



AGENDA

BAYFRONT COMMUNITY REDEVELOPMENT AGENCY

Special Meeting 2019 – 09

December 5, 2019 – 6:30 p.m.

City Hall Council Chambers

120 Malabar Rd SE, Palm Bay, FL 32907

CALL TO ORDER:

ROLL CALL:

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

1. Bayfront CRA Special Meeting 2019-08, November 7, 2019

PUBLIC COMMENTS (NON-AGENDA ITEMS):

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

PRESENTATIONS:

OLD BUSINESS:

NEW BUSINESS:

1. Request for Proposal #56-0-2019, Brokerage Services
2. Budget Amendment of the Bayfront Redevelopment Trust Fund for FY 2020
3. 2020 Proposed Meeting Schedule of the Bayfront CRA Board
4. Request to cancel Regular Meeting scheduled for December 17, 2019

COMMISSIONER REPORTS:

OTHER AGENCY BUSINESS:

1. Commissioner Ritter term on the Bayfront CRA Board expires on December 20, 2019

ADJOURNMENT:

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

**BAYFRONT COMMUNITY REDEVELOPMENT AGENCY
City of Palm Bay, Florida**

Regular Meeting 2019-08

Held on Tuesday, the 7th day of November 2019, at City Hall Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

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

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

ROLL CALL:

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

STAFF MEMBERS:

Joan Junkala, Bayfront CRA Administrator; Lisa Morrell; City Manager; Suzanne Sherman, Deputy City Manager

CONSENT AGENDA:

There were no items to consider under Consent Agenda.

ADOPTION OF MINUTES:

1. Bayfront CRA Regular Meeting 2019-07; October 22, 2019

Motion by Commissioner Parr, seconded by Commissioner Bailey, to approve the minutes as presented. Motion carried unanimously.

PUBLIC COMMENTS (NON-AGENDA ITEMS):

There were no Public Comments.

PRESENTATIONS:

There were no Presentations.

OLD BUSINESS:

1. INFORMATIONAL: Interlocal Agreement between County, City of Palm Bay and Bayfront CRA

Ms. Junkala stated that staff received clarification by both the County and City Attorney's that no CRA funds may be expended as previously approved in the Fiscal Year 2020 Budget of the Bayfront Redevelopment Trust Fund, with the exception of payment of existing debt and contractual obligations, or administrative expenses that are legally required.

Commissioner Johnson entered the meeting at this time.

2. INFORMATIONAL: Commercial Façade Improvement Grant Program Guidelines

Ms. Junkala stated that no funds will be expended through the proposed Commercial Façade Improvement Grant Program per the information given on the previous agenda item. She further stated that the item that the Board approved at the October 22, 2019 Regular Meeting was simply program guidelines and not funding or grant award to any applicant.

Commissioner Bailey stated that he was not in favor of the Program from the beginning and said the Board will need to review the budget closely to ensure all funds spent are contractual obligations and are justified.

Ms. Junkala stated under Old Business, Item No. 1, there was a proposed budget amendment for the Board's initial review and the final proposed budget amendment would be coming back for final approval at the next meeting for Board approval prior to the City's first budget amendment for Fiscal Year 2020.

NEW BUSINESS:

There was no New Business.

COMMISSIONER REPORTS:

Commissioner Bailey stated some of the items discussed at the meeting would be further discussed at the following Regular Council Meeting.

OTHER AGENCY BUSINESS:

1. Staff Report

There was no Staff Report.

ADJOURNMENT:

The meeting was adjourned at approximately 6:35 PM.

X

William Capote
CHAIRPERSON

X

Danielle Crotts
AGENCY SECRETARY



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Community & Economic Development

DATE: December 5, 2019 – Special Meeting 2019-09

RE: Award of Request for Proposal #56-0-2019, Brokerage Services

At the request of the Community and Economic Development Department, the Procurement Department solicited proposals on behalf of the City and the Bayfront Community Redevelopment Agency (CRA) for Brokerage Services. The intent of this solicitation was to seek firms with national, regional, and locally licensed commercial real estate brokerages. Qualifications included experience, nationwide network reach, infrastructure and personnel to market, acquire and sell City and CRA-owned real estate, and experience in marketing marina and commercial waterfront development.

Three (3) proposals and one Statement of No Proposal were received in response to the City's solicitation. The Procurement Department reviewed the proposals for responsiveness and found they all met the minimum requirements: Colliers International South Florida, Redevelopment Management Associates, LLC, and Southstar Realty Associates. The proposals were evaluated by a committee consisting of qualified staff from the City Manager's Office, City Attorney's Office, and Community & Economic Development Department. The committee evaluated and ranked the proposals for the non-price factors of Summary of Qualifications, Technical Response / Marketing Strategy and Quality of Proposal. The Procurement Department determined points for cost. See attached Scoring-Ranking form.

