



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Special Meeting Agenda

Community Redevelopment Agency

Wednesday, December 16, 2020

5:00 PM

Council Chambers

MEMORANDUM TO:

Members of the City of Jacksonville Beach Community Redevelopment Agency

The following Agenda of Business has been prepared for consideration and action at a Special Meeting of the Community Redevelopment Agency:

CALL TO ORDER

ROLL CALL

Art Graham (Chairperson), Frances Povloski (Vice-Chairperson), Jeffrey Jones, Samuel Hall, Gary Paetau

APPROVAL OF MINUTES

- a. Regular Community Redevelopment Agency Virtual Meeting held July 27, 2020
- b. Regular Community Redevelopment Agency Virtual Meeting held August 24, 2020
- c. Regular Community Redevelopment Agency Virtual Meeting held September 28, 2020
- d. Community Redevelopment Agency Virtual Workshop Meeting held October 7, 2020
- e. Regular Community Redevelopment Agency Virtual Meeting held October 26, 2020
- f. Community Redevelopment Agency Virtual Workshop Meeting held November 18, 2020

DOWNTOWN CAPE

NEW BUSINESS

- a. **Authorize Appraisal for CRA-owned Southend lot**

ITEMS FOR DISCUSSION

- a. **CRA Program Manager Job Position** – Karen Nelson, Deputy City Manager
- b. **City Council - CRA communication** – Chris Ambrosio, City Attorney
- c. **Southend Redevelopment Area Projected Cash Flows** - Ashlie Gossett, Chief Financial Officer
- d. **Consolidated Downtown Redevelopment Plan** - Review/discussion

COURTESY OF THE FLOOR TO VISITORS**ADJOURNMENT****NOTICE**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299 no later than one business day before the meeting or by sending an e-mail to CityClerk@jaxbchfl.net. Information concerning the hearing process is available online at www.jacksonvillebeach.org/publichearinginfo and a copy is also posted in the City Hall first floor display case. In accordance with Section 286.0114, Florida Statutes, any member of the public can attend the public hearing and can be heard on any matter presented before the Agency. Anyone who wishes to provide live public comment should complete a "Speaker Request Card" and submit it to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience. Speakers will be called to address the Agency when specified items are under consideration and will be limited to a maximum of three minutes or less, at the discretion of the presiding officer.

Alternatively, written public comment can be submitted in advance and must include the following: (1) First Name, (2) Last Name, (3) Address, (4) Public Hearing Date, (5) Specific Agenda Item(s), and (6) Comments. Written public comments may be submitted by one of the following options: (1) Email to the Agency Administrator at planning@jaxbchfl.net, (2) Postal mail to Community Redevelopment Agency Administrator - Public Comment, 11 3rd Street North, Jacksonville Beach, FL 32250, or (3) Drop off in-person to Planning and Development at City Hall. Written comments that include all required information and are received 24 hours in advance of the meeting will be distributed to the Agency and attached to the related agenda item before the start of the meeting. Written public comments will be read into the record at the appropriate time and will be limited to three (3) minutes of reading time. All comments received are public record.

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

cc: Mike Staffopoulos, City Manager; Chris Ambrosio, City Attorney



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Regular Meeting Minutes

Community Redevelopment Agency

Monday, July 27, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairman Art Graham called the Virtual Regular Meeting to order at 5:00 P.M.

ROLL CALL

Chairperson: Art Graham
 Vice-Chairperson: Frances Povloski
 Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, City Manager Michael Staffopoulos, City Attorney Chris Ambrosio, Chief Financial Officer Ashlie Gossett, Police Commander Mark Evans, Police Sergeant Jason Sharp, CRA Consultants James Gilmore and Taylor Mejia, and Recording Secretary Chandra Medford

APPROVAL OF MINUTES

- a. Community Redevelopment Agency Virtual Workshop Meeting held June 10, 2020

It was moved by Mr. Hall and seconded by Mr. Jones and passed unanimously by voice vote to approve the June 10, 2020 meeting minutes as amended.

Discussion Item C shall be amended to read the following: “Mr. Jones stated that the draft ordinance presented for the meeting, which was modeled after the Key West Ordinance, was redlined to reflect changes that the Agency agreed to previously. Dialogue ensued, including but not limited to, enforcement procedures, unintended consequences, safety, proposed restricted areas, scheduling a public workshop, communication with and potential impacts on local business owners, signage, emergency public safety personnel access, and definitions.”.

- b. Regular Community Redevelopment Agency Virtual Meeting held June 22, 2020

It was moved by Mr. Hall and seconded by Mr. Jones and passed unanimously by voice vote to approve the June 22, 2020 meeting minutes as presented.

DOWNTOWN CAPE

Downtown CAPE Sergeant Sharp provided status updates for recent events and information related to the COVID-19 pandemic and national movements that occurred in the Downtown District. Sergeant Sharp answered questions from agency members, related to COVID-19 exposure and filled vacancies, roundabout functionality and efficacy, and interim food sales, operating hours and outdoor seating restrictions for alcoholic beverage establishments.

