



## **CITY OF TITUSVILLE**

### **COMMUNITY REDEVELOPMENT AGENCY**

**Council Chamber at City Hall**

**555 South Washington Avenue, Titusville, FL 32796**

**April 12, 2022**

**5:30 PM**

Any person who decides to appeal any decision of the Community Redevelopment Agency 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.

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 will be held.

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

**A. Minutes**

Approve the minutes of the regular Community Redevelopment Agency Meeting on March 8, 2022.

- 6. SPECIAL RECOGNITIONS AND PRESENTATIONS**
- 7. OLD BUSINESS**

**A. Fiscal Year 2021 City of Titusville Community Redevelopment Agency Annual Report**

Approve the Fiscal Year 2021 Annual Report for the City of Titusville Community Redevelopment Agency (CRA) with the added Financial Audit and approve transmittal of the report to the CRA's creating municipality (City of Titusville).

**B. FY 2023 Proposed CRA Budget**

Review and accept the proposed FY 2023 CRA Budget.

**8. NEW BUSINESS**

**A. Commercial Beautification Grant for Property Located at 315 S. Hopkins Avenue**

Approve the award of a Commercial Beautification Grant in the amount of \$12,225 to KH Holdings of Brevard, LLC (Hannah Cairns, Sunrise Bread Company) for property located at 315 S. Hopkins Avenue.

**B. Advisability on Hearing a Presentation from the Titusville Playhouse, Inc. (TPI) on TPI's Development Plans**

Provide advisability on whether to hear a short presentation from TPI representatives regarding TPI's development plans at the May 10th CRA meeting.

**C. Ordinance No. 13-2022 - Marinas and Yacht Basin**

Review the proposed ordinance and make a recommendation to City Council.

**(This item will be considered by City Council on April 12, 2022 and April 26, 2022 beginning at 6:30 PM.)**

**D. Hanging Basket & Artificial Plants Contract Award**

Recommend approval of award of bid #22-B-029 for the installation of Hanging Baskets & Artificial Plants to JB Lawn Control Inc, Titusville, FL in the amount of \$34,491.24 for the initial year installation and \$20,661.48 annually for plant replacement for a term of one year with the option of four one year renewals. Additionally approve the associated budget amendment, project creation and issuance of purchase order.

**9. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT**

**10. EXECUTIVE DIRECTORS REPORT**

**A. Executive Director's Report - April**

Receive the Executive Director's Report. No action required.

**11. ADJOURNMENT**

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, City Manager  
**Subject:** Minutes  
**Department/Office:** City Clerk

**Recommended Action:**

Approve the minutes of the regular Community Redevelopment Agency Meeting on March 8, 2022.

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/use of funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

Description	Upload Date	Type
☐ CRA Minutes 3-8-22	3/23/2022	Backup Material

The Community Redevelopment Agency (CRA) of the City of Titusville, Florida met in regular session in the Council Chamber of City Hall, 555 South Washington Avenue, on Tuesday, March 8, 2022.

XXX

### **Call to Order/Determination of a Quorum**

Chairperson Diesel called the meeting to order at 5:30 p.m. Present were Chairperson Daniel Diesel, Vice-Chairperson Robert Jordan, and Members Joe Robinson, Jo Lynn Nelson, Jim Ball, Sarah Stoeckel, and Greg Aker. Also present were Executive Director Scott Larese, Community Redevelopment Agency (CRA) Attorney Richard Broome, and Sr. Administrative Assistant Emily Campbell who also completed the minutes.

XXX

### **Invocation/Pledge of Allegiance**

Chairperson Diesel asked for a moment of silence and then led the entire assembly in the *Pledge of Allegiance to the Flag*. Sr. Administrative Assistant Emily Campbell read the procedure for public comment.

XXX

### **Approval of Minutes**

#### Motion:

Member Nelson moved to approve the minutes of the Community Redevelopment Agency meeting on Tuesday, February 8, 2022, as submitted. Vice-Chair Jordan seconded the motion.

The motion carried unanimously.

XXX

### **Special Recognitions and Presentations**

Community Policing Update – Lieutenant Josh Little presented the annual update of the Community Redevelopment Agency's (CRA) Community Policing activities. The presentation highlighted as follows:



- CRA Police Initiatives Oct 01, 2020 – Sept 30, 2021
- Enforcement Activities
- Traffic Stops 1,269 Yearly CRA
- Traffic Accidents – Total CRA
- Traffic Tickets/Warnings CRA = 284
- Burglaries CRA = 17
- Burglary Comparison – CRA/Citywide
- Arrest CRA = 98
- Top 15 Arrest Charges CRA
- Points to Consider

Member Ball asked Lieutenant Little for more information and statistics regarding the traffic accidents in the CRA. Member Ball also expressed concern for the heavy traffic flow and speed limit on U.S. Highway 1 in downtown Titusville.

Member Stoeckel asked Lieutenant Little for the age of the people who were pulled over and how many of them were residents. Member Stoeckel also asked Lieutenant Little if there was anything that the CRA could do to help the homeless. Lieutenant Little stated that most of the homeless that the police interact with are not violent and several of them have a mental disability that caused them to be homeless.

Council thanked Lieutenant Little for the report.

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**Old Business** – None.

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## **New Business**

Fiscal Year 2021 City of Titusville Community Redevelopment Agency Annual Report - Executive Director Larese advised the request was to review and approve the Fiscal Year 2021 Annual Report for the City of Titusville Community Redevelopment Agency (CRA) and approve transmittal of the report to the CRA's creating municipality (City of Titusville) to meet the March 31<sup>st</sup> deadline. After the financial audit information was completed, it would be added to the report, posted as required by Florida Statutes and courtesy copies would be sent to the taxing authorities in the county.

Stan Johnston discussed the sewage spill that occurred at Sand Point Park, etc.

Motion: Member Nelson moved to approve the Fiscal Year 2021 Annual Report for the City of Titusville Community Redevelopment Agency (CRA) and approve transmittal of the report to the CRA's creating municipality (City of Titusville) to meet the March 31st deadline, as recommended. After the financial audit information was completed, it would be added to the report, posted as required by Florida Statutes and courtesy copies would be sent to the taxing authorities in the county. Member Ball seconded the motion. The roll call vote was as follows:

Member Robinson	Yes
Member Nelson	Yes
Chairperson Diesel	Yes
Vice-Chair Jordan	Yes
Member Ball	Yes
Member Stoeckel	Yes
Member Aker	Yes

The motion carried unanimously.

xxx

American Rescue Plan Act - Extension of Farmers Market Memorandum of Understanding (MOU) with the Greater Titusville Chamber of Commerce – Executive Director Larese advised the request was to recommend approval of the Memorandum of Understanding (MOU) extension for the Greater Titusville Chamber of Commerce to continue to operate a Farmers Market Token Program to be funded by the American Rescue Plan Act to the City Council.

Due to available American Rescue Plan Act (ARPA) funds budgeted for the Farmers Market Token Program and the popularity of the program that ran from August to December of 2021, staff recommended to continue the Farmers Market Token Program in 2022 with an extension to the agreement with the Titusville Area Chamber of Commerce to operate the farmers market. Four (4) additional market events were proposed between March and May of this year. The events will be held on the second and fourth Fridays of the month.

Motion: Member Nelson moved to recommend approval of the Memorandum of Understanding (MOU) extension for the Greater Titusville Chamber of Commerce to continue to operate a Farmers Market Token Program to be funded by the American Rescue Plan Act to the City Council, as recommended. Member Stoeckel seconded the motion. The roll call vote was as follows:

Member Nelson	Yes
Chairperson Diesel	Yes
Vice-Chair Jordan	Yes
Member Ball	Yes
Member Stoeckel	Yes
Member Aker	Yes

Member Robinson

Yes

The motion carried unanimously.

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FY 2023 Community Redevelopment Agency Proposed Preliminary Budget - Executive Director Larese advised the request was to provide direction to staff regarding the FY 2023 Community Redevelopment Agency (CRA) Budget.

Redevelopment Planner Tim Ford presented the FY2023 Community Redevelopment Agency Proposed Preliminary Budget. The presentation highlighted as follows:

- Budget Process
- Estimated Revenues
- Debt Service
- Personnel/Operating Expenses
- Summary Snapshot
- Capital Projects Options

Redevelopment Planner Tim Ford stated that the estimated funding available was \$491,000. The recommended capital projects for FY2023 funding were:

- Building Grant Program \$50,000
- Trail Town Amenities (includes two new business directory signs) \$50,000
- Spaceview Park Pier \$300,000
- Stormwater Infrastructure \$91,000

The Community Redevelopment Agency came to a consensus for approval for the recommended Capital Projects, but asked staff for details on the stormwater infrastructure improvements, details on the water exchange near the Spaceview Park Pier and asked staff to keep the business directory signs consistent with the trail system.

Stan Johnston stated that the money being spent on the Spaceview Park Pier could be used to clean the Indian River Lagoon and to research what caused the sea grass to die in the Indian River Lagoon.

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### **Petitions and Request from the Public Present**

Roger Molitor stated that he would not be accepting reappointment to the Titusville Cocoa Airport Authority in July of 2022, but stated that Mitchell Pupa was interested in taking over his position.

Chairman Diesel and Vice-Chair Jordan thanked Roger Molitor for his positive service throughout the years.

Mitchell Pupa discussed his qualifications and experience working at the airport and expressed his interest in serving on the Titusville Cocoa Airport Authority.

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Stan Johnston discussed saving the manatees in the Indian River Lagoon and the health of the Indian River Lagoon.

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### **Executive Directors Report**

Executive Director Larese submitted his written report and advised that all items were informational only.

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With no further business to discuss, the meeting adjourned at 6:31 p.m.

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Fiscal Year 2021 City of Titusville Community Redevelopment Agency Annual Report**  
**Department/Office:** Community Development

**Recommended Action:**

Approve the Fiscal Year 2021 Annual Report for the City of Titusville Community Redevelopment Agency (CRA) with the added Financial Audit and approve transmittal of the report to the CRA's creating municipality (City of Titusville).

**Summary Explanation & Background:**

The CRA Annual Report Activities section of the FY 2021 CRA Annual Report was provided to and approved by the CRA without the Financial Audit section as it was not completed in time for the March 8, 2022 meeting. The Financial Audit has been received and has been added to the Annual Report. The FY 2021 Annual Report is on the April 26, 2022 City Council meeting agenda for their acceptance pending the recommendation of the CRA.

**Alternatives:**

1. Approve the transmittal of the Annual Report to City Council with changes.
2. Decline to approve the Annual Report.

**Item Budgeted:**

NA

**Source/use of funds/Budget Book Page:**

**Strategic Plan:**

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

**Strategic Plan Impact:**

The CRA Annual Report reports the activities of the Titusville CRA which serves to enhance

the quality of life of Titusville residents and enhances the economic vitality of the CRA district.

**ATTACHMENTS:**

Description	Upload Date	Type
▣ CRA FY 2021 Annual Report	4/1/2022	Backup Material

# City of Titusville

## Community Redevelopment Agency



## Annual Report FY 2020 - 2021

Prepared by  
City of Titusville  
Community Development  
& Finance Departments

# **Downtown Community Redevelopment Agency**

## **CRA Board Members:**

Daniel Diesel, Chairperson  
Robert Jordan, Vice Chairperson  
Greg Aker  
Jim Ball  
Jo Lynn Nelson  
Joe Robinson  
Sarah Stoeckel

## **CRA Staff:**

Scott Larese, Executive Director, Community Redevelopment Agency  
Richard Broome, City Attorney  
Kevin Cook, P.E., Public Works Director  
Teri Butler, Finance Director  
Jenna Ryan, Finance Manager  
Wanda Wells, City Clerk  
Peggy Busacca, Community Development Department Director  
Tim Ford, Redevelopment Planner

## **Introduction**

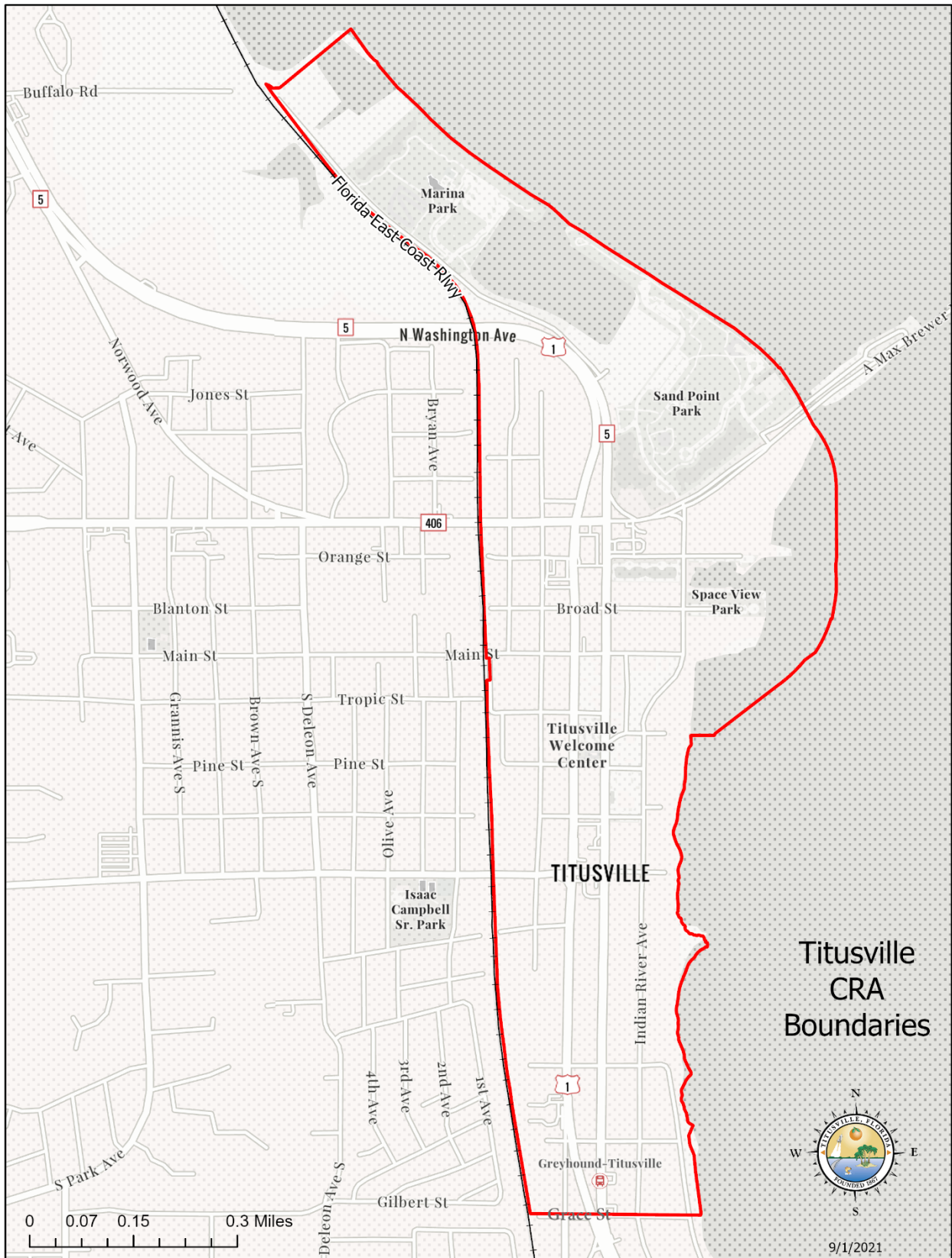
The City of Titusville's Community Redevelopment Agency (CRA) was created by the State of Florida in 1982, and the Community Redevelopment Plan was adopted in 1984. Since its creation, the Titusville Community Redevelopment Agency has played an integral role in the revitalization of the Downtown area and the surrounding community. The Downtown area has faced many challenges similar to those in other areas of Florida and the nation. The vision of Titusville's Downtown was established by residents who attended workshops in the 1980's, 1990's and 2000's and determined a set of goals and priorities that have evolved over the years. The original vision of the Redevelopment Plan still stands as a foundation for redevelopment in the Downtown and surrounding neighborhoods.

In an effort to provide residents and visitors with a memorable experience, the City envisions the addition of new mixed-use buildings on infill lots, renovated historic buildings, new open space amenities, enhanced streetscape conditions, new public facilities such as water and sewer infrastructure, and low impact development (LID) techniques for storm water. Development standards will be aimed at increasing the area's capacity to accommodate new growth while preserving the historic character of the community. By combining these features with a smarter approach to growth, the City will realize a downtown that will attract sustainable growth and create a unique sense of place in which all residents can be proud.

The Downtown CRA encompasses approximately 300 (299.42) acres of land on the eastern edge of the City and is over a mile and half from its northernmost area at the municipal waterfront park and marina complex, to its southern terminus at Grace Street. The CRA includes the Historic Downtown, or core area and a number of small neighborhoods. The CRA is bounded by the Indian River waterfront on the



east and north and by the Florida East Coast Railroad tracks on the west. The CRA parallels the Indian River and includes over 1.9 miles of waterfront as shown on the following map.



## Assessed Real Property Values & Tax Increment Fund Revenue History

The original base year real property value for the Titusville Downtown CRA in 1982 was \$20,495,020. The Titusville Downtown CRA assessed property value in the reporting year of FY 2021 was \$115,007,903, which is an increase of \$6,775,988 in value from the FY 2020 assessed property value.

A history of the Titusville CRA Tax Increment Revenue per year since FY2005–2006 is found in Table-1 below. Prior to FY 2005–2006 the Downtown CRA had a steady but low tax increment since its inception in 1982. Over the past decade, the CRA's tax increment revenue has been more volatile due to the impacts of both new development and economic conditions.

**Table 1: Tax Increment Revenues by Year (Audited)**

FY 2005-2006	\$286,787
FY 2006-2007	\$589,533
FY 2007-2008	\$922,899
FY 2008-2009	\$876,391
FY 2009-2010	\$792,703
FY 2010-2011	\$724,997
FY 2011-2012	\$655,653
FY 2012-2013	\$631,488
FY 2013-2014	\$699,901
FY 2014-2015	\$712,212
FY 2015-2016	\$766,683
FY 2016-2017	\$793,838
FY 2017-2018	\$867,986
FY 2018-2019	\$919,020
FY 2019-2020	\$961,910
FY 2020-2021	\$979,345

The Tax Increment Financing (TIF) revenues for the Downtown CRA increased substantially in fiscal year 2006 - 2007 due to the completion of the Harbor Pointe condominium complex. The first building was added to the tax rolls in fiscal year 2006-2007. This revenue allowed the CRA to complete projects that were not possible with revenues from the previous years.

The three remaining Harbor Pointe buildings were added to the tax rolls in fiscal year 2007 - 2008. Due to the economic downturn, increased foreclosures nationwide, and the end of the NASA Space Shuttle Program, the revenue in fiscal years 2008 - 2009 to 2012-2013 decreased. The reduction in revenues during those years resulted in a greater percentage of revenues being dedicated to debt service, thereby limiting redevelopment projects that were being undertaken by the CRA during those years. After bottoming out in FY2012-2013, tax increment revenues have increased each year since to where they have surpassed the FY2007-2008 high.

In 2011, the CRA authorized issuance of a Public Improvement Revenue Note in an amount not to exceed \$2,535,000 to finance roadway and landscaping improvements in conjunction with the FDOT U.S. 1 project. In February 2013, the CRA approved partial repayment of the loan for \$850,000. The repayment funds were the result of lower than anticipated projects costs. The CRA's action produced a total savings of \$1.27 million. The CRA also paid off the Commons Project Bond at a cost of approximately \$95,000. The loan repayments reduced the annual debt service in FY2014-2015 from 34% to 19% of the Annual Revenues, thus providing more opportunities for capital projects in the

future. The percentage of annual debt service to annual tax increment values has continued to decline due to a combination of the increase in tax increment values and debt payments. The ratio of debt service to revenue in FY2020-2021 was 13.99%.



