

**CITY OF CAPE CANAVERAL
COMMUNITY REDEVELOPMENT AGENCY
BOARD MEETING**

City Hall Council Chambers
100 Polk Avenue, Cape Canaveral, Florida 32920

Tuesday
September 17, 2019
5:30 PM

AGENDA

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

ROLL CALL:

PUBLIC PARTICIPATION: Any member of the public may address any items that do not appear on the agenda and any agenda item that is listed on the agenda for final official action by the Board excluding public hearing items which are heard at the public hearing portion of the meeting, ministerial items (e.g. approval of agenda, minutes, informational items), and quasi-judicial or emergency items. Citizens will limit their comments to three (3) minutes. The Board will not take any action under the “Public Participation” section of the agenda. The Board may schedule items not on the agenda as items and act upon them in the future.

NEW BUSINESS:

1. Approve Minutes for City of Cape Canaveral Community Redevelopment Agency Board Meeting of September 18, 2018.
2. Approve FY 2019/20 City of Cape Canaveral Community Redevelopment Agency Board Meeting Schedule and Financial Reporting Requirements.
3. Resolution No. CRA-07; adopting a budget for the City of Cape Canaveral Community Redevelopment Agency for FY 2019/20; providing for the repeal of prior inconsistent resolutions, severability and an effective date.

OPEN DISCUSSION:

REPORTS:

ADJOURNMENT: Pursuant to Section 286.0105, Florida Statutes, the public is advised that: If a person decides to appeal any decision made by the Community Redevelopment Agency Board with respect to any matter considered at this meeting, that person will need a record of the proceedings, and for such purpose that person 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. This notice does not constitute consent by the Agency for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law. In accordance with the Americans with Disabilities Act: all interested parties may attend this Public Meeting. The facility is accessible to the physically handicapped. Persons with disabilities needing assistance to participate in the proceedings should contact the Agency Clerk’s office [(321) 868-1220 Ext. 207 or Ext. 206] 48 hours in advance of the meeting.

CITY OF CAPE CANAVERAL
COMMUNITY REDEVELOPMENT AGENCY
REGULAR BOARD MEETING
CAPE CANAVERAL COUNCIL CHAMBERS
100 Polk Avenue, Cape Canaveral, Florida
September 18, 2018
5:30 PM

MINUTES

CALL TO ORDER: The Chair called the Meeting to Order at 5:29 PM.

ROLL CALL:

Board Members Present: Chairperson Bob Hoog, Vice-Chairperson Mike Brown, Wes Morrison, Rocky Randels and Angela Raymond.

Others Present: CRA Registered Agent David L. Greene, CRA Director David Dickey, CRA Board Attorney Anthony Garganese (arrived 5:31 PM), CRA Clerk/Recording Secretary Mia Goforth, Administrative/Financial Services Director John DeLeo, Capital Projects Director Jeff Ratliff, Economic Development Director Todd Morley, Public Works Services Director Debra Holliday, Community Engagement/Deputy Public Works Services Director Joshua Surprenant, Culture & Leisure Services Director Gustavo Vergara, Brevard County Sheriff's Office Commander Linda Moros (arrived 5:41 PM), Canaveral Fire Rescue Assistant Chief/Fire Marshall John Cunningham (arrived 5:41 PM) and Deputy City Clerk Daniel LeFever.

PUBLIC PARTICIPATION: None.

NEW BUSINESS:

1. **Approve Minutes for Community Redevelopment Agency Board Meeting of June 19, 2018: A motion was made by Board Member Raymond, seconded by Board Member Randels, for approval of the minutes. The Motion carried 5-0.**

2. **Approve FY 2018/19 Community Redevelopment Agency (CRA) Board Meeting Schedule and Financial Reporting Requirements:** Discussion ensued and included CRA Board Meeting agenda production, cancellations, suggestions to establish the same criteria for CRA Board Meeting agenda deadlines as for City Council Meetings and to have the CRA Board vote on agenda items proposed by Board Members for meetings. Registered Agent Greene indicated voting is not required for placing items on an agenda, CRA Board Members may prepare and submit agenda items to Staff and CRA meetings will be held. **A motion was made by Board Member Randels, seconded by Board Member Morrison, for approval of FY 2018/19 CRA Board Meeting Schedule and Financial Reporting Requirements. The Motion carried 5-0.**

3. **Resolution No. CRA-06; adopting a budget for the Cape Canaveral CRA for FY 2018/19; providing for the repeal of prior inconsistent resolutions, severability and an effective date:** CRA Board Attorney Garganese read the title into the record. The Public Hearing was opened. There being no public comment, the Public Hearing was closed. There being no CRA Board discussion, Chairperson Hoog called for a motion. **A motion was made by Board Member Raymond,**

DRAFT

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Community Redevelopment Agency Regular Board Meeting
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seconded by Vice-Chairperson Brown, for adopting a budget for the Cape Canaveral CRA for FY 2018/19. The Motion carried 5-0.