ITEMS FOR DISCUSSION**a. Veterans Memorial Relocation**

City Manager Staffopoulos provided agency members a timeline of events related to the City Council's decision to relocate the Veterans Memorial from the northeast corner of Beach Boulevard and 2nd Street North to Oceanfront Park located at 3 6th Avenue South. Mr. Mann stated the Parks and Recreation Department consulted the landscape architect for consistency with its intentions and design. Discussion ensued about the Agency's involvement in matters that affect properties and projects located within its redevelopment districts, including those that that agency-funded.

b. Downtown CRA 2021-2025 CIP/ Proposed 2021 Downtown CRA Budget review

Administrator Mann stated this item was specifically requested to be discussed by the Agency during a previously held workshop. Chief Financial Officer Gossett explained the difference between the two redevelopment districts. She identified the process for selecting, prioritizing, planning, coordinating and implementing capital improvement projects as well as preparation of the annual budget. She provided a brief estimate of funds appropriated for upcoming projects scheduled within the next five years, including but not limited to phased infrastructure improvements, dune walkovers, and beach outfalls. The City Attorney Chris Ambrosio, Mrs. Gossett and Mr. Mann answered various questions related to Agency powers and duties as they relate to general purchasing and budgetary policies and procedures including but not limited to sources of funding, annual revenues, capital outlay projects, reserves, unallocated contingency funds, statutory changes and year-end appropriations.

c. Downtown Delivery Parking Regulations

Administrator Mann indicated he had received no comments, positive or negative regarding the proposed regulations from the businesses he contacted and stated that at the Agency's request, a memo to City Council would be prepared requesting to amend Chapter 28 of the City Ordinances. A voice poll conducted by Chairperson Graham resulted in a vote of 4-1 to recommend the City Council amend Chapter 28. Discussion ensued regarding the inclusion of potential fines, enforcement methods, and hearing procedures.

Voice Poll Vote: Ayes –Frances Povloski, Jeffrey Jones, Samuel Hall, and Gary Paetau
Nays – Art Graham

COURTESY OF THE FLOOR TO VISITORS

The following visitors addressed the Agency:

- Consultant James Gilmore addressed the Agency regarding potential training workshop agenda items.
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach addressed the Agency regarding current and long-term budget planning for capital budget and infrastructure improvement line items and permitted commercial construction projects in the Downtown district.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 7:12 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____

DRAFT



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Regular Meeting Minutes

Community Redevelopment Agency

Monday, August 24, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairperson Art Graham called the Virtual Regular Meeting to order at 5:00 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, City Manager Michael Staffopoulos, Chief Financial Officer Ashlie Gossett, Assistant Financial Officer A.J. Souto, Police Commander Mike Evans, Downtown CAPE Police Sergeant Jason Sharp, Parks and Recreation Director Jason Phitides, Public Works Director Dennis Barron, Recording Secretary Chandra Medford and Consultants Cliff Shepard, Jacob Schumer, James Gilmore, and Taylor Mejia.

APPROVAL OF MINUTES

There were no minutes to approve.

DOWNTOWN CAPE

Commander Evans provided status updates regarding the bars reopening, all establishments closing at midnight in the downtown district, a recent armed carjacking that initiated in the downtown district, an increase in bicycle thefts, local bicycle serial number registration database and the installation of camera equipment recently approved and funded by the Agency. He answered various questions by Agency members.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- a. **Resolution No. 2020-03** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency adopting its operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and providing for an effective date.

It was moved by Vice-Chairperson Povloski and seconded by Mr. Jones, to approve CRA Resolution No. 2020-03, as amended, adopting its operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and providing for an effective date. After an extensive discussion, the motion carried unanimously by roll call vote.

It was moved by Vice-Chairperson Povloski and seconded by Chairperson Graham and subsequently approved unanimously by roll call vote to amend the proposed operating budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 to appropriate an additional \$370,000 as follows:

- Downtown Redevelopment District Professional Services Operating Expenses from \$30,000 to \$80,000;
- South Beach Redevelopment District Professional Services Operating Expenses from \$25,000 to \$45,000;
- Downtown Redevelopment District Contract Services Operating Expenses from \$126,000 to \$226,000;
- South Beach Redevelopment District Contract Services Operating Expenses from \$30,000 to \$130,000;
- Downtown Redevelopment District Maintenance Operating Expenses from \$346,500 to \$446,500; and
- South Beach Redevelopment District Maintenance Operating Expenses from \$140,000 to \$240,000

Mr. Mann stated the proposed budget was reviewed by the City Council at an August 10, 2020 budget workshop. He read the following into the record, “The following provides background on the line items in the proposed budgets, including any notable changes from last year. In the Downtown District, Personnel Services costs related to the Downtown have decreased slightly due to change primarily in employee classifications and in benefit selections. This is despite the fact that we have included the new redevelopment program manager’s estimated salary in the budget, 60 percent would be paid by Downtown but there are other personnel service changes within the district which includes CAPE that have offset that is a pure numerical increase for the new salary so that’s why personnel services are still slightly down. Even with that new position, operating service operating expenses are projected to remain consistent with last year’s. Capital outlay has increased due to the capital projects additions of \$500,000 for construction of non-ADA dune walkovers and \$200,000 for the extension of existing stormwater beach outfalls at the general locations where the walkovers are. This year marks the first year where we are showing programmed capital improvements in the initial budget, as opposed to incrementally through each year as capital projects are awarded.

CAPE is fully staffed this year with eleven personnel. Downtown CAPE officers work closely with area businesses, residents and visitors, focusing on public safety and quality-of-life crimes. They are trained in crime prevention, provide code enforcement assistance, and provide “responsible vendor” training to businesses downtown that serve alcoholic beverages. The decrease in personnel services reflects changes in employee benefit selections and there could be officer changes that may be a slightly lower position. Capital Outlay for FY21 is \$55,750, for replacement of one police vehicle and one Segway.

In the South Beach District, the Personnel Services costs related to the district increased 47.9%, reflective of the addition of a new CRA Program Manager. Operating expenses are projected to remain comparable to last year’s. As with the Downtown District, there are no debt service expenses in the South Beach District this year, nor are we presently funding any grant programs in the district. As with the Downtown and CAPE budgets, programmed capital projects are now include with the overall proposed Southend budget. A total of \$2,765,000 in capital improvements is proposed, broken out as follows: \$1,000,000 for South Beach Parkway Stormwater Pond Reconstruction, \$1,600,000 for Phase

4, Stormwater/Road Improvements Project and \$150,000 for the design of the South Basin Stormwater Outfall Channel Improvements.