Harbor Pointe Condominiums on Indian River Avenue

## **Fiscal Year 2020-2021 Capital and Non-Capital Projects**

The Downtown CRA has continued with existing projects during the 2020 - 2021 fiscal year as well as started new projects as shown below.

### **Completed Capital Projects and Their Estimated Cost:**

- ❖ Commercial Interior Building Renovation, Commercial Beautification, and Permit & Fee Grant Programs (operational – see detailed grant payouts in the narrative below),
- ❖ Four (4) Street Lamp Post Holiday L.E.D. Lighted Wreath Decorations (\$1,354),
- ❖ Utilities Sewer Main Cured In-place Pipe Lining (\$295,686)
- ❖ U.S. 1 Landscaping Infill (\$34,825)
- ❖ Landscape Bed Mulching (\$15,000)
- ❖ Two (2) Bicycle Repair Stations (\$3,335)
- ❖ Trash Receptacle for Main Street (\$1,179)

### **Capital Projects Started but not Completed in the Fiscal Year and Their Estimated Cost:**

- ❖ Stormwater Cured In-place Pipe Lining (\$130,000)
- ❖ Sidewalk Infill (\$58,000)
- ❖ Julia Street Light Improvements (\$60,253)

More detail about these projects follows.

### **Commercial Interior Building Renovation, Commercial Beautification, and Permit and Impact Fee Incentive Grant Programs**

In FY 2016 – 2017 the CRA created a Commercial Interior Renovation Incentive Grant Program to assist property owners and commercial tenants of older buildings to bring their structures up to current Americans with Disabilities Act (ADA), the Florida Fire Protection Code, and the Florida Building Code standards. The Commercial Interior Building Renovation Incentive Grant Program helps to expand and improve under-used buildings to increase commercial and mixed use intensity, bring buildings up to



code, assist small businesses in the CRA to grow and prosper, and to promote job creation in the district. This grant program offers financial assistance in the form of a reimbursable, fifty percent (50%) matching grant up to a maximum of \$50,000 to the property owner or business owner for eligible expenses associated with the renovation and rehabilitation of the following interior elements of commercial and mixed use building space:

- ❖ ADA requirements
- ❖ Florida Fire Protection Code requirements
- ❖ Florida Building Code requirements including:
  - Interior plumbing to meet code
  - Interior electrical system including lighting to meet code
  - HVAC system to meet code

During fiscal year 2017-2018 the CRA expanded its matching Building Grants Incentive Programs by drafting and approving a new Permit & Impact Fee Incentive Grant Program, revising the Commercial Interior Renovation Grant Program and reactivating and revising its Commercial Beautification Grant Program. The Permit & Impact Fee Program provides a maximum \$50,000 matching one-to-one grant to help offset the cost of permits and impact fees for new construction in the CRA. The Commercial Interior Renovation Grant Program was revised to provide an additional \$50,000 matching one-to-one grant for interior building renovations that provide residential and nonresidential mixed-use as an incentive for residential units to be added to the CRA and spur housing in the downtown. The Commercial Beautification Grant Program provides a \$40,000 matching one-to-one grant for façade and exterior improvements to buildings in the CRA to improve the appearance of the CRA/downtown and to eliminate blight. The Grant Programs were further revised to provide payment of seventy-five (75%) of the grant award at project completion and the remaining twenty-five (25%) of the grant award with occupancy of the building at one (1) year after completion of the improvements as an incentive for building owners to have their buildings occupied and not sit empty. The expanded grant program became operational in FY 2019.

One (1) Permit & Impact Fee grant for the construction of a new building in the CRA district was awarded in FY2021. The estimated total cost of the new building was \$248,650. The total amount of the grant awarded was \$8,796.50 based on an estimated total of \$17,594.12 in impact and building fees.

Four (4) grant payouts were made during the fiscal year. The grant payments were for three (3) Commercial Beautification grants and one (1) Permit & Impact Fee grant. The total payout for the grants during the fiscal year was \$46,219.05.

Since these are fifty (50%) matching reimbursable grants with a maximum cap, the grant program leverages more than double the grant amount of investment in the CRA. A CRA Grant Return on Investment History Report completed in FY 2019 found that for completed grant projects and for grant projects under construction the return on investment was \$14.71 for every \$1 of CRA grant money awarded. Considering only completed grant projects since 2008, the ROI was \$3.14 for \$1 of CRA grant money. The reason for the large difference between completed project and both completed and under construction is that there are two (2) major construction projects presently taking place in the CRA, the Launch Now project with an estimated cost of \$5 million of construction and the Beachwave project with an estimated cost of \$3 million. The Beachwave project was completed in FY2021. The Launch Now project is slated to be completed in FY2022.

The return on investment study shows how the grant program is helping to prevent deterioration of older historic properties in the CRA; stimulate interest and investment in the District; encourage the development of business and job growth; and encourage the utilization of existing business stock and new construction in the CRA.

### **Street Lamp Post Holiday Wreath Decorations**

In FY2021 the CRA expanded its holiday decorations by adding four (4) 40-inch L.E.D. lighted holiday pole wreaths to be placed on pedestrian light poles at the intersections of US Route 1 with Garden Street at the north and South Street at the south. The four (4) wreaths were added to four (4) wreaths purchased in FY2020 so that there would be wreaths on each side of S. Washington Avenue and S. Hopkins Avenue. The total cost of the four (4) wreaths was \$1,956.



L.E.D. Lighted 40 inch Wreath

### **Utility Infrastructure - Sewer Main Pipe Lining**

Due to aged sewage main pipes in the CRA which are in danger of leaking and rupturing and affecting the nearby Indian River Lagoon, and to the large estimated cost of \$12 million to repair and replace old sewer mains in the city, the CRA budgeted \$128,216 to assist in funding cure in-place sewer main pipe lining in the CRA district.



On Christmas Eve of 2020 a major sewer force main broke underneath a U.S. 1 drainage pond near the intersection of N. Washington Avenue and A. Max Brewer Parkway and Sand Point Park causing sewage to spill into the drainage pond and an overflow ditch to the Indian River Lagoon. The CRA and City Council approved two (2) budget amendments to add \$48,870 and \$118,600 to provide a total of \$295,686 to help expedite cure in-place sewer lining in the CRA district. The funding directly paid for 27 sewer pipe lines or 4,991 linear feet of eight (8) inch pipe and seven (7) sewer pipe lines or 1,924 linear feet of ten (10) inch

sewer pipe to be repaired with cure in-place pipe lining. With this action the Titusville CRA helped to prolong the life of the sewer lines and helped to protect the nearby Indian River Lagoon's water quality.

### **US-1 Landscape Infill**

In March of 2021, the CRA funded the landscaping infill of the landscape islands in the US-1 right-of-way (S. Washington Avenue and S. Hopkins Avenue) from Grace Street to Broad Street. The bulk of the plantings were installed in the area between South Street and Grace Street. Mulch was also added to the landscape beds on US-1 and other areas in the CRA. The contract was awarded to JB Lawn Control at a cost of \$34,825.





### **Landscape Bed Mulching**



Mulch was purchased and installed by Public Works employees to the US-1 beds and other landscape beds in the CRA for an approximate cost of \$15,000.

### **Bicycle Repair Stations**

With the closing of the bicycle shop at the Downtown Welcome Center in FY 2020 due to the Covid pandemic and supply and manufacturing shortages, there was a need for self-repair bicycle stations in the downtown and along the Downtown Connector bicycle trail. The CRA purchase two (2) bicycle repair stations at total cost of \$3,335. One of the repair stations was installed at the Downtown Welcome

Center and the other was installed at the trail adjacent to Indian River Avenue near the intersection of Broad Street and Indian River Avenue by Space View Park. Due to the popularity of the repair stations and the need for a repair station at Sand Point Park as informed by North Brevard County Parks & Recreation staff, a third bike repair station was ordered during the fiscal year but was not delivered until FY2022 due to manufacturing and distribution supply issues caused by the Covid pandemic.



Welcome Center Repair Station



Indian River Ave. Repair Station

### **Main Street Trash Receptacle**

Based on input from the Titusville Downtown Merchants Association regarding the need for an additional trash receptacle on Main Street between S. Washington Avenue and Indian River Avenue, a trash receptacle was purchased at a cost of \$1,179. The trash can was located near the southeast corner of the intersection of Mariners Way and Main Street, midway between S. Washington Avenue and Indian River Avenue.

### **Stormwater Cured In-place Pipe Lining**

In July of 2021 the CRA and City Council approved a Budget Amendment in the amount of \$130,000 to install stormwater cured in-place pipe liner at two (2) locations in the CRA. The locations were Grace Street between US-1 and S. Hopkins Avenue and Palm Avenue between Main Street and Julia Street. Both locations were in critical need of repair. The cured in-place method is more cost effective and allows the roadways to remain open and usable during the process. The slip lining also allows for Grace Street to be resurfaced in FY2022 and prevents the excavation of newly paved Palm Avenue in order to repair the pipes. The project was started in FY2021 but was not completed until November, 2022.

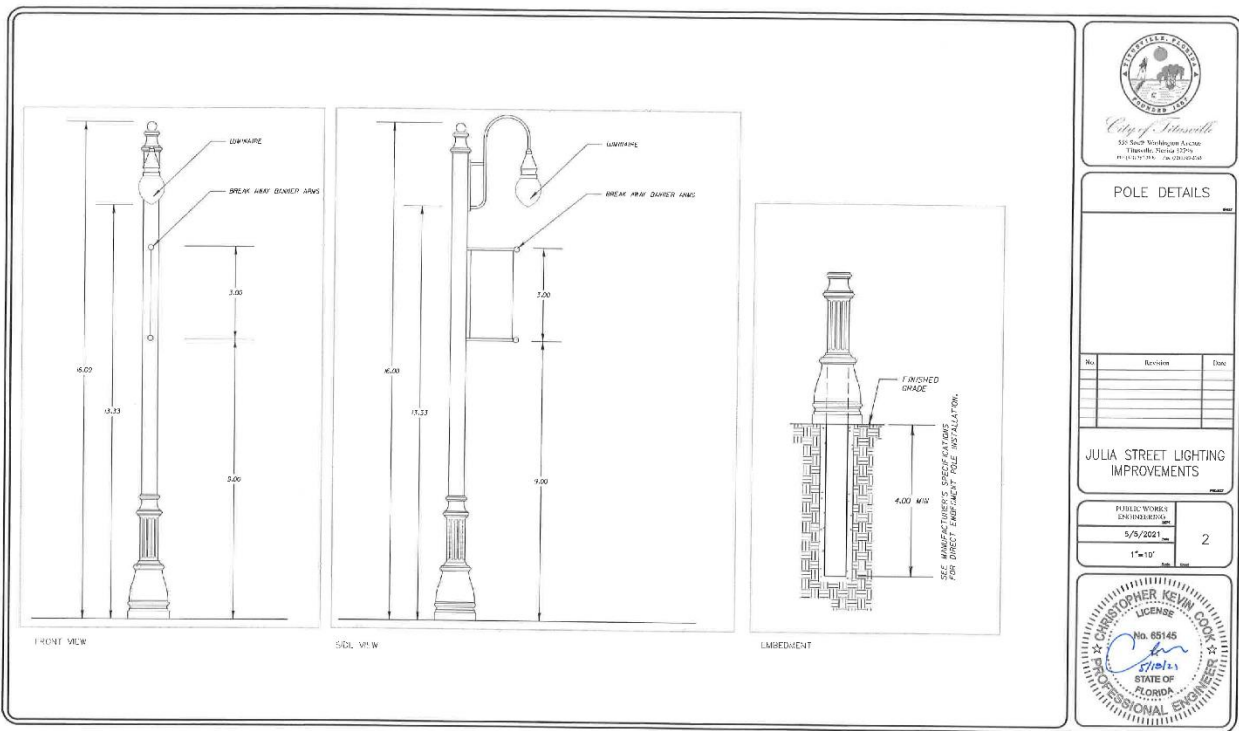


## Sidewalk Infill

The CRA proposed to provide infill sidewalks and Americans with Disabilities Act (ADA) improvements on Lemon Avenue and Broad Street. Due to issues with trying to piggy back the sidewalk and concrete repair work with Brevard County's Sidewalk and Concrete Repair Contract, the CRA's Sidewalk Infill project was moved to FY2021 so that a citywide sidewalk and concrete repair proposal could be advertised. The Public Works Department decided to complete the sidewalk work in-house due to issues with soliciting bid proposals. The sidewalk was designed during the fiscal year but will not be installed until FY2022.

## Julia Street Light Improvements

During FY2020 Public Works staff worked on designing street lighting on the north side of Broad Street between S. Palm Avenue and Indian River Avenue, and replacing the purple pedestrian lamp posts on the south side of Julia Street in front of the Titusville Playhouse. At the September 8, 2020 CRA meeting, the CRA heard a presentation by staff regarding options and cost analyses to replacing the three (3) old lamp posts on Julia Street. The options involved possibly replacing the existing three (3) purple gothic lamp posts with lamp posts consistent with those lamp posts on S. Washington Avenue and S. Hopkins Avenue and if so, determining whether to opt for two (2) light poles on the south side of Julia Street, or six (6) lamp posts on both sides of Julia Street between S. Hopkins Avenue and S. Palm Avenue. Based on the cost analyses provided and the amount of funds currently budgeted, the CRA opted to direct staff to install two (2) new L.E.D. lamp posts similar to the rest of the downtown CRA on Julia Street. The project includes not only lamp posts but also trenching, running conduit, wiring, and power drops. An award of contract was issued to Rush Facilities in the amount of \$60,253 to construct the pedestrian lights. The lights are to be installed in FY2022.



Julia Street Pedestrian Lights Detail



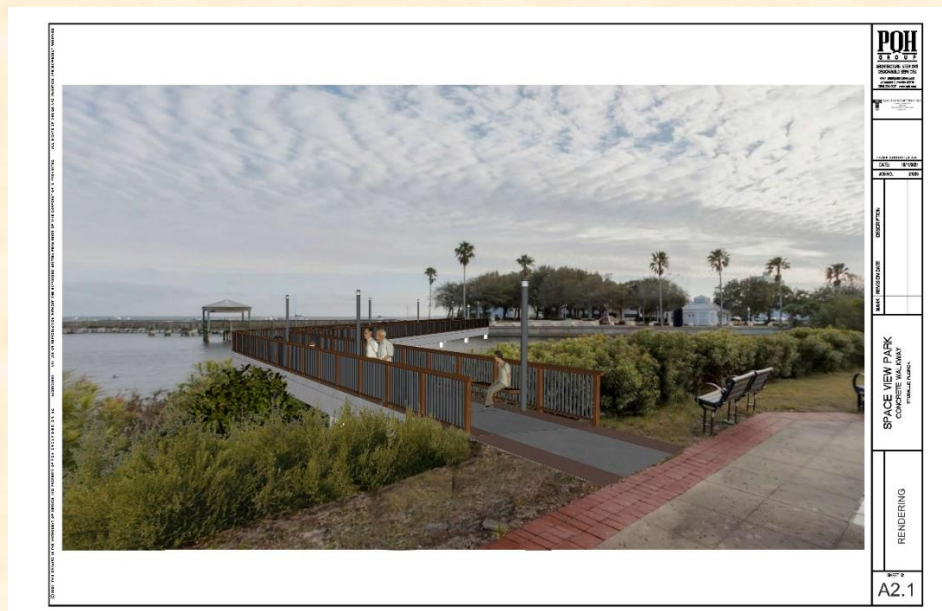
## Non-Capital Projects

The Non-Capital Projects that occurred over the fiscal year are as follows:

- ❖ Spaceview Park Connecting Pedestrian Pier Feasibility Study/Final Design
- ❖ Streetscape Landscaping and Facilities Maintenance
- ❖ Community Policing
- ❖ Historic Preservation Activities
- ❖ Downtown Mixed Use Development Review Activities
- ❖ Memorandum of Agreement (MOA) for Temporary Use of Space at the Downtown Welcome Center

### Spaceview Park Connecting Pedestrian Pier Feasibility Study

The CRA approved advisability in July 2019 and a budget amendment in September 2019 to fund a feasibility study for a pedestrian pier to connect Spaceview Mercury Park to Spaceview Gemini Park. The parks are separated by an inlet that requires visitors to back track to visit both parks. If found feasible to construct, the pier will meet the CRA's Plan goal of connecting the City's parks and providing a water front attraction for residents and visitors to view rocket launches. In January 2020 a Request for Qualifications (RFQ) was advertised to conduct a Feasibility and Conceptual Design Study. Taylor Engineering, Jacksonville, Florida, was selected in March 2020 to do the study. A contract with Taylor Engineering was signed in July 2020. In February of 2021 Taylor Engineering presented the Feasibility Study and Conceptual Design to the CRA. Based on the presentation, the CRA recommended moving forward to have a contract for a final design of the presented Concept #1. At the May 2021 CRA meeting the CRA and City Council approved an award of contract for Taylor Engineering to provide a final design of the Spaceview Park Connecting Pedestrian Pier at a cost of \$92,833. The design is estimated to be finalized by March of 2022.



Artist computer rendition of the Connecting Pedestrian Pier



## **Streetscape Landscaping and Facilities Maintenance**

The CRA continued its funding of the general maintenance of the plantings, lighting and street furniture funded by the CRA along the US-1 corridor (Washington Avenue & Hopkins Avenue) and in the Titusville Downtown Commons area. The maintenance provided by the CRA along the US-1 corridor is at a higher level of maintenance than provided by the Florida Department of Transportation and helps to protect the CRA's investment. The CRA also continues to fund the cost of irrigation and utilities along US 1 and a full time maintenance worker.

## **Community Policing**



In June 2014, the CRA initiated a Community Policing program. The program consists of law enforcement officers deployed on an overtime basis during varying days and times. Increased activities in the CRA District include business contacts, directed patrols, traffic details, community relations, neighborhood patrols and anti-burglary details. This is thought to be a more cost-effective method to provide coverage as needed, rather than one full-time officer who would have less flexibility to address issues as they arise.

Program accomplishments for the fiscal year are listed below. As the community policing initiative augments the Titusville Police Department's regular presence in

the CRA, only those activities conducted during the community policing details are provided. CRA Police Details totaled 480.75 hours for the fiscal year and the details involved 1,001 Property Checks; 127 Traffic Stops; and 31 Suspicious Persons/ Vehicles/Incidents.

Total incident statistics in the redevelopment district for the fiscal year not part of the CRA Police details were as follows:

Property Checks -2,225

Suspicious Persons/Vehicles/Incidents – 506

Vehicle Burglaries – 18 (FY 2020 - 16)(FY2019 - 41)

Residential Burglaries – 0 (FY2020 - 2)(FY2019 – 2)

Commercial Burglaries – 4 (FY2020 - 10)(FY2019 – 11)

Traffic Stops – 1,269 (FY2020 - 1,140) (FY 2019 – 748)

Traffic Accidents without injuries – 138 (FY2020 – 122) (FY 2019 -165)

Traffic Accidents with injuries – 52 (FY2020 -54) (FY 2019 – 29)

Burglary Comparison between the CRA and Citywide:

CRA District – 28 (FY2020 – 28)

City Wide – 402 (FY2020 – 555)

Calls for Service between the CRA and Citywide:

CRA – 8,683

Citywide – 114,392

The incident statistics show that the Community Policing details had an emphasis on reducing vehicle burglaries and enforcing traffic laws during the fiscal year. The residents and property owners within the CRA have acknowledged the Community Policing program as a success.

