



AGENDA

BAYFRONT COMMUNITY REDEVELOPMENT AGENCY

Regular Meeting 2020 – 01
March 5, 2020 – 6:00 p.m.
City Hall Council Chambers
120 Malabar Rd SE, Palm Bay, FL 32907

CALL TO ORDER:

ROLL CALL:

CONSENT AGENDA:

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

ADOPTION OF MINUTES:

1. Bayfront CRA Special Meeting 2019-09, December 5, 2019

PUBLIC COMMENTS (NON-AGENDA ITEMS):

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

PRESENTATIONS:

1. Welcome new At-Large Board Member, Peter Filiberto, appointed by City Council

OLD BUSINESS:

1. RFP 27-0-2020 Commercial Brokerage Services

NEW BUSINESS:

1. Bayfront CRA Surplus Real Estate
2. Bayfront CRA 2019 Annual Report

COMMISSIONER REPORTS:

OTHER AGENCY BUSINESS:

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 2019-09

Held on Thursday, the 5th day of December 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:	Kenneth Johnson	Present
COMMISSIONER:	Harry Santiago, Jr.	Present
COMMISSIONER:	Jeff Bailey	Present
COMMISSIONER:	Brian Anderson	Present
COMMISSIONER:	James Ritter	Present
COMMISSIONER:	Aaron Parr	Present
BAYFRONT CRA ATTORNEY:	Jennifer Cockcroft	Absent

STAFF MEMBERS:

Joan Junkala, Bayfront CRA Administrator; Lisa Morrell; City Manager/Bayfront CRA Executive Director; Suzanne Sherman, Deputy City Manager; Danielle Crotts, Board Secretary; Juliet Misconi, Chief Procurement Officer; Christopher Little, Utilities Director; Gary Woodson, Public Works Director; Fred Poppe, Parks and Recreation Director; Greg Minor, Facilities Director; Laurence Bradley, Growth Management Director

CONSENT AGENDA:

There were no items to consider under Consent Agenda.

ADOPTION OF MINUTES:

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

Motion by Vice-Chairperson Johnson, seconded by Commissioner Santiago, to approve the minutes as presented. Motion carried unanimously.

☞ Ms. Junkala requested to withdraw Item No. 1, under New Business, from the agenda.

Motion by Commissioner Anderson, seconded by Vice-Chairperson Johnson, to pull Item No. 1, under New Business. Motion carried unanimously.

PUBLIC COMMENTS (NON-AGENDA ITEMS):

There were no Public Comments.

PRESENTATIONS:

There were no Presentations.

OLD BUSINESS:

There was no New Business.

NEW BUSINESS:

1. Request for Proposal #56-0-2019, Brokerage Services

This item was withdrawn earlier in the meeting, after Adoption of Minutes.

2. Budget Amendment of the Bayfront Redevelopment Trust Fund for FY 2020

This item would accomplish removing funds that are not debt obligations, contractual obligations, or other legally required administrative expenses and place them into the Reserves account, per the Interlocal Agreement between the CRA, City and Brevard County.

Commissioner Bailey wanted to ensure that the proposed budget amendment was provided for review by Brevard County staff. He also asked if they had any comments or objections. Ms. Junkala stated the draft budget amendment was provided to the County and there were no additional comments or objections.

Motion by Vice-Chairperson Johnson, seconded by Commissioner Parr, to approve budget amendments pages 1 through 4 of the Bayfront Redevelopment Trust Fund in the amount of \$450,004.00 for Fiscal Year 2020. Motion carried unanimously.

Commissioner Bailey wanted to verify that the \$50,000.00 for proposed façade grant has been removed. Ms. Junkala confirmed the funds were removed and placed into the Reserves account.

3. 2020 Proposed Meeting Schedule of the Bayfront CRA Board

Commissioner Bailey asked if it was an option to consolidate the meetings of the Bayfront CRA Board and City Council, therefore some of the CRA agenda items could be added to the Regular Council Meeting to expedite action items. He felt that having two separate meetings on the same night can cause down time and waste taxpayer resources. Ms. Junkala stated she would need to consult with the City Attorney. Vice-Chairperson Johnson wanted to stay with Thursdays, as most of the commissioners would already be present for City Council meetings.

Motion by Commissioner Bailey, seconded by Vice-Chairperson Johnson, to approve proposed meeting schedule option one, holding Board meetings on Thursday's prior to Regular City Council meetings. Motion carried unanimously.

4. Request to cancel Regular Meeting scheduled for December 17, 2019

Motion by Commissioner Bailey, seconded by Vice-Chairperson Johnson, to cancel Regular Meeting scheduled for December 17th, 2019. Motion carried unanimously.

☞ OTHER AGENCY BUSINESS:

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

Applications were to be solicited at that night's Regular Council Meeting. Appointment was to occur at the January 2nd, 2020 Regular Council Meeting.

COMMISSIONER REPORTS:

Commissioner Parr mentioned an upcoming wrestling tournament at Bayside High School honoring the late Brevard County Sheriff's Deputy Barbara Pill, who was killed in the line of duty. He also advised he would be out of the country for three weeks beginning December 15th, 2019.

Commissioner Ritter thanked Ms. Junkala for helping with the removal of an abandoned motor home on Kirby Circle NE. He also thanked the City for keeping up with mowing along Main Street NE.

Commissioner Bailey wanted to ensure that when the Request For Proposal for Brokerage Services is sent out for bid, it be sent to all realtor associations or local organizations in that similar field. He asked for the Board's consensus on hiring two separate agents; one for commercial, and one for residential properties.

Commissioner Santiago mentioned that although some brokerage firms may specialize in one area, they may have divisions within the firm that specialize in other areas. He did not fully agree that going with two brokerages would be the most efficient option.

