



AGENDA

BAYFRONT COMMUNITY REDEVELOPMENT AGENCY

Regular Meeting 2019 – 05

July 23, 2019 – 7:00 p.m.

City Hall Council Chambers

120 Malabar Rd SE, Palm Bay, FL 32907

CALL TO ORDER:

ROLL CALL:

CONSENT AGENDA:

There will be no separate discussion on those items listed under Consent Agenda (indicated with asterisks(*)). They will be enacted by the BCRA Commissioners in one motion. If discussion is desired by the BCRA Board, that item will be removed from the Consent Agenda by the Board and will be considered in the order that it appears on the agenda.

ADOPTION OF MINUTES:

1. Bayfront CRA Special Meeting 2019-04, June 20, 2019

PUBLIC COMMENTS (NON-AGENDA ITEMS):

Public Comments on Agenda Items – Individuals wishing to address agenda items can do so at the time the agenda item is being considered by the Agency. The Chairperson will ask if there are any public comments prior to the Agency taking action on the item. All speakers will be limited to three (3) minutes for non-agenda items.

PRESENTATIONS:

1. Castaway Point Park improvements by Eagle Scout Colben Maher

OLD BUSINESS:

1. Eagle Scout Project Reimbursement

NEW BUSINESS:

1. Budget Resolution 2019-01 adopting the FY 2020 Budget of the Bayfront Redevelopment Trust Fund
2. Consideration of prepayment, in whole, of the City Internal Loan Obligation to the Bayfront CRA
3. Proposed improvements to Liberia Park
4. Proposed improvements to monolith sign located at Port Malabar Blvd. & U.S. Hwy 1
5. Temporary use of 2920 and 2932 Pospisil Avenue NE for boat and equipment storage

COMMISSIONER REPORTS:

OTHER AGENCY BUSINESS:

1. Staff Report

ADJOURNMENT:

If an individual decides to appeal any decision made by the Bayfront Community Redevelopment Agency with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim. In accordance with the Americans with Disabilities Act and Section 90.6063(4), Florida Statutes, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Office of the Bayfront Community Redevelopment Agency at (321) 409-7187 or Florida Relay System at 711.

City of Palm Bay, Florida

BAYFRONT COMMUNITY REDEVELOPMENT AGENCY Special Meeting 2019-04

Held on Thursday, the 20th day of June 2019, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Bayfront Community Redevelopment Agency Office, City Hall Annex, Palm Bay, Florida.

The meeting was called to order by Chairperson Capote at approximately 6:30 p.m.

ROLL CALL:

| | | |
|-------------------------------|---------------------|---------|
| CHAIRPERSON: | William Capote | Present |
| VICE-CHAIRPERSON: | Brian Anderson | Present |
| COMMISSIONER: | Harry Santiago, Jr. | Present |
| COMMISSIONER: | Jeff Bailey | Present |
| COMMISSIONER: | Kenny Johnson | Present |
| COMMISSIONER: | James Ritter | Absent |
| COMMISSIONER: | Aaron Parr | Present |
| BAYFRONT CRA ATTORNEY: | Patricia Smith | Present |

STAFF MEMBERS:

Joan Junkala, Bayfront CRA Administrator; Lisa Morrell; City Manager; Suzanne Sherman, Deputy City Manager; Andy Anderson, Economic Development & External Affairs Director; Danielle Crofts, Agency Secretary

ADOPTION OF MINUTES:

1. Regular Meeting 2019-03; May 21, 2019.

Motion by Commissioner Parr, seconded by Commissioner Santiago, to approve the minutes with the following correction: Page 6, paragraph 1, the first sentence should read "Commissioner Parr stated that Board members were required to live or work in the area and felt that it took away from the community". Motion carried unanimously.

CONSENT AGENDA:

There were no items to consider under Consent Agenda.

PUBLIC COMMENTS (NON-AGENDA ITEMS):

There were no Public Comments.

