

2024

City of Melbourne

Community Redevelopment Agency (CRA) Annual Report

Melbourne Downtown CRA

2024 Melbourne Downtown CRA Annual Report

Three community redevelopment areas (CRAs) are located within the City of Melbourne: the Melbourne Downtown CRA, the Olde Eau Gallie Riverfront CRA, and the Babcock Street CRA. The following report is an overview of the Melbourne Downtown CRA activities during the fiscal reporting period (FY 2024) from October 1, 2023 to September 30, 2024. The report includes general information, current or completed projects, and financial information, in compliance with Chapter 163.371, Florida Statutes.

A district map identifying the CRA is included in Appendix A. Specific financial information, such as assets, liabilities, income and operating expenses of the Melbourne Downtown CRA trust fund, are part of this report. Balance sheets and statements of revenues and expenditures for the Melbourne Downtown CRA are found in Appendix B. The 2024 Melbourne Downtown CRA audit report, as required in Chapter 163.378(8), Florida Statutes, is found in Appendix C.

Information related to the three CRAs, including annual reports, redevelopment plans, budgets, program information, and reporting requirements are located on the City of Melbourne's web site with the following link on the City's home page:

<https://www.melbourneflorida.org/departments/community-development/community-redevelopment-areas>

Melbourne Downtown CRA

Originally established in 1982, the CRA was expanded in 2006 after the completion of a major redevelopment plan amendment. The area contained within the CRA boundary is approximately 322 acres and is shown on the map in Appendix A.

Tax Increment Finance (TIF) revenues have increased over the last budget cycle, with an increase of 11.8%. This increase is consistent with the overall city-wide percentage increase in ad valorem tax revenue. Table 1 indicates valuations from the base year and January 1, 2025¹. The current 2024-2025 revenue from tax increment and interest income is \$2,559,604², which supports the current operating budget, CRA projects, and CRA programs. The Downtown CRA is scheduled to spend its resources on large capital projects consistent with the adopted Five-Year Capital Plan.

TABLE 1 - MELBOURNE DOWNTOWN CRA ASSESSED VALUATIONS

Area	Base Year	Base Valuation	Valuation as of January 1, 2025
Area 1	1982	\$23,595,020	\$230,665,920
Area 2	2005	\$19,599,330	\$34,859,460
Totals		\$43,194,350	\$265,525,380

The Melbourne Downtown CRA is located within census tracts 648, 649.02 and 647.01. The Community Development Financial Institution (CDFI) of the U.S. Treasury classifies all three census tracts as targeted populations and low-income communities³. By this classification, these census tracts lack private capital investment because of their deficient demographics, based upon one or more of the following categories: income, poverty, or unemployment as compared with metropolitan area and national averages. Table 2 provides a summary of these CDFI targeted census populations.

TABLE 2 - MELBOURNE DOWNTOWN CRA CENSUS INFORMATION

Census Tract	Median Income as % Share	Poverty Rate	Unemployment Rate	Investment Area Qualified By CDFI
648	59.71%	19.90%	2.00%	yes
649.02	33.91%	31.50%	10.10%	yes
647.01	66.33%	26.50%	9.70%	yes

¹ Valuation of January 1st of the reporting year (2025) is based upon the most recent DR420TIF, certification of taxable value.

² Source: 2024-2025 Adopted Annual Budget

³ Source: [U.S. Department of the Treasury Community Development Financial Institutions Fund \(CDFI\)](#), 2020 census data. *Targeted population* refers to individuals or an identifiable group of individuals meeting the requirements of 12 C.F.R. § 1805.201(b)(3). According to the regulations, *targeted population* shall mean individuals, or an identifiable group of individuals, who are Low-Income persons or lack adequate access to financial products or financial services in the service area.

Total expenditures from the redevelopment trust fund in FY 2024 were \$1,388,327 which includes general operating expenditures, debt service principal, interest, and capital project expenditures.

No funds were directly expended for affordable housing for low-and middle-income residents.

Projects and Programs

The Melbourne Downtown CRA continues to utilize its resources to achieve goals set forth in the redevelopment plan through capital improvement projects, programs, and initiatives. The extent to which the CRA has achieved its goals in FY 2022-2024 includes:

- Four ***Façade Improvement Program*** projects were completed and grant funding in the amount of \$78,209 was reimbursed. The projects are located at 2425 South Harbor City Boulevard, 802 E. New Haven Avenue, 2543 South Harbor City Boulevard, and 730 E. Strawbridge Avenue (Images 1- 4). Façade program grants leveraged \$328,498 of additional private investment.
- The ***South Expansion Streetscape Project (Phases I & II)*** of U.S. Highway 1 was originally intended to be completed in two phases. The new project limits extend from University Boulevard north to the Crane Creek Bridge. The CRA did not expend funding in FY 2024. This project is now being spearheaded by the Florida Department of Transportation (FDOT), as part of a safety enhanced resurfacing project. FDOT will be taking a context sensitive approach in consideration of all modes of transportation. Community stakeholder meetings were held in 2023 to receive public input for the design and improvement elements. It is anticipated that design and engineering will be completed by April of 2025 and construction will commence in the summer of 2025. The project is currently estimated to be approximately \$7.0 million to be paid for from the following three separate funding sources, the FDOT (\$4.08), the Transportation Planning Organization (\$1.7M) and the Melbourne Downtown CRA (\$1.22M).
- The ***805 Palmetto Property Acquisition and Demolition*** was approved by the CRA Board in May of 2023 for purchase of approximately 0.34+ acres, including a substandard residential structure. Closing was completed in August of 2023 and the CRA expended \$504,339 for the acquisition. In 2024 the CRA expended \$54,650 in asbestos removal and demolition of the blighted structure (Images 5-9). The CRA will request redevelopment proposals for the site in future years.
- ***The Riverview Park Non-Motorized Boat Launch & Powerline Burial Project*** was completed in FY 2023. The powerlines that interfered with boating masts have been relocated by Florida Power and Light (FPL). The CRA expended \$47,503 in payment to FPL in FY 2023 for this project. In FY 2024 the CRA made a final payment for engineering services in the amount of \$3,703. Based upon community input received in 2023, the CRA Board did not construct the engineered improvements to the boat launch.
- ***The Riverview Park Playground Project*** geared to children ages two to five years old, was completed in FY 2024. The project represents a \$110,183 total combined investment from the CRA and the Florida Recreation Development

Assistance Program (FRDAP) Grant. The CRA portion of \$54,483 was spent on upgrading the playground with a rubberized surface.

- Tree removal and sidewalk repairs in the amount of \$19,250 was completed within the downtown right-of-way as part of the ***Downtown ROW & Infrastructure Improvements Project***. Tree removal and sidewalk improvements enhanced pedestrian mobility, by elimination of trip hazards resulting from tree root damage.
- The ***Downtown Security Cam Installation Project*** was completed and resulted in the installation of 12 additional security cameras in the New Haven Avenue core area of the downtown from Waverly Place to U.S. Highway 1. In addition to New Haven Avenue, the cameras also provide some coverage on Municipal Lane, Melbourne Court, Vernon Place and the Vernon Parking Lot. This second phase of camera installation required the burial of 5 security camera poles including installation of underground electrical and fiber optic cable. The CRA spent \$129,436 in 2024 on the second phase of installation.
- Preliminary planning and conceptual design were completed for the ***Downtown Core Streetscape Project***. The CRA spent \$24,353 in FY 2024 to complete conceptual design services. City Council approved the conceptual design in December of 2023 (Images 10-11). This project moved to the highest priority in 2022, because Melbourne Main Street advocated to the CRA Board for reprioritization of CRA investment within the original Downtown CRA area. The Melbourne Downtown CRA Board's previous focus for investment was prioritized within the South Expansion Area of the CRA.
- The ***West Crane Creek Pedestrian Bridge Project*** continues to be included in the CRA's capital improvement program; however, due to the shift in CRA priorities advocated by Melbourne Main Street, this project has fallen to a lower priority status. CRA investment to connect the Downtown core with the South Expansion area of the CRA was viewed as less desirable than investment within the Downtown commercial and retail core.
- An RFP was issued for the ***Downtown Parking Management Plan*** in June of 2024. THA Consultants, Inc. was selected by an evaluation committee, with a recommendation for City Council's approval of their proposal. In October 2025, City Council approved a \$67,000 contract with THA Consultants to prepare the Parking Management Plan. The drafting of the plan includes several stakeholder meetings and public hearings to receive input prior to final plan adoption.
- The ***Public-Private Development Program*** was enacted to enable the CRA to enter into public-private partnerships and facilitate desired large-scale real estate development projects. The Program targets vertical mixed-use, residential, office, and hotel projects having an investment of \$5 million or more. Utilizing tax increment finance (TIF) or other CRA assets, the CRA can leverage private real estate investment opportunities and develop markets that are deficient or do not currently exist in Downtown Melbourne. During FY 2024, the CRA had made final preparations for CRA Board and City Council consideration of the Master Redevelopment Agreement (MRA) with DTM Apartments Joint Venture, LLC, a subsidiary of North American Properties (NAP). NAP proposes development of a 246-unit market rate apartment building, located at 2100 Melbourne Court. The

MRA was approved at the beginning of FY 2025. The Public-Private Development Program expired on December 31, 2025; however, City Council may extend the program through a CRA Redevelopment Plan Amendment. Highline Apartments and Hotel Melby have been completed under this program and the CRA committed an annual obligation of the TIF generated from these new investments. In FY 2024 the CRA made bond payments of \$159,153 for the Highline project and a TIF grant reimbursement of \$187,579 for the Hotel Melby Project.