Redevelopment Management Associates, LLC (RMA) demonstrated the ability to successfully market and leverage government-owned surplus properties for sale, including the capacity to leverage private development and investment to achieve the goals of the City and Bayfront

Bayfront CRA Board

December 5, 2019 Special Meeting 2019-09

Page 2

Community Redevelopment Agency. RMA's proposal demonstrated quality marketing and promotional materials for sale and development of property and utilized tools and software to put forth relevant data and demographics to reach a specific target audience.

Staff recommends Redevelopment Management Associates, LLC out of Pompano Beach, Florida for award as the selected broker.

RECOMMENDATION:

Motion to approve the award of RFP #56-0-2019/MS, Brokerage Services to Redevelopment Management Association, LLC of Pompano Beach, Florida for a twelve-month term contract, renewable by the Procurement Department for 2 additional twelve-month terms, up to a cumulative total of thirty-six (36) months.

- Attachments:
- 1) Tabulation Sheet (available upon request)
 - 2) Scoring-Ranking Sheets (available upon request)



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Community & Economic Development

DATE: December 5, 2019 – Special Meeting 2019-09

RE: Budget Amendments to the Bayfront Redevelopment Trust Fund for Fiscal Year 2020

On November 19, 2019, the Brevard County Board of County Commissioners adopted Resolution 2019-237 modifying the Bayfront CRA Board's delegation of authority following the full execution of the Interlocal Agreement between Brevard County, the City of Palm Bay and the Bayfront CRA on November 7, 2019.

The Resolution and Interlocal Agreement limits the Agency's ability to expend funds beyond existing debt and contractual obligations, legally required administrative expenses, and land acquisitions not to exceed \$330,218.

The attached budget amendments (pages 1 thru 4) provide for the transfer of funds, except expenditures permissible by the Resolution and Interlocal Agreement, to be transferred to Reserves. Following the end of Fiscal Year 2020, the balance of all funds in the Bayfront Redevelopment Trust Fund, to include Reserves, will be reimbursed to the General Funds of the City and County relative to the respective percentage of Tax Increment Financing (TIF) contributions.

The total of all funds to be transferred to Reserves in the first budget amendment is \$450,004. The attached budget amendments are scheduled for City Council's consideration at the Regular Meeting on January 2, 2020.

RECOMMENDATION:

Approve budget amendments (pages 1 thru 4) of the Bayfront Redevelopment Trust Fund in the amount of \$450,004 for Fiscal Year 2020.



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Community & Economic Development

DATE: December 5, 2019 – Special Meeting 2019-09

RE: 2020 Proposed Meeting Schedule of the Bayfront CRA Board

For consideration, please find attached two options for the 2020 proposed meeting schedule of the Bayfront CRA Board. Both options for the 2020 proposed meeting schedule calls for three (3) Regular Meetings (consideration of the CRA Annual Report due on March 30, adoption of the fiscal year budget by resolution, and an annual meeting) and one Workshop (budget presentation).

Option 1 provides for Bayfront CRA Board Meetings to be held at 6 PM prior to Regular Meetings of City Council.

Option 2 provides for Bayfront CRA Board Meetings to be scheduled for the second Tuesday approximately once per quarter at 7 PM.

All meetings will be held in City Council Chambers. Special Meetings can be scheduled as needed for items requiring the Board's consideration when such items cannot be held for scheduled Regular Meeting of the Bayfront CRA Board. However, the recently executed Interlocal Agreement between Brevard County, the City of Palm Bay and the Bayfront CRA makes it unlikely that many special meetings will be required.

RECOMMENDATION:

Board discussion and selection of Option 1 or 2 of the 2020 Proposed Meeting Schedule of the Bayfront CRA Board

**BAYFRONT CRA BOARD MEETINGS
CALENDAR 2020
OPTION 1**

Meeting	Date	Purpose
JANUARY		
RCM 2020-01	01-02-20 (Thu)	Regular Council Meeting
RCM 2020-02	01-16-20 (Thu)	Regular Council Meeting
FEBRUARY		
RCM 2020-04	02-06-20 (Thu)	Regular Council Meeting
RCM 2020-05	02-20-20 (Thu)	Regular Council Meeting
MARCH		
RCM 2020-06	03-05-20 (Thu)	Regular Council Meeting
BCRA 2020-01	03-05-20 (Thu)	BCRA Reg Meeting – Annual Report (6 PM)
RCM 2020-07	03-19-20 (Thu)	Regular Council Meeting
APRIL		
RCM 2020-08	04-02-20 (Thu)	Regular Council Meeting
BCRA 2020-02	04-02-20 (Thu)	BCRA Budget Workshop (6 PM)
RCM 2020-09	04-16-20 (Thu)	Regular Council Meeting
MAY		
RCM 2020-10	05-07-20 (Thu)	Regular Council Meeting
RCM 2020-11	05-21-20 (Thu)	Regular Council Meeting
JUNE		
RCM 2020-12	06-04-20 (Thu)	Regular Council Meeting
RCM 2020-13	06-18-20 (Thu)	Regular Council Meeting
JULY		
RCM 2020-14	07-02-20 (Thu)	Regular Council Meeting
BCRA 2020-03	07-02-20 (Thu)	BCRA Reg Meeting – Budget Adoption (6 PM)
RCM 2020-15	07-16-20 (Thu)	Regular Council Meeting
AUGUST		
RCM 2020-16	08-06-20 (Thu)	Regular Council Meeting
RCM 2020-17	08-20-20 (Thu)	Regular Council Meeting
SEPTEMBER		