Historically, the CRA has amended its budget and allocated tax increment trust funds for specific capital projects at the start of the engineering and design process, and then adding construction dollars at a stage when the engineer's estimate is reasonably firm. Due to statutory requirements, programmed capital project expenditures are now included in the initial budget for the fiscal year. For planning purposes, the City's five-year capital improvement plan shows estimates for projects expected to be funded using tax increment funds. This process helps ensure that funds are available as projects move forward.

The CRA can expect to receive tax increment revenue appropriations from Jacksonville and Jacksonville Beach this fiscal year totaling approximately \$7.1 million for Downtown and \$2.5 million for South Beach." Mr. Mann stated based on this information, Staff recommends approval of Resolution No. 2020-01.

Chief Financial Officer Ashlie Gossett, Assistant Financial Officer A.J. Souto, and Mr. Mann answered various questions by Agency members and provided additional information and clarification of the attached exhibits. Extensive discussion ensued related to the proposed budgets for both redevelopment districts, including but not limited to the process for increasing and decreasing future appropriations, mid-year budget modifications, consequences of under-estimating project budgets, capital improvement plan funding sources, anticipated capital improvement and repair and maintenance projects, allowable expenditure of TIF funds, year-end fund balance allocations, and potential enhancement of police presence.

Vice-Chairperson Povloski motioned to amend the FY 2021 Budget as follows:

- Increase the Professional Services Operating Expenses for both Redevelopment Districts by \$20,000 in anticipation of additional training expenses related to the assimilation of the new CRA Program Manager;
- Increase the Contract Services Operating Expenses for the Downtown Redevelopment District to allow an additional \$100,000 to include more than trees and no changes to the South Beach Redevelopment District Budget Line Item; and
- Increase the Maintenance Operating Expenses for the Downtown Redevelopment District to allow an additional \$100,000 for additional cleaning and aesthetic improvements and no changes to the South Beach Redevelopment District Maintenance Operating Expenses

Chairperson Graham seconded the motion. Mr. Souto advised the Agency that there was no increase to the South Beach District budget and this line item decreased from the previous fiscal budget to \$140,000. Mrs. Povloski proposed to increase the Maintenance Budget Line Item for the South Beach Redevelopment District to allow an additional \$100,000. Discussion ensued.

Vice-Chairperson Povloski proposed to amend her original motion as follows:

- Increase the Maintenance Operating Expenses for both Redevelopment Districts by \$100,000 to allow for additional cleaning, aesthetic improvements, and repairs to existing structures and equipment

Chairperson Graham proposed an increase to the Professional Services Budget Line Item for the Downtown Redevelopment District to \$80,000.

A voice poll conducted by Chairperson Graham resulted in a vote of 5-0 to entertain potential capital improvement projects at Sunshine Park. Parks and Recreation Director Jason Phitides stated he advocates moving potential improvements for the playground area from the proposed 2024 Fiscal Year forward.

Voice Poll Vote: Ayes – Art Graham, Frances Povloski, Jeffrey Jones, Samuel Hall, and Gary Paetau

ITEMS FOR DISCUSSION

- a. **Downtown Redevelopment Plan Consolidation Presentation** – Cliff Shepard and Jacob Schumer

Mr. Shepard provided a status update for this project and shared a PowerPoint presentation titled, “Jacksonville Beach Downtown Redevelopment Plan-The Plan Today, and Moving Forward” which contained information related to: authorized tasks (determining the current limits of the CRA, determining any updates to Plan priorities, and if necessary, preparation of a new Redevelopment Plan to replace existing documents), legal background in evaluating the Plan, his Firm’s approach to the Plan, a summary of conclusions regarding the current Plan and a legal recommendation Mr. Schumer explained his work product to the Agency. Discussion ensued including but not limited to Agency empowerments, expected timeframe, Plan consistency with zoning requirements, and market effects.

COURTESY OF THE FLOOR TO VISITORS

No visitors wished to speak under Courtesy of the Floor. Mr. Paetau addressed the Agency regarding communication with the Parks and Recreation, Police and Public Works Departments to discuss planned project improvements in both districts and construction fencing in the Downtown District. A voice poll conducted by Chairperson Graham resulted in a vote of 5-0 to discuss reviewing construction fence requirements.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 7:45 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Regular Meeting Minutes

Community Redevelopment Agency

Monday, September 28, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairman Art Graham called the Virtual Regular Meeting to order at 5:02 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, Police Commander Mark Evans, Kayle Moore, Public Works Project Engineer, Consultants Taylor Mejia and Brian Hanson, and Recording Secretary Chandra Medford

APPROVAL OF MINUTES

- a. Special Community Redevelopment Agency Virtual Meeting held July 15, 2020

It was moved by Mr. Hall and seconded by Mrs. Povloski and passed unanimously by voice vote to approve the July 15, 2020 special virtual meeting minutes as amended.

New Business Item A shall be amended to read the following: “This resolution amends the FY 2019-2020 Downtown Capital Improvements Budget for the Downtown Community Redevelopment District to appropriate \$40,260.00 (\$36,600.00 quoted price, plus 10% contingency) for the purchase of two radio transmission antennas and a system monitoring computer, plus \$11,393.00 for the purchase of a three-year service and monitoring agreement, to enhance the reliability and performance of the video surveillance camera system installed in the Downtown Community Redevelopment Area.”

