



# AGENDA

## BAYFRONT COMMUNITY REDEVELOPMENT AGENCY

Regular Meeting 2019 – 07  
October 22, 2019 – 7:00 p.m.  
City Hall Council Chambers  
120 Malabar Rd SE, Palm Bay, FL 32907

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### 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 2019-06, September 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:

### OLD BUSINESS:

1. Draft Interlocal Agreement between County, City and CRA
2. Amendments to the FY 2020 Budget of the Bayfront Redevelopment Trust Fund

### NEW BUSINESS:

1. Consideration of proposed Commercial Façade Improvement Grant Program

### COMMISSIONER REPORTS:

### OTHER AGENCY BUSINESS:

1. Staff Report

### 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**

**Special Meeting 2019-06**

Held on Thursday, the 5<sup>th</sup> day of September 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:**

<b>CHAIRPERSON:</b>	William Capote	Present
<b>VICE-CHAIRPERSON:</b>	Brian Anderson	Present
<b>COMMISSIONER:</b>	Harry Santiago, Jr.	Present
<b>COMMISSIONER:</b>	Jeff Bailey	Present
<b>COMMISSIONER:</b>	Kenny Johnson	Present
<b>COMMISSIONER:</b>	James Ritter	Absent
<b>COMMISSIONER:</b>	Aaron Parr	Present
<b>BAYFRONT CRA ATTORNEY:</b>	Patricia D. Smith	Present

**STAFF MEMBERS:**

Joan Junkala, Bayfront CRA Administrator; Lisa Morrell; City Manager; Suzanne Sherman, Deputy City Manager; Danielle Crotts, Agency Secretary

**CONSENT AGENDA:**

There were no items to consider under Consent Agenda.

**ADOPTION OF MINUTES:**

**1. Bayfront CRA Regular Meeting 2019-05; July 23, 2019.**

Motion by Commissioner Santiago, seconded by Vice-Chairperson Anderson, 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:**

There was no Old Business.

**NEW BUSINESS:**

**1. Interlocal Agreement between Brevard County, City of Palm Bay and Bayfront CRA**

Commissioner Santiago asked for an update on a previously held Brevard County Commission meeting in which the Interlocal Agreement was discussed. Ms. Junkala provided him with an update regarding the discussion and motion by County Commission.

Commissioner Bailey asked for a summary of the resolution brought forward by Brevard County Commissioner John Tobia, and how it relates to the Interlocal Agreement. Ms. Junkala stated that Brevard County Commissioner Tobia brought forth a resolution to revoke the CRA's authority to pledge new debt or enter into new contracts until the City and County agreed on an Interlocal Agreement. Ms. Junkala referenced the draft Interlocal Agreement from 2017. Commissioner Bailey also asked for clarification on paying off bond funds and the projected agency sunset date. Ms. Junkala stated that because the CRA Board previously approved the prepayment of the Bond using remaining bond proceeds, the Bond would be paid off two years early, in 2022.

Motion by Vice-Chairperson Anderson, seconded by Commissioner Parr, to approve the Interlocal Agreement between Brevard County, City of Palm Bay, and the Bayfront CRA. Motion carried with members voting as follows: Chairperson Capote, Yea; Vice-Chairperson Anderson, Yea; Commissioner Santiago, Yea; Commissioner Bailey, Nay; Commissioner Johnson, Yea; Commissioner Parr, Yea.

**2. Submerged Lands Lease Agreement between the State of Florida and City of Palm Bay for 4220 Dixie Highway NE (Pelican Harbor Marina)**

Motion by Commissioner Bailey, seconded by Commissioner Santiago, to approve the renewal of the submerged lands lease agreement between the State of Florida and the

City of Palm Bay for 4220 Dixie Highway NE (Pelican Harbor Marina). Motion carried unanimously.

Ms. Junkala stated the lease agreement is assignable by the Florida Department of Environmental Protection; therefore, if the property should be sold to a developer, the new property owner could assume the lease and costs associated with it.

**COMMISSIONER REPORTS:**

There were no Commissioner Reports.

**OTHER AGENCY BUSINESS:**

There was no Other Agency Business.

**ADJOURNMENT:**

The meeting was adjourned at approximately 7:22 PM.

X

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William Capote  
CHAIRPERSON

X

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Danielle Crotts  
AGENCY SECRETARY



## **MEMORANDUM**

**TO: Bayfront CRA Board of Commissioners**

**FROM: Joan Junkala, Community & Economic Development**

**DATE: October 22, 2019 – Regular Meeting 2019-07**

**RE: Interlocal Agreement between Brevard County, City of Palm Bay and the Bayfront Community Redevelopment Agency**

For your review and consideration, please find attached the latest draft Interlocal Agreement (ILA) between Brevard County, City of Palm Bay and the Bayfront Community Redevelopment Agency. This ILA was drafted in direct coordination and communication with the Brevard County Manager's Office and County Attorney's Office.

