviewed by County Attorney		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	PR	<input type="checkbox"/>
County Manager	Deputy County Manager	Department Director / Extension					
Stockton Whitten	Assistant County Manager	Teresa Camarata, Central Services Director					



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

May 13, 2015

MEMORANDUM

TO: Stockton Whitten, County Manager

RE: Item II.C.5., Approval of Policy BCC-60, Displaying Flags at County Facilities

The Board of County Commissioners, in regular session on May 12, 2015, approved Policy BCC-60 establishing the criteria for displaying flags at County facilities. Enclosed is the original Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encl. (1)

cc: Central Services Director