- b. Regular Community Redevelopment Agency Virtual Meeting held July 27, 2020

Chairperson Graham deferred review and approval of the regular Community Redevelopment Agency Virtual Meeting held on July 27, 2020 to the next meeting to allow Staff time to make necessary corrections.

- c. Special Community Redevelopment Agency Virtual Workshop held August 12, 2020

It was moved by Mr. Paetau and seconded by Mr. Hall and passed unanimously by voice vote to approve the August 12, 2020 special virtual workshop meeting minutes as presented.

DOWNTOWN CAPE

Commander Evans provided a status update and answered questions related to COVID-19 procedures, Police enforcement, and the installation of enhanced security cameras in the Downtown District. Commander Evans stated the final version of the proposed Downtown District Parking Delivery Restrictions ordinance is underway and should be presented before Council for approval before long.

OLD BUSINESS

Administrator Mann provided a brief status update and answered questions related to projects located in the Downtown District, including consistency of redevelopment districts with the Downtown Plan, construction site fencing/screening, elements of the Dix.Hite art master plan, Dolphin Depot project, proposed development at the old Campeche Bay location, estimated completion of the Margaritaville Hotel project, the selling of the Springhill Suites property, and the Pier reconstruction project.

NEW BUSINESS

- a. **Resolution No. 2020-04** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2019-2020 South Beach Community Redevelopment District Capital Improvements Budget to appropriate \$8,672.00 for the design of additional curbing and gutter along the south side of Jacksonville Drive, between Grande Boulevard and America Avenue and to add a stormwater drainage inlet on the southeast corner of Jacksonville Drive and America Avenue as part of the overall work scope of the *Ocean Terrace Drainage Improvements* project.

It was moved by Mrs. Povloski and seconded by Mr. Hall, to approve CRA Resolution No. 2020-04. After a short discussion, the motion carried unanimously by roll call vote.

Administrator Mann read the following: "This resolution amends the FY 2019/2020 Capital Improvements Budget for the Southend Community Redevelopment District to appropriate an additional \$8,672.00 in TIF funds for additional Phase 1 design services under the current Ocean Terrace Drainage Improvements project contract with the Hanson engineering firm, to add the design of drainage improvements on Jacksonville Drive between Grande Boulevard and America Avenue into the overall project scope.

Information for the requested additional design services for Phase 1 of the Ocean Terrace Drainage Improvements is provided in the attached memo. Currently, the western extents of the proposed Phase 1 drainage infrastructure improvements on Jacksonville Drive to serve the Ocean Terrace neighborhoods is Grande Boulevard. Phase 2 of the project will be to design improvements for the section of Jacksonville Drive west to America Avenue, the western boundary of the Southend Redevelopment Area.

With the addition the multipurpose trail on the south side of Jacksonville Drive, the design budget for Phase 1 of the project was recently augmented to include the design of that trail within the extents of the Phase 1 project area, stopping at Grande Boulevard. It is now deemed desirable by Hanson and the City's Project Engineer to include the drainage and road edge improvements for the section of Jacksonville Drive west of Grande to allow the entire trail addition between South Beach Parkway and America Avenue to be designed and built at one time. Otherwise, the section of trail and road edge treatment between Grande Boulevard and America Avenue would not be designed until work began on Phase 2 of the overall drainage project. Staff recommends approval of CRA Resolution No. 2020-04."

Kayle Moore, Public Works Project Engineer provided additional project information and answered questions by Agency members, including but not limited to the scope of work, the location of the proposed improvements, and related drainage infrastructure improvements to be completed in conjunction with this project.

b. CRA Program Manager - Job Description

It was moved by Mr. Hall and seconded by Mr. Jones to present the job description, as amended, to the City Council for includes in the City's pay plan. After an extensive discussion, the motion carried unanimously by roll call vote.

Administrator Mann read the following: "At the CRA's June 10, 2020 workshop, the Chairman invited Jim Gilmore, partner with Gilmore Hagan Partners, to discuss the CRA's intent to create a job description for, and to hire, a Redevelopment/Program Manager to assist the Administrator in the overall operations of the CRA. Mr. Gilmore's firm was subsequently retained by the Agency to prepare the desired job position description, and it is now presented for approval.

It is my intent, following Agency approval of the attached job description, to include it with a new Public Work Department job description to be approved by City Council at their October 5, 2020 meeting for inclusion into the City's Pay Plan. The new hire will be a City of Jacksonville Beach employee in the Planning and Development Department, reporting to the CRA Administrator (Planning and Development Director).

Upon its inclusion into the City's Pay Plan, the job position may be posted and advertised. It is envisioned that staff (Human Resources, CRA Administrator) will do the initial vetting of applications received, a short list will be compiled, a selection committee will be established, and interviews will be conducted with the short listed candidates. Finalists will also be invited to a special CRA meeting so that Agency members will have the opportunity to meet and talk with them. It is anticipated that the job position could be filled sometime before January 31, 2021. Staff recommends approval of the attached CRA Program Manager position."

An extensive discussion ensued and Administrator Mann and consultant Taylor Mejia provided a brief overview of the description and responded to various questions and statements including but not limited to salary range, essential functions, responsibilities, availability at public hearings, minimum qualifications and preferred educational and employment experiences. A voice poll conducted by Chairperson Graham resulted in a vote of 5-0 to extend the professional services contract with Gilmore Hagan Partners for an additional two months. Chairperson Graham excused himself and Vice-Chairperson Povloski assumed Acting-Chairperson for the balance of the meeting. Agency members recommended several modifications to the proposed job description including word selections, additional job functions and preferred or minimum qualifications.