On October 8, 2019, the Brevard County Board of County Commissioners voted unanimously to adopt a Resolution revoking authority to enter new contracts, incur indebtedness or issue bonds from now until 2024. The Resolution allows for the payment of all known existing obligations but does not allow annual or new contracts. This measure is meant to serve as a solution for the Board of County Commissioners until such time the County, City and CRA agree on and execute an interlocal agreement.

At the request of the Brevard County Manager, a Special Meeting of the Bayfront CRA Board was scheduled prior to the Regular Meeting of City Council on September 5, 2019 to bring forth a draft interlocal agreement for review and approval. On September 5, the Bayfront CRA Board and the City Council of the City of Palm Bay approved and authorized the Mayor to execute an ILA, which was drafted and finalized in coordination with Brevard County Manager's Office and County Attorney's Office. However, at the County Commission meeting held on September 17, the County Manager brought forth six (6) options for the Board's consideration. The options range from accepting the previously approved ILA to revoking the delegation of authority. The item was tabled by Commissioner Tobia to allow for a follow-up discussion and better understanding of current debt and contractual obligations.

In 2017, Brevard County provided a draft Interlocal Agreement (ILA) to the City of Palm Bay for discussion. The initial ILA was intended to reduce or cease the County's future annual CRA tax increment finance (TIF) contributions to the Bayfront Redevelopment Trust Fund in order to utilize those funds for road maintenance, construction, and reconstruction, achieving their goals for advancing the County's road program. To that end, the ILA sought to redirect CRA funds towards

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improvement of County roads within the redevelopment district boundaries; however, no such roads exist within the boundaries of the CRA. Additionally, the draft ILA called for the early sunset of the CRA, which is scheduled to naturally expire in 2024.

**RECOMMENDATION:**

Authorize the Chairman to execute the Interlocal Agreement between Brevard County, City of Palm Bay and the Bayfront Community Redevelopment Agency

Attachment(s):

- 1) Interlocal Agreement between Brevard County, City of Palm Bay and the Bayfront Community Redevelopment Agency
- 2) Resolution No. 2019- \_\_\_\_ Brevard County



## MEMORANDUM

**TO:** Bayfront CRA Board of Commissioners

**FROM:** Joan Junkala, Community & Economic Development

**DATE:** October 22, 2019 – Regular Meeting 2019-07

**RE:** Amendments to the FY 2020 Budget of the Bayfront Redevelopment Trust Fund

At a Regular Meeting of the Bayfront CRA held on April 23, 2019, the Board approved the final budget of the Bayfront Redevelopment Trust Fund for Fiscal Year (FY) 2020. Subsequently, at the second and final Budget Hearing on September 26, 2019, City Council adopted the City-wide budget and the mileage rate of 8.1379 for FY 2020.

Staff has estimated the Certification of Taxable Value for the Bayfront Redevelopment District to be \$117,413,377. With the recently approved FY 2020 operating millage rate of 8.1379, the Bayfront Redevelopment Trust Fund will receive \$955,498 in contributions from the City's General Fund. It is estimated the County's General Fund contribution to the Bayfront Redevelopment Trust Fund will be \$448,472. This estimation will be confirmed following the County Commission's adoption of the FY 2020 millage rate anticipated in November/December of 2019.

The total revenues of the Bayfront Redevelopment Trust Fund for the FY 2020 is estimated to be \$1,403,970 in total contributions from the City and County General Funds. This is a \$70,127 increase in the previously estimated total revenues for FY 2020 of \$1,333,843.

Budget Office was directed to place the additional \$70,127 into the Land Acquisition (181-9110-559-6101) account. A budget amendment will be brought forth by staff to City Council for approval in December 2019 to reflect this increase in the total revenues as well as the allocation of the increase to the Land Acquisition account.

### RECOMMENDATION:

Acknowledge the amendments to the FY 2020 Bayfront Redevelopment Trust Fund

Attachment(s): 1) Calculation of Taxable Value, FY 2019 Tax Year





## **MEMORANDUM**

**TO:** Bayfront CRA Board of Commissioners

**FROM:** Joan Junkala, Community & Economic Development

**DATE:** October 22, 2019 – Regular Meeting 2019-07

**RE:** Consideration of Proposed Commercial Façade Improvement Grant Program

For your review and consideration, please find attached the draft Commercial Façade Improvement Grant Program Overview and Program Guidelines of the Bayfront CRA. The Program provides for matching grant funds not to exceed \$10,000 per applicant per fiscal year. Applicants must complete all improvements and seek reimbursement within the same fiscal year. Applications will be accepted on a first-come, first-ready basis. This is a reimbursement grant. Following grant approval by the CRA Board, applicants must make improvements as specified in their grant application and submit proof of project completion, necessary inspections, and payment of all invoices to be reviewed and approved by staff prior to reimbursement.

