



West Melbourne/Brevard County Joint  
Community Redevelopment Agency

**Minutes**

May 21, 2019

**1. CALL TO ORDER**

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

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

Absent: Board Member Kristine Isnardi.

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

*Board Member Young moved to excuse Board Member Isnardi. Board Member Gaffney seconded the motion, which passed 7-0.*

**4. APPROVAL OF MARCH 5, 2019 MINUTES**

*Board Member Young moved to approve the March 5, 2019 minutes as written. Chairman Rose seconded the motion, which passed with a 7-0 vote.*

**5. FY 2017-2018 ANNUAL REPORT FOR BREVARD COUNTY**

Planning Director Fischer presented the 2017-2018 annual report. She explained that this was a new template that was being required by Brevard County. The main report covers the finances and the accomplishments. The new template includes an explanation on how the

CRA was established. She noted that the County was trying to link the CRAs with the creation of housing and jobs.

Chairman Rose asked about the administrative expenses, which was limited to 5 percent. City Manager Morgan stated that this language was standard language. However, the City does not charge for administrative expenses. The City has agreed to provide labor costs and only charge for direct operating costs. Chairman Rose verified that the County does not have administrative charges as well. City Manager Morgan confirmed that there were no administrative costs from either the County or the City.

*Board Member Bentley moved to approve sending the Interlocal Agreement required annual report of the West Melbourne/Brevard County Joint Community Redevelopment Agency to Brevard County. Board Member Gaffney seconded the motion, which passed with a 7-0 vote.*

## **6. FY 2019-2020 JOINT WEST MELBOURNE-BREVARD COUNTY CRA BUDGET AND WORK PLAN**

City Manager Morgan presented the proposed 2019-2020 joint budget and work plan. He reported the budget would be the same as the current year. There was a negative balance as of September 30, 2018. However, with revenues this year and minor expenditures, there should be a positive balance at the end of the current budget year. He stated there were only three elements in the budget, which included the annual filing fee of \$175 to the Department of Economic Opportunity, the \$75 member fee with the Florida Redevelopment Commission, and the \$100,000 annual payment on the loan for the streetlighting project. He noted that the payment would be due on April 1, 2020, which would leave a remaining loan balance of \$500,000.

City Manager Morgan reported he had received a call from Sarasota asking about the City's streetlighting project and how it was accomplished. He stated that it was a compliment that another City the size of Sarasota was looking at West Melbourne.

Chairman Rose asked if this Board would need to meet if there were no projects. City Manager Morgan stated meetings were needed to deal with administrative issues.

Chairman Rose suggested a meeting be held to discuss goals for the future. City Manager Morgan agreed and stated that he hoped to leverage dollars in order to create jobs. He suggested several parcels could be purchased that do not front along major roadways that could be used for stormwater retention to assist in the development of vacant or underutilized properties.

Board Member Young asked if it would be beneficial to pay back more on the loan. City Manager Morgan stated there are no administrative costs for the borrowing so there is no advantage of paying it back early.

Board Member Smith asked about funding that had been provided to businesses. Planning Director Fischer stated the only business that had been granted reimbursements funds was

for Space Coast Massage for lighting and landscaping. Board Member Smith asked that staff ensure that the landscaping was still in place. Planning Director Fischer stated she would check the agreement and inspect the property.

*Board Member Young moved to recommend the proposed October 1, 2019, to September 30, 2020, Agency budget and work plan to the West Melbourne City Council and the 2019-2020 work plan to the Brevard County Board of County Commissioners. Board Member Gaffney 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 a 6:26 p.m. The next meeting was scheduled for Tuesday, August 20, 2019, at 6:00 p.m.