ITEMS FOR DISCUSSION

There were no scheduled items for discussion. A workshop meeting was requested by Vice-Chairperson Povloski and subsequently scheduled for Wednesday, October 7, 2020 at 5:00 P.M. to review and discuss amending the existing plan or proposing a new plan. A short discussion ensued.

COURTESY OF THE FLOOR TO VISITORS

There were no visitors who wished to address the Board.

ADJOURNMENT

There being no further business, Vice-Chairperson Povloski adjourned the meeting at 6:50 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____

DRAFT



Draft Workshop Meeting Minutes

Community Redevelopment Agency

Wednesday, October 7, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairperson Art Graham called the Virtual Workshop Meeting to order at 5:08 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, CRA Consultants James Gilmore and Taylor Mejia and Recording Secretary Chandra Medford

ITEMS FOR DISCUSSION

a. CRA Program Manager – Internal/External Communications – Gilmore Hagan Partners

James Gilmore stated the City Council recently approved the job description and it will be posted through many mediums for a period of thirty (30) days. Administrator Mann and Taylor Mejia explained the position’s direct supervisor will remain the Planning Director however it could potentially be changed in to the CRA Administrator by amending the City’s pay plan in the future. Mr. Gilmore shared a PowerPoint presentation titled, “Internal and External Communications Recommendations – Jax Beach CRA” with the workshop participants. He stated these recommendations were successful in other places.

Discussion ensued regarding the CRA Program Manager’s responsibilities as it relates to internal communications between the Agency, the City Council, and City Departments and external communications including but not limited to: Relationship Building [with the community, business owners], Program Management, Economic Development/Redevelopment, and Marketing and Promotion [social media accounts, interaction with the Special Events Coordinator].

b. Consolidated Downtown Redevelopment Plan – Review of the consolidated downtown redevelopment plan prepared by the Shepard Firm, and of materials provided by CRA Vice-Chairperson.

Vice Chairperson Povloski summarized the purpose of the workshop was for the Agency to interpret the work products prepared by third-party consultants to determine which elements of the existing Plan should be implemented or redefine the plan to utilize current developed properties before the Fiscal Year 2022 budget discussion. Administrator Mann responded to various questions and statements and an extensive discussion ensued including but not limited to: agency involvement in development projects, types of improvements and development in specific corridors, shifting from reactive development to proactive development, items for potential budgetary review, the selection, implementation, and execution of plan elements for recommendation to Council or Agency approval, land-use studies, purchasing

property or utilizing City-owned properties, adequate parking, and increasing the Agency’s budget.

Administrator Mann and Chairperson Graham excused themselves and Vice-Chairperson Povloski assumed Acting-Chairperson for the balance of the meeting.

COURTESY OF THE FLOOR

- Acting-Chairperson and Mr. Paetau addressed the Agency regarding potential agenda items and outstanding projects in the South Beach District.

ADJOURNMENT

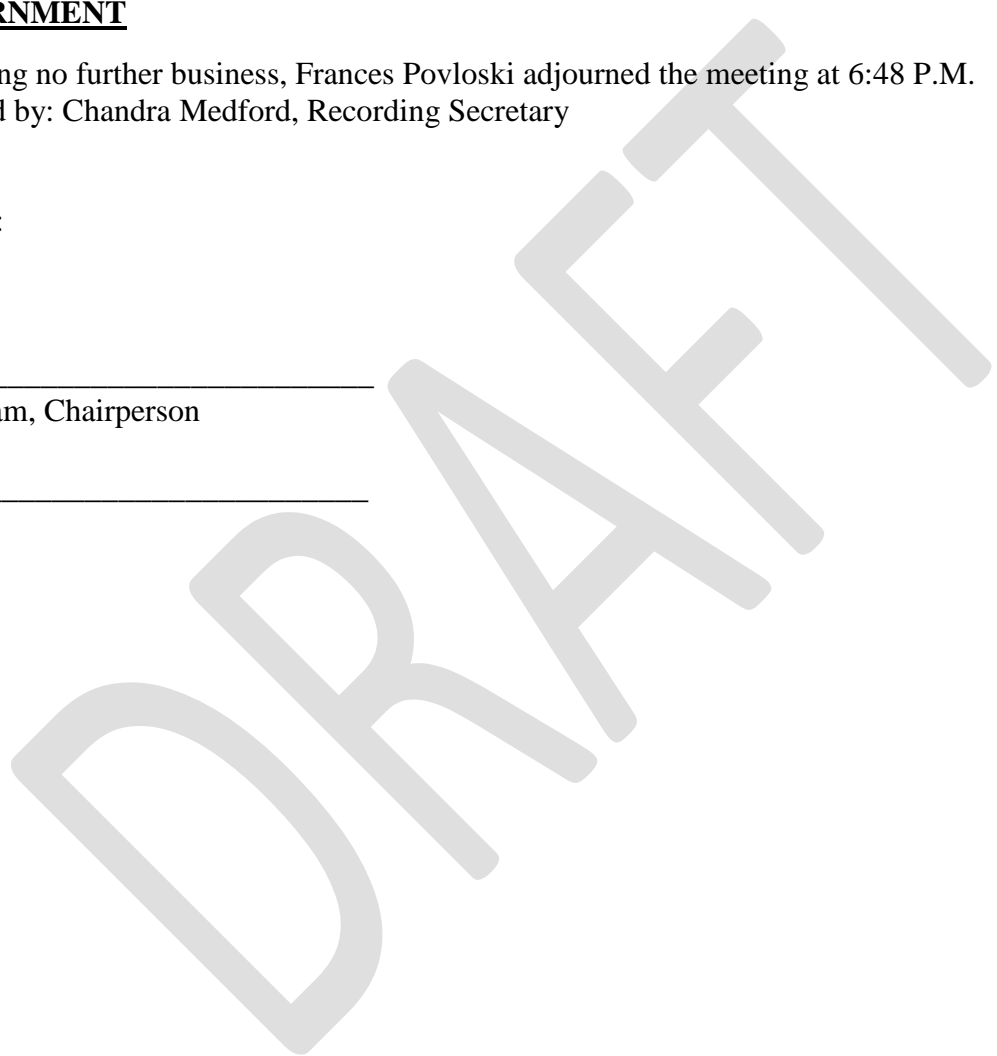
There being no further business, Frances Povloski adjourned the meeting at 6:48 P.M.

Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____





City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Regular Meeting Minutes

Community Redevelopment Agency

Monday, October 26, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairman Art Graham called the called the Virtual Regular Meeting to order at 5:00 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, City Attorney Chris Ambrosio, Police Commander Mark Evans, Chief Financial Officer Ashlie Gossett, Assistant Financial Officer A.J. Souto, Golf Maintenance Superintendent Trevor Hughes, Consultants James Gilmore and Taylor Mejia, and Recording Secretary Chandra Medford

APPROVAL OF MINUTES

There were no minutes presented before the Agency for review and approval.

DOWNTOWN CAPE

Commander Evans provided a status update for the security camera improvements and announced the recent emergence of scooter rentals. City Attorney Ambrosio advised the Agency that current regulations prohibits micro-mobility from the promenade and any sidewalk areas. A short discussion ensued. City Attorney Ambrosio and Commander Evans answered various question including but not limited to: enforcement regulations, time restrictions, liability issues, penalties, and conflicts with special events.

OLD BUSINESS

a. Downtown Delivery Vehicle Parking – Proposed Ordinance No. 2020-8152

Administrator Mann advised the Agency the first reading of this Ordinance is scheduled for the November 2, 2020 City Council meeting. Mr. Mann, City Attorney Ambrosio, and Commander Evans answered various questions related to the moderately-extensive discussion that ensued related to correcting boundary lines referenced within the preamble, dissemination of information to affected parties, implementation, and enforcement parameters.

NEW BUSINESS

Administrator Mann announced that recently he formally announced his retirement effective on January 8, 2021. Vice-Chairperson Povloski proposed re-evaluation of the direct supervisor for the CRA Program Manager and for the position to be independent of the Planning and Development Department. A brief

discussion ensued. An informal verbal poll conducted by Chairperson Graham resulted in the Agency's recommendation for Administrator Mann and Consultant Gilmore to discuss these areas of the job description with the City Manager.

- a. **Resolution No. 2020-05** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2020-2021 South Beach Community Redevelopment District Capital Improvements Budget to appropriate \$4,106.95 for the purchase and delivery of two portable metal soccer goals for use on the artificial turf multi-purpose playing field located in South Beach Park.

It was moved by Vice-Chairperson Povloski and seconded by Mr. Hall, to approve CRA Resolution No. 2020-05. After a brief discussion, the motion carried unanimously by roll call vote.

Administrator Mann read the following into the record: "This resolution authorizes the appropriation from the South Beach Capital Improvements FY 2020-2021 Operating Budget of \$4,106.95 for the purchase and delivery of two portable soccer goals for use in South Beach Park. Details are provided in the attached memorandum from the Parks and Recreation Director, and supporting price quotes." Mr. Mann stated based on this information, Staff recommends approval of Resolution No. 2020-05.

Discussion ensued regarding but not limited to: quantity, material type, and storage; Golf Superintendent Trevor Hughes answered various questions related to the same.

- b. **Resolution No. 2020-06** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2019-2020 Downtown Community Redevelopment Capital Improvement Budget and to appropriate Downtown Tax Increment Trust Funds for capital improvement projects as shown in the attached Exhibit A - *CRA RESOLUTION NO. 2020-06, YEAR-END DOWNTOWN FUND BALANCE APPROPRIATION*.

It was moved by Mrs. Povloski and seconded by Mr. Jones, to approve CRA Resolution No. 2020-06. After a short discussion, the motion carried unanimously by roll call vote.

Administrator Mann read the following: "This resolution amends the year-end FY 2019/ 2020 Capital Improvements Budget for the Downtown Community Redevelopment District to appropriate \$15,645,479 of unencumbered funds to: Ongoing Vision Plan Infrastructure Plan Phase III-B, Projects 2-5, Design and Construction of Dune Walkovers and Stormwater Outfall ex-tensions, Implementation of Dix.Hite + Partners Art, Bike Parking, Site Furnishings, Wayfinding Signage, and Lighting plans, and the design and reconstruction of the Pier Entry area, and Downtown CAPE support, including Monitoring Camera System Enhancements. Mr. Mann stated based on this information, Staff recommends approval of Resolution No. 2020-06.

Discussion ensued and Chief Financial Ashlie Gossett and Administrator Mann responded to various questions and statements including but not limited to appropriation and allocation of the remaining trust fund balance to listed projects, additional revenues received from future TIF fund distribution, and expenditure windows.

- c. **Resolution No. 2020-07** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2018-2019 South Beach Community Redevelopment Capital Improvement Budget and to appropriate South Beach Tax Increment Trust Funds for capital improvement projects as shown in the attached Exhibit A - *CRA RESOLUTION NO. 2020-07, FY2020 YEAR-END SOUTH BEACH FUND BALANCE APPROPRIATION*.

It was moved by Vice-Chairperson Povloski and seconded by Mr. Hall, to approve CRA Resolution No. 2020-07. After a short discussion, the motion carried unanimously by roll call vote.