- The following are projects that have been identified by the CRA, which have been funded or partially funded that are in the various stages of development:
 - ***Municipal and Vernon Lighting Project***
 - ***City Hall EV charging Station***
 - ***Public Parking Garage Signage***
 - ***Riverview Park Entrance and Signage***
 - ***Downtown Welcome Sign at U.S. 1 and University Blvd.***
 - ***South Expansion Sidewalk Connections***
 - ***Downtown Gateway Signage at Causeway Split U.S. 192 & New Haven Ave.***

During the reporting period, there were a total number of 18 projects under various levels of development. Twelve projects were started and six projects were completed. Information related to expenditures and estimated costs can be found in Table 3.

TABLE 3 - MELBOURNE DOWNTOWN CRA PROJECT LIST

Project	Name	FY 2024 Expenditure	Estimated Cost	Status
1	Façade Improvement Program Project	\$78,209	\$78,209	Completed
2	South Expansion Streetscape Phases 1&2	\$0	\$1,600,000	Started
3	Parking Management	\$0	\$210,000	Started
4	805 Palmetto Acquisition & Demo	\$54,650	\$554,650	Completed
5	Downtown Core Streetscape Project	\$24,353	12,500,000	Started
6	Downtown ROW and Infrastructure	\$19,250	\$120,000	Started
7a	Public Private Development Program – Highline Apartments, LLC	\$159,153 CRA Bond	\$159,153	Completed
7b	Public Private Development Program – 801 Strawbridge Hotel, LLC	\$187,579 TIF Grant	\$187,579	Completed
8	Riverview Park Non-Motorized Boat Launch & Power Line Burial	\$3,703	\$3,703	Completed

Project	Name	FY 2024 Expenditure	Estimated Cost	Status
9	Security Cam Install Project	\$129,436	\$150,000	Completed
10	Municipal & Vernon Lighting	\$0	\$60,000	Started
11	City Hall EV Charging Station Upgrade	\$0	\$44,000	Started
12	Public Parking Garage Signage	\$0	\$60,000	Started
13	Riverview Park Playground (2–5-Year-Old)	\$54,438 CRA Funds	\$110,000 CRA & FRDAP Funds	Completed
14	Riverview Park Entrance and Signage	\$0	\$1,200,000	Started
15	West Crane Creek Pedestrian Bridge	\$0	\$3,000,000	Started
16	Downtown Welcome Sign US 1 & University	\$0	\$100,000	Started
17	S. Expansion Sidewalk Connections	\$0	\$180,000	Started
18	DTR Gateway Causeway Split US 192 & New Haven	\$0	\$80,000	Started

Goals

The Melbourne Downtown CRA is scheduled to sunset in 2042 and has prioritized a number of projects and initiatives for 2024 and beyond, which include the following:

- FDOT completion of the engineering and design of the South Expansion Streetscape Phases I & II for construction in 2025, which will now be completed as one project spearheaded by FDOT;
- Continue the Façade Improvement Program, providing CRA funding on an annual basis;
- Continue working on a parking management plan and implementation in the downtown retail district, to improve commerce through safe, clean and available parking opportunities, and to fiscally plan for additional parking supply to meet future parking demand;
- Release RFP for engineering and design services, and begin engineering for Downtown Core Streetscaping Project based upon the conceptual design completed in 2023;
- Begin design and engineering of the Riverview Park Entrance and Signage Project.
- Continue the Community Policing Program to assist with crime prevention and business relations;
- Continue coordination of Public-Private Development Program, TIF bond and grant obligations for Highline and Hotel Melby; and

- There are several smaller capital projects programmed, with appropriations available for FY 2025. It is the intention of the CRA to start or complete the following capital projects by the end of FY 2025:
 - The Municipal and Vernon Lighting Project
 - The Electric Vehicle Charging Station Upgrades Project
 - The Public Parking Garage Signage Project
 - South Expansion Sidewalk Connections

Project and Program Images

IMAGES 1-2 FAÇADE PROGRAM 730 E. STRAWBRIDGE AVENUE BEFORE AND AFTER



IMAGES 3 & 4 FAÇADE PROGRAM 802 E. NEW HAVEN AVENUE BEFORE AND AFTER



IMAGES 5-9 – DEMOLITION AND SITE CLEARING 805 PALMETTO AVENUE





IMAGES 10-11 – DOWNTOWN CORE STREETScape CONCEPTS



Appendix A – CRA Map

Melbourne Downtown CRA

321.95 Acres

Melbourne Downtown CRA

321.95 Acres

Appendix B – CRA Financials

Balance Sheets & Statements of Revenue and
Expenditures

**CITY OF MELBOURNE, FLORIDA
BALANCE SHEET
DOWNTOWN REDEVELOPMENT
SEPTEMBER 30, 2024**

ASSETS

Equity in pooled investments	\$	4,466,840
Interest receivable		<u>30,860</u>
Total assets	\$	<u><u>4,497,700</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$	37,270
Accrued payroll expenditures		<u>11,203</u>
Total liabilities		<u>48,473</u>
Restricted fund balance		<u>4,449,227</u>
Total liabilities and fund balance	\$	<u><u>4,497,700</u></u>

**CITY OF MELBOURNE, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
DOWNTOWN REDEVELOPMENT
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

REVENUES

Intergovernmental	\$ 2,212,327
Investment earnings	190,147
	<hr/>
Total revenues	2,402,474

EXPENDITURES

Current:

General government	943,345
--------------------	---------

Debt service:

Principal	115,000
Interest	44,152

Capital outlay	283,222
	<hr/>

Total expenditures	1,385,719
	<hr/>

Excess of revenues over expenditures	1,016,755
	<hr/>

OTHER FINANCING SOURCES (USES)

Transfers in	50,000
	<hr/>

Net change in fund balance	1,066,755
----------------------------	-----------

Fund balance, October 1	3,382,472
	<hr/>

Fund balance, September 30	\$ 4,449,227
	<hr/> <hr/>

**REQUIRED SUPPLEMENTARY INFORMATION
CITY OF MELBOURNE, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
DOWNTOWN REDEVELOPMENT
SPECIAL REVENUE FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

	Budget Amounts		Actual on (Budgetary Basis) (See Note A)	Variance with Final Budget- Positive/ (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 2,286,517	\$ 2,286,517	\$ 2,212,327	\$ (74,190)
Investment earnings	20,000	20,000	190,147	170,147
Total revenues	2,306,517	2,306,517	2,402,474	95,957
EXPENDITURES				
Current:				
General government	1,008,914	1,186,811	1,024,829	(161,982)
Debt service:				
Principal	115,000	115,000	115,000	-
Interest	44,153	44,153	44,152	(1)
Capital outlay	3,276,662	4,687,783	311,338	(4,376,445)
Total expenditures	4,444,729	6,033,747	1,495,319	(4,538,428)
Excess (deficiency) of revenues over (under) expenditures	(2,138,212)	(3,727,230)	907,155	4,634,385
OTHER FINANCING SOURCES (USES)				
Transfers in	-	50,000	50,000	-
Transfers out	(1,432,972)	-	-	-
Total other financing sources (uses)	(1,432,972)	50,000	50,000	-
Net change in fund balance	(3,571,184)	(3,677,230)	957,155	4,634,385
Fund balance, October 1	3,382,472	3,382,472	3,382,472	-
Fund balance, September 30	<u>\$ (188,712)</u>	<u>\$ (294,758)</u>	<u>\$ 4,339,627</u>	<u>\$ 4,634,385</u>

Add explanations for variances. GASB 103

SUPPLEMENTARY INFORMATION
MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
PROJECT REVENUES AND EXPENDITURES
FOR THE YEAR ENDED SEPTEMBER 30, 2024