PRESENTATIONS:

There were no Presentations.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

1. Lease Agreement for 4220 Dixie Highway NE (Paddling Paradise, LLC)

Motion by Vice-Chairperson Anderson, seconded Commissioner Santiago, to approve the lease agreement between the City of Palm Bay and Paddling Paradise, LLC for use of property located at 4220 Dixie Highway NE, on a month to month basis.

COMMISSIONER REPORTS:

There were no Commissioner Reports.

OTHER AGENCY BUSINESS:

There was no Other Agency Business.

ADJOURNMENT:

The meeting was adjourned at approximately 6:34pm.

William Capote, CHAIRPERSON

Danielle Crotts, AGENCY SECRETARY



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: Eagle Scout reimbursement for improvements to Castaway Point Park

At a regular meeting of the Bayfront CRA Board, Eagle Scout candidate, Colben Maher, requested a donation up to \$2,800 for improvements to Castaway Point Park. Following review and suggestions by the City's Parks and Recreation Department, candidate Maher secured nine (9) volunteers who worked approximately 27 hours on Saturday, May 18 pulling weeds and undesirable vegetation, laying down mulch and planting "clusia," an available alternative to sea grapes.

Attached for review are the receipts for materials and other necessities to complete the project totaling \$836.46.

RECOMMENDATION:

Approve reimbursement of \$836.46 for Eagle Scout candidate, Colben Maher

Attachment(s): 1) Copy of all receipts for materials



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: FY 2019-2020 Annual Budget of the Bayfront CRA

At the Bayfront CRA Budget Workshop held on April 23, 2019, staff made a presentation to the Bayfront CRA Board on the proposed Fiscal Year (FY) 2020 annual budget and budget priorities for the Bayfront Redevelopment Trust Fund.

Attached for review and consideration is the proposed FY 2020 annual budget of the Bayfront CRA which will subsequently go before City Council for further consideration to be included in the City's comprehensive budget for the Fiscal Year beginning October 1, 2019 and ending September 30, 2020.

The FY 2020 proposed budget uses current year (FY 2019) revenues as a starting point, which provided for \$1,333,843 in total revenues from the City of Palm Bay and Brevard County ad valorem tax contributions to the Bayfront Redevelopment Trust Fund as well as nominal interest and other earnings.

Please note that the preliminary revenue projections for FY 2020 budget for the Bayfront Redevelopment Trust Fund has been received by the Brevard County Property Appraiser following their assessment valuations for the 2019 property tax year. The current year taxable value increment for the redevelopment district is estimated to be \$123,593,028. This figure is calculated by subtracting the 1998 Base Year taxable value of the district (\$100,372,760) from the current year (2019 property tax year) taxable value (\$223,965,788) of the district.

The amount to be paid to the Bayfront Redevelopment Trust Fund is based on 95 percent (\$117,413,377) of the total tax increment value of the district. Based on the current millage rates, the City's contribution is projected to be \$992,143 (millage rate of 8.45) and the County's contribution is projected to be \$463,266 (millage rate of 3.9456), for a total contribution of \$1,455,409 to the FY 2020 Budget of the Bayfront CRA. This is an eight (8) percent increase over the current budget year. Following the adoption of the final proposed millage rates anticipated in August, a budget amendment will be made and published online.

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BAYFRONT COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, ADOPTING THE ANNUAL BUDGET FOR THE BAYFRONT COMMUNITY REDEVELOPMENT TRUST FUND AND APPROPRIATING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Bay Bayfront Community Redevelopment Agency Staff has prepared the annual budget for the Bayfront Community Redevelopment Fund for Fiscal Year 2019-2020, and

WHEREAS, the Bayfront Community Redevelopment Agency has reviewed the Bayfront Community Redevelopment Fund budget and has determined that it is in the interest, safety, and welfare of the citizens of Palm Bay and the Bayfront Community Redevelopment District to adopt the budget.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE BAYFRONT COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

SECTION 1. The above recitals are true and correct and by this reference are hereby incorporated into and made an integral part of this resolution.