4. a. Resolution No. 2018-16; a joint Resolution of the City Council of the City of Cape Canaveral, Florida (“City”), and the Cape Canaveral Community Redevelopment Agency (“Agency”); recognizing a Joint Public Partnership between the City and the Agency related to the pending redevelopment activities associated with the redevelopment of Canaveral City Park including the construction of a new Multi-Generational Center and the Cultural Arts Preservation Enrichment (CAPE) Center (collectively referred to as “redevelopment activities”); providing for a financial contribution from the Agency to assist in funding the redevelopment activities; providing for the approval of an Interlocal Agreement memorializing the terms and conditions of the Agency’s commitment to assist in funding the Redevelopment Activities in an annual amount equal to the annual principal and interest payment paid by the City on the bank loan with Whitney Bank (d/b/a Hancock Bank) which was authorized by the City Council under Ordinance No. 07-2017 and Resolution No. 2017-10 in an amount equal to \$6.2 million, for the express purposes stated in the Loan Agreement of the redevelopment of Canaveral City Park including the construction of a new Multi-Generational Center, the CAPE Center and related capital improvements located within the Redevelopment Area; providing for the repeal of prior inconsistent resolutions, no conflicts; severability and an effective date. (See attached memo): CRA Board Attorney Garganese read the title into the record. The Public Hearing was opened. There being no comment, the Public Hearing was closed. Discussion ensued. **A motion was made by Board Member Raymond, seconded by Vice-Chairperson Brown, for adoption of joint Resolution No. 2018-16. The Motion carried 5-0.**

b. Recommend approval of Resolution No. 2018-16 to the Cape Canaveral City Council: CRA Board Attorney Garganese explained the item. **A motion was made by Vice-Chairperson Brown, seconded by Board Member Raymond, for approval of Resolution No. 2018-16 to the City Council. The Motion carried 5-0.**

OPEN DISCUSSION: None.

REPORTS: None.

ADJOURNMENT: There being no further business, Chairperson Hoog adjourned the meeting at 5:58 PM.

Bob Hoog, Chairperson

Mia Goforth, CRA Clerk/Recording Secretary



City of Cape Canaveral
Community Redevelopment Agency Board
Agenda Form

CRA Board Meeting Date: 09/17/2019

Item No. 2

Subject: Approve FY 2019/20 City of Community Redevelopment Agency (CRA) Board Meeting Schedule and Financial Reporting Requirements.

Department: Community Development

Summary: The City of Cape Canaveral CRA Board is required to hold certain financial meetings each year:

1. Approve Annual CRA Budget (due October 1st of each year).
2. Approve Annual Report (due March 31st of each year).
3. Approve Annual CRA Financial Audit (due March 31st of each year).

Additionally, the CRA Board will need to meet as necessary for other CRA items. To reasonably accomplish these goals, Staff recommends the CRA Board adopt and reserve the following meeting schedule for the upcoming FY 2019/20:

- The third Tuesday of November (November 19th);
- The third Tuesday of March (March 17th);
- The third Tuesday of June (June 16th); and
- The third Tuesday of September (September 15th).

In the case where a meeting date is scheduled and there is no business for the CRA Board to consider, no meeting will be held.

Submitted By: Brenda Defoe-Surprenant *BDS* **Date:** 9/10/19

Attachments: None

Financial Impact: Staff time/effort to prepare this Agenda Item.

Reviewed by Administrative/Financial Services Director: John DeLeo *[Signature]* **Date:** 9/10/19

The CRA Director/Registered Agent recommends that the CRA Board take the following action: Approve FY 2019/20 Community Redevelopment Agency Board Meeting Schedule and Financial Reporting Requirements.

Approved by CRA Registered Agent: *[Signature]* *on behalf of* David L. Greene **Date:** 9/10/19



City of Cape Canaveral
Community Redevelopment Agency Board
Agenda Form

CRA Board Meeting Date: 09/17/2019

Item No. 3

Subject: Resolution No. CRA-07; adopting a budget for the City of Cape Canaveral Community Redevelopment Agency (CRA) for FY 2019/20; providing for the repeal of prior inconsistent resolutions, severability and an effective date.

Department: Community Development

Summary: The CRA was established August 21, 2012 with the adoption of Resolution No. 2012-16. The CRA was created pursuant to Part III, Chapter 163, and Florida Statutes and is considered a dependent Special District under Chapter 189 F.S. As a Special District, the CRA Board is required to adopt a budget for each fiscal year by resolution.

The CRA Budget has been revised based on additional information received from the Brevard County Property Appraiser.