Project Number	Project name	Expenditures ⁽¹⁾	Committed ⁽²⁾	Total	Transfers in ⁽³⁾
10421	Riverview Park Boat Launch	\$ 3,703	\$ 27,387	\$ 31,090	\$ (14,190)
10623	Riverview Park Playground	54,438	-	54,438	-
13024	Downtown Parking Management	-	-	-	60,000
13123	Security Camera Install Downtown	129,436	34	129,470	83,000
13124	Downtown Gateway @ US1 & Front Street	-	-	-	20,000
13323	Riverview Park Entrance & Signage	-	-	-	800,000
13423	Downtown Welcome Signs @ US1 & University	-	-	-	50,000
13523	805 Palmetto Acquisition & Demolition	54,650	-	54,650	28,989
14011	Downtown CRA South Expansion Streetscape	-	695	695	-
14320	Downtown Right of Way and Easement Access Infrastructure Improvements	19,250	-	19,250	-
17024	Downtown South Sidewalk Expansion	-	-	-	35,000
17123	Downtown Core Streetscape	24,353	-	24,353	517,972
19099	Downtown CRA Misc Projects	-	-	-	1
		<u>\$ 285,830</u>	⁽⁴⁾ <u>\$ 28,116</u>	<u>\$ 313,946</u>	<u>\$ 1,580,772</u>

⁽¹⁾ Expenditures

These are the amounts of the CRA funds that were spent during the fiscal year in the Downtown Redevelopment capital projects fund.

⁽²⁾ Committed

These encumbrances are recorded in the Downtown Redevelopment capital projects fund.

⁽³⁾ Transfers in (out)

These are the amounts transferred into and out of the individual projects.

⁽⁴⁾ Difference of \$2,608 from the statement of revenues, expenditures and changes in fund balance is because \$58,353 were not capital expenditures and were included in general government expenses, offset by \$55,745 funded from money other than the Agency.

Appendix C – CRA Audited Trust Funds

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY

ANNUAL FINANCIAL REPORT



PICTURED ABOVE IS THE COMPLETED HIGHLINE APARTMENT PROJECT

2024

FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2024



MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY

ANNUAL FINANCIAL REPORT

FISCAL YEAR ENDED SEPTEMBER 30, 2024

TABLE OF CONTENTS

	<u>Page</u>
Title Page	i
Table of Contents	iii
FINANCIAL SECTION	
Independent Auditor's Report	1
Management's Discussion and Analysis.....	4
Basic Financial Statements	
Government-wide Financial Statements	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Balance Sheet – Governmental Fund.....	10
Reconciliation of the Balance Sheet of the Governmental Fund to the Statement of Net Position	11
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund.....	12
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities	13
Notes to the Financial Statements	14
Required Supplementary Information	
Budgetary Comparison Schedule – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.....	22
Notes to Required Supplementary Information.....	23
Supplemental Audit Reports	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	25
Independent Auditor's Management Letter	27
Independent Accountant's Report on Compliance with Section 163.387(6) and Section 163.387(7), Florida Statutes	32
Independent Accountant's Report on Compliance with Section 218.415, Florida Statutes.....	33



Carr, Riggs & Ingram, L.L.C.
7506 Lynx Way
Suite 201
Melbourne, FL 32940

321.255.0088
386.336.4189 (fax)
CRLadv.com

INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council
Melbourne Downtown Community Redevelopment Agency

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and major fund of the Melbourne Downtown Community Redevelopment Agency, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the Melbourne Downtown Community Redevelopment Agency's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Melbourne Downtown Community Redevelopment Agency, as of September 30, 2024, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Melbourne Downtown Community Redevelopment Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Melbourne Downtown Community Redevelopment Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Melbourne Downtown Community Redevelopment Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Melbourne Downtown Community Redevelopment Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4 – 7 and 23 – 25 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 18, 2025, on our consideration of the Melbourne Downtown Community Redevelopment Agency'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 Melbourne Downtown Community Redevelopment Agency's internal control over financial reporting and compliance.

Carr, Rigg & Ingram, L.L.C.

Melbourne, Florida
March 18, 2025

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

The Management's Discussion and Analysis section provides a narrative overview of the Melbourne Downtown Community Redevelopment Agency (the "Agency") financial activities for fiscal year ending September 30, 2024. This discussion is broken down into three components:

- An overview of the Agency.
- A brief overview of the financial statements, including how they relate to each other and the significant differences in information they provide.
- A concise, condensed financial report that summarizes the results of operations and a narrative financial analysis of the Agency's overall financial condition and results of operations, supported by additional consolidated information about specific services provided by the Agency.

Overview

The purpose of the Melbourne Downtown Community Redevelopment Agency is to eliminate slum and blighted conditions within the identified redevelopment area pursuant to the redevelopment plans of the Agency.

The Agency's primary source of revenue is tax increment funds. The revenue is computed by applying the operating tax rate for the City of Melbourne (the "City") and Brevard County (the "County"), multiplied by the increased value of the property located within the boundaries of the redevelopment areas of the Agency, over the base property value, minus 5% for early payment. The City and County are required to fund this amount annually without regard to tax collections or other obligations.

Further, the governing body of the Melbourne Downtown Community Redevelopment Agency is the Melbourne City Council who make decisions on which programs and projects to fund, based on the adopted CRA plan. To review projects and programs and make recommendations, the Redevelopment Agency Board has appointed members to the Melbourne Downtown Redevelopment Advisory Committee.

The Agency was established in 1982, by the City of Melbourne, Florida under the provisions of Section 163.333 Florida Statutes.

Overview of the Financial Statements

The discussion and analysis are intended to serve as an introduction to the Agency's basic financial statements. The Agency's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the Agency's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Agency's assets and liabilities with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Agency is improving or deteriorating.

The *statement of activities* presents information showing how the Agency's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., bond principal and interest payments).

The government-wide financial statements can be found on pages 8-9 of this report.

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Agency uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Agency's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Agency adopts an annual appropriated budget. A budgetary comparison statement has been provided as part of Required Supplementary Information, to demonstrate compliance with this budget.

The basic governmental fund financial statements can be found on pages 10-13 of this report.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 14-21 of this report.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain *required supplementary information* concerning the Agency's budget. Required supplementary information (RSI) can be found on pages 22-24 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Agency, assets exceeded liabilities by \$3,830,677.

The net investment in capital assets represents \$1,444,935 of the net position. These assets are not available for future spending. The restricted net position represents resources that are subject to restrictions on how the money can be spent. The unrestricted net position represents the amount the liabilities exceed existing current and other assets.

Statement of Net Position

	Governmental Activities		Increase (Decrease)
	2024	2023	Amount
Assets			
Current and other assets	\$ 4,497,700	\$ 3,496,784	\$ 1,000,916
Capital assets	1,444,935	1,330,809	114,126
Total assets	5,942,635	4,827,593	1,115,042
Liabilities			
Long-term liabilities outstanding	2,060,000	2,175,000	(115,000)
Other liabilities	51,958	117,991	(66,033)
Total liabilities	2,111,958	2,292,991	(181,033)
Net position			
Net investment in capital assets	1,444,935	1,330,809	114,126
Unrestricted	2,385,742	1,203,793	1,181,949
Total net position	\$ 3,830,677	\$ 2,534,602	\$ 1,296,075

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Key elements of the increase in net position are as follows:

Changes in Net Position

	Governmental Activities		Increase (Decrease)	
	2024	2023	Variance	Percent
Revenue:				
Program revenue:				
Grants and contributions	\$ 2,212,327	\$ 2,059,225	\$ 153,102	7%
General revenue:				
Investment earnings	190,147	37,254	152,893	410%
Total revenues	<u>2,402,474</u>	<u>2,096,479</u>	<u>305,995</u>	<u>15%</u>
Expenses:				
General government	954,755	805,893	148,862	18%
Interest on long-term debt	43,958	46,292	(2,334)	-5%
Total expenses	<u>998,713</u>	<u>852,185</u>	<u>146,528</u>	<u>17%</u>
Change in net position and transfers	1,403,761	1,244,294	159,467	13%
Loss from disposal of capital assets	(47,503)	-	(47,503)	100%
Transfers from primary government	50,000	2,537,305	(2,487,305)	-98%
Transfers to primary government	(110,183)	(1,114)	(109,069)	9791%
Increase in net position	<u>1,296,075</u>	<u>3,780,485</u>	<u>(2,484,410)</u>	<u>-66%</u>
Net position - October 1	<u>2,534,602</u>	<u>(1,245,883)</u>	<u>3,780,485</u>	<u>-303%</u>
Net position - September 30	<u>\$ 3,830,677</u>	<u>\$ 2,534,602</u>	<u>\$ 1,296,075</u>	<u>51</u>

Financial Analysis of the Agency's Funds

As noted earlier, the Agency uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental fund. The focus of the Agency's *governmental fund* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Agency's financing requirements.