### **Historic Preservation Activities**

The CRA District is home to many of the City's historic resources. The preservation of these historic resources in the Community Redevelopment District adds to the City's pride and creates pedestrian and visitor appeal, which provides economic development for the City. Historic Preservation activities that directly involved the CRA District included obtaining of a State of Florida Division of Historical Resources Small Matching Grant in July 2020 in the amount of \$30,000 to fund the creation of an Explore Historic Titusville booklet, mobile phone app and web site ( <http://history.titusville.com> ) providing walking/driving tours/audio recordings of historic resources of the City from the areas first indigenous inhabitants to the Space Program. The majority of the history and historic landmarks in the booklet, app and web site walking/driving tour are found in the Redevelopment District.



### **Downtown Development Design Review Activities**

The Downtown Mixed Use zoning district regulations call for the CRA to have design approval of development projects with either more than 10,000 square feet of building and or have greater than 1.5 acres of area and to approve any zoning waivers for such sized developments. In April of 2021, the CRA approved the development plans for the Horizon at Sand Point development which involves a development with a mixed-use multistory apartment – commercial/hotel

complex to be developed in four (4) phases on 14.1 acres located at 300 N. Washington Avenue. The project proposes 384 apartment units to be built in the first two phases of the development. The development will provide a much need residential component to the CRA area that will help to support commercial uses in the CRA. The CRA also reviewed and provided a recommendation for approval of a Conditional Use request for a car rental agency to operate at 1026 S. Hopkins Avenue.

### **Memorandum of Agreement (MOA) for Temporary Use of Space at the Downtown Welcome Center**

With the construction of a new visitor center proposed at the Merritt Island National Wildlife Refuge proposed, a MOA was entered into between the CRA, the City of Titusville, and the Merritt Island Wildlife Association (MIWA) in December, 2020 for the MIWA to temporarily use space at the Downtown Welcome Center as a Gift Shop. MIWA used the space for approximately four (4) months.



## New Construction & Businesses

A goal of the City's CRA Plan is to encourage private sector investment in the CRA. New building construction and major renovation work to existing buildings helps the City in combating blight. It also encourages others to invest in the CRA. Sixty nine (69) new Business Tax Receipts (BTR) were approved in the CRA District during the fiscal year. Here are some examples of some of the new businesses and major renovation and construction that occurred in FY 2020 – 2021 in the CRA District:



346 S. Washington Ave. Mutter Realty Building



Beachwave Building completed



Vacant gas station at 405 Garden St. before demolition



405 Garden St. after demolition – proposed Double O's Coffee site



Morgan & Morgan Law Office at 407 S. Washington Ave.



Hoffman's Table Restaurant at 311 S. Washington Ave.





Rear of the Launch Now development at 300-310 S. Washington Ave.



S.E. front corner of the Launch Now development



Paradise Grill at 106 Main St.



Whiskey's Bar & Lounge at 349 S. Washington Ave.

## Summary of Redevelopment Plan Goals Achievement

State legislation now requires a summary indicating to what extent, if any, the community redevelopment agency has achieved the goals set out in its redevelopment plan. A summary of the redevelopment plan goals achievement by the Agency follows.

### Becoming a Trail Town

The CRA is well into achieving the goal of making downtown Titusville a "Trail Town" with the completion of the Downtown Connector Trail in FY2019; the installation of primary wayfinding signs and other amenities such as downtown directory signage, a downtown welcome center, bike racks, the purchase and installation of two (2) bicycle repair stations this past fiscal year, etc.; and by being designated the second Trail Town in the State of Florida by the Florida Department of Environmental Protection, Greenway & Trails Division in FY2019. Work was completed on the construction of the missing link of trail between Indian River Avenue and the A. Max Brewer Bridge in the CRA. The trail link from Parrish Park east of the A. Max Brewer Bridge to the Merritt Island Wildlife Refuge property line was completed. Work still needs to be done to construct the trail link from the west Merritt Island National Wildlife Refuge property line to the Canaveral National Seashore; providing better wayfinding for trail users in the CRA; and continuing to improve streets, parks, sidewalks, lighting, wayfinding signage, and parking in the downtown, including possible trail heads in the District.

### Vibrant Community Initiative

The vibrant community initiative goal involves increasing residential development in the downtown, the support of arts and entertainment facilities, and integrating existing recreational facilities in the downtown to make downtown a live, work and play destination. The CRA is working to attain this goal



with the Launch Now development under construction with the assistance of the CRA Grant Program. Launch Now will provide twenty (20) new boutique apartment units in a mixed use building in the heart of the Historic Downtown. A second residential development with 384 total multifamily units known as Horizon at Sand Point is in the Building Permit stage and is taking advantage of the increase in residential density and building height in the Uptown Subdistrict of the CRA. The CRA provided design approval of the Horizon development this fiscal year. More residential however is needed as pointed out in the City's Strategic Economic Development Plan to make the CRA more vibrant. In addition, the Titusville Playhouse has purchased property in the Julia Street – Palm Avenue area and has plans to create an entertainment district in that area with plans to add a new 500 seat theater, a 150 seat black box theater, an outdoor concert and stage venue, and other ancillary uses including eating and drinking establishments which will add to the vibrancy of the CRA/downtown. The CRA will need to consider additional public infrastructure in this area to help make this area an entertainment district.

The COVID pandemic, which began in March of 2020 and continued throughout the 2020 fiscal year and into the 2021 fiscal year, curtailed activities and commerce in the CRA with the shutdown of nonessential businesses and private events, such as the Downtown Street Parties put on by the Downtown Merchants Association, running races, etc. The City used Federal American Recovery Act funding to bring back the successful well attended Farmers Market in September, 2021 to provide food for low and moderate income people suffering from the economic issues caused by the lingering pandemic.

The CRA has supported the arts by wrapping traffic signal boxes designed by local artists along US Route 1 and by encouraging murals on buildings in the CRA. More and different kinds of art can be incorporated into the CRA to truly make the downtown a destination for visitors and residents.

The CRA is continuing to integrate existing recreational sites with the completion of the Downtown Connector Trail and by approving a feasibility study and then a final design for a pedestrian observation pier to link two (2) existing parks separated by water. The pedestrian-observation pier will become a waterfront destination for residents and visitors wanting to view rocket launches and take in the scenic view of the Indian River Lagoon. Other park improvements have included a splash pad, BMX bicycle track, skateboard facility, etc. over the years. City staff met with North Brevard County Parks and Recreation staff in Fiscal Year 2021 to investigate a partnership where the CRA could fund park improvements in the CRA district that would then be maintained by the Parks and Recreation Department. Long range plans call for a waterfront trail to connect recreational sites to the downtown and to areas to the south.

### **Community Policing**

Community Policing is an ongoing endeavor in the CRA. Special details to combat homeless and panhandling issues, traffic issues like speeding on S. Washington Avenue and S. Hopkins Avenue, burglaries, prostitution solicitation issues, etc. will be needed to continue to make the CRA a safe place to live, work, visit, invest, and play. The use of cameras being installed in three (3) strategic areas of the CRA as a pilot project will help the Police Department in solving traffic incidents and crimes, and thus help in reducing criminal activities. The Police Department has also used mail-outs and banner signs to promote various crime prevention campaigns such as "Lock It or Loose It" and variable message board signs to promote traffic safety in the redevelopment district.

### **Historic Preservation**

Historic Preservation is a tool for the revitalization and adaptive reuse of historic buildings in the City. The majority of historic structures in Titusville are located in the CRA. These historic buildings are an asset to the City and create the City's character. This goal has been furthered with the creation of a Historic Preservation Board, a Historic Preservation Ordinance, the designation as a Certified Local Government; the designation of twelve (12) historic resources to the Local Historic Register; the creation of a local Ad Valorem Property Tax Exemption Ordinance and the CRA Building Grant Program which

can be used as incentives to renovate historic resources; and the printing of a Titusville Historic Landmarks brochure. As stated earlier, the City obtained a State of Florida Division of Historic Resources Small Matching Grant in July 2020 in the amount of \$30,000 to fund the creation of a Explore Historic Titusville booklet, mobile app, and website which provide walking/driving tours/audio recordings of historic landmarks in the City. The booklet and walking/driving tours help to identify the City's historic resources and will help to provide economic development with visitors touring the city's historic landmarks and visiting city businesses while touring the City. There are many more historic resources in the CRA that need to be designated to prevent their razing and/or inappropriate façade renovation in order to maintain the City's downtown heritage and culture. A future grant project hopes to develop architectural guidelines to help owners of historic buildings when making renovations to preserve the historic architectural characteristics of their buildings.

### **Commercial Beautification Grant & Structural Rehabilitation**

The goal of the CRA's Commercial Beautification & Structural Rehabilitation Grant Program is to provide incentives to existing and new property owners to upgrade the exteriors for aesthetics, interiors to meet code requirements, and to incentivize new construction that will ultimately lead to higher occupancy rates, increased property values, and to increase the visual appearance of the CRA. The creation of the CRA's Commercial Interior Renovation Grant in previous years, the reinstituting of the Commercial Beautification Grant and the creation of the Building Permit and Impact Fee Grant that went into effect in FY 2019 helped to further this goal. As previously stated the return on investment of the grant program shows that the program is worthwhile in priming the pump of investment in the CRA. There are many properties in the CRA that can take advantage of this incentive.

### **Side Street Streetscape**

Side street streetscape refers to the streets that intersect with US Route 1 (Washington Avenue and Hopkins Avenue). The streets include Orange Street, Broad Street, Main Street, Julia Street, Pine Street, Palmetto Street, South Street, and St. Johns Street. Orange Street east of S. Washington Avenue, and Main Street have been resurfaced. Orange and Pine Streets west of Hopkins Avenue as well as Lemon Avenue were resurfaced during the fiscal year. The resurfacing of other side streets in the CRA and the possible creation of landscape islands on Broad Street similar to what was done on Indian River Avenue when the trail was installed need to be done. Increased lighting including street and pedestrian lights are needed to be added to these side streets to provide a safe night time environment.

### **Underground Utilities**

Converting the overhead power lines on US Route 1 and on Broad Street to underground has been found to be cost prohibitive at this time. A study in 2007 found that the cost to convert the lines to underground as part of the US 1 Streetscaping project in 2010 would be \$1.4 million. The cost would be even higher today. This goal of the Redevelopment Plan has been put on the back burner until it becomes financially feasible.

### **Targeted Property Acquisition**

Targeted property acquisition is a strategic measure that can be used to attract development or provide public improvements such as parks, storm water ponds and conveyance, roads, etc. Without obtaining a loan or bond, it is financially unfeasible for the CRA to purchase any properties at this time. It may be possible for the CRA to form a public-private partnership to acquire strategic property for a desired development in the CRA with the use of tax increment reimbursement with potential developers.

### **Wayfinding Signage Program**

The CRA has implemented the initial wayfinding signage to include seven (7) directional signs along the Downtown Connector Trail, two (2) downtown directory signs, and two (2) pole signs at the Welcome Center property directing visitors to the Welcome Center and Julia Street parking lot. Additional detailed

wayfinding/directional signs are needed for the connector trail and for landmarks in the downtown such as the historic district, the Veterans Memorial, the Space Monuments, the fishing/shrimping pier, the various parks, and the municipal marina.

### **Event Sponsorship and Marketing**

The CRA stopped funding Special Events in FY 2017. The CRA determined that it wanted to concentrate funding on brick and mortar projects and not on special events. Marketing of the CRA has been transferred to the City's Economic Development Division. This goal is no longer in effect.

### **Banner Signs**

Street banners attached to pedestrian light poles in the CRA have included downtown activities such as music, dining, history, culture and the environment. Banners have also been installed to commemorate significant events in the city such as was done for the City's celebration of the City's 150<sup>th</sup> anniversary of it's founding in 2017. Sixty six (66) holiday themed banners were purchased in FY 2019-2020 to provide for a more festive holiday season in the CRA. The installation of banners on a seasonal and on a replacement basis due to weathering and age will be a continuing activity that adds to the vibrancy of the City.

### **Downtown Stormwater Plan**

It has been determined that a regional stormwater master plan would be cost prohibitive to implement due to the number of drainage basins that traverse the CRA and due to the ruling that the City's Stormwater Utility could not pay for the plan. In FY 2019 the CRA advocated the use of Low Impact Development (LID) techniques and public – private partnerships to create stormwater facilities to handle stormwater runoff in the CRA. The implementation of this goal will be a continuing process.



## Financial Audit Information

The financial information for the Titusville CRA on the following pages is as reported by the independent auditing firm of James Moore & Company, 121 Executive Circle, Daytona Beach, Florida, 32114. The data was taken from the City of Titusville's Comprehensive Annual Financial Report, Fiscal Year ended September 30, 2021. The financial statement provides information on the Agency's assets, liabilities, income, and operating expenses as of the end of fiscal year 2020 – 2021 in accordance with Chapter 163, Part III, Florida Statutes. Total expenditures from the Redevelopment Trust Fund in the fiscal year were \$726,356.

An audit report of the CRA's FY2020 - 2021 expenditures by the James Moore & Company is also included in this financial section of the Annual Report.

The total amount of funds expended for affordable housing for low income and middle income persons and families was zero (0) in the CRA. It should be noted that affordable housing is not one of the goals of the current CRA Plan.



**TITUSVILE COMMUNITY REDEVELOPMENT AGENCY**  
**FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY  
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SEPTEMBER 30, 2021**

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## INDEPENDENT AUDITORS' REPORT

To the Governing Board,  
Titusville Community Redevelopment Agency:

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Titusville Community Redevelopment Agency (the CRA), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

The CRA's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund, and the aggregate remaining fund information of the CRA, as of September 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## ***Other Matters***

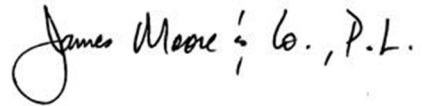
### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2022, on our consideration of the CRA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the CRA's internal control over financial reporting and compliance.

Daytona Beach, Florida  
March 31, 2022



## MANAGEMENT'S DISCUSSION AND ANALYSIS

Titusville Community Redevelopment Agency's (the CRA) management's discussion and analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the CRA's financial activity, (c) identify changes in the CRA's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns.

Since the MD&A is designed to focus on current year activities, resulting changes, and currently known facts, it should be read in conjunction with the CRA's financial statements which follow this section.

### ***Financial Highlights***

- The assets of the CRA exceeded its liabilities at September 30, 2021, by \$1,886,155 (net position). Of this amount, \$523,017 represents the net investment in capital assets, and \$1,363,138 was restricted for redevelopment purposes.
- As of September 30, 2021, the CRA's reported ending fund balances of \$1,363,138. Fund balance saw a change of \$118,649 when compared to the prior year.

The MD&A is intended to serve as an introduction to the CRA's basic financial statements, which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements.

### ***Overview of the Financial Statements***

This annual report consists of four components: 1) management's discussion and analysis (this section), 2) government-wide and fund financial statements, 3) notes to the financial statements, and 4) required supplementary information.

### ***Government-wide Financial Statements***

Government-wide financial statements provide readers with a broad overview of the CRA's finances in a manner similar to a private-sector business. The governmental activities of the CRA include reinvesting into the community redevelopment district.

The statement of net position presents information on all of the CRA's assets and liabilities, with the difference between the two reported as net position. This statement serves a purpose similar to that of the balance sheet of a private-sector business. Over time, increases or decreases in net position may serve as one indicator of whether the financial position of the CRA is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the fiscal year. All changes in net position are reported using the modified cash basis of accounting.

### ***Notes to the Financial Statements***

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## ***Government-wide Financial Analysis***

### ***Statement of Net Position***

The following is a summary of the CRA's governmental activities net position for each of the past two years:

	<b>Governmental Activities</b>	
	<b>2021</b>	<b>2020</b>
<b>ASSETS</b>		
Current and other assets	\$ 1,672,117	\$ 1,298,032
Capital assets	523,017	535,539
Total assets	<u>\$ 2,195,134</u>	<u>\$ 1,833,571</u>
<b>LIABILITIES</b>		
Current liabilities	\$ 292,225	\$ 22,074
Advances from other funds	16,754	31,472
Total liabilities	<u>\$ 308,979</u>	<u>\$ 53,546</u>
<b>NET POSITION</b>		
Net investment in capital assets	\$ 523,017	\$ 535,539
Restricted	1,363,138	1,244,486
Total net position	<u>\$ 1,886,155</u>	<u>\$ 1,780,025</u>

### ***Statement of Activities***

The following is a summary of the changes in the CRA's governmental activities net position for each of the past two years:

	<b>Governmental Activities</b>	
	<b>2021</b>	<b>2020</b>
<b>REVENUES</b>		
Property taxes	\$ 979,345	\$ 961,910
Other revenues	2,703	44,532
Total revenues	<u>982,048</u>	<u>1,006,442</u>
<b>EXPENSES</b>		
Community development	351,054	278,536
Capital outlay	387,824	120,545
Total expenses	<u>738,878</u>	<u>399,081</u>
Net income before transfers	<u>243,170</u>	<u>607,361</u>
Transfers to primary government	<u>(137,043)</u>	<u>(134,529)</u>
Change in net position	106,127	472,832
Net position, beginning of year	1,780,028	1,307,193
Net position, end of year	<u>\$ 1,886,155</u>	<u>\$ 1,780,025</u>

### ***Financial Analysis of the General Fund***

The focus of the CRA's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the CRA's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the CRA's general fund reported an ending fund balance of \$1,363,138, a change of \$118,649, in comparison with the prior year.

At the end of the current fiscal year, the entire fund balance was restricted for community development. As the CRA is focused on reinvestment revenues into the CRA district and does not have significant annual operational costs, the CRA does not maintain specific reserve levels for operations.

### ***General Fund Budgetary Highlights***

There were no significant amendments between the original and the final CRA budget, except to provide for spending authority of an additional \$1,238,830 in capital expenditures.

Actual expenditures in the general fund were \$1,317,452 less than final budget amounts. The main reason for this is due to the timing of capital project and other one-time expenditures.

Budgetary comparisons between the final budget and actual results can be found on page 15 of this report.

### ***Economic Factors and Next Year's Budget***

There are many challenges facing local governments today. Property values have continued to increase in recent years, contributing to related growth in the revenues of the CRA. While property values for the 2021-2022 fiscal year have increased, the future outlook of property values during and after the COVID-19 pandemic, and any potential impact they will have on the CRA's finances, are unknown.

### ***Requests for Information***

This report is designed to provide an overview of the CRA's finances for those with an interest in this area. Questions concerning any of the information found in this report, or requests for additional information, should be directed to the City of Titusville.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**BALANCE SHEET / STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2021**

	<u>Balance Sheet</u> <u>General</u> <u>Fund</u>	<u>Adjustments</u>	<u>Statement of</u> <u>Net Position</u> <u>Governmental</u> <u>Activities</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 14,494	\$ -	\$ 14,494
Investments	1,657,623	-	1,657,623
Capital assets:			
Non-depreciable	-	200,000	200,000
Depreciable, net	-	323,017	323,017
Total assets	<u>\$ 1,672,117</u>	<u>\$ 523,017</u>	<u>\$ 2,195,134</u>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	\$ 292,225	\$ -	\$ 292,225
Due to primary government	16,754	-	16,754
Total liabilities	<u>308,979</u>	<u>-</u>	<u>308,979</u>
<b>FUND BALANCE / NET POSITION</b>			
Fund Balance:			
Restricted for:			
Community redevelopment	1,363,138	(1,363,138)	-
Net Position:			
Net investment in capital assets	-	523,017	523,017
Restricted for:			
Community redevelopment	-	1,363,138	1,363,138
Total fund balance / net position	<u>1,363,138</u>	<u>523,017</u>	<u>1,886,155</u>
Total liabilities and fund balance / net position	<u>\$ 1,672,117</u>	<u>\$ 523,017</u>	<u>\$ 2,195,134</u>

The accompanying notes to financial statements are an integral part of this statement.