There was discussion on what was considered commercial versus residential properties.

Chairperson Capote explained that once the Request For Proposal process was complete, City Council would have the final say. In the meantime, the Board may make suggestions and recommendations to staff. He mentioned the broker(s) selected should not only specialize in commercial but also have some expertise in marketing marina/commercial waterfront property.

Commissioner Parr added that from his experience as a realtor, brokerage firms typically do have different divisions within that specialize in several areas. He agreed with Commissioner Bailey in that firms can bid on both if they wish to do so. He cautioned against aligning properties not what they are zoned to be in regard to listing them, as it may improperly market them.

Ms. Junkala stated she would be going through the list of surplus real estate between the CRA and City to select which ones, based on zoning and acreage, would be for commercial versus residential. Commissioner Parr suggested also looking at the location and land use in relation to how it is marketed.

Commissioner Santiago wished everyone a Merry Christmas and Happy New Year.

ADJOURNMENT:

The meeting was adjourned at approximately 6:52 PM.

X

William Capote
CHAIRPERSON

X

Danielle Crotts
AGENCY SECRETARY

☞ Indicates item was considered out of sequence or added to the agenda.

City of Palm Bay, Florida
BAYFRONT COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting No. 2019-10

This meeting, scheduled for Tuesday, December 17, 2019, was cancelled.



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Lisa Morrell, City Manager

DATE: March 5, 2020

RE: Award of Request for Proposal #27-0-2020, Commercial 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 Commercial Brokerage Services. The intent of this solicitation was to seek firms with national, regional, and locally licensed commercial real estate brokerages that have the experience, nationwide network reach, infrastructure and personnel to market, secure and sell City-owned real estate, and providing for special consideration to commercial brokerages with experience in marketing marina and commercial waterfront development. Residential real estate brokerage services will be solicited separately at a later date.

Four (4) proposals were received in response to the City's solicitation. The Procurement Department reviewed the proposals for responsiveness and found one proposal non-responsive, as it did not meet the minimum requirements. The proposals which did meet the minimum requirements were Dreyer & Associates, 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 and Community & Economic Development Departments who assigned points for the non-price factors of Summary of Qualifications, Technical Response/Marketing Strategy and Quality of Proposal. Points for cost were determined by the Procurement Department. See attached Scoring-Ranking form.

Redevelopment Management Association, LLC (RMA) demonstrated the ability to successfully market and leverage government-owned surplus properties, not just for sale of the property but also to leverage private development and investment that meets with the vision and needs of the City and Palm Bay community. RMA's expertise includes skills, talent and capacity ranging from brokerage services to planning and land use development to economic development and redevelopment

March 5, 2020

Page | 2

projects. 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.

Local preference was applied to two of the three respondents but did not impact the outcome of the ranking. Staff recommends Redevelopment Management Associates, LLC out of Pompano Beach, Florida for award as the selected commercial broker.

REQUESTING DEPARTMENTS:

Community & Economic Development, Procurement Department

FISCAL IMPACT:

There is not a direct funding impact for the award of this RFP. Commissions paid to the Commercial Broker will be paid from the proceeds of each sale.

RECOMMENDATION:

Motion to approve the award of RFP #27-0-2020/MS, Brokerage Services to Redevelopment Management Association, LLC of Pompano Beach, Florida for a twelve-month term contract, renewable by the Procurement Department for two (2) additional twelve-month terms, up to a cumulative total of thirty-six (36) months.

Attachments (available upon request):

- 1) Tabulation Sheet
- 2) Scoring-Ranking Sheets



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala-Brown, Community & Economic Development Director

DATE: March 5, 2020 – Regular Meeting 2020-01

RE: CRA-owned Surplus Real Estate (commercial only)

In preparation for the Board's consideration of contracting with a commercial real estate broker, City staff from Community & Economic Development, Growth Management, Utilities, Public Works, Facilities, Parks & Recreation, Fire and Police Departments have evaluated each commercial parcel owned by the CRA to determine whether they should be held by the City or CRA for future use or whether the parcel is suitable for private commercial development given the land size, zoning and future land use, floodplain, and various other property features.

Each commercial parcel on the attached list has been determined suitable and available for sale to the public for future commercial development.

RECOMMENDATION:

Motion to approve the list of Bayfront CRA-owned surplus commercial real estate available for sale to the public.

Attachment: 1) RFP 27-0-2020 Attachment A, List of Properties



MEMORANDUM

TO: Bayfront CRA Board of Commissioners

FROM: Joan Junkala-Brown, Community & Economic Development Director

DATE: March 5, 2020 – Regular Meeting 2020-01

RE: Bayfront CRA 2019 Annual Report

Per Chapter 163.371, Florida Statutes, not later than March 31 of each year, a community Redevelopment agency (CRA) shall file an annual report with the County or municipality that created the agency and publish the report on the agency's website, and shall be required to provide such information as defined by the Chapter.

Additionally, per the Interlocal Agreement (ILA) between the City of Palm Bay, Bayfront CRA and Brevard County, the Agency shall file an annual report, in the format provided in Exhibit A of the ILA, to include additional information beyond what is required by Chapter 163.371.

Attached for review and consideration is the 2019 Annual Report of the Bayfront CRA. Please note that the financial information is unaudited. The City expects the final audit review to be complete on March 31; therefore, an update to the Annual Report will be provided within 45 days after completion of the audit, as allowed by Chapter 163.371(2)(a), Florida Statutes.

RECOMMENDATION:

Motion to approve the 2019 Annual Report of the Bayfront CRA

Attachment:

- 1) 2019 Annual Report of the Bayfront CRA
- 2) Interlocal Agreement between the City of Palm Bay, Bayfront CRA and Brevard County