As of the end of the fiscal year, the Agency's governmental fund reported an ending fund balance of \$4,449,227, an increase of \$1,066,755 in comparison with the prior year. The change in fund balance decreased \$1,936,148 compared to the prior year due to an increase of intergovernmental revenues of \$305,995, and a decrease in transfers in of capital outlay from general construction fund of the primary government amounting to \$2,487,305. The project is now going to be accounted for in the Agency's fund instead of the capital project fund.

Budgetary Highlights

The following is a brief review of the final amended budget and actual amounts (presented on a budgetary basis). A detailed budgetary comparison schedule for the Agency is included on page 22 of the RSI section.

The variance between the final budget and the actual results reflects total revenues of \$95,957 more than appropriated, total expenditures of \$4,538,428 less than appropriated, due to capital projects maintained within the agency. These factors caused the change in fund balance to be \$4,634,385 higher than budgeted.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Capital Asset and Debt Administration

Capital assets. The Agency's capital assets for governmental activities as of September 30, 2024 total \$1,444,935 (net of accumulated depreciation). The capital assets include land and improvements other than buildings.

Capital Assets

	Governmental Activities	
	2024	2023
Land	\$ 1,023,063	\$ 518,724
Construction in Progress	165,822	683,970
Improvements other than buildings	256,050	128,115
Total capital assets, net of depreciation/amortization	<u>\$ 1,444,935</u>	<u>\$ 1,330,809</u>

Additional information on the Agency's capital assets can be found in Note (3) B on page 19 of this report.

Long-term debt. At the end of the current fiscal year, the Agency had total debt outstanding of \$2,060,000.

Outstanding Debt

	Governmental Activities	
	2024	2023
Capital Improvement Revenue Note	\$ 2,060,000	\$ 2,175,000
Total	<u>\$ 2,060,000</u>	<u>\$ 2,175,000</u>

Governmental activities debt decreased \$115,000 as a result of the normal bond payment during this fiscal year.

Additional information on the Agency's long-term debt can be found in Note (3) E on page 20 of this report.

Requests for Information

Questions about this report or requests for additional financial information should be addressed to:

City of Melbourne
Financial Services Department
900 E. Strawbridge Ave.
Melbourne, FL 32901
Telephone: (321) 608-7011

Or visit our website at: www.melbourneflorida.org/departments/community-development/community-redevelopment-areas.

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
STATEMENT OF NET POSITION
SEPTEMBER 30, 2024

ASSETS	Governmental Activities
Equity in pooled investments	\$ 4,466,840
Interest receivable	30,860
Capital assets:	
Nondepreciable:	
Land	1,023,063
Construction in progress	165,822
Depreciable:	
Improvements other than buildings	875,738
Less accumulated depreciation/amortization	(619,688)
 Total assets	 <u>\$ 5,942,635</u>
 LIABILITIES	
Accounts payable	\$ 37,270
Accrued payroll expenses	11,203
Accrued interest payable	3,485
Noncurrent liabilities:	
Due within one year:	
Bonds payable, current portion	120,000
Due in more than one year:	
Bonds payable, net of unamortized premium and discount	 1,940,000
 Total liabilities	 <u>2,111,958</u>
 NET POSITION	
Net investment in capital assets	1,444,935
Restricted	2,385,742
 Total net position	 <u>\$ 3,830,677</u>

The accompanying notes are an integral part of this statement.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Functions/Programs	Expenses	Program Revenues Operating Grants and Contributions	Net Revenues and Changes in Net Position Governmental Activities
CRA government:			
Governmental activities:			
General government	\$ 954,755	\$ 2,212,327	\$ 1,257,572
Interest on long-term debt	43,958	-	(43,958)
Loss on disposal of capital assets	47,503	-	(47,503)
Total	<u>\$ 1,046,216</u>	<u>\$ 2,212,327</u>	<u>1,166,111</u>
General Revenues:			
Interest earnings			190,147
Transfers, net			(60,183)
Total general revenues and transfers			<u>129,964</u>
Change in net position			1,296,075
Net position, October 1			<u>2,534,602</u>
Net position, September 30			<u><u>\$ 3,830,677</u></u>

The accompanying notes are an integral part of this statement.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
BALANCE SHEET
SEPTEMBER 30, 2024
GOVERNMENTAL FUND**

ASSETS

Equity in pooled investments	\$ 4,466,840
Interest receivable	<u>30,860</u>
Total assets	<u><u>\$ 4,497,700</u></u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	\$ 37,270
Accrued payroll expenditures	<u>11,203</u>
Total liabilities	<u>48,473</u>
Restricted fund balance	<u>4,449,227</u>
Total liabilities and fund balance	<u><u>\$ 4,497,700</u></u>

The accompanying notes are an integral part of this statement.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUND
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2024**

Total *fund balance* for governmental fund \$ 4,449,227

Total *net position* reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the fund. Those assets consist of:

	Balance	Accumulated Depreciation/ Amortization	
Land	\$ 1,023,063	\$ -	
Construction in progress	165,822	-	
Improvements	875,738	(619,688)	
Total capital assets	<u>\$ 2,064,623</u>	<u>\$ (619,688)</u>	1,444,935

Long-term liabilities, including bonds payable, are not due and payable in the current period, and accordingly are not reported as fund liabilities. Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. All liabilities - both current and long-term - are reported in the statement of net position.

Accrued interest on note	\$ (3,485)	
Note payable	<u>(2,060,000)</u>	
Total long-term liabilities and associated accrued interest		<u>(2,063,485)</u>
Net position of governmental activities		<u>\$ 3,830,677</u>

The accompanying notes are an integral part of this statement.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

REVENUES

Intergovernmental	\$ 2,212,327
Investment earnings	<u>190,147</u>
Total revenues	<u>2,402,474</u>

EXPENDITURES

Current:	
General government	943,345
Debt service:	
Principal	115,000
Interest	44,152
Capital outlay	<u>283,222</u>
Total expenditures	<u>1,385,719</u>
Excess of revenues over expenditures	<u>1,016,755</u>

OTHER FINANCING SOURCES (USES)

Transfers in	<u>50,000</u>
Net change in fund balance	1,066,755
Fund balance, October 1	<u>3,382,472</u>
Fund balance, September 30	<u><u>\$ 4,449,227</u></u>

The accompanying notes are an integral part of this statement.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

Net change in *fund balance* - governmental fund \$ 1,066,755

The change in *net position* reported for governmental activities in the statement of activities is different because:

The governmental fund reports capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense. This is the amount by which capital outlay exceeded depreciation and amortization in the current period.

Cost of capital assets	283,222	
Depreciation and amortization expense	<u>(11,410)</u>	
		271,812

In the statement of activities, only the gain or loss on the sale of capital assets are reported. However, in the governmental fund, the proceeds from the sale increase financial resources. Thus, the change in net position differs from the change in fund balance by the cost of the capital assets sold or disposed.

Cost of capital assets sold or disposed	(47,503)	
Transfer of capital assets to governmental activities	<u>(110,183)</u>	
		(157,686)

The issuance of long-term debt provides current financial resources to governmental funds and contributes to the change in fund balance. In the statement of net position, however, issuing debt increases long-term liabilities and does not affect the statement of activities. Similarly, refunding and repayment of debt consume current financial resources of the governmental fund, but reduce the liability in the statement of net position and does not affect the statement of activities.

Principal repayment, bonds and notes		115,000
--------------------------------------	--	---------

Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Accrued interest on note		(3,485)
--------------------------	--	---------

Some expenditures reported in the governmental funds, and adjustments made to expenses reported in the statement of activities have been recognized as expenses in the prior fiscal year in the statement of activities.

Accrued interest on bonds and notes		<u>3,679</u>
-------------------------------------	--	--------------

Some expenditures reported in the governmental funds have been recognized as expenses in the prior fiscal year in the statement of activities.

Change in net position of governmental activities		<u>\$ 1,296,075</u>
---	--	---------------------

The accompanying notes are an integral part of this statement

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Melbourne Downtown Community Redevelopment Agency's (the "Agency") financial statements are prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units.

A. REPORTING ENTITY

Melbourne Downtown Community Redevelopment Agency was created under Ordinance No. 1982-38 on August 24, 1982. The Melbourne Downtown Community Redevelopment Agency was established in 1982 by the City of Melbourne, Florida (the "City" or "primary government") under the provisions of Section 163.333, Florida Statutes.

