

City of Titusville, Florida
Budget Amendment/Transfer Form

Source of Funds:	Account Number	Project Number	Description	Amount	Budget Amendment /Budget Transfer
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FY2022

	104-5555-531.31-01		PROFESSIONAL SERVICES	(50,000)	Budget Amendment
	104-5555-565.65-00-CR1604	CR1604	CONSTRUCTION IN PROGRESS	(14,000)	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment

Total Source of Funds

(64,000)

Use of Funds:

FY2022

	104-5555-531.31-01-CR2202	CR2202	PROFESSIONAL SERVICES	64,000	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment

Total Use of Funds

64,000

NOTE: FUND PROJECT FOR REDEVELOPMENT PLAN UPDATE AND STRATEGIC INITIATIVES PLAN: SUMMARY OF ACTION 12/14/21, ITEM 8A.




Input Name:	S MILTON	Budget Office Approval:	T CHEVALLIER
Input Date:	12/15/21	Budget Office Approval Date:	12/15/21
Manual JE/BA#:	4682	Post Date:	12/14/21

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: Community Redevelopment Agency Members
From: William S. Larese, Executive Director
Subject: **Update to 2015 Supplemental Community Redevelopment (CRA) Plan and Ten Year Strategic Initiatives Plan**
Department/Office: Community Development

Recommended Action:

Approve the scope from S&ME, Inc. to update the 2015 CRA Redevelopment Plan and to provide a Ten (10) Year Strategic Initiatives Plan and recommend the City Council approve the Budget Amendment to fund the scope.

Summary Explanation & Background:

Over the past year, some CRA Board members have voiced the need to update the 2015 Supplemental Redevelopment Plan based on evolving community concerns and goals. The FY2022 CRA Budget includes funding for a consultant to update the Redevelopment Plan. Staff is proposing to use a Continuing Consultant Contract with S&ME, Inc. to update the Redevelopment Plan Supplement and to provide a Ten (10) Year Initiatives Plan. The scope of services includes a review of existing conditions; a gap assessment of what goals the CRA has accomplished, what goals still need to be accomplished and what goals are no longer relevant; and review of the current planning documents regulating the CRA. The project will include a public input process and developing a list of strategies and goals for the redevelopment area. Staff has also proposed that a Ten (10) Year Strategic Initiatives Plan (Implementation Plan) be drafted to provide guidance for the CRA regarding capital projects and programs to implement over the next ten (10) years.

A copy of the project scope is attached for the CRA's review and approval. The fees and schedule for the Plan Update (\$28,060, 4 months) and Initiatives Plan (\$34,172, 3 months) are found on page 5 of the scope. A Budget Amendment is also attached to fund the project.

Alternatives:

1. Approve the proposal as submitted, and recommend the appropriate Budget Amendment be approved by City Council.
2. Approve Task 1, Plan Update but not Task 2, Initiatives Plan at this time,, and recommend the appropriate Budget Amendment by approved by City Council. Approve Task 2 at a later time.

3. Do not approve the propose Plan Update and Initiatives Plan.

Item Budgeted:

Yes

Source/use of funds/Budget Book Page:

Account #104-5555-531.31-01 Professional Services, \$50,000

Account #104-5555-565.65-00 Project #CR1604, Trail Town Amenities, \$14,000

Strategic Plan:

No. 1 – Quality of Life No. 4 – Economic Development

Strategic Plan Impact:

The proposed Redevelopment Plan Update and Ten (10) Year Initiatives furthers the City's Quality of Life Goal by improving the appearance of the CRA district and the City's Economic Development Goal by continuing efforts to eliminate blight.

ATTACHMENTS:

	Description	Upload Date	Type
▯	S&ME Redevelopment Plan Update & Initiatives Plan Scope	11/9/2021	Backup Material
▯	CRA BA #1 Redevelopment Plan Update	11/9/2021	Backup Material



CITY OF TITUSVILLE

**COMMUNITY REDEVELOPMENT AGENCY
Fire Department Multi-Purpose Room – 2nd Floor
550 S. Washington Avenue Titusville, Florida
32796**

**Tuesday, December 14, 2021
5:30 PM**

SUMMARY OF ACTION

Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, 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. Applicants for land use and zoning related items are advised that the resumes of staff members who prepare applicable staff reports are on file in the City Clerk's Office.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.

- 1. CALL TO ORDER**
- 2. DETERMINATION OF A QUORUM**
- 3. INVOCATION**

A moment of silence was held.

- 4. PLEDGE OF ALLEGIANCE**
- 5. APPROVAL OF MINUTES**

A. Minutes

Approve the minutes of the regular Community Redevelopment Agency meeting on Tuesday, November 9, 2021.

Approved as submitted.