**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE /**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<b>Statement of Revenues, Expenditures, and Changes in Fund Balance</b>		<b>Statement of Activities</b>
	<b>General Fund</b>	<b>Adjustments</b>	<b>Governmental Activities</b>
<b>Revenues</b>			
Taxes	\$ 979,345	\$ -	\$ 979,345
Investment income	2,703	-	2,703
Miscellaneous	-	-	-
Total revenues	<u>982,048</u>	<u>-</u>	<u>982,048</u>
<b>Expenditures / expenses</b>			
Current:			
Community development	338,532		338,532
Capital outlay	387,824	-	387,824
Depreciation	-	12,522	12,522
Total expenditures / expenses	<u>726,356</u>	<u>12,522</u>	<u>738,878</u>
<b>Excess (deficiency) of revenues over expenditures / operating income (loss)</b>	<u>255,692</u>	<u>(12,522)</u>	<u>243,170</u>
<b>Other financing sources (uses)</b>			
Transfers out to primary government	(137,043)	-	(137,043)
Total other financing sources (uses)	<u>(137,043)</u>	<u>-</u>	<u>(137,043)</u>
<b>Net change in fund balance / net position</b>	<u>118,649</u>	<u>(12,522)</u>	<u>106,127</u>
<b>Fund balance / net position, beginning of year</b>	1,244,489	535,539	1,780,028
<b>Fund balance / net position, end of year</b>	<u>\$ 1,363,138</u>	<u>\$ 523,017</u>	<u>\$ 1,886,155</u>

The accompanying notes to financial statements are an integral part of this statement.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

**(1) Summary of Significant Accounting Policies:**

The financial statements of the Titusville Community Redevelopment Agency (the CRA), have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles and the CRA has adopted the GASB Codification. The following is a summary of the CRA's significant accounting policies:

(a) **Reporting entity**—The Titusville Community Redevelopment Agency was created by Ordinance 66-1982 of the City of Titusville, Florida (City) per Chapter 163 Part III of the Florida Statutes. Pursuant to Florida Statute 163.387, the Community Redevelopment Agency has to account for the receipt and expenditure of property tax revenues from the tax increment financing district to support redevelopment in the designated community redevelopment area. Since the City is financially accountable for the activities of the CRA, its governing board is substantially the same (the City Council plus two additional appointed members), and its relationship to the CRA is significant, the CRA is considered to be a blended component unit in the City's financial statements, where it is also reported as a major special revenue fund.

The CRA has determined there are no component units that meet criteria for inclusion in the CRA's financial statements.

(b) **Government-wide and fund financial statements**—The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the CRA. The CRA only has governmental activities and does not engage in any business-type activity. Direct expenses are those that are clearly identifiable with a specific function or segment. General revenues include ad valorem taxes and interest income. Fund financial statements are presented for the CRA's General Fund. The General Fund, which accounts for all financial operations of the CRA, is considered to be a major fund and is the only fund of the CRA.

(c) **Measurement focus, basis of accounting, and financial statement presentation**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements imposed by the grantor have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the CRA considers property revenues to be available if they are collected within 60 days of the end of the current period. Grants, other intergovernmental revenues, charges for services, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Expenditures generally are recorded when a liability is incurred. However, expenditures related to long-term agreements are recorded only when payment is due.

(d) **Budgets and budgetary accounting**—The governing board of the CRA adopts an annual operating budget, which is prepared on a modified accrual basis and can be amended by the board throughout the year. At the fund level, actual expenditures cannot exceed the budgeted amounts. The accompanying budgeted financial statements for the General Fund reflect the final budget authorization amounts, including all amendments.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

(1) **Summary of Significant Accounting Policies:** (Continued)

(e) **Deposits and investments**—The CRA's cash and cash equivalents include cash on hand, demand deposits and short-term investments that are readily convertible to known amounts of cash. Investments with original maturities of three months or less are considered to be cash equivalents.

(f) **Receivables and payables**—Activity between the CRA and the City has been classified as amount due to/from the primary government on the balance sheet and statement of net position. All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of outstanding balances and historical trends. At September 30, 2021, all of the CRA's receivables were considered fully collectible.

(g) **Prepaid items**—Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

(h) **Capital assets**— The CRA owns limited capital assets. The majority of capital outlay expenditures made by the CRA are deemed to be on behalf of the City who takes ownership of the assets along with the perpetual maintenance obligation for those assets. Capital assets owned by the CRA, which land and buildings, are reported in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life of greater than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized, but charged to operating expense as incurred. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	30 years

(i) **Long-term obligations**—The CRA does not have any legal indebtedness. Any use of funds for debt service represents payments toward long-term debt issued in the name of the City for which CRA revenues have been pledged.

The CRA does not have any employees. Any employees who provide services to the CRA are employees of the primary government and do so at either no charge to the CRA, or any allocations made to the CRA represent reimbursements by the CRA to the primary government for services rendered (any items recorded to personnel expense accounts are only for ease of tracking the reimbursement amounts). As a result, there is no compensated absences, other post-employment benefits (OPEB), or pension liabilities recorded on the CRA's financial statements.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

(1) **Summary of Significant Accounting Policies:** (Continued)

(j) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the CRA is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

*Nonspendable* – amounts not available to be spent or not in spendable form, such as inventory and prepaid items.

*Restricted* – amounts constrained to specific purposes by their providers (such as grantors and higher levels of government), through constitutional provisions or by enabling legislation.

*Committed* – amounts constrained to specific purposes based on actions taken by the CRA governing board through ordinance.

*Assigned* – amounts the CRA intends to use for a specific purpose. Intent can be expressed by the CRA governing board or by an official or body which the Board delegates authority.

*Unassigned* – amounts that are available for any purpose.

When an expenditure is incurred for purposes for which both restricted and unrestricted resources are available; the CRA considers restricted funds to have been spent first. When expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the CRA considers amounts to have been spent first out of committed funds, then assigned funds and finally, unassigned funds, as needed.

(k) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The CRA has no items that meet this reporting criteria.

(l) In addition to liabilities, the statement of financial position will sometimes report a separate section for *deferred inflows of resources*. This separate financial statement element represents an acquisition of net position that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. The CRA has no items that meet this reporting criteria.

(m) **Net position flow assumption**—Sometimes the CRA will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to determine amounts reported as restricted and unrestricted net position, it is the CRA's policy to consider restricted net position to have been used before unrestricted net position is applied.

(n) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

**(2) Reconciliation of Government-Wide and Fund Financial Statements:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is as follows: capital assets used in governmental activities are not financial resources and, therefore, not reported in the governmental funds.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is as follows: governmental funds report capital outlays as expenditures, however, in the statement of activities the cost of these assets is allocated over their estimated useful lives and reported as depreciation expense.

**(3) Deposits and Investments:**

The CRA is subject to the investment policy of the primary government and maintains interest-bearing banking accounts for substantially all CRA funds. Additional accounts are held for various other purposes, or to segregate cash balances for amounts which are restricted or held on behalf of others. State statutes authorize the CRA to invest excess funds in time deposits, or obligations of the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2021, all CRA deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, and/or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

All of the CRA's deposits are held with public depositories and as of September 30, 2021, the CRA's deposits and investments were not subject to any substantial interest rate, credit, or concentration risks.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

**(4) Capital Assets:**

Capital asset activity for the fiscal year ended September 30, 2021, is as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental activities:				
Capital assets, not being depreciated –				
Land	\$ 200,000	\$ -	\$ -	\$ 200,000
Total capital assets, not being depreciated	200,000	-	-	200,000
Capital assets, being depreciated –				
Buildings and improvements	376,710	-	-	376,710
Less accumulated depreciation for–				
Buildings and improvements	(41,171)	(12,522)	-	(53,693)
Total capital assets, being depreciated, net	335,539	(12,522)	-	323,017
Governmental activities capital assets, net	<u>\$ 535,539</u>	<u>\$ (12,522)</u>	<u>\$ -</u>	<u>\$ 523,017</u>

Depreciation expense of \$12,522 was charged to the community development function.

**(5) Commitments and Contingencies:**

The CRA is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2021. The outcomes of established claims are included in these financial statements. In the opinion of the CRA and the primary government's legal counsel, no legal proceedings are pending or threatened against the CRA which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

The CRA is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which is satisfactorily insured by limited risk, high deductible commercial general liability insurance. Commercial insurance policies are also obtained for other risks of loss, including employee health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

During and through the end of the fiscal year ended September 30, 2021, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by mandating temporary work stoppage in many sectors and imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending and investment markets have been substantially impacted. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other future impact to the CRA as of March 31, 2022, management believes that an impact on the CRA's financial position and results of future operations is reasonably possible.

**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2021**

**(6) Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates, as adjusted based on the impacts of GASB Statement No. 95, effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the CRA's financial statements:

- (a) GASB issued Statement No. 87, *Leases*, in June 2017. GASB 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The provisions in GASB 87 are effective for periods beginning after June 15, 2021.

**REQUIRED SUPPLEMENTARY INFORMATION**



**TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	<b>Budgeted Amounts</b>			<b>Variance with Final Budget - Positive (Negative)</b>
	<b>Original</b>	<b>Final</b>	<b>Actual</b>	
<b>Revenues</b>				
Taxes	\$ 979,345	\$ 979,345	\$ 979,345	\$ -
Investment income	-	-	2,703	2,703
Miscellaneous	-	-	-	-
Total revenues	<u>979,345</u>	<u>979,345</u>	<u>982,048</u>	<u>2,703</u>
<b>Expenditures</b>				
Current:				
Community Development	298,762	316,360	338,532	(22,172)
Capital outlay	506,216	1,727,448	387,824	1,339,624
Total expenditures	<u>804,978</u>	<u>2,043,808</u>	<u>726,356</u>	<u>1,317,452</u>
<b>Excess (deficiency) of revenues over     expenditures</b>	<u>174,367</u>	<u>(1,064,463)</u>	<u>255,692</u>	<u>1,320,155</u>
<b>Other financing sources (uses)</b>				
Transfers out to primary government	(137,043)	(137,043)	(137,043)	-
Total other financing sources (uses)	<u>(137,043)</u>	<u>(137,043)</u>	<u>(137,043)</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>37,324</u>	<u>(1,201,506)</u>	<u>118,649</u>	<u>1,320,155</u>
<b>Fund balances, beginning of year</b>	1,244,489	1,244,489	1,244,489	-
<b>Fund balances, end of year</b>	<u><u>\$ 1,281,813</u></u>	<u><u>\$ 42,983</u></u>	<u><u>\$ 1,363,138</u></u>	<u><u>\$ 1,320,155</u></u>

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT  
AUDITING STANDARDS***

To the Governing Board,  
Titusville Community Redevelopment Agency:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Titusville Community Redevelopment Agency (the CRA), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the CRA's basic financial statements and have issued our report thereon dated March 31, 2022.

***Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the CRA's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the CRA's internal control. Accordingly, we do not express an opinion on the effectiveness of the CRA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the CRA's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

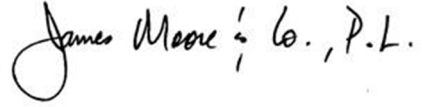
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the CRA's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L.". The signature is written in a cursive style with a large, looped initial "J".

Daytona Beach, Florida  
March 31, 2022

**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED  
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA  
OFFICE OF THE AUDITOR GENERAL**

To the Governing Board,  
Titusville Community Redevelopment Agency:

**Report on the Financial Statements**

We have audited the basic financial statements of the Titusville Community Redevelopment Agency (the CRA), as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated March 31, 2022.

**Auditors' Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 31, 2022, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations identified in the prior year audit.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the CRA is disclosed in Note 1 of the basic financial statements.

**Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the CRA has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the CRA, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the CRA. It is management's responsibility to monitor the CRA's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had no such recommendations.

### **Special District Component Units**

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units that failed to provide the necessary information for proper reporting in accordance with Section 218.39(3)(b), Florida Statutes.

### **Specific Special District Information – Titusville Community Redevelopment Agency**

The following items have been provided to us to comply with state reporting requirements and have not been audited by us. We did not audit the following information within this section, nor were we required to perform any procedures to verify the accuracy or the completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on this data.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)6, Rules of the Auditor General, the CRA reported the following unaudited data:

- a) The total number of district employees compensated in the last pay period of the district's fiscal year: -0-.
- b) The total number of independent contractors to whom nonemployee compensation was paid in the last month of the district's fiscal year: 0.
- c) All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency: \$98,392 paid to City to reimburse for City employee services provided.
- d) All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency: \$-0-.
- e) Each construction project with a total cost of at least \$65,000 approved by the district that is scheduled to begin on or after October 1 of the fiscal year being reported, together with the total expenditures for such project as:
  - a. Utilities Sewer Main Cured In-place Pipe Lining \$295,686
  - b. Stormwater Cured In-place Pipe Lining \$130,000
- f) A budget variance based on the budget adopted under Section 189.016(4), Florida Statutes, before the beginning of the fiscal year being reported if the district amends a final adopted budget under Section 189.016(6), Florida Statutes, as follows: the district's original budget totaled \$1,896,535 and was amended by the total amount of \$324,314, for final budgeted expenditures of \$2,220,849.

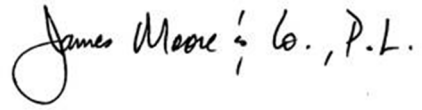
### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the CRA's governing board and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Daytona Beach, Florida  
March 31, 2022

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive, flowing style.



## INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Governing Board,  
Titusville Community Redevelopment Agency:

We have examined the Titusville Community Redevelopment Agency's (the CRA) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies*, and Sections 163.387(6) and (7), Florida Statutes, *Redevelopment Trust Fund* (collectively, the "Statutes"), for the year ended September 30, 2021. Management is responsible for the CRA's compliance with those requirements. Our responsibility is to express an opinion on the CRA's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the CRA complied with the Statutes, for the year ended September 30, 2021, in all material respects. An examination involves performing procedures to obtain evidence about the CRA's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Titusville Community Redevelopment Agency complied, in all material respects, with the Statutes for the year ended September 30, 2021.

Daytona Beach, Florida  
March 31, 2022

*James Moore & Co., P.L.*

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **FY 2023 Proposed CRA Budget**  
**Department/Office:** Community Development

**Recommended Action:**

Review and accept the proposed FY 2023 CRA Budget.

**Summary Explanation & Background:**

At the March 2022 Community Redevelopment Agency (CRA) meeting the CRA came to a consensus regarding the proposed FY 2023 CRA Budget, but asked staff for details on the storm water infrastructure improvements and the effects, if any, on water circulation within the Indian River Lagoon (IRL) that might be caused by the proposed observation/walkway pier.

Attached for the Board's review is the proposed CRA Budget. Public Works reports that the storm water infrastructure improvements will include a combination of pipe slip lining and tree box inlets in the Commons parking area and drainage basins in the Indian River Avenue area in the CRA (see attached map & Tree Box information sheet). With regard to the effects of the proposed pier pilings, the Engineers report that the pilings will have minimal effect on water circulation within the IRL.

**Alternatives:**

Alternatives to the Budget as the CRA desires.

**Item Budgeted:**

Yes

**Source/use of funds/Budget Book Page:**

FY 2023 CRA Tax Increment Funds

**Strategic Plan:**

No. 4 – Economic Development



**Strategic Plan Impact:**

The proposed FY 2023 CRA Budget and projects are consistent with the 2015 Supplemental Redevelopment Plan.

**ATTACHMENTS:**

Description	Upload Date	Type
▣ Proposed FY 2023 CRA Budget	3/17/2022	Backup Material
▣ Possible Tree Box Locations	3/21/2022	Backup Material
▣ Tree Box Filter Information	3/21/2022	Backup Material

## **Draft CRA FY 2022-2023 Budget**

<b>Personnel Services (Total)*</b>	\$ 140,000.00
<b>Debt Services</b>	\$ 120,950.00

### ***Operating Expenditures***

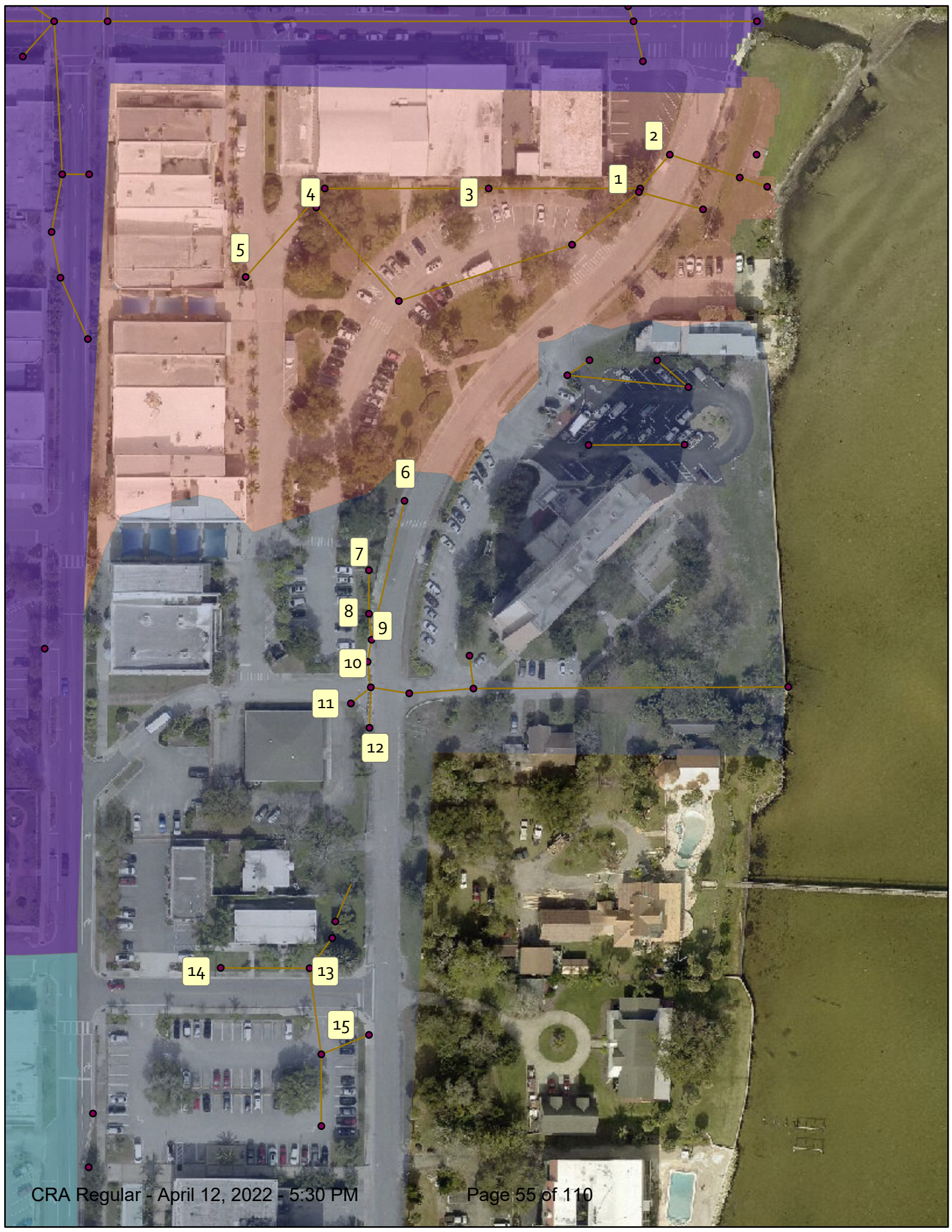
104-5555-531.31-01	Professional Services	\$ 35,000.00
104-5555-540.40-01	Travel & Per Diem	\$ 1,000.00
104-5555-541.41-01	Communication Services	\$ 480.00
104-5555-543.43-01	Utility Services	\$ 55,000.00
104-5555-546.46-01	Repair & Maintenance	\$ 95,000.00
104-5555-548.48-01	Promotional / Marketing	\$ 4,000.00
104-5555-549.49-01	Other Charges/Obligations (Charge back)*	\$ 38,500.00
104-5555-552.52-01	Operating Supplies	\$ 200.00
104-5555-554.54-01	Books/Pubs/Subs/Mems	\$ 1,200.00
		\$ 230,380.00

### ***Capital Expenses***

CR 16-04	CRA Amenities (Trash Receptacles; Signage; Benches, Bike Racks, Lighting, etc.)	\$ 50,000.00
CR 17-03	Building Grants	\$ 50,000.00
CR 20-02	Park Pier	\$ 300,000.00
CR 23-01	Stormwater Infrastructure	\$ 91,000.00
	Total	\$ 491,000.00

\*To be calculated by the Finance – Budget Office







# Tree Box Filters

## Overview

Tree box filters are widely deployed as stormwater treatment BMPs, normally in stand-alone applications, however can also be used as pretreatment for infiltration, rainwater harvesting, and detention. Pretreatment upstream of tree box filters is not a requirement but can be used in conjunction with tree box filters to reduce maintenance frequency. Tree box filters are based on bioretention technology principles, and can also be engineered for enhanced pollutant removal and hydraulic performance, allowing for a smaller footprint and ease of construction and maintenance. Tree box filters target the removal of suspended solids, total and dissolved nutrients and metals, oil and grease, VOCs and SVOCs, bacteria and trash and debris. Tree box filter components are typically contained in a precast or cast-in-place concrete curb inlet structure covered with a top slab with a cast tree frame and grate. Components include an underdrain consisting of a perforated pipe surrounded by drain rock underneath engineered biofiltration media topped with mulch that supports common landscape plantings. A clean out pipe is connected to the underdrain pipe to allow for underdrain access, and dissipater stones are often placed on top of the mulch for erosion control. Tree box filters can be used for infiltration in suitable soils by eliminating the bottom slab or discharging treatment flow to an infiltration device. Tree box filters can be used in multiple configurations to treat sheet and piped flow for online and offline applications.