The governing body of the Melbourne Downtown Community Redevelopment Agency is the Melbourne City Council who make decisions on which programs and projects to fund, based on the adopted CRA plan. To review projects and programs and make recommendations, the Redevelopment Agency Board has appointed members to the Melbourne Downtown Redevelopment Advisory Committee.

For financial reporting purposes, the Agency is a component unit of the City and is thus included in the City's annual comprehensive financial report as a blended component unit. This report is not a complete presentation of the City of Melbourne.

B. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The Agency's basic financial statements are presented in two separate and distinct formats. These consist of government-wide financial statements and fund financial statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for services. The Agency does not have any business-type activities and has only governmental activities.

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 Agency.

The statement of net position, reports the assets and liabilities, including capital assets and long-term debt. Within this statement, the net position of the Agency (assets minus liabilities) is reported in two separate components – net investment in capital assets and restricted net position.

The statement of activities demonstrates the degree to which the direct expenses, including depreciation, are offset by program revenues and operating and capital grants. The statement then reports the extent to which the resulting net costs (gross expenses less directly-related program revenues and grants) are financed by general revenues of the Agency (i.e. taxes, interest income, etc.).

Fund financial statements report information at a higher level of detail, focusing on separate reporting of individual major funds, rather than consolidating financial data into the broad category of governmental activities.

The financial transactions of the Agency are reported in an individual fund within the City's accounting system. The fund is accounted for by providing a separate, self-balancing set of accounts comprised of the assets, liabilities, reserves, fund equity, revenues and expenditures of the fund. For purposes of this report, the Agency's fund is classified as a major governmental fund.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, AND FINANCIAL STATEMENT PRESENTATION

Basis of accounting refers to when revenues, expenditures or expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

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.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as 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 Agency considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for grants, for which the period is 12 months. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, are recorded only when payment is due.

When both restricted and unrestricted resources are available for use, it is the Agency's policy to use restricted resources first, followed by committed, assigned, and unassigned amounts when expenditures have been incurred for which resources in more than one classification could be used.

Interest associated with the current fiscal period is considered to be susceptible to accrual and has been recognized as revenue of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

D. ASSETS, DEFERRED OUTFLOWS, LIABILITIES, DEFERRED INFLOWS, AND NET POSITION OR EQUITY

1. Cash and Cash Equivalents/Investments

Cash and cash equivalents represent all investments which are short term, highly liquid, and readily convertible to a specified cash value. These investments generally have original maturities of three months or less. Cash equivalents consist of equity in pooled investments. Investments are stated at fair value, based on the quoted market price.

2. Pooled Cash

Equity in pooled cash consists primarily of investments in debt instruments of the federal government and corporate holdings. Investment earnings of the pool are allocated to the participating funds at the end of each month based on the ratio of each participant fund's investment to the total pooled investment. As of September 30, 2024, the Agency participated in pooled cash investments with the City of Melbourne.

3. Capital Assets

Capital assets, which include property, plant, equipment, intangibles, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the governmental activities column in the government-wide financial statements. Capital assets, other than equipment, are defined by the government as assets with an initial, individual cost of more than \$25,000 (amount not rounded) and an estimated useful life in excess of two years. Equipment is defined as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost, if purchased or constructed, and at acquisition value of market transaction at date of gift, if donated. Major additions are capitalized while maintenance and repairs which do not improve or materially extend the life of the respective assets are charged to expense. Major outlays for capital assets and improvements are capitalized as projects are constructed.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Capital assets are depreciated or amortized using the straight-line method over the following average useful lives:

<u>Classification</u>	<u>Range of Lives</u>
Buildings	20-40 years
Improvements other than buildings	10-25 years
Machinery, equipment and other	2-20 years

4. Long-Term Liabilities

Long-term liabilities expected to be financed from the Governmental fund are not accounted for in the Governmental fund. Expenditure recognition for Governmental fund types is limited to exclude amounts paid from non-current assets. Such long-term amounts are not recognized as Governmental fund type expenditures or fund liabilities but are incorporated into the governmental column in the Government-wide Statement of Net Position.

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts are amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

E. FUND BALANCE

In the governmental fund, fund balances are reported as nonspendable if they are not in spendable form or are legally or contractually required to be maintained intact. In addition, fund balance is reported as restricted to specific purposes based upon the extent to which the Agency is bound to honor constraints placed on those funds.

Encumbrance accounting, under which purchase orders and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is utilized in the governmental fund. Encumbered amounts for specific purposes are reported within the applicable restricted, committed or assigned fund balance classifications.

Net position of the government-wide fund is categorized as net investment in capital assets; restricted or unrestricted. Net investment in capital assets consists of capital assets reduced by the outstanding debt issued to acquire, construct or improve those assets, less any unspent debt proceeds. Restricted net position has regulatory or third party limitations on its use.

The Agency applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

F. REVENUES

Intergovernmental Revenue -The Agency's primary source of revenue is tax increment funds collected from the City and Brevard County deposited into the Community Redevelopment Trust Fund. These entities levy ad valorem property taxes within the legally defined redevelopment area of the Agency. The tax increment revenue is calculated by applying the adopted millage rate to the increase in current year taxable assessed valuations within the designated CRA districts using the year in which they were established as the "base year". For example, if an unimproved property was valued at \$10,000 in the base year and a new house is built on the property tomorrow, the new value of the property is \$25,000. The incremental difference in value (new assessed value – base year value) is \$15,000. Taxes collected on the property will be split amongst the City and County. The Agency receives all taxes assessed on the incremental increase of \$15,000. Revenues generated by improvements in the Agency district are to be reinvested in the district to continue to spur redevelopment.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

Assessed values are established by the Brevard County Property Appraiser. The assessed property value recognized by the City and Brevard County includes the second homestead exemption. The City and Brevard County are required to pay 95% of these incremental property taxes to the Agency on or before January 1 of each year, otherwise the full amount of the incremental revenue will be due.

Program Revenue - In the Government-wide Statement of Activities, revenue that is derived directly from the program itself or from outside sources, if restricted to a specific program, is called program revenue. Program revenue is classified as either operating grants or capital grants. Operating grant revenues come from other government entities to support the operation costs of particular functions and also from the earnings of permanent funds that are legally restricted to a particular function. Capital grants come from other government entities for the purpose of constructing or purchasing capital assets.

G. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

(2) STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary Information

The Agency has elected to report budgetary comparisons as Required Supplementary Information (RSI). Please refer to the accompanying notes to the RSI for the Agency's budgetary information.

As of September 30, 2024, there were no material violations of budgetary requirements.

(3) DETAILED NOTES

A. DEPOSITS AND INVESTMENTS

Deposits –Banks and savings and loans must meet the criteria to be a qualified public depository as described in the Florida Security for Public Deposits Act in accordance with Chapter 280, Florida Statutes before any investment of public funds can be made with them. At September 30, 2024, the carrying amount of the City of Melbourne's deposits with banks was \$8,835,682 and the bank balance was \$8,996,048.

As of September 30, 2024, all of the City's interest bearing bank balances are covered by the Federal Depository Insurance Corporation (FDIC). Monies invested in amounts greater than the insurance coverage are secured by the qualified public depositories pledging securities with the State Treasurer in such amounts required by the Florida Security for Public Depositories Act. In the event of a default or insolvency of a qualified public depositor, the State Treasurer will implement procedures for payment of losses according to the validated claims of the City pursuant to Section 280.08, Florida Statutes.

The City maintains a pool of cash and investments in which each fund, including the Agency, participates on a daily transaction basis. Investment earnings are distributed monthly based on average daily balances.

City daily deposits are deposited in Earnings Credit Rate (ECR) earning accounts. These accounts are fully collateralized in accordance with Florida state law

City of Melbourne Investment Policy – Pursuant to the requirements of Section 218.415, Florida Statutes, the City of Melbourne adopted Resolution No. 4088 on April 12, 2022, establishing the City's present investment policy. Such investment policy applies to the investment of surplus funds, which include cash and investment balances of the following funds of the City: General, Capital Projects, Special Revenue, Enterprise, Internal Service, Trust and Agency. The investment policy does not apply to the investment of principal, interest, reserve, construction, capitalized interest, and redemption or escrow accounts created by ordinance or

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024

resolution pursuant to the issuance of bonds where the investments are held by an authorized depository. This policy does not apply to funds not under control of the City; such as, the Police Officers' Retirement System, the Firefighters' Retirement System, and the General Employees' and Special Risk Class Employees' Pension Plan.

All investments are made based on reasonable research as to credit quality, liquidity and interest rate risk prior to the investment being acquired.