- 6. SPECIAL RECOGNITIONS AND PRESENTATIONS**

7. OLD BUSINESS

8. NEW BUSINESS

A. Conditional Use Permit (CUP) #9-2021 – Childcare Facility at 213 South Palm Avenue

It is requested the CRA make a recommendation to Council regarding CUP 9-2021 to allow a childcare facility at 213 South Palm Avenue within the Downtown Sub-district of the Downtown Mixed Use (DMU) zoning district.

Approved as recommended.

B. Update to 2015 Supplemental Community Redevelopment (CRA) Plan and Ten Year Strategic Initiatives Plan

It is requested the CRA approve the scope from S&ME, Inc. to update the 2015 CRA Redevelopment Plan and to provide a Ten (10) Year Strategic Initiatives Plan and recommend the City Council approve the Budget Amendment to fund the scope.

Approved as recommended.

9. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

No action.

10. EXECUTIVE DIRECTORS REPORT

A. Executive Director's August Report

The Executive Director presents the December CRA Report.

Executive Director Larese submitted his written report. No action was required.

11. ADJOURNMENT

Meeting adjourned at 5:48 p.m.

City of Titusville
"Gateway to Nature and Space"

REPORT TO COUNCIL

To: The Honorable Mayor and City Council
From: William S. Larese, City Manager
Subject: **Community Redevelopment Agency (CRA) Budget Amendment - Transfer \$14,000 from Project CR1604, Trail Town Amenities and \$50,000 from Professional Services to Project CR2202, Redevelopment Plan Update and Strategic Initiatives Plan, Professional Services**

Department/Office: Community Development

Recommended Action:

Approve the CRA Budget Amendment to transfer \$14,000 from the Trail Town Amenities Project account and \$50,000 from the Professional Services Account to a Redevelopment Plan Update and Strategic Initiatives Plan Project CR2202, Professional Services account, pending the recommendation of the CRA.

Summary Explanation & Background:

The Budget Amendment is necessary to fund the update of the 2015 CRA Redevelopment Plan and to provide a Ten (10) Year Initiatives Plan by S&ME, Inc. The approval of this item is dependent on the recommendation of the CRA, which heard this item at their December 14, 2021 meeting prior to the December 14, 2021 City Council meeting.

Alternatives:

1. Do not approve the Budget Amendment.
2. Alternatives as the City Council desires.

Item Budgeted:

Yes

Source/use of funds/Budget Book Page:

Account #104-5555-531.31-01 Professional Services, \$50,000
Account #104-5555-565.65-00 Project #CR1604, Trail Town Amenities, \$14,000

Strategic Plan:

No. 1 – Quality of Life No. 4 – Economic Development

Strategic Plan Impact:

The Budget Amendment will fund the proposed Redevelopment Plan Update and Ten (10) Year Initiatives which further the City's Quality of Life Goal by improving the appearance of the CRA district and the City's Economic Development Goal by continuing efforts to eliminate blight.

ATTACHMENTS:

Description	Upload Date	Type
□ CRA BA #1 - Redevelopment Plan Update	11/9/2021	Backup Material



**CITY OF TITUSVILLE
CITY COUNCIL SUMMARY OF ACTION**

TUESDAY, DECEMBER 14, 2021

6:30 PM

**FIRE DEPARTMENT MULTI-PURPOSE ROOM – 2ND FLOOR
550 SOUTH WASHINGTON AVENUE, TITUSVILLE, FL 32796**

Any person who decides to appeal any decision of the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, 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.

Applicants for land use and zoning related items are advised that the resumes of staff members who prepare applicable staff reports are on file in the City Clerk's Office.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.

1. CALL TO ORDER

2. INVOCATION

A moment of silence was held.

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

A. Minutes

Approve the minutes of the regular City Council meetings on October 26, 2021 (6:30 p.m.) and November 9, 2021.

Approved as submitted.

5. SPECIAL RECOGNITIONS & PRESENTATIONS

A. Presentation of the Titusville/Farmton (TIFA), LLC FY 2022 Budget and FY 2023 Pro Forma Projections

No action requested.

No action.

B. Sand Point Park Sewer Spill Update to City Council

No action requested.

No action.

Council expressed concern of pipes located at private crossings, pipes in the City that can not be excavated due to being on private property, requesting permission from the private property owners, etc.

6. BOARDS AND COMMISSIONS

A. Titusville Environmental Commission

A Member of the Titusville Environmental Commission will present their semi-annual report. No action is requested.

No action.

B. North Brevard County Hospital District Board

Appoint one (1) regular member to the North Brevard County Hospital District Board for a four-year term to expire on December 31, 2025. Confirm one member appointed by the Brevard County Board of County Commissioners to the North Brevard County Hospital District board for a term to expire on December 31, 2025.

