



COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING OF: November 10, 2025

NEW BUSINESS

AGENDA ITEM 15.G

SUBJECT:

Discussion and Consideration of the CRA Executive Director Services Contract

SUMMARY:

On July 8, 2025, the Board directed staff to draft a Request for Proposals (RFP) to qualified parties for CRA Executive Director Services (see Attachments I and II). The RFP solicited services of a consulting firm to provide Executive Director Services to the CRA for a period of two years with the option of one one-year renewal.

The Executive Director services will include an Executive Director position to serve as a full-time in-house consultant that will manage the day-to-day operations of the CRA. The Executive Director is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, BBCRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special business promotion activities, as well as, the management and maintenance of BBCRA-owned properties.

As of the September 15, 2025, submission deadline, the CRA received two proposals from the following entities, and after evaluation, directed staff and legal to enter into negotiations with Redevelopment Management Associates (RMA) (see Attachments III and IV).

FISCAL IMPACT:

FY 2025-2026 - \$400,000/year with annual increases

CRA PLAN/PROJECT/PROGRAM:

2016 Boynton Beach CRA Community Redevelopment Plan

CRA BOARD OPTIONS:

1. Enter into an contract for the CRA Executive Director Services with RMA subject to final CRA legal review.
2. Do not enter into an contract for the CRA Executive Director Services with RMA.
3. Provide alternative direction based on CRA Board discussion.

ATTACHMENTS:

Description

- [Attachment I - July 8, 2025 CRA Board Meeting Minutes](#)
- [Attachment II - RFP for Executive Director Services and Addenda](#)
- [Attachment III - RMA Proposal Boynton Beach](#)
- [Attachment IV - Draft Executive Director Contract](#)