The investment policy authorizes the City to invest in U.S. Government securities, agencies, Federal instrumentalities and Supra-nationals, repurchase agreements, the Local Government Surplus Funds Trust Fund administered by the Florida State Board of Administration, interest bearing time deposits or savings accounts, commercial paper, corporate notes, bankers acceptances, and State or local government taxable or tax-exempt debt, and an intergovernmental investment pool. Overnight repurchase agreements restrict investments to obligations of U.S. Government Agencies and Federal instrumentalities.

The investment policy provides maturity and liquidity requirements for investments. All investments other than investments in the Local Government Surplus Funds Trust Fund are required to be purchased pursuant to competitive bids. A maximum of 25% of available funds may be invested in the Local Government Surplus Funds Trust Fund. The policy also requires diversification of the investment portfolio to control the risk of loss from overconcentration of assets in a specific maturity, issuer, instrument, dealer, savings and loan, or bank through which investments are purchased. Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City's investment policy restricts portfolio composition for federal instrumentalities to 100% total, 40% individually. Concentration percentages for the Federal instrumentalities are provided in the schedule. Currently, the investment of a significant portion of the City's portfolios is being managed by the City's financial advisor, PFM Asset Management LLC.

Custodial credit risk for investments is the risk that, in the event of a failure of the counter party, the City will not be able to recover the value of the investment or collateral securities that are in the possession of an outside party. The City's investment policy states that all securities, with the exception of certificates of deposits, shall be held with a third party custodian; and all securities purchased by, and all collateral obtained by the City should be properly designated as an asset of the City. The third party custodian holds securities in an account separate and apart from the assets of the financial institution, and are either insured or registered in the City's name.

The fair values of the City's fixed-maturity investments fluctuate in response to changes in market interest rates. Increases in prevailing interest rates generally translate into decreases in fair values of those instruments. Fair values of interest rate-sensitive instruments may be affected by the credit worthiness of the issuer, prepayment options, relative values of alternative investments, the liquidity of the instrument, and other general market conditions. As a means to limiting its exposure to fair value losses arising from rising interest rates, the City's investment policy limits its investment portfolio to maturities of less than 5.5 years for corporate notes, two years for time deposits, and 270 days for commercial paper.

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. As a means to limiting its exposure to credit risk, the City limits investments with credit quality ratings from nationally recognized rating agencies of:

- State and/or local government taxable and/or tax-exempt debt, general obligation and/or revenue bonds, rated at least "MIG 1/A3" by Moody's Investors Services and "SP-1/A-" by Standard & Poor's for long-term debt.
- Corporates and/or commercial paper of any United States company that is rated, at the time of purchase, "P-1" by Moody's and "A-1" by Standard & Poor's.
- Money Market Mutual Funds that are rated "AAA" by Standard & Poor's, or the equivalent by another rating agency.
- Local Government Surplus Funds Trust Fund money market funds that are rated "AAA" by Standard & Poor's, or the equivalent by another rating agency.
- The Agency's equity in pooled investments is all held in money market funds.

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024

B. CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2024 was as follows:

	Balance October 1, 2023	Additions	Deletions	Balance September 30, 2024
Governmental Activities:				
Capital assets, not being depreciated:				
Land	\$ 518,724	\$ 504,339	\$ -	\$ 1,023,063
Construction in Progress	683,970	283,222	801,370	165,822
Total capital assets, not being depreciated/amortized	1,202,694	787,561	801,370	1,188,885
 Capital assets, being depreciated/amortized:				
Improvements other than buildings	736,393	139,345	-	875,738
Total capital assets, being depreciated/amortized	736,393	139,345	-	875,738
 Less accumulated depreciation/amortization for:				
Improvements other than buildings	608,278	11,410	-	619,688
Total accumulated depreciation/amortization	608,278	11,410	-	619,688
 Total capital assets, being depreciated/amortized, net	128,115	127,935	-	256,050
 CRA capital assets, net	\$ 1,330,809	\$ 915,496	\$ 801,370	\$ 1,444,935

Depreciation/amortization expense was charged to functions/programs of the Agency as follows:

General government	\$ 11,410
--------------------	-----------

C. ENCUMBRANCE COMMITMENTS

At September 30, 2024, the Agency had encumbrance commitments in the Governmental fund in the amount of \$109,600.

D. INTERFUND TRANSACTIONS

Interfund transfers at September 30, 2024 are as follows:

	Primary Government (General Construction fund)	Agency	Total
Primary Government (General Construction fund)	\$ 110,183	\$ 50,000	\$ 160,183
Agency	(50,000)	(110,183)	(160,183)
Total Transfers out	\$ 60,183	\$ (60,183)	\$ -

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

E. LONG-TERM LIABILITIES

1. Debt Service Requirements to Maturity

The annual requirements to amortize all bonded debt outstanding as of September 30, 2024 including interest requirements are described below.

	<u>Principal</u>	<u>Interest</u>
2025	120,000	41,818
2026	120,000	39,382
2027	125,000	36,946
2028	125,000	34,409
2029	130,000	31,871
2030-2034	680,000	119,060
2035-2039	760,000	46,994
	<u>\$ 2,060,000</u>	<u>\$ 350,480</u>

2. Pledged Revenues

Information on pledged revenues and principal and interest payments are as follows:

<u>Pledged Revenue</u>	<u>Term</u>	<u>Future Principal and Interest</u>	<u>Current Pledged Revenue</u>	<u>Current Principal and Interest</u>	<u>Current Percentage of Revenue</u>
Governmental Activities:					
Downtown CRA-Highline	2039	\$ 2,410,480	\$ 2,402,474	\$ 159,152	6.62%
Total government activities		<u>\$ 2,410,480</u>	<u>\$ 2,402,474</u>	<u>\$ 159,152</u>	

3. Changes in Long-Term Liabilities

Long-term liability activity for the year ended September 30, 2024 was as follows:

	<u>Balance October 1, 2023</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance September 30, 2024</u>	<u>Amounts Due Within One Year</u>
Government Activities					
Notes from direct borrowings	\$ 2,175,000	\$ -	\$ 115,000	\$ 2,060,000	\$ 120,000
Total Governmental activities	<u>\$ 2,175,000</u>	<u>\$ -</u>	<u>\$ 115,000</u>	<u>\$ 2,060,000</u>	<u>\$ 120,000</u>

The Agency's outstanding notes from direct borrowings related to governmental activities of \$2,060,000 are from the 2020 Downtown CRA Revenue Note at an interest rate of 2.03%. The 2020 Downtown CRA Note contains a provision that in the event of default, the bank is entitled to sue for payment and increase the interest rate by 3%.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

(4) OTHER INFORMATION

A. RISK MANAGEMENT

The Agency is exposed to various risks of loss related to torts; theft of or damage to and destruction of assets; errors and omissions; and natural disasters. The primary government purchases commercial insurance with various deductibles for different types of losses. The costs for this insurance program are accounted for in the insurance internal service fund of the primary government.

B. SUBSEQUENT EVENTS

On October 22, 2024, the Melbourne Downtown Community Redevelopment Agency approved a site plan for the VIEW Apartments and a master redevelopment agreement between the City, the Downtown CRA and DTM Apartments Joint Venture, LLC.

On November 26, 2024, the Melbourne City Council approved funding from the Space Coast Transportation Planning Organization (SCTPO) in the amount of \$1,754,445 for the Downtown CRA South Expansion Streetscape Project.

On December 10, 2024, the Melbourne Downtown Community Redevelopment Agency approved the funding consideration agreement for FY 2024-2025 with Melbourne Main Street for \$156,550.

**REQUIRED SUPPLEMENTARY INFORMATION
CITY OF MELBOURNE, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
SPECIAL REVENUE FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2024**

	Budget Amounts		Actual on (Budgetary Basis) (See Note A)	Variance with Final Budget- Positive/ (Negative)
	Original	Final		
REVENUES				
Intergovernmental	\$ 2,286,517	\$ 2,286,517	\$ 2,212,327	\$ (74,190)
Investment earnings	20,000	20,000	190,147	170,147
Total revenues	2,306,517	2,306,517	2,402,474	95,957
EXPENDITURES				
Current:				
General government	1,008,914	1,186,811	1,024,829	(161,982)
Debt service:				
Principal	115,000	115,000	115,000	-
Interest	44,153	44,153	44,152	(1)
Capital outlay	3,276,662	4,687,783	311,338	(4,376,445)
Total expenditures	4,444,729	6,033,747	1,495,319	(4,538,428)
Excess (deficiency) of revenues over (under) expenditures	(2,138,212)	(3,727,230)	907,155	4,634,385
OTHER FINANCING SOURCES (USES)				
Transfers in	-	50,000	50,000	-
Transfers out	(1,432,972)	-	-	-
Total other financing sources (uses)	(1,432,972)	50,000	50,000	-
Net change in fund balance	(3,571,184)	(3,677,230)	957,155	4,634,385
Fund balance, October 1	3,382,472	3,382,472	3,382,472	-
Fund balance, September 30	<u>\$ (188,712)</u>	<u>\$ (294,758)</u>	<u>\$ 4,339,627</u>	<u>\$ 4,634,385</u>

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

BUDGETARY NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

The City Council typically adopts an annual budget for the Agency. The budget is prepared on a modified accrual basis with encumbrance accounting. Budgetary control is legally maintained at the fund level. Budget transfer authority is provided to the City Manager within a fund as long as the total budget of the fund is not increased. City Council action is required for the approval of a supplemental budget.