SECTION 2. The Bayfront Community Redevelopment Agency of the City of Palm Bay hereby adopts the Bayfront Community Redevelopment Agency budget for the Fiscal Year 2019-2020, which is, by reference, incorporated herein as Exhibit "A."

SECTION 3. This resolution shall take effect immediately upon the enactment date.

This resolution was duly enacted at Meeting No. 2019-05 of the Bayfront Community Redevelopment Agency of the City of Palm Bay, Brevard County, Florida, on July 23, 2019.

William Capote, CHAIRPERSON

ATTEST:

Danielle Crotts, SECRETARY

cc: 7-23-2019

Lisa Morrell, City Manager
Suzanne Sherman, Deputy City Manager
Yvonne McDonald, Finance Director
Ruth Chapman, Assistant Finance Director
Patti Gloade, Budget Administrator

EXHIBIT 'A'

FY 2020 BUDGET BAYFRONT REDEVELOPMENT TRUST FUND

Below is a summary of the proposed FY 2020 Bayfront CRA expenditures to include a comparison to the current fiscal year.

| ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|---------------------------|----------------------------|-------------------|
| Personnel Services | \$127,845 | \$125,769 | \$(2,076) |
| Operating Expenses | \$451,966 | \$345,321 | \$(106,645) |
| Capital Outlay | \$319,358 | \$430,218 | \$110,860 |
| Debt Service | \$475,112 | \$432,535 | \$(42,577) |
| TOTAL EXPENDITURES | \$1,374,281 | \$1,333,843 | \$(40,438) |

RECOMMENDATION:

Motion to adopt Resolution 2019-01 of the Bayfront Community Redevelopment Agency of the City of Palm Bay, providing for the Annual Budget of the Bayfront Community Redevelopment Trust Fund and appropriating funds for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

Attachment(s):

- 1) Resolution 2019-01
- 2) Exhibit A: FY 2020 Proposed Budget

FY 2020 BUDGET

Bayfront Redevelopment Trust Fund

REVENUES

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|-----------------------------------|---------------------------|----------------------------|------------|
| 181-0000-311-10.01 | Current Taxes / Operating Millage | \$1,327,433 | \$1,327,433 | \$0 |
| 181-0000-361-10.01 | Interest / Other Earnings | \$6,400 | \$6,400 | \$0 |
| | TOTAL REVENUES | \$1,333,843 | \$1,333,843 | \$0 |

PERSONNEL SERVICES

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|-------------------------------|---------------------------|----------------------------|------------------|
| 181-9110-559-12.10 | Full-Time Salaries / Wages | \$71,638 | \$77,250 | \$5,612 |
| 181-9110-559-13.10 | Other Salaries / Part-Time | \$15,000 | \$18,000 | \$3,000 |
| 181-9110-559-15.12 | Insurance Benefit Credit | \$797 | \$539 | \$(258) |
| 181-9110-559-21.10 | Social Security / Medicare | \$4,861 | \$5,910 | \$1,049 |
| 181-9110-559-22.10 | Retirement Contribution | \$2,149 | \$6,953 | \$4,804 |
| 181-9110-559-23.20 | Emp Health Insurance Premiums | \$25,235 | \$9,371 | \$(15,864) |
| 181-9110-559-23.30 | Other Emp Insurance Premiums | \$542 | \$555 | \$13 |
| 181-9110-559-24.10 | Workers Compensation | \$1,823 | \$1,769 | \$(54) |
| 181-9110-559-26.10 | Termination Benefits | \$5,800 | \$5,422 | \$(378) |
| | SUBTOTAL | \$127,845 | \$125,769 | \$(2,076) |