Appointed William "Billy" Specht as a regular member for a four-year term to expire on December 31, 2025. Confirmed reappointment of Regular Member Billie Fitzgerald appointed by the Brevard County Board of County Commissioners for a term to expire on December 31, 2025.

C. North Brevard Economic Development Zone Dependent Special District Board

Reappoint one (1) regular member to the North Brevard Economic Development Zone Dependent Special District Board for a four (4) year term to expire on December 31, 2025.

Reappointed Regular Member Alan Matroni for a four-year term to expire on December 31, 2025. In addition, confirmed reappointments of Regular Members Dan Aton and

Stan Retz subject to the appointment by the Brevard Board of County Commissioners scheduled for December 21, 2021.

D. North Brevard Library District Board

Appoint two (2) regular members to the North Brevard Library District Board with terms to expire on September 30, 2022 and September 30, 2023. Council will need to designate the term expiration for each member appointed to this board.

Appointed Suzanne Noel-Copeland as a regular member with an unexpired term to expire on September 30, 2022 and appointed Julie Weaver as a regular member with an unexpired term to expire on September 30, 2023.

E. Titusville Housing Authority

Reappoint two (2) regular members to the Titusville Housing Authority for terms to expire on May 31, 2025. The member is appointed by the Mayor with the approval of the City Council.

Reappointed Regular Members Mary Polk and Michael Van Heusen for four-year terms to expire on May 31, 2025.

7. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (NON-AGENDA ITEMS)

Frank Margiotta, Eastern Florida State College, requested Council provide a letter of support for Eastern Florida State College to relocate and expand the Aviation Maintenance Technology Program to Titusville. The letter also included support for Eastern Florida State College's Workforce Training application to the Florida Department of Economic Opportunity, Florida Job Growth Fund and recognize funding from the Department of Economic Opportunity is necessary for program relocation and expansion. He distributed an example of a letter of support along with additional information. City Manager Larese advised that staff will add this request to the next agenda for the City Council.

Council provided their consensus to authorize the Mayor to execute a letter to the Governor of Florida Ron Desantis requesting he direct the Florida Fish and Wildlife Conservation Commission (FWC) to provide food to the manatees based on Laurilee Thompson's request. Staff also advised each of the Council Members that they can individually contact their local representatives.

8. CONSENT AGENDA

A. Community Redevelopment Agency (CRA) Budget Amendment - Transfer \$14,000 from Project CR1604, Trail Town Amenities and \$50,000 from Professional Services to Project CR2202, Redevelopment Plan Update and Strategic Initiatives Plan, Professional Services

Approve the CRA Budget Amendment to transfer \$14,000 from the Trail Town Amenities Project account and \$50,000 from the Professional Services Account to a Redevelopment Plan Update and Strategic Initiatives Plan Project CR2202, Professional Services account, pending the recommendation of the CRA.

Approved in accordance with recommendations.

B. Titusville/Farmton (TIFA), LLC FY 2022 Budget and FY 2023 Pro Forma Projection

Approve the TIFA, LLC FY 2022 Budget and authorize the Mayor to execute the Consent of Members.

Approved in accordance with recommendations.

C. Piggyback Contract to Purchase Web-Based Electronic Plan Review Software

Approve the use of State of Florida Alternate Source Contract Cloud Solutions, effective 08/01/2017 through 09/30/2026, Contract #43230000-NASPO-16-ACS, Master Agreement No. AR2472 to purchase Web-Based Electronic Plan Review Software in the annual amount of \$24,500.00 (with annual adjustments of 5%) from Carahsoft of Reston, Virginia. Additionally, authorize the Mayor to execute the contract upon satisfaction of terms and conditions through review by the Information Systems Director, City Manager and City Attorney.

Approved in accordance with recommendations.

D. Annual Resurfacing Change Order #3 – Masci Construction

Approve Change Order #3 to the Annual Resurfacing Contract to Masci General Contractor, Inc. of Port Orange, Florida in the amount of \$22,243 to provide for the final balance of the project now that all construction is complete. Additionally, authorize the City Manager to execute the change order.

Approved in accordance with recommendations.

E. Purchase of Equipment - Public Works

Approve the use of Florida Sheriff's Association Cooperative Purchasing Program, Contract # FSA20-EQU18.0 Heavy Equipment, effective 10/1/2020 through 09/30/2023, to purchase the budgeted equipment replacement Z02237 to Dobbs Equipment LLC of Orlando, Florida in the total amount of \$69,433.60 for the purchase of a Track Skid Steer Loader. Additionally, approve the associated budget amendment transferring funds to capital outlay projects Z02237 for this purchase.

Approved in accordance with recommendations.