Supplemental appropriations were made during the year and all budget amounts presented in the accompanying Schedule of Revenues, Expenditures and Changes in Fund Balance have been adjusted for legally authorized revisions of the annual budget. All appropriations which are not expended, encumbered, or committed lapse at year end. Encumbered appropriations are carried forward to the subsequent year's budget.

Encumbrance accounting, under which purchase orders are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration. Encumbrances outstanding at year end are carried forward to the next year's budget and are reported as restricted or assigned fund balance in the governmental fund financial statements since they do not constitute actual expenditures or liabilities.

Actual results of operations are presented in accordance with generally accepted accounting principles (GAAP basis) and the City's accounting policies do not recognize encumbrances as expenditures until the period in which the actual goods or services are received and a liability is incurred. It is necessary to include budgetary encumbrances to reflect actual revenues and expenditures on a basis consistent with the City's legally adopted budget.

**MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2024**

A – Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures

Revenues

Actual amounts (budgetary basis) of total revenues as reported on the statement of revenues, expenditures and changes in fund balances - budget and actual equal total revenues as reported on the statement of revenues, expenditures, and changes in fund balance.

Expenditures

Actual amounts (budgetary basis) "total expenditures" as reported on the statement of revenues, expenditures and changes in fund balance - budget and actual

\$ 1,495,319

Differences - budget to GAAP:

Encumbrances for professional services, supplies and equipment ordered but not received are reported in the year the order is placed for *budgetary* purposes, but in the year the supplies and services are received for *financial reporting* purposes.

(109,600)

Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balance.

\$ 1,385,719

B – Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures

The budgetary schedules present comparisons of the legally adopted budget with actual data on a budgetary basis. Since accounting principles applied for purposes of developing data on a budgetary basis differ significantly from those used to present financial statements in conformity with generally accepted accounting principles, a reconciliation of the resultant timing differences in the excess (deficiency) of revenues over (under) expenditures and other financing sources (uses) (Budgetary Basis) as compared to the excess (deficiency) of revenues over (under) expenditures and other financing sources (uses) (GAAP Basis) for the year ended September 30, 2024 is presented in the following table:

Excess (deficiency) of revenues over (under) expenditures and other financing sources (uses) (Budgetary Basis)

\$ 957,155

Adjustments:

Encumbrances

109,600

Excess (deficiency) of revenues over (under) expenditures and other financing sources (uses) (GAAP Basis)

\$ 1,066,755

INDEPENDENT AUDITOR’S 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*

Honorable Mayor and Members of the City Council
Melbourne Downtown Community Redevelopment Agency

We have audited, 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, the financial statements of the Melbourne Downtown Community Redevelopment Agency, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the Melbourne Downtown Community Redevelopment Agency’s basic financial statements, and have issued our report thereon dated March 18, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Melbourne Downtown Community Redevelopment Agency’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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Melbourne Downtown Community Redevelopment Agency’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Melbourne Downtown Community Redevelopment Agency’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 entity’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 was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Melbourne Downtown Community Redevelopment Agency's financial statements are free from 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.

Carr, Rigg & Ingram, L.L.C.

Melbourne, Florida
March 18, 2025



Carr, Riggs & Ingram, L.L.C.
7506 Lynx Way
Suite 201
Melbourne, FL 32940

321.255.0088
386.336.4189 (fax)
CRLadv.com

INDEPENDENT AUDITOR’S MANAGEMENT LETTER

To the Honorable Mayor and Members of City Council
Melbourne Downtown Community Redevelopment Agency

Report on the Financial Statements

We have audited the financial statements of the Melbourne Downtown Community Redevelopment Agency, as of and for the fiscal year ended September 30, 2024, and have issued our report thereon dated March 18, 2025.

Auditor’s 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 Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant’s 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 18, 2025, 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 financial audit report. No recommendations were made in the preceding financial audit report.

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 Melbourne Downtown Community Redevelopment Agency is disclosed in the footnotes. The Melbourne Downtown Community Redevelopment Agency has no component units.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require that we apply appropriate procedures and communicate the results of our determination as to whether or not the Melbourne Downtown Community Redevelopment Agency has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the Melbourne Downtown Community Redevelopment Agency 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 Melbourne Downtown Community Redevelopment Agency. It is management's responsibility to monitor the Melbourne Downtown Community Redevelopment Agency's financial condition, and our financial condition assessment was based in part on representations made by management and 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 did not have any 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 Information (UNAUDITED)

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Melbourne Downtown Community Redevelopment Agency reported the schedule below. This information has not been subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)7, Rules of the Auditor General, the Melbourne Downtown Community Redevelopment Agency reported:

- a. The total number of Agency employees compensated in the last pay period of the Agency's fiscal year as

None

- b. The total number of independent contractors to whom nonemployee compensation was paid in the last month of the Agency's fiscal year as **8**
- c. All compensation earned by or awarded to employees, whether paid or accrued, regardless of contingency. **None**
- d. All compensation earned by or awarded to nonemployee independent contractors, whether paid or accrued, regardless of contingency. **\$ 588,067**
- e. Each construction project with a total cost of at least \$65,000 approved by the Agency that is scheduled to begin after October 1 of the fiscal year being reported, together with the total expenditures for such projects.

Project	Project Budget	Expenditures
(#13323) Riverview Park Entrance & Signage	\$ 920,000	\$ -
(#17023) Municipal & Vernon Lighting	70,000	-
Total	\$ 990,000	\$ -

- 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 Agency amends a final adopted budget under Section 189.016(6), Florida Statutes: **See Page 23**

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)8, Rules of the Auditor General, the Melbourne Downtown Community Redevelopment Agency reported:

- | | | |
|----|--|---------------------|
| a. | The millage rate or rates imposed by the City. | 6.5466 |
| | The millage rate or rates imposed by the County. | 3.0486 |
| b. | The total amount of ad valorem taxes collected by or on behalf of the Agency. | \$ 1,509,424 |
| | The total amount of ad valorem taxes collected by or on behalf of the County. | \$ 702,903 |
| c. | The total amount of outstanding bonds issued by the Agency and the terms of such bonds as: | |
| | Melbourne Downtown Community Redevelopment Agency Capital Improvement Revenue Note, Series 2020, dated July 23, 2020, interest at a fixed rate of 2.03% and maturing on September 1, 2039. | \$2,060,000 |

As required by Section 218.39(3)(c), Florida Statutes, and Section 10.554(1)(i)9, Rules of the Auditor General, the Melbourne Downtown Community Redevelopment Agency reported:

- | | | |
|----|---|-------------|
| a. | The rate or rates of non-ad valorem special assessments imposed by the Agency as | None |
| b. | The total amount of special assessments collected by or on behalf of the Agency as | None |
| c. | The total amount of outstanding bonds issued by the Agency and the terms of such bonds as | None |

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 fraud, waste, or abuse, that has occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

To the Honorable Mayor and Members of City Council
Melbourne Downtown Community Redevelopment Agency
Page Five

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 the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Council members and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

Carr, Rigg & Ingram, L.L.C.

Melbourne, Florida
March 18, 2025



Carr, Riggs & Ingram, L.L.C.
7506 Lynx Way
Suite 201
Melbourne, FL 32940

321.255.0088
386.336.4189 (fax)
CRLadv.com

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH SECTION 163.387(7) AND SECTION 163.387(8), FLORIDA STATUTES

To the Honorable Mayor and Members of City Council
Melbourne Downtown Community Redevelopment Agency

We have examined the Melbourne Downtown Community Redevelopment Agency's (the "Agency") compliance with the requirements of Section 163.387(7) and Section 163.387(8), Florida Statutes, *Redevelopment Trust Fund*, during the year ended September 30, 2024. Management is responsible for the Agency's compliance with the specified requirements. Our responsibility is to express an opinion on the Agency's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the AICPA. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied with the specified requirements, in all material respects. An examination involves performing procedures to obtain evidence about whether the Agency complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, 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.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Agency's compliance with specified requirements.