2020 Proposed Meeting Schedule of the Bayfront CRA Board

Meeting	Date	Purpose
RCM 2020-18	09-03-20 (Thu)	Regular Council Meeting
RCM 2020-19	09-17-20 (Thu)	Regular Council Meeting
OCTOBER		
RCM 2020-20	10-01-20 (Thu)	Regular Council Meeting
RCM 2020-21	10-15-20 (Thu)	Regular Council Meeting
NOVEMBER		
RCM 2020-22	11-05-20 (Thu)	Regular Council Meeting
RCM 2020-23	11-19-20 (Thu)	Regular Council Meeting
DECEMBER		
BCRA 2020-04	12-03-20 (Thu)	BCRA Reg Meeting – Annual Meeting (6 PM)
RCM 2020-24	12-03-20 (Thu)	Regular Council Meeting
RCM 2020-25	12-17-20 (Thu)	Regular Council Meeting

**BAYFRONT CRA BOARD MEETINGS
CALENDAR 2020
OPTION 2**

Meeting	Date	Purpose
JANUARY		
RCM 2020-01	01-02-20 (Thu)	Regular Council Meeting
RCM 2020-02	01-16-20 (Thu)	Regular Council Meeting
FEBRUARY		
RCM 2020-04	02-06-20 (Thu)	Regular Council Meeting
RCM 2020-05	02-20-20 (Thu)	Regular Council Meeting
MARCH		
RCM 2020-06	03-05-20 (Thu)	Regular Council Meeting
BCRA 2020-01	03-10-20 (Tues)	BCRA Reg Meeting – Annual Report (7 PM)
RCM 2020-07	03-19-20 (Thu)	Regular Council Meeting
APRIL		
RCM 2020-08	04-02-20 (Thu)	Regular Council Meeting
BCRA 2020-02	04-07-20 (Tues)	BCRA Budget Workshop (7 PM)
RCM 2020-09	04-16-20 (Thu)	Regular Council Meeting
MAY		
RCM 2020-10	05-07-20 (Thu)	Regular Council Meeting
RCM 2020-11	05-21-20 (Thu)	Regular Council Meeting
JUNE		
RCM 2020-12	06-04-20 (Thu)	Regular Council Meeting
RCM 2020-13	06-18-20 (Thu)	Regular Council Meeting
JULY		
RCM 2020-14	07-02-20 (Thu)	Regular Council Meeting
BCRA 2020-03	07-07-20 (Tues)	BCRA Reg Meeting – Budget Adoption (7 PM)
RCM 2020-15	07-16-20 (Thu)	Regular Council Meeting
AUGUST		
RCM 2020-16	08-06-20 (Thu)	Regular Council Meeting
RCM 2020-17	08-20-20 (Thu)	Regular Council Meeting
SEPTEMBER		

2020 Proposed Meeting Schedule of the Bayfront CRA Board

Meeting	Date	Purpose
RCM 2020-18	09-03-20 (Thu)	Regular Council Meeting
RCM 2020-19	09-17-20 (Thu)	Regular Council Meeting
OCTOBER		
RCM 2020-20	10-01-20 (Thu)	Regular Council Meeting
RCM 2020-21	10-15-20 (Thu)	Regular Council Meeting
NOVEMBER		
RCM 2020-22	11-05-20 (Thu)	Regular Council Meeting
RCM 2020-23	11-19-20 (Thu)	Regular Council Meeting
DECEMBER		
RCM 2020-24	12-03-20 (Thu)	Regular Council Meeting
BCRA 2020-04	12-08-20 (Tues)	BCRA Reg Meeting – Annual Meeting (7 PM)
RCM 2020-25	12-17-20 (Thu)	Regular Council Meeting



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Community & Economic Development

DATE: December 5, 2019 – Special Meeting 2019-09

RE: Cancellation of Regular Meeting of the Bayfront CRA scheduled for December 17, 2019

There are no pending items for action or consideration by the Bayfront CRA Board.

RECOMMENDATION:

Staff recommends cancelling the Regular Meeting of the Bayfront CRA Board scheduled for December 17, 2019.



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala, Community & Economic Development

DATE: December 5, 2019 – Special Meeting 2019-09

RE: One (1) Term Expiring – Bayfront CRA Commissioner James Ritter

The term for Bayfront CRA Commission At-Large James Ritter will expire on December 20, 2019.

RECOMMENDATION:

The vacancy needs to be announced and applications solicited at tonight's meeting. An appointment by City Council will be made at the Regular Council meeting to be held on January 2, 2020.