The City's Annual Budget includes the CRA Budget, which details the revenues and anticipated expenditures of the Special District. The projected revenue for the CRA for FY 2019/20 is \$5,693,725 which includes line items of \$574,578 and \$574,578 of ad valorem revenue from the City and Brevard County respectively and a \$4,409,000 transfer from the General Fund (loan proceeds from the \$6.2 million Capital Improvement Revenue Note).

Notable expenses include \$11,559 for operating costs, debt service of \$738,027 and \$4,778,500 for capital outlay. FY 2019/20 includes \$2,870,000 earmarked for W. Central Blvd./Thurm Blvd. Streetscape Project.

Resolution No. CRA-07 (Attached) has been prepared to adopt the proposed FY 2019/20 Budget, which will take effect October 1, 2019 to run through September 30, 2020.

Submitted By: Brenda Defoe-Surprenant *BDS* **Date:** 9/10/19

Attachment:
1. Resolution No. CRA-07

Financial Impact: Staff time/effort to prepare this Agenda Item.

**Reviewed by Administrative Services/
Finance Director:** John DeLeo *[Signature]* **Date:** 9/10/19

The CRA Registered Agent recommends that the CRA Board take the following action:
Adopt Resolution No. CRA-07.

**Approved by CRA
Registered Agent:** *[Signature]* on behalf of David L. Greene **Date:** 9/10/19

RESOLUTION NO. CRA-07

**A RESOLUTION OF THE CITY OF CAPE CANAVERAL
COMMUNITY REDEVELOPMENT AGENCY; ADOPTING
A BUDGET FOR THE CAPE CANAVERAL COMMUNITY
REDEVELOPMENT AGENCY FOR FISCAL YEAR
2019/20; PROVIDING FOR THE REPEAL OF PRIOR
INCONSISTENT RESOLUTIONS, SEVERABILITY AND
AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Cape Canaveral, Florida adopted Resolution No. 2012-16, creating the City of Cape Canaveral Community Redevelopment Agency (“**CRA**”), pursuant to Part III, Chapter 163, Florida Statutes; and

WHEREAS, the CRA is a dependent special district under Chapter 189, Florida Statutes, known as the Uniform Special District Accountability Act of 1989 (“**Act**”); and

WHEREAS, the Act requires all special districts, including dependent special districts such as the CRA, to adopt a budget for each fiscal year by resolution; and

WHEREAS, the CRA desires to comply with the requirements of the Act and takes this action in order to do so;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD MEMBERS OF THE
CAPE CANAVERAL COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:**

Section 1. Recitals. The foregoing recitals are deemed true and correct and are hereby fully incorporated herein by this reference and are deemed a material part of this Resolution.

Section 2. Adoption of Budget. The Board Members of the City of Cape Canaveral Community Redevelopment Agency do hereby approve and adopt a budget attached hereto as Exhibit “A” for Fiscal Year 2019/20; beginning October 1, 2019 and ending September 30, 2020.

Section 3. Repeal of Prior Inconsistent Resolutions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

Section 4. Severability. If any section, subsection, sentence, clause, phrase or portion of this resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereto.

Section 5. Effective Date. This Resolution shall become effective immediately upon adoption by the Board Members of the CRA.

ADOPTED at a Regular Meeting of the Board Members of the CRA this 17th day of September, 2019.

ATTEST:

Bob Hoog, Chairperson

Mia Goforth, CRA Clerk/Recording Secretary

Name	For	Against
Mike Brown	_____	_____
Bob Hoog	_____	_____
Wes Morrison	_____	_____
Rocky Randels	_____	_____
Angela Raymond	_____	_____

Approved as to legal form and sufficiency for the City of Cape Canaveral Community Redevelopment Agency only:

Anthony A. Garganese, Attorney for the City of Cape Canaveral Community Redevelopment Agency

The City of Cape Canaveral Community Redevelopment Agency

The City of Cape Canaveral Community Redevelopment Agency (CRA) Plan was developed in FY 2012-13. The Projects in the Plan are funded with TIF revenues deposited in the Trust Fund to encourage development/redevelopment; financial incentives to developers; businesses; and financing of capital improvement projects.

In the summer of 2015, the City completed the regional Lift Station Project which included easement and waterline extension work located within the CRA partially funded by the Wastewater Fund. The CRA Board approved the repayment of \$470,000 to the Wastewater Fund at its September 2015 meeting. The first payment was made January 31st, 2016 and subsequent installments are due each year thereafter on January 31st until the loan is paid in full. The annual interest rate is set at 2%.

In July of 2017, the City acquired another Capital Note to finance the redevelopment of Canaveral City Park and the Cape Canaveral Cultural Arts Preservation Enrichment (CAPE) Center. This \$6.2 million Revenue Note with an interest rate of 2.05% for ten years will be repaid by the CRA.