OPERATING EXPENSES

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|--|---------------------------|----------------------------|------------|
| 181-9110-559-31.01 | Professional Services / Legal Fees | \$10,000 | \$10,000 | \$0 |
| 181-9110-559-31.08 | Professional Services / Consultant Services | \$118,711 | \$50,000 | \$(68,711) |
| 181-9110-559-31.09 | Professional Services / Investment Services | \$2,000 | \$0 | \$(2,000) |
| 181-9110-559-31.41 | Professional Services / Other Pro Services | \$10,741 | \$3,000 | \$(7,741) |
| 181-9110-559-32.01 | Audit Costs | \$560 | \$577 | \$17 |
| 181-9110-559-34.02 | OCS / Mowing Contracts | \$138,000 | \$90,232 | \$(47,768) |
| 181-9110-559-34.09 | OCS / Other Contract Services | \$16,820 | \$7,000 | \$(9,820) |
| 181-9110-559-34.20 | OCS / Retention Pond | \$1,500 | \$0 | \$(1,500) |
| 181-9110-559-38.11 | Façade Improvements | \$0 | \$50,000 | \$50,000 |
| 181-9110-559-40.01 | Travel & Mileage Exp | \$3,825 | \$1,500 | \$(2,325) |
| 181-9110-559-41.02 | Cellular Services | \$650 | \$650 | \$0 |
| 181-9110-559-41.03 | Computer / Phone Link Services | \$450 | \$250 | \$(200) |
| 181-9110-559-41.11 | Postage / Freight / Other | \$200 | \$200 | \$0 |
| 181-9110-559-42.01 | Administrative Services | \$27,002 | \$44,012 | \$17,010 |
| 181-9110-559-43.01 | Utility Services / Electrical Pumps Irrigation | \$1,460 | \$0 | \$(1,460) |
| 181-9110-559-43.02 | Utility Services / Water & Sewer | \$1,300 | \$1,300 | \$0 |
| 181-9110-559-43.05 | Utility Services / Street Lights | \$26,400 | \$0 | \$(26,400) |
| 181-9110-559-44.03 | Rentals & Leases / Copier Lease | \$700 | \$223 | \$(477) |
| 181-9110-559-45.01 | Liability / Property Insurance | \$1,537 | \$1,647 | \$110 |
| 181-9110-559-46.38 | Repair Maintenance / Street Light Maint | \$22,000 | \$22,000 | \$0 |
| 181-9110-559-47.01 | Printing & Binding | \$1,000 | \$1,000 | \$0 |
| 181-9110-559-48.02 | Promotional Activities / Special Events | \$1,200 | \$1,000 | \$(200) |
| 181-9110-559-48.03 | Advertising (excluding legal) | \$35,000 | \$20,000 | \$(15,000) |
| 181-9110-559-48.09 | Other Promotional Activities | \$0 | \$10,000 | \$10,000 |
| 181-9110-559-49.01 | Legal Advertisements | \$300 | \$1,000 | \$700 |

| | | | | |
|---------------------------|--|------------------|------------------|--------------------|
| 181-9110-559-49.09 | Other Current Charges | \$2,000 | \$2,000 | \$0 |
| 181-9110-559-51.01 | Office Supplies | \$1,400 | \$1,000 | \$(400) |
| 181-9110-559-51.04 | Office Supplies / Software < \$5,000 | \$750 | \$500 | \$(250) |
| 181-9110-559-52.30 | Operating Supplies / Landscaping | \$24,000 | \$24,000 | \$0 |
| 181-9110-559-54.01 | Dues & Memberships | \$1,100 | \$870 | \$(230) |
| 181-9110-559-54.03 | Licenses / Certs / Books / Subscriptions | \$175 | \$175 | \$0 |
| 181-9110-559-55.01 | Training & Education | \$1,185 | \$1,185 | \$0 |
| | SUBTOTAL | \$451,966 | \$345,321 | \$(106,645) |