Administrator Mann read the following: “This resolution amends the year-end FY 2019/ 2020 Capital Improvements Budget for the Southend Community Redevelopment District to appropriate \$10,797,781 of unencumbered funds to: Improvements to the South Beach Parkway/Marsh Landing Parkway stormwater pond, Projects resulting from the Ocean Terrace Area Drainage Study, addressing drainage and roadway improvements, and including water and sewer improvements as necessary, South Basin Stormwater Outfall Channel Improvements, including modifications to, and de-silting of, the stilling basin behind Pier 1, and de-silting and channel stabilization for the outfall channel downstream of the basin.” Mr. Mann stated based on this information, Staff recommends approval of Resolution No. 2020-07.

Discussion ensued and Chief Financial Ashlie Gossett and Administrator Mann responded to various questions and statements including but not limited to: allocation of additional funds from future tax revenue receipts for potential capital improvements, park security, purchasing City-owned property to initiate potential capital improvements, appropriation and allocation of the remaining funds, and expenditure windows.

ITEMS FOR DISCUSSION

There were no scheduled items for discussion.

- a. Chairperson Graham advised he received a request from an interested party to purchase of a vacant Agency-owned parcel located south of Sunshine Park at the end of Horn Court. A brief discussion ensued including the potential discussion of this request with the City Manager and historical land acquisition. Mr. Graham asked Agency members to assess the area in preparation of future discussion.
- b. Consultant Gilmore requested the following items be scheduled for discussion at a future meeting:
- His Firm’s completed incentive toolbox related to implementing development program objectives be presented for discussion
 - Augmenting the review of the Consolidated Downtown Redevelopment Plan discussed at the virtual workshop held on October 7, 2020
- c. Administrator Mann advised the Agency that Mr. Gilmore’s contract, which is piggybacked under an existing JTA contract, expires at the end of the month and extensions are allowed. Mr. Gilmore provided a scope of services for the proposed extension that would be effective from November 1, 2020 through January 31, 2021.

It was moved by Vice-Chairperson Povloski and seconded by Mr. Hall, to approve the extension of the contract with Gilmore Hagan Partners through January 31, 2021. After clarification of the scope of services to be covered under the contract, the motion carried unanimously by roll call vote.

- d. Due to conflicts with upcoming Holidays, the regular meetings scheduled for Monday, November 23, 2020 and Monday, December 28, 2020 were cancelled. Administrator Mann advised the Agency that it would return to holding regular meetings in the City Council Chambers. The Agency scheduled special meetings for Wednesday, November 18, 2020 and Wednesday, December 16, 2020.
- e. Mr. Paetau requested the Agency discuss the allocation of funds for potential repairs and maintenance projects located within both Redevelopment Districts. Chairperson Graham requested that in addition to inviting the Public Works Streets Superintendent to the next meeting that Mr. Mann also ask the Parks and Recreation Director to attend.

COURTESY OF THE FLOOR TO VISITORS

There were no visitors who wished to address the Board.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 6:38 P.M.

Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



Draft Workshop Meeting Minutes

Community Redevelopment Agency

Wednesday, November 18, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairman Art Graham called the Virtual Workshop Meeting to order at 5:00 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Samuel Hall, Gary Paetau

Also present were CRA Administrator William Mann, Police Commander Mark Evans, Public Works Streets Supervisor David McDonald, Consultants James Gilmore and Taylor Mejia, and Recording Secretary Chandra Medford

DOWNTOWN CAPE

Commander Evans provided a status update for Agency-funded improvement projects and micro-mobility (scooters enforcement) regulations, answered various questions from Agency members, and indicated that additional Police officers will be scheduled in the Downtown District during expected peak periods while the Deck the Chairs activities are held from November 21, 2020 through January 1, 2021.

ITEMS FOR DISCUSSION

a. CRA Incentives Toolbox - Gilmore Hagan Partners 32min in

Consultant Gilmore displayed a power point presentation titled, “Incentive Toolbox Jax Beach CRA” which identified eleven types of successful techniques, such as City-funded programs, grants and/or incentives that facilitate private investment and development that result in a favorable public return on investment that subsequently retains existing businesses and encourages the establishment of new businesses. As discussion ensued, Mr. Gilmore and Administrator Mann responded to various statements and questions by Agency members, including but not limited to land use and zoning issues, potential modifications to the City’s Comprehensive Plan, internal communication with [and consideration of the toolbox by] the City Manager and Council, public education, sustainability, alternative approaches such as TIF bonds and gap financing,

b. CRA Program Manager position- Recap of Meeting with City Manager

Administrator Mann, Consultant Gilmore, and Chairperson Graham summarized the outcome of discussions with the City Manager regarding the structural placement of the CRA Program Manager position within the organizational hierarchy and candidate response to the posted vacancy. A short discussion ensued. Agency members expressed they would like to be included [participate] in the interview process.

c. Downtown Maintenance

Public Works Streets Supervisor David McDonald apprised the Agency of the status of upcoming repair projects, responded to various statements and questions related to annual cleaning and maintenance of public rights-of-way, private property or business owner financial responsibility, accountability and potential restrictions of use, and existing and potential projects.

Chairperson Graham displayed four sets of photos which indicated pre-maintenance and post-maintenance conditions of areas located within the District. Mr. Jones and Mr. Paetau identified multiple areas located in both redevelopment districts that require attention, cleaning and/or maintenance. An informal visual poll conducted by Mr. Graham resulted in the Agency's decision to discuss potential legislation restricting use of City sidewalks.