Physical, chemical and biological processes allow for pollutant removal sustainability. The primary treatment mechanisms used in tree box filters are inert and reactive filtration, coupled with various inter-storm treatment processes such as microbial- and phytoremediation. The majority of particulates or particulate-bound contaminants are removed in and on the mulch surface, with the engineered filter media below primarily responsible for dissolved contaminant removal. Contaminant degradation and assimilation by microbes and plants provide adsorption site regeneration. Ponding space above the mulch allows for the capture of trash and debris. The primary advantages of tree box filters include standardized designs, ease of construction and simple, cost-effective maintenance. Tree box filters are highly adaptable for most developments due to a small footprint, shallow elevation and no driving head requirements. Multiple configuration options allow for flexibility in addressing various site requirements. Where infiltration is not feasible, tree box filters are an ideal solution.

Following LID principles of decentralized design, total pollutant load is minimized, enabling a sustainable system that is not compromised by high loading rates. Plant selection allows tree box filters to be seamlessly integrated into the landscape and adds aesthetic value. Internal bypass features also reduce the total system footprint since additional manholes and diversions structures are not required for external bypassing of very high flow rates.

There are limitations to tree box filters. Since tree box filters are natural systems, adequate irrigation must be provided to ensure survival of the plant and microbial community during drought conditions. Tree box filters should not be activated until a site is completely stabilized to prevent media contamination from construction runoff.



**Maintenance**

Maintenance of tree box filters is typically performed with a rake and shovel to remove spent mulch and captured sediment, trash and debris from the system. The media surface is replenished with new mulch and the plant is pruned or replaced as necessary. Maintenance is performed from the surface, without need for confined space entry or specialized tools. Depending on the loading from the site or climate location, maintenance frequency will typically range from once to twice per year.

**Resources:**

[Water Environment Research Foundation: Article on Tree Box Filters](#)



City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Commercial Beautification Grant for Property Located at 315 S. Hopkins Avenue**  
**Department/Office:** Community Development

**Recommended Action:**

Approve the award of a Commercial Beautification Grant in the amount of \$12,225 to KH Holdings of Brevard, LLC (Hannah Cairns, Sunrise Bread Company) for property located at 315 S. Hopkins Avenue.

**Summary Explanation & Background:**

The City of Titusville's Community Redevelopment Agency's Commercial Beautification (Façade Improvement) Program allows for the use of Community Redevelopment Agency (CRA) grant funds to be utilized for general improvements to the exterior of commercial structures located within the boundaries of the CRA. Eligible applicants can receive grant funding up to \$40,000 for each property with 75% of the grant paid at the project's completion and 25% of the grant paid at the first year of occupancy after completion of the improvements. All improvements must be consistent with the City of Titusville's Community Redevelopment Plan, Downtown Master Plan, Land Development Regulations and Urban Design Manual.

The intent of the program is to increase commercial occupancy rates and values within the CRA while revitalizing the overall area. To accomplish this goal, the program assists commercial property owners to restore or renovate the exterior of their structures, which lead to enhancing the visual quality of the environment and increase investment, occupancy and property values.

The approval process for the grant program allows the CRA Executive Director or designee to approve grant applications up to \$10,000. Applications in excess of \$10,000 are forwarded to the CRA Board for review and funding approval. The grant funds will be distributed only upon completion of improvements and submittal of receipts, invoices and required documentation including building permits to the CRA staff. Through an agreement the applicant must be willing to maintain the renovations for at least five (5) years. Should the grantee transfer, sell, or divest themselves of their interest in the subject property, or fail to maintain the improvements, during the five year period following the receipt of grant funds, the CRA will be entitled to reimbursement of the grants funds as determined in the agreement. Applications must be approved by the CRA before work can begin on the improvements.

This project is located at 315 S. Hopkins Avenue, within the Downtown Sub-district of the Community Redevelopment District. The owner, KH Holdings of Brevard, LLC (Hannah Cairns, Sunrise Bread Company), is applying to reroof the building. Roof repairs are listed as an eligible expense in the Commercial Beautification Façade Improvement Program. The total cost of the low bid to re-roof the building is \$ 24,450. The total amount of the reimbursement grant is 50% of the total which comes out to \$ 12,225. Funds are available in the CRA Building Grants FY2022 budget to cover the grant amount.

**Alternatives:**

1. Approve less than the eligible grant amount.
2. Do not approve the grant request.

**Item Budgeted:**

Yes

**Source/use of funds/Budget Book Page:**

Account #104-5555--565-65-00, Project #CR1703

**Strategic Plan:**

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

**Strategic Plan Impact:**

The request is in conformance with Strategic Goal #1 Quality of Life by enhancing the appearance of the city including entryways and Goal #4 Economic Development, by continuing efforts to eliminate blight.

**ATTACHMENTS:**

Description	Upload Date	Type
❑ 315 S. Hopkins Ave Beautification Grant Application	3/16/2022	Backup Material
❑ Aerial Location Map	3/31/2022	Backup Material
❑ 315 S. Hopkins Roof Photos	3/16/2022	Backup Material
❑ 315 S Hopkins Grant Agreement	3/16/2022	Backup Material
❑ Bid Proposal #1	3/16/2022	Backup Material
❑ Bid Proposal #2	3/16/2022	Backup Material
❑ Deed and Title Information	3/16/2022	Backup Material
❑ Insurance Information	3/16/2022	Backup Material



# APPLICATION

## CITY OF TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY DOWNTOWN TITUSVILLE COMMUNITY REDEVELOPMENT AREA

### COMMERCIAL BEAUTIFICATION (FAÇADE) IMPROVEMENT PROGRAM

**Received**  
MAR 08 2022  
City of Titusville  
Development Services

#### I. APPLICANT AND BUSINESS INFORMATION

Date of Application: 12/30/21

Name of Applicant: Hannah Cairns

Name of Business: Sunrise Bread Company

Business Address: 315 S Hopkins Ave.

Telephone Number: 321.268.1009 Fax Number: \_\_\_\_\_

E-mail Address: hcairnsbread@icloud.com

Type of Business: bakery

Parcel ID Number: \_\_\_\_\_

Are there any liens or existing Code violations on the property? \_\_\_\_ Yes ☒ No

If yes, briefly explain (attach additional pages if needed): \_\_\_\_\_

ZONING DESIGNATION – NOTE: This section to be reviewed and completed by the City of Titusville Planning Department (321.567.3860):

DMU Sub-district: DOWNTOWN Land Use: BAKERY

Use is in compliance: YES ✓ Use is not in compliance: \_\_\_\_\_

Planner/Reviewer and Date: TIM FORD 3-8-2022

BUILDING PERMITS – NOTE: This section to be reviewed and completed by the City of Titusville Building Department (321.567.3765):

Building Permit(s) will be needed: Yes ☒ No ☐

If yes, what permits will be required? ROOF PERMIT

Building Official/Reviewer and Date:  3-8-2022

II. PROPERTY OWNER INFORMATION (if different from Applicant)

Name of Property Owner: Hannah Cairns

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

III. PROJECT FINANCING INFORMATION

Total Project Cost: \$ 24450.00

Attach at least two bids from a licensed contractor

Bid One  
Contractor Name: nelson roofing Bid Amount: \$ 24,450.00

Bid Two  
Contractor Name: GBW ROOFING Bid Amount: \$ 39,875.00

Amount of Grant Funds Requested: \$ 12225.00  
(The applicant must provide matching funds that are at least one-half (1/2) of the amount of the grant amount being requested. The maximum grant amount is \$40,000)

How will applicant's portion of the project be financed?  
(Verification of funding sources will be required before final approval of the grant application.) (Attach additional sheets if necessary)

check

#### IV. PROJECT SUMMARY

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the nature of the project and address the improvements that will be made and the timetable for completing the proposed improvements. Attach additional pages if necessary. Note: A site visit with the applicant may be necessary to understand the scope and nature of the project.

roof replacement. see attached paper  
for specifics.

#### IV. ADDITIONAL SUBMISSIONS (required)

1. Provide color photographs (minimum of 4 inch X 6 inch if not digital) of the existing building exterior showing all sides of the structure, with emphasis on the area to be improved.



2. Renderings or conceptual drawings of the proposed project at completion.
3. Two bids from a licensed contractor detailing the following:
  - a. Description of the materials to be used and the construction procedure.
  - b. Itemized cost estimate of the project.
4. A legal description of the property.
5. Proof of property ownership (deed) or, if a tenant, a copy of the lease.
6. Tenants must provide written documentation verifying the property owner authorizes and approves the proposed enhancements. In all cases the property owner shall be a co-signer of the grant agreement document.
7. Proof of property insurance.
8. A title search provided by the applicant showing that the property is free from any judgement liens and that all mortgage and tax obligations are current.

#### V. CERTIFICATION

Please read the following and sign below. **All owners, authorized corporate officers, or partners must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided. The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Hannah Cairns  
Name (print)

owner  
Title

Hannah Cairns  
Signature

2/19/22  
Date

Kyle Cairns  
Name (print)

owner  
Title

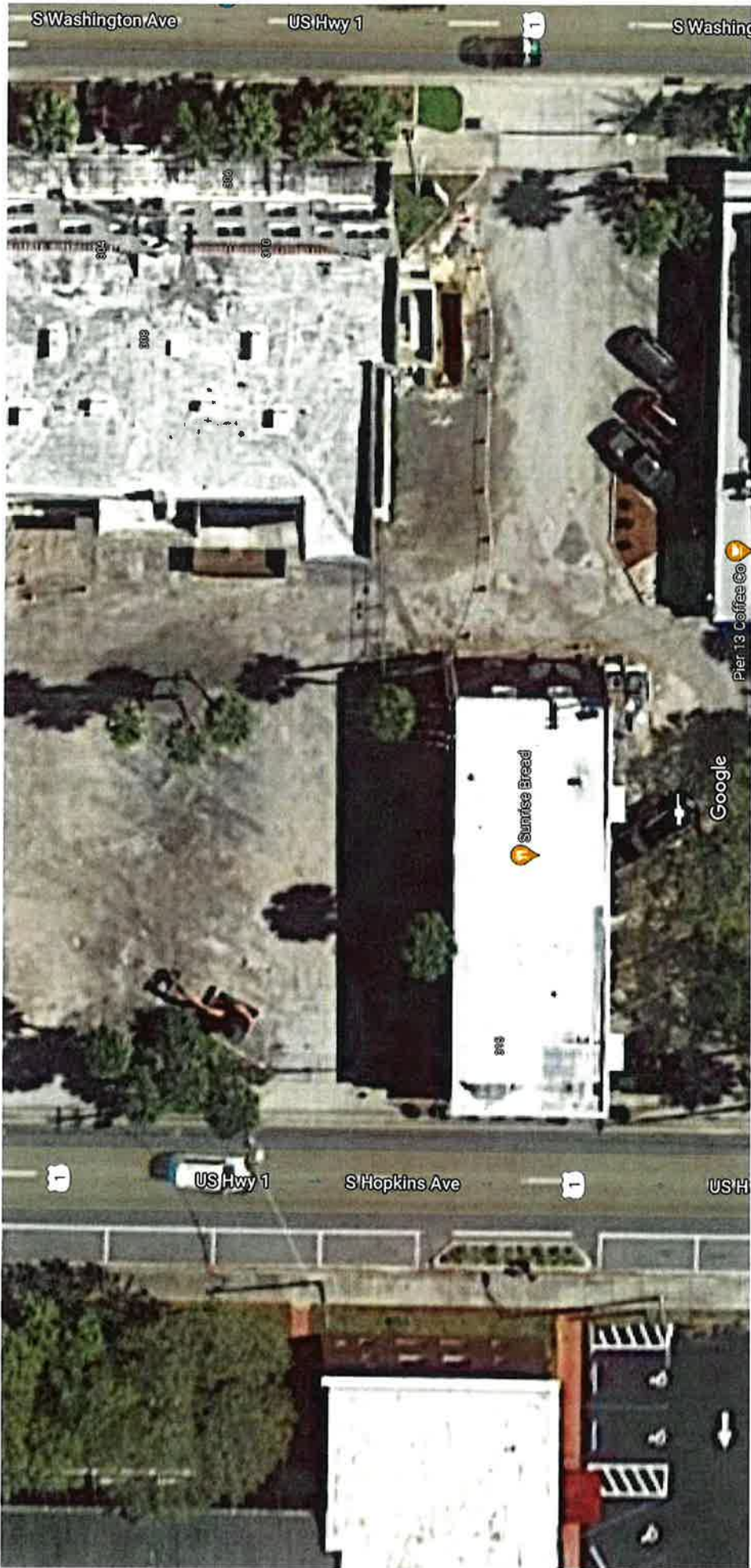
Kyle Cairns  
Signature

2/19/22  
Date













# CITY OF TITUSVILLE COMMUNITY REDEVELOPMENT AGENCY

## COMMERCIAL BEAUTIFICATION (FAÇADE) PROGRAM *GRANT AGREEMENT*

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, by and between the City of Titusville Community Redevelopment Agency ("CRA"), a Florida Community Redevelopment Agency formed pursuant to Section 163.330 et seq., Florida Statutes, whose address is 555 South Washington Avenue, Titusville, Florida, 32781, and KH Holdings of Brevard (Hannah Cairns, Sunrise Bread Company), hereinafter referred to as "Owner" or "Grantee", whose address is 315 S. Hopkins Avenue, Titusville, Florida, 32796.

### **RECITALS:**

**WHEREAS**, the City of Titusville Community Redevelopment Agency (CRA) has implemented a Commercial Façade Improvement Program, the primary purpose of which is to improve the aesthetics and economic order of the Community Redevelopment Area by providing Grants to property owners of property serving a commercial purpose within the Downtown Titusville Community Redevelopment Area district to revitalize this area; and

**WHEREAS**, the purpose of the Grant is to improve the façade of property serving a commercial purpose within the CRA, thereby improving the attractiveness of the community, reducing blight, and making citizens feel safer and motivating them to patronize businesses within the CRA, all of which is a public purpose pursuant to Chapter 163 of the Florida Statutes as amended; and

**WHEREAS**, the beautification and façade improvements will help to stimulate business location and/or relocation within the CRA, improve property values, increase tax revenues, and enhance employment opportunities; and

**WHEREAS**, Grants provided by the CRA shall be on a fifty percent (50%) matching grant basis, whereby the property owner will be responsible for contributing half of the amount of the grant funding requested; and

**WHEREAS**, in no event shall Grants exceed \$40,000; and

**WHEREAS**, Grants shall not be permitted to pay for expenses that are not allowable under the Commercial Façade Improvement Program; and

**WHEREAS**, the parties hereto agree that except as set forth herein, the Grantee shall not be liable to the CRA for repayment of the grant or any interests therein; and

**WHEREAS**, the Grantee agrees that the CRA shall be entitled to recover certain portions of the grant should the Grantee transfer title, sell, otherwise dispose of the property, or fail to maintain the



improvements and renovations within the five (5) year period following the receipt of the grant funds;  
and

**WHEREAS**, the Grantee has submitted the Grant Application attached hereto as Exhibit "C"; and

**WHEREAS**, on April 12, 2022, the Community Redevelopment Agency, CRA Executive Director or designee, as applicable, awarded a Grant to the Grantee in an amount not to exceed the dollar amount shown on Exhibit "B" and only for items set forth on Exhibit "B", a copy of which is attached hereto and incorporated herein by this reference.

**IN CONSIDERATION** of Ten and 00/100 Dollars (\$10.00), the mutual covenants and provisions hereof, and other good, diverse, and valuable considerations, the receipt and sufficiency all of which is hereby acknowledged, the parties desiring to be legally bound do hereby agree as follows:

1. **Recitals.** Each and all of the foregoing recitals are hereby incorporated herein and declared to be true and correct.
2. **Property Subject to Agreement.** The real property to be benefited by this Grant and that is subject to this Agreement is described on Exhibit "A", a copy of which is attached hereto and incorporated herein by this reference.
3. **Grant Awarded.**

(a) The Grantee is hereby awarded a Grant pursuant to the City of Titusville's Community Redevelopment Agency's Commercial Façade Improvement Program. All regulations of the CRA's Commercial Façade Improvement Program shall be adhered to by the CRA and the Grantee. The maximum amount of the Grant is described in the attached Exhibit "B". Under no circumstances shall the amount of money to be granted to the Grantee exceed the amount set forth on Exhibit "B" as the "Maximum of Amount of Grant as Approved." Grant funds shall only be paid by the CRA for the improvements described on Exhibit "B" as approved by the Community Redevelopment Agency.

(b) The Grant is awarded on a reimbursement basis. Funds subject to this Grant shall be paid to the Grantee by the CRA only upon substantial completion of improvements; submittal of all receipts, invoices and required documentation to CRA staff; and the occupancy of the building/property at the following milestones: 75% of the grant award at completion of the improvements, and 25% of the grant award at the first year to eighteen (18) months from the date of project completion. The 25% portion of the grant shall be forfeited if the project is not occupied with the first year to eighteen (18) month period from the date of completion. "Substantial Completion" of all work as that term is utilized in this Agreement shall constitute issuance of a certificate of occupancy, certificate of completion, or similar instrument, issued by the City of Titusville for the façade improvement work subject to this Grant. Building occupancy is defined as having an active Business Tax Receipt and being occupied by an entity performing a legal commercial use at the project property.