In our opinion, the Agency complied with the requirements of Section 163.387(7) and Section 163.387(8), Florida Statutes, *Redevelopment Trust Fund*, for the year ended September 30, 2024, in all material respects.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Carr, Riggs & Ingram, L.L.C.
Melbourne, Florida
March 18, 2025

INDEPENDENT ACCOUNTANT’S REPORT ON COMPLIANCE WITH SECTION 218.415, FLORIDA STATUTES

To the Honorable Mayor and Members of City Council
Melbourne Downtown Community Redevelopment Agency

We have examined the Melbourne Downtown Community Redevelopment Agency’s (the “Agency”) compliance with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, during the year ended September 30, 2024. Management is responsible for the Agency’s compliance with the specified requirements. Our responsibility is to express an opinion on the Agency’s compliance with the specified requirements based on our examination.

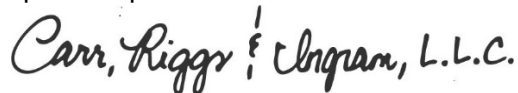
Our examination was conducted in accordance with attestation standards established by the AICPA. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the Agency complied with the specified requirements, in all material respects. An examination involves performing procedures to obtain evidence about whether the Agency complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, 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.

We are required to be independent and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to the engagement.

Our examination does not provide a legal determination on the Agency’s compliance with specified requirements.

In our opinion, the Agency complied with the requirements of Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2024, in all material respects.

This report is intended solely for the information and use of management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Melbourne, Florida
March 18, 2025

City of Melbourne



Community Development

900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7500 • Fax (321) 608-7519

May 16, 2025

Via Federal Express: 8115 7623 7629

Mr. Frank Abbate, County Manager
Brevard County Commission
2725 Judge Fran Jamieson Way, Building C
Viera, Florida 32940

RE: Melbourne Downtown CRA Budget Amendment FY 2025

Dear Mr. Abbate:

Under §163.387(6)(b), Florida Statutes, municipalities are required to provide associated county commissions with community redevelopment agency (CRA) budget amendments, within ten days of adoption. The City of Melbourne and the Melbourne Downtown CRA amendments were adopted on May 13, 2025. Please accept the following resolutions of approval: No. 4348, No. 4349, and No. 4350.

In addition to this notification requirement, the City of Melbourne also posts the adopted budgets and amendments on the agency web sites in ADA format, as required under §189.016, Florida Statutes.

If you should have any questions, please do not hesitate to contact me direct at (321) 608-7510.

Sincerely,

Doug Dombroski
Economic Development Manager
douglas.dombroski@mlbfl.org

cc: Jenni Lamb, City Manager
Ross McGinn, Finance Director
Marla Keehn, Budget Officer
Cindy Dittmer, Community Development Director

Enc.

RECEIVED

MAY 29 2025

County Manager's
Office

RESOLUTION NO. 4348

A RESOLUTION OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION NO. 4290; IMPLEMENTING BUDGET ADJUSTMENT RECOMMENDATIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, on September 25, 2024, the City of Melbourne adopted Resolution No. 4290 providing for adoption of the City's 2024-2025 budget; and

WHEREAS, a budget adjustment is necessary to provide for supplemental appropriations in the amounts identified in the attached Exhibit A.

BE IT RESOLVED BY THE CITY OF MELBOURNE, FLORIDA:

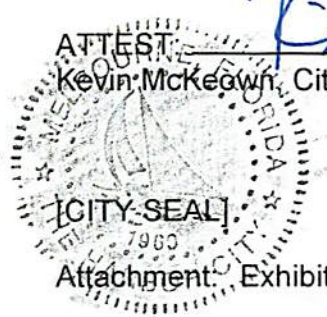
SECTION 1. That the budget for the fiscal year commencing October 1, 2024 is hereby amended by the amounts identified in Exhibit A.

SECTION 2. That this resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 3. That this resolution was duly adopted at a regular meeting of the City Council on the 13th day of May, 2025.

BY: 
Paul Alfrey, Mayor

ATTEST: 
Kevin McKeown, City Clerk


[CITY SEAL]
Attachment: Exhibit A

ATTACHMENT "A"

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT FUND	INCREASE/ DECREASE	REVISED BUDGET
--	-------------------------------	---------------------------

***Reconciliation of Year-End FY 2024 Fund Balance
(Transfer to Operating Reserves)***

Revenue

5613870	387035	Appropriation from FB PY Surplus	280,156	411,642
		Total	280,156	

Expenditure

56100552	590340	Reserve Future Project	280,156	439,913
		Total	280,156	

Total Melbourne Downtown CRA Fund	280,156
--	----------------

RESOLUTION NO. 4349

A RESOLUTION OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION NO. 4291; IMPLEMENTING BUDGET ADJUSTMENT RECOMMENDATIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, on September 25, 2024, the City of Melbourne adopted Resolution No. 4291 providing for adoption of the Melbourne Downtown Community Redevelopment Agency's 2024-2025 budget; and

WHEREAS, a budget adjustment is necessary to provide for supplemental appropriations in the amounts identified in the attached Exhibit A.

BE IT RESOLVED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. That the Melbourne Downtown Community Redevelopment Agency's budget for the fiscal year commencing October 1, 2024 is hereby amended by the amounts identified in Exhibit A.

SECTION 2. That this resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 3. That this resolution was duly adopted at a regular meeting of the City Council on the 13th day of May, 2025.



BY: _____
Paul Alfrey, Mayor

ATTEST:

Kevin McKeown, City Clerk



Attachment: Exhibit A

Resolution No. 4349

ATTACHMENT "A"

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT FUND			INCREASE/ DECREASE	REVISED BUDGET
Reconciliation of Year-End FY 2024 Fund Balance				
<i>(Transfer to Operating Reserves)</i>				
<u>Revenue</u>				
5613870	387035	Appropriation from FB PY Surplus	280,156	411,642
		Total	280,156	
<u>Expenditure</u>				
56100552	590340	Reserve Future Project	280,156	439,913
		Total	280,156	
Total Melbourne Downtown CRA Fund			280,156	

RESOLUTION NO. 4350

**A RESOLUTION OF THE GOVERNING BODY OF THE
MELBOURNE DOWNTOWN COMMUNITY
REDEVELOPMENT AGENCY, AMENDING RESOLUTION
NO. 4293; IMPLEMENTING BUDGET ADJUSTMENT
RECOMMENDATIONS; PROVIDING AN EFFECTIVE DATE;
AND PROVIDING FOR ADOPTION.**

WHEREAS, on September 25, 2024, the City Council, as the Melbourne Downtown Community Redevelopment Agency (CRA), pursuant to the Special District Act, adopted Resolution No. 4293 providing for adoption of the Melbourne Downtown Community Redevelopment Fund 2024-2025 budget; and

WHEREAS, a budget adjustment is necessary to provide for supplemental appropriations in the amounts identified in Exhibit "A."

BE IT RESOLVED BY THE CITY OF MELBOURNE, FLORIDA AS THE GOVERNING BODY OF THE MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT AGENCY:

SECTION 1. That the Melbourne Downtown Community Redevelopment Agency's budget for the fiscal year commencing October 1, 2024 is hereby amended by the amounts identified in Exhibit A.

SECTION 2. That pursuant to the Special District Act, the City Council, as the Melbourne Downtown CRA, does hereby approve the attached budget amendment to the Melbourne Downtown Community Redevelopment Fund 2024-2025 budget.

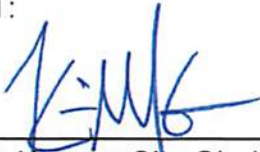
SECTION 3. That this resolution shall take effect immediately upon its adoption by the Agency in accordance with the Charter of the City of Melbourne.

SECTION 4. That this resolution was duly adopted at a regular meeting of the governing body of the Melbourne Downtown Community Redevelopment Agency on the 13th day of May, 2025.



BY: _____
Paul Alfrey, Chair

ATTEST:



Kevin McKeown, City Clerk

Attachment: Exhibit "A"

Resolution No. 4350

ATTACHMENT "A"

MELBOURNE DOWNTOWN COMMUNITY REDEVELOPMENT FUND	INCREASE/ DECREASE	REVISED BUDGET
---	-----------------------	-------------------

Reconciliation of Year-End FY 2024 Fund Balance (Transfer to Operating Reserves)

Revenue

5613870	387035	Appropriation from FB PY Surplus	280,156	411,642
		Total	280,156	

Expenditure

56100552	590340	Reserve Future Project	280,156	439,913
		Total	280,156	

Total Melbourne Downtown CRA Fund	<u>280,156</u>
-----------------------------------	----------------