Eligible applicants must be a for-profit entity located within the Redevelopment District owning property with an existing commercial structure (lessees must have approval from the property owner) and submit an application for reimbursement of eligible improvements only. Vacant properties, residentially-zoned properties, and new construction are not eligible.

The application requires supporting documentation to include photos documenting current conditions, written scope of improvements, quotes from contractors, demonstrate proof of funds and ability to pay for the improvements as well as proof of insurance.

The Commercial Façade Improvement Grant Program is designed to encourage private investment and improvement along key commercial corridors within the Bayfront Redevelopment District, eliminate blighted or deteriorating conditions, foster reinvestment in commercial properties and increase the overall tax base.

### **RECOMMENDATION:**

Approve the Commercial Façade Improvement Grant Program of the Bayfront CRA

Attachment(s): 1) Commercial Façade Improvement Grant Program Guidelines



# Commercial Façade Improvement Grant Program

## PROGRAM OVERVIEW

The Bayfront Community Redevelopment Agency (Bayfront CRA) offers a Commercial Façade Improvement Grant Program providing matching grants of up to \$10,000 to eligible commercial property owners, or tenants leasing commercial property with written approval from the property owner or landlord. The Program is intended to encourage exterior improvements to existing commercial structures within the Bayfront Redevelopment District, which will enhance and add value to the property. Single-family dwellings, multi-family development, and non-profit organizations are ineligible.

Examples of eligible exterior improvements include façade rehabilitation, removal of deteriorated or undesirable exterior alterations, stucco restoration, repair or replacement of reconstructive woodwork and architectural features, new windows and doors, awnings, landscaping improvements, exterior lighting, certain parking improvements, signage, decorative fencing and other eligible exterior improvements. All improvements are evaluated on a case-by-case basis and are subject to final approval by the Board of Commissioners of the Bayfront CRA.

Eligible applicants are encouraged to submit an application for review. All applications are evaluated and awarded on a first-come, first-served basis. An eligible applicant may only be awarded grant funds once per fiscal year per commercial property.

All improvements must conform to the City's Land Development Regulations and adhere to the zoning district design guidelines where applicable. Improvements which require permits and inspections by the Building Department must produce documentation of such prior to reimbursement. Applicants with code liens, past due utilities or property taxes will not be eligible.

Grant awards are provided on a reimbursement-basis upon final review and inspection. Applicant is responsible for providing all necessary documentation, to include receipts or proof of payment. No reimbursement will be provided for improvements which were not previously approved by the Board. Any improvements made prior to grant award are ineligible for reimbursement. All improvements must begin within 30 days of Notice to Proceed and shall be complete with reimbursable expenses approved prior to the end of the Fiscal Year (October 1 – September 30) for which the grant was awarded.



## Commercial Façade Improvement Grant Program

### PROCEDURE

1. Submit a completed application along with all supporting documents as outlined in the application packet, including two (2) quotes from contractors for all improvements listed on the application
2. Schedule a meeting with the Bayfront CRA Administrator to present the project and review the proposed improvements and application materials
3. Upon review of the application for eligibility and completeness, the Administrator will prepare a recommendation, which may or may not provide for additional conditions, and place the application on the Board's agenda for the next regular meeting of the Bayfront CRA
4. Applicants, or their representative, are required to attend the Board meeting to address questions by the Board or members of the public
5. The Board will vote on whether to award a grant to the applicant and will either approve the grant, approve with conditions, or deny the applicant's request.
6. Upon approval of a grant award by the Board, written notice in the form of a Notice to Proceed will be provided to the property owner and work may commence. No improvements should be made until Notice has been received.
7. **All improvements per the application must be complete with reimbursable expenses approved prior to the end of the Fiscal Year (October 1 – September 30) for which the grant was awarded.**



# Commercial Façade Improvement Grant Program

## Application Requirements – Supplemental Documents

- Copy of Deed/Proof of Ownership – If the applicant is not the owner of the property, a letter of authorization for improvements must be provided.
- Copy of City local business tax receipt – If a new business, a copy of the City business tax receipt must be obtained prior to reimbursement.
- Color photographs documenting current condition
- Site Survey (required only in the case of landscaping improvements)
- Estimates/Quotes/Bids for all costs associated with the projects. “Sweat Equity” hours will not be reimbursable.
- Complete written scope of improvements to be completed including estimated completion
- Evidence (such as a letter from your bank) noting available private funds to pay for the improvements – *The Commercial Façade Improvement Grant Program is a reimbursement program for which funds are paid to the grantee following completion of improvements and review/acceptance by the CRA of receipts showing all contractors have been paid in-full.*
- Proof of insurance coverage/Accord Form from your insurance agent