(c) To be reimbursed, the Grantee shall provide to the CRA paid receipts from laborers, suppliers, materialmen, contractors, and sub-contractors. The receipts must include the following information:

- i. Name, address, and telephone number of laborer, supplier, materialman, contractor, or sub-contractor performing work or supplying material.
- ii. Date of work or material provided.
- iii. Description of property upon which the work was provided or to which the material was delivered.

- iv. Itemized description of work provided (i.e., who performed the work, how many hours were involved, charges for work, type of work performed) or material supplied (i.e., five 20-pound bags of cement, 2 ten-foot long ¾" PVC pipes).
- v. Itemized cost of work performed or material supplied.
- vi. Statement of what work or material was for (i.e., supplied five 20-pound bags of cement for mortar for new block wall on façade of building).
- vii. Statement signed by laborer, supplier, materialman, contractor, or sub-contractor that the amount billed has been paid by the Grantee. Upon request by the CRA, the paid receipts are subject to CRA review and approval for application to this Grant. In no event shall in excess of 50% of the amount noted on a CRA-approved paid receipt be reimbursed to the Grantee.

To be reimbursed the 25% portion of the grant for occupancy at the one (1) year to 18 month period from substantial completion of the construction project, inspection shall be made by staff to confirm occupancy as defined above of for the development.

(d) All work subject to this Grant Agreement must be substantially completed within 12 months of the date of this Agreement.

(e) By execution of this Grant Agreement, the Grantee acknowledges that only State of Florida contractors licensed pursuant to Chapter 489, Florida Statutes, or alternatively, property owners performing work pursuant to and in the manner specified by Section 489.103 (7), Florida Statutes, shall be used to perform the work, and that all legally required permits, certifications, licenses, and insurance shall be obtained for the work to be performed. Section 489.103 (7), Florida Statutes, states that authorized work may not be performed by a Grantee and applied to this Grant, unless same was approved prior to the date of this Grant Agreement by the CRA.

(f) Reimbursement shall be denied for any instance in which the terms of this Agreement have been violated.

#### 4. Grantee's Warranty and Responsibility.

(a) Grantee agrees and warrants to the CRA that the funds for reimbursement pursuant to this Grant shall only be spent for purposes as approved in Exhibit "B."

(b) The Grantee agrees to maintain the improvements stipulated above for a period of five years. Any changes proposed to the improvements must first be approved by the CRA. Should the Owner transfer, sell, otherwise divest himself of his interest in the subject property, or fail to maintain the renovations and improvements during the five-year period following receipt of the grant funds, the CRA shall be entitled to reimbursement of the grant funds as follows:

<u>Elapsed Time</u>	<u>Amount Due CRA</u>
0 to one year after grant funds received	100%
One year after grant funds received	80%
Two years after grant funds received	60%
Three years after grant funds received	40%
Four years after grant funds received	20%
Five years after grant funds received	0%

(c) The Grantee agrees that should he/she transfer, sell or in any manner divest themselves of their interest in the above described property (other than transfer by reason of death) within five years, the CRA shall be entitled to receive, from the gross proceeds of the sale or divestiture, reimbursement of the grant funds as stated in (b) above. If the transfer is by gift or if the consideration paid to the Grantee by reason of the transfer does not reflect the fair market value of the property at the

time of transfer (as determined by the CRA), or if the Grantee fails to maintain the improvements during the five year period, then the CRA shall be entitled to a lien on the above described property. The lien shall be reflective of the percentage amounts described above and shall be reduced by any previous sums received by the CRA by reason of the transfer. The lien, when filed in the Office of the Clerk of Court for Brevard County shall remain an encumbrance on the property until satisfied or foreclosed by the CRA.

5. Insurance Requirements. Grantee shall, at its own expense, procure and maintain continuously in effect during the five year grant term, all-risk casualty and property insurance coverage in an amount equal to the full replacement cost of the property as improved, and the insurance policy shall name the CRA as an additional insured party and loss payee, to the extent necessary to ensure compliance with the obligations set forth herein. Prior to the payment of the grant funds, Grantee shall provide the Grantor with evidence satisfactory of such insurance and, prior to the expiration thereof, shall provide Grantor evidence of all renewals or replacements thereof.

6. Notice of Fire or Casualty or Change of Ownership. The Grantee will give immediate notice by registered or certified mail to the CRA of any fire, damage or other casualty affecting the property, or of any conveyance, transfer, or change in ownership of such property, or any part thereof.

7. Taxes. The Grantee shall promptly submit to the Grantor, upon request, the Brevard County Tax Invoice for the subject property. Such invoice shall either show that no taxes are due or be accompanied by a receipt showing taxes have been paid in full.

8. Event of Default and Remedy. If Grantee fails to perform the covenants and agreements contained in this Agreement, or if any action is commenced which materially affects Grantor's interest in the property, including but not limited to insolvency, code enforcement, or arrangements or proceedings involving bankruptcy, this shall constitute an event of default and the Grantor, at Grantor's option, may declare all grant funds, subject to reimbursement, immediately due and payable. Grantor may exercise all remedies available at law to recover the grant funds in the event of default. In the event of dispute, each party shall bear its own attorney's fees.

9. Grantee is an Independent Contractor. It is specifically understood and agreed to by and between the parties hereto that in utilizing the funds hereunder, that this Grant Award, Agreement, and relationship between the CRA and the Grantee is one in which the Grantee is an independent contractor of the CRA and not an agent, employee, joint venturer, or other partner of the CRA or the City of Titusville. Nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Agreement shall be interpreted or construed to constitute the Grantee, or any of its agents, volunteers, or employees to be the agent, employee, partner, or representative of the CRA or the City of Titusville.

10. Record Retention; Public Records; Accounting; Inspection.

(a) Financial records, supporting documentation, statistical and all other records pertinent to this Agreement/Grant shall be retained for a period of at least three years (365 days = 1 year) after final payment by the CRA of any Grant funds, except that in all cases such records shall be retained until final resolution of matters resulting from any litigation, claim, or audit initiated prior to the expiration of the three year retention period and shall continue to be subject to retention until the same is resolved to the satisfaction of the CRA.

(b) It is hereby specifically agreed that any record, document, computerized information and program, audio or video tape, drawing, photograph, or other writing of the Grantee related, directly or indirectly, to this Agreement/Grant or the work undertaken by the Grantee for which the Grant has been awarded, shall be deemed to be a Public Record as defined by Section 119.011, Florida Statutes, whether

in the possession or control of the City of Titusville Community Redevelopment Agency or the Grantee. Said record, document, computerized information and program, audio or video tape, drawing, photograph, or other writing of the Grantee is subject to the provisions of Chapter 119, Florida Statutes, and may not be destroyed without the specific written approval of the CRA, or the CRA Executive Director. Upon request by the CRA, the Grantee shall supply copies of said public records to the CRA. All books, cards, registers, receipts, documents, and other papers in connection with this Agreement shall at any and all reasonable times during the normal working hours of the Grantee be open and freely exhibited to the CRA and the City of Titusville for the purpose of examination and/or audit.

(c) Financial records shall be prepared and maintained in accordance with generally accepted accounting practices and available for inspection by the CRA, or its authorized representative, at all reasonable times. Grantee agrees that it may be audited for internal performance or accounting matters at any time by the CRA to assure compliance with this Agreement/Grant. Any monies finally determined as a result of any financial review or audit, which are misspent or otherwise not spent as provided for in this Agreement/Grant, shall be immediately returned to the CRA. Prior to making any final determination of misspending or failure to comply with this Agreement by the Grantee, the CRA shall coordinate with the Grantee to allow the Grantee an opportunity to explain its actions or otherwise provide compliance with this Agreement/Grant.

(d) Community Redevelopment Agency staff is authorized to conduct an inspection of the property at any time during the term of this Agreement, and during regular business hours of the property. The CRA agrees that any inspection shall be coordinated with the property owner or tenant and conducted in a manner so as to minimize interference with the business of the property owner or tenant.

11. Indemnification. The Grantee agrees to hold harmless, indemnify, and defend the CRA and the City of Titusville and their respective officers, agents, volunteers, and employees, at all times from and against any and all liability, loss, damage, expense, cause or causes of action, suits, judgments and claims whatsoever arising by reason of any damage to property or injury to, or death of, any person or persons, use of the funds provided hereunder, or otherwise, resulting from:

- i. any act or omission on the part of the Grantee, its officers, agents, employees, volunteers, or invitees in the construction, reconstruction, or building of any improvement for which the CRA funds might be reimbursed pursuant to this Agreement;
- ii. by reason of any breach, violation or nonperformance of any condition or covenant in this Agreement on the part of the Grantee;
- iii. injury and negligence based on a failure to train or supervise workers, employees, contractors, volunteers, or agents of the Grantee in performing services or supplying material for work that is to be reimbursed pursuant to this Agreement;
- iv. failure of the Grantee, or its employees, agents, or volunteers, to employ safety measures in the performance of work that is to be reimbursed pursuant to this Agreement;
- v. injury or negligence of any person arising from the work or material supplied that is subject to reimbursement pursuant to this Agreement; or
- vi. failure to follow or correctly follow directions of the State or any other governmental entity.

The Grantee shall pay all claims, losses, judgments, costs, (including attorney/paralegal fees) associated with this hold harmless/indemnification provision. Grantee acknowledges and agrees that a specific additional consideration has been received by the Grantee for this hold harmless/indemnification provision, and Grantee waives any defense in litigation under this contract that said consideration was not given. As part of the indemnification, the CRA and the City of Titusville shall have their choice of legal counsel. The Grantee agrees that this Agreement shall be a part of the project specifications or bid documents, if any.

12. Applicable Law/Notice.

(a) This Grant Award and the attachments hereto shall be governed by the laws of the State of Florida. Venue shall be properly placed in Brevard County, Florida.

(b) All notices, demands, requests, instructions, approvals, and claims shall be in writing. All notices of any type hereunder shall be given by U.S. mail or hand delivery to an individual authorized to receive mail for the below listed individuals, or to the following individuals at the following locations:

**TO THE CRA:** City of Titusville Community Redevelopment Agency  
555 South Washington Avenue  
P.O. Box 2806  
Titusville, FL 32781-2806 Attn: Executive Director

**TO THE GRANTEE:** K H Holdings of Brevard LLC (Hannah Cairns, Sunrise Bread Company)  
315 S. Hopkins Avenue  
Titusville, FL 32796

Notice shall be deemed to have been given and received on the date the notice is physically received if given by hand delivery or first-class U.S. mail, postage prepaid, as addressed above. Notice shall be deemed to have been given and received on the date the notice is mailed, if given by certified mail, return receipt requested postage prepaid, as addressed above. Any party hereto by giving notice in the manner set forth herein may unilaterally change the name of the person to whom notice is to be given or the address at which notice is to be received.

13. Severability. Invalidation of any one word, clause, sentence, or paragraph, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other words, clauses, sentences, or paragraphs, all of which shall remain in full force and effect.



EXECUTED as of the date first above written.

Signed, Sealed and Delivered  
in the presence of:

GRANTEE:

WITNESS:

\_\_\_\_\_

By: \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

WITNESS:

\_\_\_\_\_

Print Name \_\_\_\_\_

STATE OF FLORIDA

SS:

COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_, as \_\_\_\_\_ (the "Grantee"), on behalf of the aforesaid  
corporation. He/She/They is/are personally known to me or has produced \_\_\_\_\_  
as identification.

\_\_\_\_\_  
Notary Public  
State of Florida at Large  
My commission expires:

COMMUNITY REDEVELOPMENT AGENCY:  
CITY OF TITUSVILLE CRA,  
a Florida Community Redevelopment  
Agency formed pursuant to Section  
163.330 et seq., Florida Statutes

WITNESS:

\_\_\_\_\_

Print Name \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signatory for the CRA

WITNESS:

\_\_\_\_\_

Print Name \_\_\_\_\_

STATE OF FLORIDA

SS:

COUNTY OF BREVARD

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, (the "Grantor"), on behalf of the aforesaid corporation. He/She/They is/are personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
State of Florida at Large  
My commission expires:

EXHIBIT "A"

Description of Real Property Subject to Agreement

Property Owner/Grant Applicant: K H Holdings of Brevard, LLC (Hannah Cairns, Sunrise Bread Co.

Name of Business: Sunrise Bread Company

Street Address: 315 S. Hopkins Avenue, Titusville, FL 32796

K H Holdings of Brevard, LLC, is the fee simple owner of the real property subject to this Commercial Facade Improvement Program Grant Agreement by virtue of a Trustees Deed recorded on 10/28/2021 in Plat Book 9312, Page 495, in the Public Records of Brevard County, Florida.

Legal Description of Real Property: 22-35-03-03-7-1.05

EXHIBIT "B"

GRANT DESCRIPTION

Property Owner/Grant Applicant: K H Holdings of Brevard, LLC (Hannah Cairns/Sunrise Bread Company

Name of Store/Office: Sunrise Bread Company

Street Address: 315 S. Hopkins Avenue, Titusville, FL 32796

<u>Items to Be Improved Pursuant to Approved Grant</u>	<u>Cost of Items to Be Improved</u>
Roof Replacement	\$ 24,450
Total	\$ 24,450
	X .50
	\$12,225

75% at completion = \$9,168.75

25% at One (1) Year of Occupancy = \$ 3,056.25

Maximum of Amount of Grant as Approved: \$ 12,225



FLA. LIC. #CC-C057555

129 WEST MARION AVE.  
EDGEWATER, FLORIDA 32132DAYTONA: (386) 788-7750  
NEW SMYRNA BEACH: (386) 427-2798  
BREVARD: (321) 264-2227  
FAX: (386) 423-3030  
www.gwroofing.com

PROPOSAL SUBMITTED TO <i>Hannah Cairnes</i>		PHONE <i>321-289-5529</i>	DATE <i>2/15/22</i>
ADDRESS <i>315 S Hopkins ave</i>		FAX	
CITY, STATE, AND ZIP CODE <i>Titusville</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	ESTIMATOR <i>Gerald Young</i>	ESTIMATOR'S CELL <i>386-410-0507</i>

We hereby submit specifications and estimates for:

- 1) Take off the existing roof down to bare deck
- 2) Remove existing counter flashing on parapet wall surface and coping cap
- 3) Clean roof of all nails, debris, dust, and sharp protrusions
- 4) Install 1/4inch taper system over entire roof to provide positive drainage
- 5) Install GAF 60 mil. TPO roofing material over insulation fully adhered with TPO bonding adhesive and heat weld all seams.
- 6) Install 60 mil. TPO onto parapet walls, extending down onto deck material.
- 7) Fabricate and install .032 aluminum counter flashings, drip edge, copping, scuppers, drains, and expansion joints as needed
- 8) Install 60 mil. TPO flashing on all ac curbs, split boots around ac stand legs, inside and outside corners, and t patches as needed
- 9) clean up and haul away all job related debris.

This price includes all permits required  
20 year warrantyComplete labor and materials \$ *39,875.00*~~We Propose~~ hereby to furnish material and labor -complete in accordance with above specifications, for the sum of:Payment to be made as follows: *1/3 down and the rest upon completion*

All material is guaranteed to be as specified. All work to be completed with a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. This warranty is limited to the original owner (homeowner/consumer) and cannot be assigned or transferred under any condition.

Florida Law contains important requirements you must follow before you may file a lawsuit for defective construction against a contractor, subcontractor, supplier, or design professional for an alleged construction defect in your home. Sixty days before you file your lawsuit, you must deliver to the contractor, subcontractor, supplier, or design professional a written notice of any construction conditions you allege are defective and provide your contractor, subcontractor, supplier, or design professional the opportunity to inspect the alleged construction defects and make an offer to repair or pay for the alleged construction defects. You are not obligated to accept any offer made by the contractor, subcontractor, supplier, or design professional. There are strict deadlines and procedures under the Florida Law.

Authorized Signature *Gerald young*

G & W Roofing has the right to cancel this contract for any reason, at any time, even after contract is signed by the purchaser, prior to the starting of any job. We are not responsible for cracked driveways. Should it become necessary for purposes of enforcing this contract, for contractor to incur any expenses, and become obligated to pay any attorney's fees and court cost, purchaser agrees to reimburse contractor for such expenses, attorney's fees and court cost.

**FLORIDA HOMEOWNER'S CONSTRUCTION RECOVERY FUND:**  
Payment may be available from the Florida Homeowner's Construction Recovery Fund if you lost money on a project performed under contract where the loss results from specified violations of Florida Law by a licensed contractor. For information about the recovery fund and filing a claim, contact the Florida DHPR Customer Contact Center, 1940 N. Monroe St, Tallahassee, FL 32399-0786, 850-487-1393

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

I, the purchaser, agree to all terms of this contract.



State of Florida License Number: CCC-1332528

**Name:** Sunrise Bread Company

**Address:** 315 S Hopkins Ave

**City/St:** Titusville, FL. 32796

**Re:** Proposal to install new TPO roof system

**Scope of work:** Roof is Flat

**Scope of Work:**

**TPO Roofing Membrane System**

- A. Single-ply membrane roofing and flashing membrane shall be white TPO. The membrane will be 60 mils.
- B. Furnish and install manufactures' tapered ISO insulation board.

**MEMBRANE ROOFING ACCESSORIES**

- A. Adhesives, cement, and sealants shall be used.
- B. Term-bars shall be installed 2" minimum down or up the sidewalls, and shall overlap other waterproofing a minimum of 6". Termination bars shall be "compression" type.
- C. Mechanical Fasteners shall be used.

**PREPARATION**

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Proposal

Page 1



**Base Price:**

Labor & Materials for complete roof system  
Including new custom metal cap around the eve

**=\$ 24,450.00**

We propose to furnish all labor and materials to complete the above scope of work for compensation in the amount of \$ **24,450.00** (options are additional)

Base Price \$ 24,450.00 Plus Upgrade \$ N/A Total Price \$ 24,450.00

50% Deposit \$ 12,225.00 Balance at Completion \$ 12,225.00

**Property Owner's Acceptance of Proposal**

This above price, specifications, and conditions are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Representative: *James D. Nelsen*

Owners Signature: \_\_\_\_\_

**James D. Nelsen**  
3112 Highway US 1


Mims, FL. 32754

321-506-8660

E-mail [nelsenroofing@gmail.com](mailto:nelsenroofing@gmail.com)

Accepted Date: \_\_\_\_\_

**Thank you for the opportunity to be of service**

 <b>First American Title</b>	<b>Owner's Policy of Title Insurance</b>
<b>Schedule A</b>	ISSUED BY <b>First American Title Insurance Company</b>  POLICY NUMBER

Name and Address of Title Insurance Company:

**FIRST AMERICAN TITLE INSURANCE COMPANY, 1 First American Way, Santa Ana, California 92707**

File No.: KH/GOODWIN

Address Reference: 315 S. Hopkins Avenue, Titusville, Florida 32796

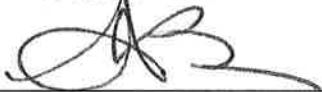
Amount of Insurance: \$520,000.00

Premium: \$2,675.