TOTAL OPERATIONS

| ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|-------------------------|---------------------------|----------------------------|--------------------|
| Personnel Services | \$127,845 | \$125,769 | \$(2,076) |
| Operating Expenses | \$451,966 | \$345,321 | \$(106,645) |
| TOTAL OPERATIONS | \$579,811 | \$471,090 | \$(108,721) |

CAPITAL OUTLAY

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|--|---------------------------|----------------------------|------------------|
| 181-9110-541-63.01 | Improvements Other Than Buildings (IOTB) | \$208,920 | \$50,000 | \$(158,920) |
| 181-9110-559-61.01 | Land Acquisition | \$0 | \$330,218 | \$330,218 |
| 181-9110-559-63.01 | Improvements Other Than Buildings (IOTB) | \$15,836 | \$0 | \$(15,836) |
| 181-9110-559-63.08 | IOTB / Parks Development | \$19,602 | \$0 | \$(19,602) |
| 181-9110-559-63.32 | IOTB / Parks Improvements | \$75,000 | \$50,000 | \$(25,000) |
| | SUBTOTAL | \$319,358 | \$430,218 | \$110,860 |

TOTAL ECONOMIC ENVIRONMENT

| ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|-----------------------------------|------------------------|-------------------------|----------------|
| Personnel Services | \$127,845 | \$125,769 | \$(2,076) |
| Operating Expenses | \$451,966 | \$345,321 | \$(106,645) |
| Capital Outlay | \$319,358 | \$430,218 | \$110,860 |
| TOTAL ECONOMIC ENVIRONMENT | \$899,169 | \$901,308 | \$2,139 |

DEBT SERVICE (2006 Bond of \$6 million and City Internal Loan Obligation)

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|------------------------------------|------------------------|-------------------------|-------------------|
| 181-9110-517-71.11 | Principal Payments | \$378,342 | \$393,391 | \$15,049 |
| 181-9110-517-72.11 | Interest Payments | \$96,770 | \$39,144 | \$(57,626) |
| | TOTAL DEBT SERVICE PAYMENTS | \$475,112 | \$432,535 | \$(42,577) |

TOTAL EXPENDITURES

| ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|------------------------|-------------------------|-------------------|
| Personnel Services | \$127,845 | \$125,769 | \$(2,076) |
| Operating Expenses | \$451,966 | \$345,321 | \$(106,645) |
| Capital Outlay | \$319,358 | \$430,218 | \$110,860 |
| Debt Service | \$475,112 | \$432,535 | \$(42,577) |
| TOTAL EXPENDITURES | \$1,374,281 | \$1,333,843 | \$(40,438) |

FY 2020 BUDGET

2006 BOND (\$6 million)

2006 BOND PROCEEDS FOR CAPITAL PROJECTS

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|---|---------------------------|----------------------------|----------------------|
| 303-3090-541-61.01 | Land Acquisition | \$888,259 | \$0 | \$(888,259) |
| 303-3090-559-31.09 | Professional Services / Investment Fees | \$675 | \$0 | \$(675) |
| 303-3090-559-63.05 | IOTB / Dredging Projects | \$153,495 | \$0 | \$(153,495) |
| | TOTAL BOND PROCEEDS | \$1,042,429 | \$0 | \$(1,042,429) |

INTEREST ON 2006 BOND PROCEEDS

| ACCOUNT | ACCOUNT DESCRIPTION | FY 2019 REVISED BUDGET | FY 2020 PROPOSED BUDGET | DELTA |
|---------------------------|------------------------------------|---------------------------|----------------------------|------------------|
| 303-3090-361-20.04 | Interest / Income on Bond Proceeds | \$4,000 | \$0 | \$(4,000) |
| | TOTAL REVENUES | \$4,000 | \$0 | \$(4,000) |

At a Regular Meeting of the Bayfront CRA scheduled on May 21, 2019, the Board of Commissioners approved the prepayment of the 2006 Bond using the remaining bond proceeds. All accounts tied to the 2006 Bond Proceeds will not appear in future budget reports of the Bayfront CRA.