Capital Outlay Detail

	FY 18/19	FY 19/20
Capital Initiatives - City Park Redevelopment	\$ 4,600,000	\$ 500,000
CAPE Center	20,000	980,000
Mobility/Striping Project	65,000	115,000
Corner Improvements - Redesign of Presidential Streets	-	64,000
W. Central/Thurm Blvd. Streetscape	-	2,870,000
Drainage Polk/Orange Avenues	-	249,500
North Atlantic Ave. Phase 3	120,000	-
	\$ 4,805,000	\$ 4,778,500

Debt Repayment Schedule

	Wastewater Loan \$470K		General Fund Note \$6.2M	
	Principal	Interest	Principal	Interest
FY 19-20	\$ 46,596	\$ 5,728	\$ 588,000	\$ 97,703
FY 20-21	47,527	4,797	600,000	85,526
FY 21-22	48,478	3,846	613,000	73,093
FY 22-23	49,448	2,876	625,000	60,404
FY 23-24	50,436	1,887	638,000	47,458
FY 24-25	43,047	879	652,000	34,235
FY 25-26			665,000	20,736
FY 26-27			679,000	6,960

Budget Detail
Cape Canaveral Community Redevelopment Agency
Fund 106 - Dept 016

		2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	%
		Actual	Actual	Original	Projected	Adopted	Inc/Dec
Revenue							
106-000-300-300100	Cash Forward	-	-	66,659	-	135,569	100%
106-000-334-334510	State Grant DEO	39,500	-	-	-	-	0%
106-000-338-338000	Shared Revenue fr Cape Canaveral	210,305	370,034	468,799	468,799	574,578	23%
106-000-338-338001	Shared Revenue fr Brevard Cnty	265,198	285,555	468,799	468,799	574,578	23%
106-000-361-361100	Interest From Investment	-	-	-	248	-	-100%
106-000-361-361310	Net Increase (decrease) in FMV	-	-	-	-	-	0%
106-000-381-381001	Transfer from General Fund	60,000	472,224	4,600,000	985,000	4,409,000	348%
	Total Revenue	\$ 575,003	\$ 1,127,813	\$ 5,604,257	\$ 1,922,846	\$ 5,693,725	196%
Operating							
106-016-559-310000	Legal Fees	110,711	1,838	3,000	1,500	3,060	104%
106-016-559-310001	Administrative/Professional Svcs	39,675	175	1,000	5,888	1,000	-83%
106-016-559-400000	Travel & Per Diem	-	-	704	-	704	100%
106-016-559-450000	Insurance	5,351	-	5,500	5,500	5,700	4%
106-016-559-520000	Operating Supplies	-	-	-	-	-	0%
106-016-559-540000	Membership & Training	495	495	1,095	1,240	1,095	-12%
	Total Operating	156,232	2,508	11,299	14,128	11,559	-18%
Capital Outlay							
106-016-559-630000	Grant Programs	-	-	50,000	-	-	0%
106-016-559-630001	Capital Initiatives	191,820	61,142	4,620,000	1,065,000	1,480,000	39%
106-016-559-630002	Mobility/Striping Project	-	-	65,000	-	115,000	100%
106-016-559-630003	Oak Lane Design	-	-	-	-	-	0%
106-016-559-630004	North Atlantic Ave. Phase 3	-	-	120,000	89,720	-	-100%
106-016-559-630005	Corner Improvements	-	-	-	-	64,000	100%
106-016-559-630006	W. Central/Thurm Blvd. Streetscape	-	-	-	-	2,870,000	100%
106-016-559-630007	Drainage Polk/Orange Ave.	-	-	-	-	249,500	100%
	Total Capital Outlay	191,820	61,142	4,855,000	1,154,720	4,778,500	314%
Debt Service							
106-016-559-710000	Debt Service - Principal	125,630	556,462	621,682	621,682	634,596	2%
106-016-559-720000	Debt Service - Interest	10,051	132,741	116,276	116,276	103,431	-11%
	Total Debt Service	135,681	689,203	737,958	737,958	738,027	0%
Other Expenses							
106-016-581-910001	Transfer to General Fund	-	495	-	-	-	0%
106-016-581-910401	Transfer to Wastewater Fund	-	-	-	-	-	0%
	Total Other Expenses	-	495	-	-	-	0%
Contingency							
106-016-559-990000	Contingency	91,271	-	-	-	165,639	100%
	Total Contingency	91,271	-	-	-	165,639	100%
Total Community Redevelopment Agency Fund Budget							
		\$ 575,003	\$ 753,348	\$ 5,604,257	\$ 1,906,805	\$ 5,693,725	199%