Date of Policy: November 2, 2021 at 01:18 PM

1. Name of Insured: K H Holdings of Brevard, LLC, a Florida limited liability company
2. The estate or interest in the Land that is insured by this policy is: Fee Simple
3. Title is vested in: K H Holdings of Brevard, LLC, a Florida limited liability company  
A Trustss's Deed from Thomas and Bonnie to KH holding of Brevard LLC dated October 28, 2021 and recorded in book 9312, page 495 in Brevard County, Florida
4. The Land referred to in this policy is described as follows: The North 53 feet of the South 61 feet of the West Half of the Lot 1, Block 7 of LE BARON'S PLAT OF TITUSVILLE, FLORIDA, according to the Plat thereof as recorded in Plat Book 1, Page(s) 8, 9 and 10, of the Public Records of BREVARD County, Florida, except land described in Deed Book 66, Page 182, of the Public Records of BREVARD County, Florida.

Head, Moss, Fulton & Griffin, P.A.  
1530 Business Center Drive, Suite 4  
Fleming Island, Florida 32003

By:   
Authorized Countersignature  
(This Schedule A valid only when Schedule B is attached)

This Instrument Prepared By:  
A. Griffin  
Head, Moss, Fulton & Griffin, P.A.  
1530 Business Center Drive, Suite 4  
Fleming Island, Florida 32003

**TRUSTEE'S DEED**

THIS DEED, made as of this 28 day of October, 2021, between Thomas P. Goodwin and Bonnie M. Goodwin, his wife, individually and as Trustees of the Goodwin Family Revocable Living Trust dated May 27, 2011, whose address is 17746 S Angeline Ave NE, Suquamish, Washington 98392, GRANTOR to K H Holdings of Brevard LLC, whose address is 315 S. Hopkins Ave., Titusville, Florida 32796, GRANTEE.

WITNESSETH, that GRANTOR, for and in consideration of the sum of \$10.00 and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is acknowledged, conveys to GRANTEE, GRANTEE's successors and assigns, forever, the following-described land, situate, lying and being in Brevard County, Florida;

The North 53 feet of the South 61 feet of the West Half of the Lot 1, Block 7 of LE BARON'S PLAT OF TITUSVILLE, FLORIDA, according to the Plat thereof as recorded in Plat Book 1, Page(s) 8, 9 and 10, of the Public Records of BREVARD County, Florida, except land described in Deed Book 66, Page 182, of the Public Records of BREVARD County, Florida.

Grantors warrant and covenant that the above-described property is not the homestead of Grantors, Grantors' spouse or minor children. Nor is it contiguous thereto.

Subject to Covenants, Restrictions and Easements of Record.

Parcel Identification Numbers: 22-35-03-03-7-1.05

And GRANTOR covenants with GRANTEE that, except as above noted, at the time of the delivery of this deed the premises were free from all encumbrances made by GRANTOR, and that GRANTOR will warrant and defend against the lawful claims and demands of all persons claiming by, through and under GRANTOR, but against none other.

Signatures on following pages.

This Instrument Prepared By:  
All Griffin  
Head, Moss, Fulton & Griffin, P.A.  
1530 Business Center Drive, Suite 4  
Fleming Island, Florida 32003

Official Records of  
Brevard County, Fla.  
CR 88 0315 PAGE 18  
DATE 11/02/12 TIME 1:18 AM

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Signatures on following pages.

IN WITNESS WHEREOF, GRANTOR has hereunto set GRANTOR's hand and seal  
the day and year first above written.

Signed, sealed and delivered  
in our presence:

Witnesses

WITNESS NO. 1

Witness Sign: Pat Brooks  
Witness Print Name: Pat Brooks

Thomas P. Goodwin  
Thomas P. Goodwin, individually and as  
Trustee of the Goodwin Family Revocable  
Living Trust dated May 27, 2011

Witness Sign: Krista Z Brooks  
Witness Print Name: Krista Brooks

Bonnie Goodwin  
Bonnie M. Goodwin, individually and as  
Trustee of the Goodwin Family Revocable  
Living Trust dated May 27, 2011

STATE OF ~~FLORIDA~~ Washington  
COUNTY OF Kitsap

The foregoing instrument was sworn to, subscribed and acknowledged before me by  
means of ☒ physical presence or [ ] online notarization on this 28 day of October, 2021 by  
Thomas P. Goodwin and Bonnie M. Goodwin, his wife, individually and as Trustees of the Goodwin  
Family Revocable Living Trust dated May 27, 2011 ( ) who are personally known to me or (✓)  
who have produced drivers' licenses as identification.

(Affix Notary Stamp)



Notary Signature: Benita Childs  
Notary Print Name: Benita Childs  
Notary Public, State of Florida Washington  
Notary Public Commission No. \_\_\_\_\_  
Notary Commission expires: 02-02-2025



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
K H HOLDINGS OF BREVARD LLC

### Filing Information

**Document Number** L21000361535  
**FEI/EIN Number** NONE  
**Date Filed** 08/11/2021  
**State** FL  
**Status** ACTIVE

### Principal Address

315 S. HOPKINS AVE.  
TITUSVILLE, FL 32796

### Mailing Address

315 S. HOPKINS AVE.  
TITUSVILLE, FL 32796

### Registered Agent Name & Address

CAIRNS, HANNAH  
315 S HOPKINS AVE  
TITUSVILLE, FL 32796

### Authorized Person(s) Detail

#### **Name & Address**

Title AMBR

CAIRNS, HANNAH  
315 S HOPKINS AVE  
TITUSVILLE, FL 32796

Title AMBR

CAIRNS, KYLE  
315 S HOPKINS AVE  
TITUSVILLE, FL 32796

### Annual Reports

**No Annual Reports Filed**

### Document Images

08/11/2021 -- Florida Limited Liability [View image in PDF format](#)





P.O. Box 16647 Tampa Florida 33687-6647  
Telephone: (844) 722-9985 Fax: (813) 575-2965  
business\_advantage@safepointins.com

02/16/2022

POLICY NUMBER	POLICY PERIOD 12:01 AM STANDARD TIME		TERM	AGENT'S NUMBER
SPPK0002704-01	FROM 10/15/2021	TO 10/15/2022	12	5132
NAMED INSURED AND ADDRESS		AGENT'S NAME AND ADDRESS		
K H HOLDINGS OF BREVARD LLC 315 S HOPKINS AVE TITUSVILLE, FL 32796-0000		JW EDENS & COMPANY, INC. JAMES EDENS 4650 SOUTH HOPKINS AVENUE TITUSVILLE FL 32780 3213834554		

## Payment Plan Notice

Use the Payment Plan you prefer.

Date Due: 03/08/2022

Payment Plan

Amount Due: \$601.00

Pay in Full

Amount Due: \$2,995.39

Installment Fee of \$3.00 is included.

UP# 4473

Please detach and return below stub with payment

Please mail payment to: SAFEPOINT INSURANCE COMPANY  
P.O. Box 16647  
Tampa, FL 33687-6647  
or Pay online at: www.safepointins.com

DO NOT FORGET TO WRITE YOUR POLICY NUMBER ON THE CHECK. AMOUNT ENCLOSED: \$

601.00

\*\*\* For faster processing please make your payment online or \*\*\*  
\*\*\* mail payments directly to SafePoint Insurance Company. \*\*\*

\*\*\* To pay with a check or credit card please visit: WWW.SAFEPOINTINS.COM 24 Hours a day \*\*\*

INSURED COPY

SPPK0002704-010060100

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Advisability on Hearing a Presentation from the Titusville Playhouse, Inc. (TPI) on TPI's Development Plans**  
**Department/Office:** Community Development

**Recommended Action:**

Provide advisability on whether to hear a short presentation from TPI representatives regarding TPI's development plans at the May 10th CRA meeting.

**Summary Explanation & Background:**

Representatives of the Titusville Playhouse, Inc. have requested to make a five (5) minute presentation to the CRA at the CRA's May 10th meeting to update the CRA on the status of TPI's future development plans in the CRA district.

**Alternatives:**

1. Approve advisability to hear TPI's presentation.
2. Do not approve advisability to hear TP's presentation.

**Item Budgeted:**

**Source/use of funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

Description	Upload Date	Type
No Attachments Available		

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Ordinance No. 13-2022 - Marinas and Yacht Basin**  
**Department/Office:** Planning

**Recommended Action:**

Review the proposed ordinance and make a recommendation to City Council.

**(This item will be considered by City Council on April 12, 2022 and April 26, 2022 beginning at 6:30 PM.)**

**Summary Explanation & Background:**

Section 28-143 of the Code does not permit marinas and yacht basins as a use within the Uptown subdistrict of the Downtown Mixed Use (DMU) zoning district. Research into the history of the DMU zoning district indicates that the exclusion of marinas from the Uptown subdistrict may have been based upon the intent to redevelop the site of the Westland Marina into a mixed-use development. However, the multi-family project has not materialized and the code as written does not reflect the continued operation of the existing marina east of N. Washington Avenue

In addition, Conservation Policy 1.10.3 states that "New and existing marinas which service boats with on-board facilities shall be required to provide sewage pump-out and to provide the appropriate effluent disposal method." The proposed ordinance is being amended to reflect this requirement.

Finally, the current code also requires that developments within the Uptown subdistrict include a minimum of twenty-percent (20%) residential. Coastal Management Policy 1.4.4 states that priority shall be given to water-dependent uses in the DMU east of N. Washington Avenue. As residential is a water-enhanced use rather than a water-dependent use, the requirement for residential uses to be developed at marinas in the Uptown subdistrict is recommended for deletion.

**Alternatives:**

1. Recommend approval of the ordinance as written.
2. Recommend approval of the ordinance with changes
3. Recommend denial of the ordinance.

**Item Budgeted:**

**Source/use of funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

Description	Upload Date	Type
▣ Ordinance	3/28/2022	Backup Material
▣ Map	3/22/2022	Backup Material

## ORDINANCE NO. XX-2022

**AN ORDINANCE OF THE CITY OF TITUSVILLE, FLORIDA AMENDING THE CODE OF ORDINANCES RELATED TO MARINAS BY AMENDING SECTIONS 28-54 "USE TABLE" AND 28-143 "MARINA AND YACHT BASIN " TO ESTABLISH MARINAS AND YACHT BASINS AS A LIMITED USE IN THE DOWNTOWN MIXED USE UPTOWN AND CIVIC WATERFRONT SUBDISTRICTS, AND TO REQUIRE APPROPRIATE SEWAGE PUMP-OUT FACILITIES IN MARINAS SERVICING BOATS WITH ON-BOARD FACILITIES, AND AMENDING SECTION 28-324 "DOWNTOWN MIXED-USE (DMU) SMART CODE TO REMOVE RESIDENTIAL MIXED-USE REQUIREMENT FOR MARINAS; PROVIDING FOR SEVERABILITY, REPEAL OF CONFLICTING ORDINANCES, AN EFFECTIVE DATE AND INCORPORATION INTO THE CODE.**

**WHEREAS;** Conservation Policy 1.10.3 of the City's Comprehensive Plan states that "New and existing marinas which service boats with on-board facilities shall be required to provide sewage pump out and to provide for the appropriate effluent disposal method." and

**WHEREAS,** the Titusville City Council desires to ensure that the Land Development Regulations are consistent with the comprehensive plan by requiring that all marinas are either limited uses or conditional uses with the requirement to provide sewage pump out and effluent disposal methods if serving boats with on-board wastewater facilities; and

**WHEREAS,** Coastal Management Policy 1.4.3 encourages the expansion of existing marinas rather than construction of existing new facilities where environmentally feasible;

**WHEREAS,** Coastal Management Policy 1.4.4 states that priority shall be given to water-dependent uses for marina development in those areas considered appropriate for such uses; and

**WHEREAS,** the City Council of Titusville desires to recognize the existing marina in the Uptown subdistrict of the Downtown Mixed Use and to allow the expansion of water-dependent uses in the Downtown Mixed Use Uptown subdistrict east of US Highway 1.

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, FLORIDA** as follows:

**SECTION 1: Recitals.** The foregoing recitals are deemed true and correct and are hereby adopted and incorporated herein by this reference

**SECTION 2.** That Chapter 28 "Zoning", Article IV "Use Table", Section 28-54 "Use Table" of the Code of Ordinances, City of Titusville is hereby amended to read as follows:

**Sec. 28-54. Use Table.**

Sec. 28-54. Use Table.

	Agriculture and Public			Residential Districts										Commercial Districts						Industrial Districts				Mixed-Use														Standards			
Permitted Principal Use	GU	OR	P	RE	RR	R1A	R1B	R1C	R-2	R-3	RMH-1	RMH-2	RHP	HM	T	NC	CC	RC	OP	M-1	M-2	M-3	PID	DMU				UMU	SMU	RMU					UV	IRCN		See Noted Section for Use Specific Standards			
	Key: P = Permitted; L = Permitted subject to limitations; C = Condition; Blank Cell = Use Prohibited																						Downtown	Uptown	Midtown	Civic Waterfront			100	200	300	400	500		C	R					
Agricultural Uses																																									
Agricultural pursuits	L																																				28-61				
Horse boarding	L																																					28-62			
Processing, packaging, and sale of agricultural products and commodities produced on-site	P																																					28-63			
Residential																																									
Additional residential density																													C									28-71			
Assisted living facility (ALF)									L	L				L											C		C	C		L		C	L	L				28-72			
Live/work unit																									P		P	P		L									28-73		
Manufactured housing											P	P																											28-74		
Multifamily dwellings (duplex, triplex, quadplex, etc.)								P	P																P		P	P		L		C	P	P		P		L	28-75		
Neighborhood group home				P	P	P	P	P	P	P	P	P													P		P	P			P	C	C		P		P		28-76		
Patio homes																														P		P							28-77		
Residential/professional use				C	C	C	C	C	C	C																						C							28-78		
Residential treatment facilities										C				C																									28-79		
Single-family dwelling (detached)	L	C		P	P	P	P	P					P						P						C			C		P	P		P				L	P	28-80		
Tiny house									L	L	L	L																	L											28-80.5	
Tiny house on wheels (THOW)												C																L												28-80.6	
Townhomes									L	L															L		L	L		P	L		C	P	P		L		L	28-81	
Commercial																																									
Advertising agency																P	P	P	P						P		P	P	P		P	P		P	P	P			P		28-91
Animal kennel	P														L	C	L	L	C						L		C	L												28-92	
Animal shelter	P															C	C	L	C	C	L	L											L							28-93	
Arcade amusement center																		C																							28-94
Art, craft, and hobby shop																P	P	P							P		P	P			P		P	P	P		P	P		28-95	
Art studio																P	P	P	P						P		P	P			P	P		P	P	P		P	P		28-96
Automobile repair																	P	P		P	P	P										C	P				L			28-97	
Automobile/vehicle sales																	P	P							L			L		L			C	P		L	L				28-98





Laundromat																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				</
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[illegible]



**SECTION 3.** That Chapter 28 “Zoning”, Article V “Use Standards”, Division 3 “Commercial”, Section 28-143 “Marinas and yacht basin” of the Code of Ordinances, City of Titusville is hereby amended to read as follows:

**Sec. 28-143. Marina and yacht basin.**

(a) *Districts where permitted.*

RE	RR	R-1A	R-1B	R-1C	R-2	R-3	RMH-1			RMH-2		RHP				
HM	T	NC	CC	RC	OP	M-1	M-2			M-3		PID				
	C															
GU	OR	P	DMU				UMU	SMU	RMU					UV	IRCN	
			D	U	M	C			100	200	300	400	500			
				<u>L</u>		<u>LP</u>		C			C	C				

(b) *Definition.* "Marina:" A water-oriented commercial facility that provides facilities for berthing, supplying, and servicing all types of recreational and/or commercial watercraft.

(c) *Standards for limited uses.*

- (1) In the Downtown Mixed Use District – Civic Waterfront (DMU-C), marinas which service boats with on-board facilities are required to provide sewage pump-out to appropriate effluent disposal facilities.
- (2) In the Downtown Mixed Use District – Uptown (DMU-U), marinas may be located east of US Highway 1, and if servicing boats with on-board facilities, are required to provide sewage pump-out to appropriate effluent disposal facilities.

(~~d~~e) *Standards for conditional uses.* These uses require public hearings.

- (1) In the Tourist (T), and Regional Mixed Use (RMU-300 and RMU-400), marinas which service boats with on-board facilities shall be required to provide sewage pump-out to appropriate effluent disposal facilities.
- (2) In the Shoreline Mixed-Use (SMU) zoning district:
  - a. aAny overhaul or repair requiring boats to be lifted out of the water is prohibited.
  - b. Marinas which service boats with on-board facilities shall be required to provide sewage pump-out to appropriate effluent disposal facilities.

**SECTION 4.** That Chapter 28 “Zoning”, Article VI “ Standards”, Section 28-324 “Downtown Mixed-Use (DMU) Smart Code” of the Code of Ordinances, City of Titusville is hereby amended to read as follows:

**Sec. 28-324. Downtown Mixed-Use (DMU) Smart Code.**

<b>Downtown Mixed-Use (DMU) Smart Code</b>						
<i>(a) Purpose</i>						
The Downtown Mixed-Use Zoning District (DMU) is established to promote the health, safety, social and economic welfare of the residents of the City by increasing the City's tax base and promoting the long-term economic growth and vitality of the downtown area. This district enables the City to encourage public and private development compatible with the character of the downtown area and in conformance with the Community Redevelopment Plan. The DMU encourages a mix of uses and development from throughout the District. Through the DMU, the City can become the center for economic and business affairs, expand employment and living opportunities, protect historic resources, promote new investment, protect the natural beauty and public spaces that make Titusville special, and encourage public use (not necessarily ownership) of the waterfront. It is further intended that this district will use the existing grid street network as the spine or bones of improved pedestrian and vehicular circulation, parking management, and encouragement of excellence in urban design, preserving the unique character and historic fabric of the downtown. In this way, will the City have a diverse, welcoming downtown for entertainment, tourism, employment, recreation, business, and living.						
<i>(b) Use Standards</i>						
See Chapter 28 Article IV and Article V						
<i>(c) Intensity and Dimensional Standards</i>						
Development Parameters		Downtown	Uptown	Midtown	Civic Waterfront	Notes/Comments
Mixed-Use Allowance	Residential	Up to 100%	Minimum 20% <sup>1</sup>	Up to 100%	Not Permitted	Parcel-by-parcel basis, measured by building square footage.
	Non-Residential	Up to 100%	Minimum 30%	Up to 100%	Up to 100%	
Civic/Public Open Space Required		Yes	Yes	Yes	NA	*Plazas, gathering spaces, outdoor seating, outdoor eating and like are Civic and Public spaces; Open space % includes setback, parking, stormwater, and all impervious areas; minimum size of public or civic spaces shall be 500 square feet.



Ground Level Non-Residential Required		No	Yes	No	NA	
Density/Intensity	Density	30 units per acre	30 units per acre	20 units per acre	NA	
	Max. Building Coverage	100%	60%	50%	15%	Instead of using a Floor Area Ratio to govern intensity, this proposes to use building coverage percentage.
	Min. Open Space*	0%	30%	25%	50%	
Setbacks*	Arterial	0'	40'	20'	NA	
	Side	0'	25'	15'	NA	
	Rear	15'	15'	20'	NA	If alleyway is used, rear setback is 0'.
					From Mean High Water Line	
Accessory Structures: Location, Size, and Setbacks		5' from property line	5' from property line	5' from property line	NA	
Height (stories)		5	5/10 <sup>12</sup>	3	3	
<p>LEGEND:</p> <p>NA means Not Applicable</p> <p><sup>1</sup> <u>Marinas in the Uptown subdistrict shall not be required to provide a residential component.</u></p> <p><sup>2+</sup> Ten (10) stories maximum height for conventional/hotel/entertainment facilities as approved by City Council with a recommendation from the DCRA. Ten (10) stories maximum height for multifamily west of US 1 as approved by City Council with a recommendation from the DCRA. Multifamily structures on properties abutting (defined as sharing a property line) single-family residential uses shall be limited to five (5) stories.</p>						
General Notes:	<p>Transit Oriented Development Design provided on the next table.</p> <p>Setbacks, lot coverage, and parking subject to waiver provisions.</p> <p>Minimum lot size: None</p>					

<b>Transit-Oriented Development</b>			
Development Parameters			Notes/Comments
Mixed-Use Allowance	Residential	30% Min.	Parcel-by-parcel basis, measured by building square footage.
	Non-Residential	40% Min	
Civic/Public Open Space Required		Yes	Plazas, gathering spaces, outdoor seating, outdoor eating and like are Civic and Public spaces; Open space % includes setback, parking, stormwater, and all impervious areas; Minimum size of public or civic spaces shall be 500 square feet.
Ground level non-residential required		Yes	May be parking, or any approved non-residential uses
Density/Intensity	Density	Minimum Net: 15	
	Max. Building Coverage	95%	Instead of using a Floor Area Ratio to govern intensity, this proposes to use building coverage percentage
	Min. Open Space	5%	
Setbacks		None	
Accessory Structures: Location, Size, and Setbacks		NA	
Height (Stories)		Max. 10	Where building is over 5 stories, there must be differentiation of heights, dimensions, articulation of upper floors/porte cocheres or other front façade treatment extending up to 25 feet to create a pedestrian connection.

