



Deerfield Beach Community Redevelopment Agency

AGENDA

Tuesday, May 10, 2011, 6:30 P.M.

City Commission Chambers, Deerfield Beach City Hall

CALL TO ORDER AND ROLL CALL

APPROVAL OF MINUTES*

APPROVAL OF THE AGENDA*

GENERAL ITEMS

1. Approve a Resolution establishing a policy by which the CRA Director may initiate property acquisition on behalf of the CRA Board subject to the Board's final approval in accordance with Florida Statutes, the City of Deerfield Beach procurement code, CRA Resolution 2011-011, and the CRA Board's due diligence expectations*
2. Discussion regarding summary report of Deerfield Beach Green Market
3. Discussion regarding preliminary design considerations of the Main Beach Parking Lot Area Improvements Plan
4. Mid-year accomplishments report

BOARD/ADMINISTRATION COMMENTS

Expense report, pursuant to CRA Resolution 2011-011

PUBLIC INPUT

ADJOURN

* Indicates an Action Item

(Next Meeting: Tuesday, June 14, 2011, 6:30 PM unless otherwise determined)

REQUESTED ACTION:

Approve a Resolution establishing a policy by which the CRA Director may initiate property acquisition on behalf of the CRA Board subject to the Board's final approval in accordance with Florida Statutes, the City of Deerfield Beach procurement code, CRA Resolution 2011-011, and the CRA Board's due diligence expectations.

SUMMARY EXPLANATION/BACKGROUND:

On May 3, 2011 an amendment to the CRA's Redevelopment Plan became effective via its approval by the City Commission. The Redevelopment Plan now lists the specific properties that may be acquired by the CRA and the purposes for which they might be acquired.

The intent of the attached resolution is to ensure that the CRA Director proceeds in accordance with all applicable laws as well as parameters established by the Board.

ATTACHMENTS:

CRA Real Estate Acquisition Policy
Resolution

CRA Real Estate Acquisition Policy

Pursuant to CRA Resolution 2011-___

- a) Prior to the acquisition of any real property parcel of land, the CRA Director shall:
 - i) Identify himself/herself to all parties when purchase discussions begin as representing the Deerfield Beach Community Redevelopment Agency.
 - ii) Obtain an independent appraisal.
 - iii) Ensure a purchase price of no more than 10% higher than the appraised Fair Market-Value.
 - iv) Ensure that the appraisal used to obtain FMV is dated within 90 days of contract execution and takes into account the property's current condition.
 - v) Obtain a pre-acquisition inspection report wherein a property inspector lists and provides photographs of any exterior or interior area needing site or repair work and provides a cost estimate.
 - vi) Obtain a Phase I environmental audit and any further environmental studies necessary, including lead-based paint and asbestos surveys.
 - vii) Ensure that the Deerfield Beach Community Redevelopment Agency (DBCRA) is the entity that will take title to all acquired real estate. DBCRA will be known as the BUYER in all Contracts for Purchase and Sale.
 - viii) Engage the services of legal counsel, as necessary, to identify and prepare contracts to purchase real estate and to eventually close transactions or review closing documents.
 - ix) Receive an executed contract or written acceptance of an offer.
 - x) Ensure compliance with Florida Statutes and the City of Deerfield Beach procurement code.
- b) Contracts shall be signed by the CRA Director. Such contracts shall be contingent upon the approval of a CRA resolution ratifying the contract and authorizing the closing to proceed. Such resolution shall include property address and folio number, title holder's name, price, inspection date, date of pricing Fair Market Value, and date of offer.
- c) The CRA shall not purchase occupied residential property. A contract for purchase of occupied residential property may proceed contingent upon an occupant/tenant vacation plan having been agreed to by the CRA and Seller with implementation prior to close. In such case, a written notice shall be provided to the Seller stating that the purchase is strictly voluntary and that no eminent domain action will be taken.

RESOLUTION NO. 2011/

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF DEERFIELD BEACH, FLORIDA,
ESTABLISHING A REAL ESTATE ACQUISITION POLICY.**

WHEREAS, the CRA Plan has specifically identified the acquisition of certain properties within the Community Redevelopment Area as an objective in order to fulfill its redevelopment goals; and

WHEREAS, the CRA Board employs a Director to implement its objectives; and

WHEREAS, the CRA Board must approve expenditures in excess of \$10,000; and

WHEREAS, it is necessary that certain requirements and procedures be established as pertains to the CRA's acquisition of real estate;

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMUNITY REDEVELOPMENT
AGENCY BOARD THE CITY OF DEERFIELD BEACH, FLORIDA, AS FOLLOWS:**

Section 1. The above referenced "Whereas" clauses are true and correct and made a part hereof.

Section 2. The CRA Board does hereby approve the attached CRA Real Estate Acquisition Policy.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2011.

PEGGY NOLAND, CHAIR

ATTEST:

ADA GRAHAM JOHNSON, MMC, CITY CLERK

REQUESTED ACTION:

None

SUMMARY EXPLANATION/BACKGROUND:

The final Green Market of the season was held at Sullivan Park on May 1, 2011. The Green Market began on November 21, 2010 with 32 vendors offering a variety of items ranging from fresh, organic produce to baked goods, artisanal foods and craft items. The market averaged 18 vendors per week for the season. The average sales per vendor was approximately \$180/week with some doing as much as \$250/week. The Market Company, the management company under contract to operate the Green Market, did not maintain counts of patron attendance.

The Market Company made several suggestions aimed at improving the success of the Green Market should the CRA Board wish to continue it next year:

1. Relocate the market to the Cove Shopping Center due to the ease of accessible parking and visibility from Hillsboro Boulevard.
2. Develop a more robust marketing plan including social media like Twitter and Facebook, local radio spots, and notices from the City email subscription service.
3. Build an email database from which to send weekly email blasts containing specials, recipes and featured stories of relevant interest.
4. Shorten the seasonal duration of the market to approximately January through April. In November local, organic produce is not yet reliably available and through December the market faces conflicts with the holiday season. During the months of January through early April, the area's population swells with seasonal residents who patronize the market, the weather is ideal and produce is readily available. By mid-April, locally grown produce again becomes scarce and seasonal residents have returned home.

Claire Tomlin, President of The Market Company indicated that she is interested in continuing to manage the Deerfield Beach Green Market next year, if desired by the CRA. The current contract with The Market Company contains a renewal clause, should the CRA Board wish to renew this contract for services.

ATTACHMENTS:

None

REQUESTED ACTION:

None

SUMMARY EXPLANATION/BACKGROUND:

Chen Moore and Associates commenced data gathering and City staff interviews to fulfill its scope of services for the Main Beach Parking Lot Area Improvements Plan. As the consultant begins to devise design options for the area, further discussion regarding preferred outcomes is desired. Peter Moore, President of Chen Moore Associates, will make a presentation outlining preliminary design considerations for the area to ensure that proposed improvements are consistent with CRA Board expectations of the area.

ATTACHMENTS:

Preliminary Main Beach Parking area site plan

DEERFIELD CRA Beach Parking



March 2011

REQUESTED ACTION:

None – This item is for informational purposes only.

SUMMARY EXPLANATION/BACKGROUND:

The CRA is half way through the FY 11 Budget Year. CRA staff have prepared and will make a presentation outlining mid-year CRA accomplishments.

ATTACHMENTS:

None

REQUESTED ACTION:

None – This item is for informational purposes only.

SUMMARY EXPLANATION/BACKGROUND:

No change orders have been approved by the CRA Director pursuant to CRA Resolution 2011-011 during this reporting period

ATTACHMENTS:

None