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: Prepay, in whole, the remaining balance of the City Loan to Bayfront CRA

At a regular meeting of the Bayfront CRA held on October 18, 2016, and subsequently at a Regular Council Meeting on December 15, 2016, the Bayfront CRA Board and City Council approved the City's Internal Loan Obligation Agreement between the City of Palm Bay and the Bayfront CRA in the amount of \$31,003.26. The necessity of the loan was to address the departure of two Bayfront CRA staff members in 2015 which triggered a deferred payment of accrued employee benefits which had not been accounted for within the fiscal year budget of the Bayfront CRA.

Additionally, Brevard County Resolution 99-111 Section 3.A. provides that the CRA shall not expend in any one fiscal year more than 25 percent of the tax increment revenues pursuant to Section 163.387, Florida Statutes, on administrative expenses. The term "administrative expenses" includes personnel costs such as salary and fringe benefits.

The termination benefits payment could have caused the Bayfront CRA to exceed the 25 percent cap on administrative expenses; and therefore, it became prudent that the Agency enter into an Internal Loan Obligation Agreement with the City in the amount of payout. The intent of the Internal Loan Obligation was for the Bayfront CRA to immediately repay the loan upon receipt of sufficient tax increment revenue.

As of this current Fiscal Year 2019, there remains a loan balance of approximately \$22,408.22. It has been calculated that prepaying the internal loan obligation in whole will not exceed the 25 percent cap on administrative expenses within Fiscal Year 2019.

On May 21, 2019, the Bayfront CRA Board approved the prepayment of the 2006 bond, which provided a savings of approximately \$22,471.19 in anticipated interest payments in Fiscal Year 2019. City staff recommends prepaying the remaining City loan balance in-full using the estimated savings from the adjusted 2006 bond debt payment on June 3, 2019.

RECOMMENDATION:

Approve staff to initiate prepayment, in whole, of the City Internal Loan Obligation balance currently outstanding

Attachment(s): 1) Internal Loan Obligation Agreement between the City of Palm Bay and the
Bayfront Community Redevelopment Agency



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: Proposed improvements to Liberia Park

On June 1, 2018, Project 18CR06 (Liberia Park Phase I) was created for the purpose of making improvements to Liberia Park, located at 2197 Northview Street SE in the Driskel Heights sub-district of the Bayfront CRA.

A budget transfer request for this Project was approved in July 2018 in the amount of \$25,000 from unused funds slated for street light maintenance and repair set aside as contingency in Bayfront Redevelopment Trust Fund account 181-9110-559-46.38. The funds were transferred to account 181-9110-559-63.08 (Improvements Other Than Buildings / Parks Development) for Project 18CR06.

The improvements to Liberia Park proposed in FY 2018 included irrigation systems, fence replacement, install landscaping and tree relocations, parking blocks, park signage, splash pad repair, lighting upgrades and other improvements. The only improvements made to-date include fencing of rear and south side of property, and minor services provided by Brevard County Solid Waste Management and Central Pro.

Currently, \$19,602.76 remains in the account tied to Project 18CR06. Following discussions with Parks & Recreation and Facilities Maintenance staff, the following improvements are suggested to bring Liberia Park up to equitable standard with other parks owned and operated by the City.

| IMPROVEMENT | ESTIMATED COST | COMPLETION |
|---|-----------------|----------------|
| Sunshade/installation | \$7,500 | September 2019 |
| Landscape buffer from adjacent property | \$1,000 | September 2019 |
| Liberia Park signage | \$1,000 | September 2019 |
| Lighting Improvements | \$3,000 | September 2019 |
| Splash pad repairs | \$1,000 | September 2019 |
| Parking Improvements | \$5,000 | September 2019 |
| TOTAL | \$18,500 | FY 2019 |

Additional improvements will be made by Parks & Recreation at no cost to the Bayfront CRA, to include the installation of approximately 10-15 palm trees and a picnic table available in surplus.