**SECTION 5. SEVERABILITY.** If any provision of this Ordinance 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 portions of this Ordinance.

**SECTION 6. REPEAL OF CONFLICTING ORDINANCES.** All ordinances or parts of ordinances, and all resolutions and parts of resolutions, in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be become in full force and effect upon adoption by the City Council in accordance with the Charter of the City of Titusville, Florida.

**SECTION 8. INCORPORATION INTO THE CODE..** This ordinance shall be incorporated into the City of Titusville Code of Ordinances and any section or paragraph, number or letter, and any heading may be changed or modified as necessary to effectuate the foregoing: Grammatical, typographical, and like errors may be corrected and additions, alterations, and omissions, not affecting the construction or meaning of this ordinance and the Code may be made.

**PASSED AND ADOPTED, this \_\_\_\_\_ day of \_\_\_\_\_, 2022**

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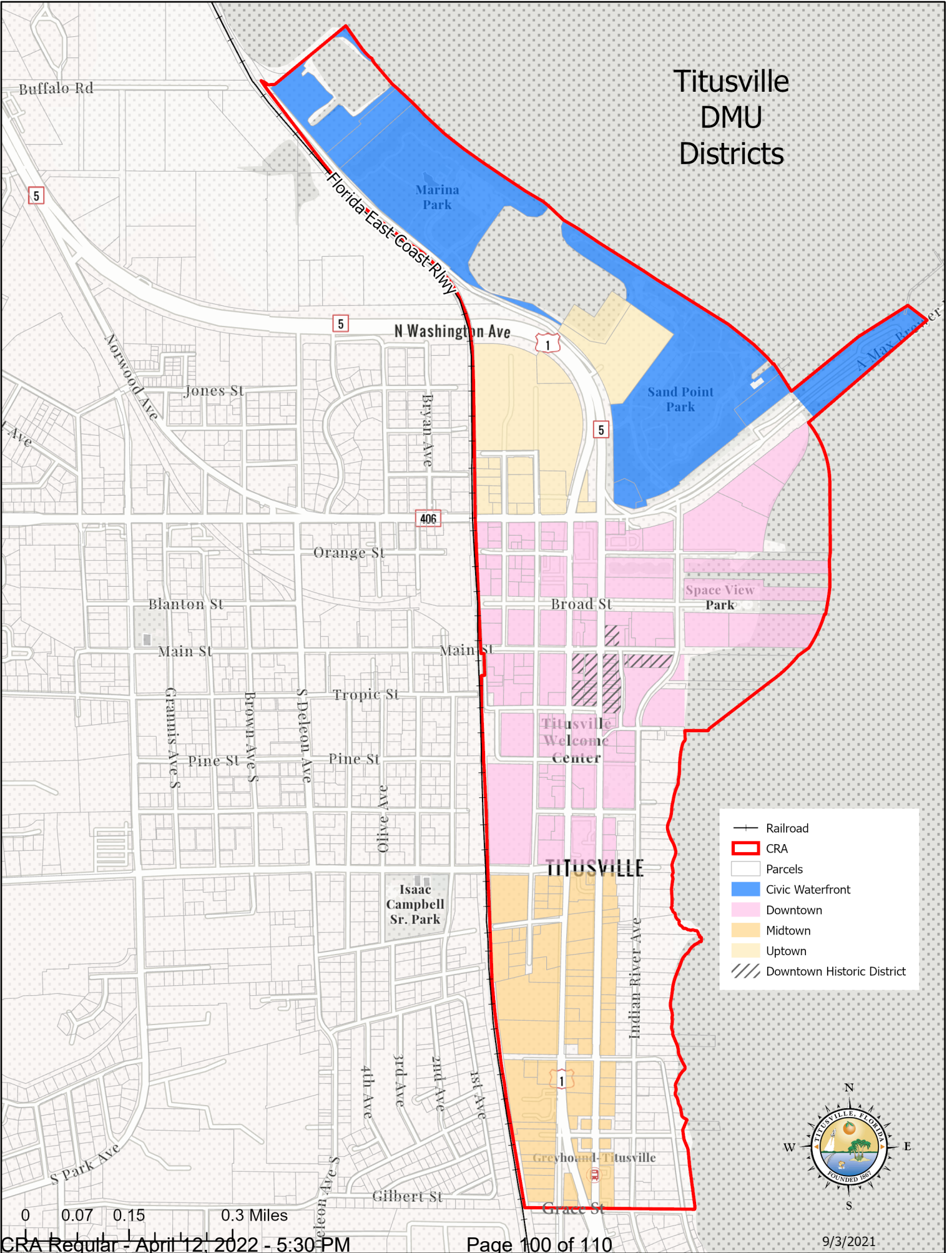
**Daniel E. Diesel, Mayor**

**ATTEST:**

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**Wanda F. Wells, City Clerk**

# Titusville DMU Districts



City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Hanging Basket & Artificial Plants Contract Award**  
**Department/Office:** Public Works

**Recommended Action:**

Recommend approval of award of bid #22-B-029 for the installation of Hanging Baskets & Artificial Plants to JB Lawn Control Inc, Titusville, FL in the amount of \$34,491.24 for the initial year installation and \$20,661.48 annually for plant replacement for a term of one year with the option of four one year renewals. Additionally approve the associated budget amendment, project creation and issuance of purchase order.

**Summary Explanation & Background:**

On January 28, 2022, the City solicited bids under Bid # 22-B-029 for the installation of Hanging Baskets & Artificial Plants within the CRA with 316 notifications resulting in 7 plan holders. The City received one bid which was opened on March 9, 2022 in the amount of \$34,491.24 for the initial basket and plant installation on \$20,661.48 for the annual plant replacement.

Staff is recommending to utilize \$34,491.24 in funds from the Concrete Street Repairs project for the initial installation and then to budget \$20,661.48 annually in the CRA maintenance account for the plant replacement.

It is recommended that the Community Redevelopment Agency recommend that City Council approve the award of bid #22-B-029 for the installation of Hanging Baskets & Artificial Plants to JB Lawn Control Inc, Titusville, FL in the amount of \$34,491.24 for the initial year installation and \$20,661.48 annually for plant replacement for a term of one year with the option of four one year renewals. Additionally, approve the associated budget amendment, project creation and issuance of purchase order.

**Alternatives:**

Do not approve award and either re-bid or do not move forward with the project

**Item Budgeted:**

Yes

**Source/use of funds/Budget Book Page:**

104-5555-565.65-00-CR1704 - Concrete Street Repairs

**Strategic Plan:**

No. 1 – Quality of Life

**Strategic Plan Impact:**

This action is in line with Strategic Plan Objective #1 "Enhance the Quality of Life of our Citizens".

**ATTACHMENTS:**

Description	Upload Date	Type
▢ Budget Amendment	4/4/2022	Backup Material
▢ Bid Tab	4/4/2022	Backup Material



City of Titusville, Florida					
Budget Amendment/Transfer Form					
					Budget Amendment /Budget Transfer
Source of	Account	Project			
Funds:	Number	Number	Description	Amount	
FY2022					
	104-5555-565.65-00-CR1704	CR1704	NON-DEPARTMENTA/CONSTRUCTION IN PROGRESS	34,492	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
	Total Source of Funds			34,492	
Use of					
Funds:					
FY2022					
	104-5555-565.65-00-CR2204	CR2204	NON-DEPARTMENTA/CONSTRUCTION IN PROGRESS	34,492	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
				-	Budget Amendment
	Total Use of Funds			34,492	
			NOTE: Creation of project and transfer of funds		
Input Name:			Budget Office Approval:		
Input Date:			Budget Office Approval Date:		
Manual JE/BA#:			Post Date:		



## **TABULATION**

CITY OF TITUSVILLE

ITB #/ TITLE: **22-B-029 /Hanging Baskets & Artificial Plants - PW**

OPENING DATE/TIME: March 9, 2022 @ 3:00 p.m.

POSTING DATE/TIME: March 24, 2022 @ 10:00 a.m.

COMPANY	CITY/STATE	BID TOTAL
JB'S Lawn Control Inc.	Titusville, FL	\$ 55,152.72

**INTENDED AWARD: JB'S LAWN CONTROL INC.**

Pursuant to Florida Statutes, Chapter 120.57, any person who is adversely affected by the City's decision or intended decision shall file a written notice of protest with the Purchasing & Contracting Administration Division **within 72 hours** after the posting (electronic or otherwise) of one of the following, whichever occurs first: (i) notice of decision or (ii) bid tabulation stating the intended decision. The nature of the protest must be followed within ten (10) days of filing a formal written notice fully detailing all elements, which promulgated the protest. All decisions of the governing body are final. Failure to file a protest within the time prescribed in section 120.57(3), shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

INITIALS: SM

City of Titusville  
"Gateway to Nature and Space"

REPORT TO COUNCIL

**To:** Community Redevelopment Agency Members  
**From:** William S. Larese, Executive Director  
**Subject:** **Executive Director's Report - April**  
**Department/Office:** Community Development

**Recommended Action:**

Receive the Executive Director's Report. No action required.

**Summary Explanation & Background:**

**Alternatives:**

**Item Budgeted:**

**Source/use of funds/Budget Book Page:**

**Strategic Plan:**

**Strategic Plan Impact:**

**ATTACHMENTS:**

Description	Upload Date	Type
❑ Executive Director's April Report	3/28/2022	Backup Material
❑ HPB March Meeting Minutes	3/24/2022	Backup Material
❑ CRA CIP Spreadsheet 4.12.2022	3/24/2022	Backup Material

## **EXECUTIVE DIRECTOR'S REPORT**

**TO:** Honorable Chairman and CRA Members

**FROM:** Scott Larese, Executive Director

**DATE:** April 12, 2022

### **Informational**

#### **1. Redevelopment Plan Update Status**

The consultant, S&ME, Inc. has scheduled a Walk-in Workshop on April 14, 2022 from 10:00 am to 6:30 pm at the Welcome Center at 419 S. Hopkins Avenue to obtain input from the public. A Plan Update Presentation is scheduled for May 12, 2022 at 5:30 pm at the City Hall Council Chamber to present the company's research and findings. The draft Plan Update will be presented to the CRA at the June 14, 2022 CRA meeting, the Planning & Zoning Board on June 22, 2022, and the City Council on July 12 and July 22, 2002.

#### **2. Pressure Washing**

Pressure washing of sidewalks in the downtown has been completed. Staff is looking to contract sidewalk pressure washing on an annual basis.

#### **3. ARPA Token Farmers Market**

The first ARPA Token Farmers Market of 2022 was held on Friday, March 25<sup>th</sup>. A total of 654 families were processed for tokens.

### **Capital Projects in the Downtown**

#### **1. Sidewalk Infill & Repair**

The consultant Kimley Horn is working on pricing the design of Indian River Avenue sidewalk improvements between the historic residential area and the downtown trail near Main Street.

#### **2. Julia Street Lights**

A Building Permit has been issued. Work has been delayed until June at the request of the Titusville Playhouse.

#### **3. Downtown Cameras**

A continuing contract for a company to install, maintain, and repair surveillance cameras citywide for multiple City Departments was re-advertised by the City. No proposals were submitted by the November 19, 2021 deadline. The item has been put on the back burner for now.

#### **4. Spaceview Park Observation/Walkway Pier**

Sixty (60) percent plans have been completed and the plans have been submitted to the permitting agencies (Army Corps of Engineers, Department of Environmental Protection, and the St. Johns River Water Management Company). The project will be brought back to the CRA and City Council for consideration after the permitting agencies have completed their reviews.

5. Utilities Infrastructure Improvements – The FY2022 CRA budget has \$47,000 available for utility infrastructure improvements. The Water Resources Department will be developing plans to use the CRA funds for a project in the CRA District.

6. Street Resurfacing – A bid has been awarded to VA Paving from Cocoa, Florida to do the annual street paving for the City in FY2022. A contract has been approved. A schedule for paving the selected CRA streets (Riverview Place, Grace Street (Hopkins Ave. to US-1), Brevard Street (Riverside Drive to US-1), Broad Street (Indian River Ave. to Lemon St.), Julia Street (Wilson Ave. to US-1), Palmetto Street (Indian River Ave. to Palm Ave.), Hopkins Ave. (US-1 to Grace St.), Indian River Avenue (Palmetto Street to SR 405) and concrete street repairs on Wilson Avenue) needs to be developed.

7. Scobie Park Grant Improvements – The project involves a grant from the Tourist Development Council for the planting of mangroves and vegetation, the installation of pervious sidewalk and environmental interpretive signage. Plantings of the mangroves is to be completed the week of March 28, 2022. The installation of pervious sidewalk, upland vegetation, and interpretive signage will follow.

8. Marina and Sand Point Park Improvements – The park benches for Sand Point Park have been ordered and are awaiting delivery. Staff is coordinating the installation of the dog park shades with the contractor and Brevard County Parks & Recreation. Manufacture of the shade structure components, engineered design plans, and building permitting need to occur before installation can take place.

### **Ongoing Projects**

#### **1. US Highway 1 and SR 406 Corridor Studies**

The next step in the process is to take input from the meetings held in 2018 and refine the proposed alternatives, which will be presented to the local agencies for acceptance. Project design is the step after local acceptance. Information regarding the projects can be found at [www.cflroads.com](http://www.cflroads.com) under "Future Projects" or at the following links:

US-1: [http://www.cflroads.com/project/435627-1/US\\_1\\_Corridor\\_Planning\\_Study](http://www.cflroads.com/project/435627-1/US_1_Corridor_Planning_Study)

SR 406: [http://www.cflroads.com/project/436187-1/SR\\_406\\_Corridor\\_Planning\\_Study](http://www.cflroads.com/project/436187-1/SR_406_Corridor_Planning_Study)

#### **2. Historic Preservation Board**

The Historic Preservation Board (HPB) held their regular scheduled meeting on March 7, 2022. The draft minutes of the meetings are attached for review.

A Historic Preservation Board meeting was held on April 4, 2022. The agenda involved the following item: preparation on holding an Annual Historic Preservation Board Workshop on Thursday, May 19, 2022. The theme of the workshop is the promotion of local historic designations to the City of Titusville Historic Register and the update on the Board's goal of applying for grants to complete the research and documentation of the City's African American history.

#### **3. CRA Projects Chart**

Attached is a chart showing the status of on-going projects carried over from FY 21 and new FY22 projects in the CRA district.

***DRAFT***

The Historic Preservation Board (HPB) of the City of Titusville, Florida met in regular session at City Hall in the Council Chamber, located at 555 South Washington Avenue on Monday March 7, 2022 at 1:00 p.m.

XXX

Chairman Kiesel called the meeting to order at 1:00 p.m. Present were Vice Chairman Petyk, Secretary Adams, Member Gaetjens, Member Foster and Alternate Member Shifalo. Member Green, Member Jonas and Alternate Member Caramanna-Collins were absent. Also attending was Redevelopment Planner Tim Ford and Recording Secretary Laurie Dargie.

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Member Gaetjens motioned to approve the minutes from the February 7, 2022 meeting minutes with a correction. Member Foster seconded. There was a unanimous voice vote in favor.

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***Petitions & Requests from Public Present***

None

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***Old Business***

***Discussion for a May 2022 Workshop***

Mr. Ford gave an overview of this item.

The Historic Preservation Board members and staff discussed the workshop.

- Correct Dobson House to Norwood House
- Inserts in water bills will be sent out March 16, 2022
- Discussion will take place regarding the pursuit of the CLG small matching grant
- Letters to be mailed to past workshop attendees and locally designated property owners
- City will print copies of the inserts advertising the workshop to be given out in person by Historic Preservation Board members and also placed at that the Moore Center and in some churches
- Information regarding the workshop to be places on the City of Titusville's website, Facebook page, electronic message board etc.
- Ask Kirk Davis to put information out on his Facebook page



***DRAFT***

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***New Business***  
**None**

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***Reports***

Mr. Ford gave a brief report.

Discussion took place regarding the Florida Trust 2022 Preservation Awards. Chairman Kiesel said if the Historic Preservation Board wins the award, he would be willing to attend the awards ceremony.

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**Adjournment 1:34pm**

**Downtown Projects FY22**

		FY22										FY23			
Projects	Status	October	November	December	January	February	March	April	May	June	July	August	September	October	November
Julia Street Ped Lights	Permitting/ Construction	Materials ordered and permitting					Construction moved to June per coord. w/ TPI			Construction		Estimated completion			
Downtown Marketing	Budget Approved		Directory Maps updated/ completed		Directory maps updated						Directory maps updated				
Sidewalk Infill (Orange St., Lemon Ave. & Broad St.)	Completed/ Design	Sidewalk constructed on Broad Street between Palm Ave and Lemon Ave. on 12/20/21				Consultant to do pricing & design for Indian River Ave. improvements .									
Downtown Cameras	On-hold	No bids received for 2nd RFP		Re-evaluate the RFP		Project on hold									
Observation Pier Feasibility Study	Final Design	60% Design Plans completed					60% plans submitted to permitting agencies						Final plans drafted		Project presented to CRA & City Council for approval for construction
Utilities Infrastructure Project	Planning	Utilities staff to plan an infrastructure project to use the CRA funds for.													
Street Resurfacing of Julia St. w. of Hopkins; Palmetto St. w. of Hopkins; Grace St. w. of US-1; Brevard St. (US-1 to Indian River); Broad St. (Indian River Ave. to Lemon Ave.); Indian River Ave. (Palmetto St to South St.); Hopkins Ave. (US-1 to Grace St.) & Wilson Ave.	Contract/ Scheduling	Annual street paving bids due 1/6/2022				Bid awarded/ contract signed	Street paving scheduled		Streets repaved						
Bicycle Repair Stations	Complete	Repair stand ordered with shipping date of 12.1.21			Repair station delivered & installed at Sandpoint Park										
Dog Park Shade Structure	P.O Issued	Coord. w/ Brevard Co. Parks/Scope sent to Purchasing		Staff met w/ piggyback vendor at site.		Proposal by the CRA & City Council/PO issued	Engineered design plans drawn, manufacture of components, & permitting					Shade Structures installed	Estimated Completion		
Sand Point Park Benches	P.O Issued	Coord. w/ Brevard Co. Parks/Scope sent to Purchasing		Piggyback vendor submitted proposal		Proposal approved by the CRA & City Council/PO issued	Park benches delivered & installed								
Scobie Park Grant Improvements	Installation/ Construction						Mangroves planted & pervious sidewalk installed	vegetation & signage installed							