Please note that any funds not expended in Fiscal Year 2019 for the above improvements can remain with Project 18CR06 and rolled over into the next Fiscal Year.

RECOMMENDATION:

Authorize staff to seek official quotes from vendors and execute improvements to Liberia Park, not to exceed the Project budget



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: Proposed improvements to monolith sign located at Port Malabar Boulevard NE and U.S. Highway 1

The Port Malabar monolith currently serves as a landmark for residents in the Bayfront. Formerly constructed by General Development Corporation (GDC), the monument has sat dormant with little improvement for years. With increased development interest along the US 1/Dixie Highway corridor, the monolith sign is perfectly situated to serve as a gateway feature for the Bayfront area. Branding the district as a waterfront destination will encourage redevelopment of the US 1 corridor and provide a sense of identity to the redevelopment district.

Currently, the monolith is in disrepair with structural damage to the lower planter bed due to overgrown palm trees as well as structural damage to the sign and ground lighting due to vehicle impact.

Proposed improvements to the monolith include removal of all palm trees within the lower planter bed to be replaced with low-maintenance landscaping (as approved by Public Works Department), creation of a berm (to be sodded and planted) immediately east of the monolith to serve as a protective barrier for both the sign and any potential vehicle impact, removal and replacement of existing up-lighting, complete removal of lighting affixed to the top of the monolith, power wash and seal monolith structure, fresh coat of paint to both planter beds and new signage depicting, "THE BAYFRONT."

Funding for improvements to the Port Malabar monolith sign is available in Fiscal Year 2019 utilizing accounts 181-9110-559-52.30 (Operating Supplies/Landscaping with a balance of \$24,000) and 181-9110-541-63.01 (Improvements Other Than Buildings with a balance of \$208,920). Please note that any funds not expended, or improvements not completed in Fiscal Year 2019 will remain with the Project and rolled over into the next Fiscal Year.

| IMPROVEMENT | ESTIMATED COST | COMPLETION |
|------------------------------------|-----------------|--------------------------|
| Landscape improvements | \$1,500 | September 2019 |
| Repairs, power wash, seal monolith | \$1,500 | September 2019 |
| "The Bayfront" signage | \$50,000 | March 2020 |
| Lighting Improvements | \$5,000 | March 2020 |
| TOTAL | \$58,000 | FY 19 & FY 20 |

RECOMMENDATION:

Authorize staff to seek official quotes from vendors and execute improvements to the monolith sign located at Port Malabar Boulevard NE and U.S. Highway 1, not to exceed the estimated Project budget



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Bayfront CRA Administrator

DATE: July 23, 2019 – Regular Meeting

RE: Temporary use of 2920 and 2932 Pospisil Avenue NE

At the request of the Utilities Department and the Palm Bay Marina, staff is requesting temporary use of the vacant properties owned by the Bayfront CRA, located at 2920 and 2932 Pospisil Avenue NE (adjacent to the Pelican Harbor Marina). The use shall be limited to temporary storage of boats and equipment from the Palm Bay Marina site in order to facilitate the replacement of existing sanitary sewer infrastructure located adjacent to Palm Bay Marina, 4350 Dixie Highway NE.

The Utilities Department will require unrestricted access to the boat storage/show yard located on the south side of the Palm Bay Marina office to perform repairs as identified in IFB Number 41-0-2019 (US-1 Sanitary Sewer Carrier Pipe and Manhole Replacement). Work performed includes removal of one (1) existing sanitary sewer, installation of one (1) new sanitary sewer manhole, abandonment/installation of related piping and appurtenances. The construction is anticipated to last approximately 150 days.

RECOMMENDATION:

Authorize temporary use of 2920 and 2932 Pospisil Avenue NE to Palm Bay Marina for storage of boats and equipment, not to exceed 90 days beginning on September 1, 2019