- d. Administrator Mann identified items that may be included on the next agenda and stated that the terms of two current Agency members expire at the end of December and appointments will be considered by the City Council on December 7th or December 21st.
- e. On October 26, 2020, Chairperson Graham requested Agency members to assess a vacant Agency-owned parcel located south of Sunshine Park at the end of Horn Court. A voice poll conducted by Mr. Graham resulted in the Agency's recommendation of potentially selling the referenced parcel. Administrator Mann stated he would discuss this item with the City Manager but that ultimately an appraisal would be required before any further action can occur.
- f. Mr. Paetau provided an updated list of South Beach District Infrastructure Improvements for discussion.

COURTESY OF THE FLOOR TO VISITORS

The following visitor addressed the Agency:

- Pete Hill, 1818 2nd Street North, Jacksonville Beach, Florida

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 6:36 P.M.

Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____

**SOUTH BEACH REDEVELOPMENT DISTRICT
CASH FLOW PROJECTIONS
DETAIL OF MAINTENANCE PROGRAM AND CIP PROJECTS**

		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
		<i>Budget</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>	<i>Estimated</i>
MAINTENANCE PROGRAM (TIF funded assets)											
Parks Maintenance Program	Estimated - program in development	185,000	150,000	153,000	156,060	159,181	162,365	165,612	168,924	172,303	175,749
Skate Park Maintenance	Defined in CIP	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926
Artificial Turf Maintenance	Defined in CIP	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975
Splash Pad, Restroom, & Bldg Maintenance	Defined in CIP	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902
Security Cameras	Maintenance agreement	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926
Stormwater System Maintenance Program	Estimated - program to be developed		250,000	255,000	260,100	265,302	270,608	276,020	281,541	287,171	292,915
Total MAINTENANCE PROGRAM		240,000	456,100	465,222	474,526	484,017	493,697	503,571	513,643	523,916	534,394

CAPITAL OUTLAY

INFRASTRUCTURE PROJECTS

Ocean Terrace Pond Improvements - Phase 3	5-year CIP Plan	1,000,000									
Stormwater Piping and Roadway Improvements - Phase 4	5-year CIP Plan; and PW report	1,600,000	2,190,000	3,500,000							
Stormwater/Road Improvements - Phase 5	5-year CIP Plan		300,000	1,750,000							
South Basin Stormwater Outfall Channel Improvements - Phase 5	5-year CIP Plan	150,000	1,550,000	550,000	550,000	500,000					
Stormwater/Reuse Improvements - Phase 6 (optional)	TENTATIVE 5-year CIP Plan; PW does not recommend (shifted back 1yr)					584,000	4,136,000				
Osceola Ave Stormwater Impr. - SB Pkwy to Millie Dr.	PW report 2%/yr est incr.						848,488				
Osceola Regional Pond Impr - Bypass Piping	PW report 2%/yr est incr.						682,207				
South Basin Canal Modifications	PW report 2%/yr est incr.				55,003						
Reconstruct America Ave from Jax Dr to south of Republic - Phase 4	PW report 2%/yr est incr.		439,636								
Mill and Resurface Marsh Landing Parkway (ML to A1A)	PW report 2%/yr est incr.		647,956								
Reconstruct Roadway Grande Blvd from Sanctuary Pkwy to North End	PW report 2%/yr est incr.		422,011								
Reconstruct Roadway Palm Way from Sanctuary Pkwy to North End	PW report 2%/yr est incr.		403,326								
PARKS PROJECTS											
2018-03 Toddler Splash Pad											
SB Park Lighting Replacements	5-year CIP Plan	15,000	15,000	15,000							
Sunshine Park Playground Replacement	5-year CIP Plan				400,000						
Multi-Purpose Field Artificial Turf Replacement	replace at 10yrs							600,000			
Fitness Station Replacements	replace at 10yrs							200,000			
Total CAPITAL OUTLAY		2,765,000	5,967,929	5,815,000	1,005,003	1,084,000	5,666,695	800,000	-	-	-

**SOUTH BEACH REDEVELOPMENT DISTRICT
SUMMARY CASH FLOW PROJECTIONS
at 50% TIF FUNDING**

	2019 <i>actual</i>	2020 <i>ytd in progress</i>	2021 <i>budgeted</i>	2022 <i>estimated</i>	2023 <i>estimated</i>	2024 <i>estimated</i>	2025 <i>estimated</i>	2026 <i>estimated</i>	2027 <i>estimated</i>	2028 <i>estimated</i>	2029 <i>estimated</i>	2030 <i>estimated</i>
Fund Balance carried forward from prior year	\$ 9,802,250	\$ 9,799,908	\$ 10,997,078	\$ 10,393,679	\$ 6,442,670	\$ 2,641,651	\$ 3,649,873	\$ 4,627,131	\$ 1,070,123	\$ 2,383,619	\$ 4,550,361	\$ 6,779,628
Revenues:												
(a) Taxes	4,431,388	4,627,544	2,533,448	2,584,117	2,635,799	2,688,515	2,742,286	2,797,131	2,853,074	2,910,135	2,968,338	3,027,705
Taxes returned to taxing authorities	(4,431,388)	(2,191,994)	-	-	-	-	-	-	-	-	-	-
Interest & other	509,018	452,482	77,361	103,937	64,427	26,417	36,499	46,271	10,701	23,836	45,504	67,796
Total Revenues	509,018	2,888,032	2,610,809	2,688,054	2,700,226	2,714,932	2,778,784	2,843,403	2,863,775	2,933,972	3,013,842	3,095,501
Expenditures:												
(b) Personal services	64,360	73,486	119,071	122,643	126,322	130,112	134,015	138,036	142,177	146,442	150,836	155,361
Operating:												
(c) Administrative	159,920	85,563	90,137	92,390	94,700	97,068	99,494	101,982	104,531	107,145	109,823	112,569
(d) Maintenance Program	95,040	23,988	240,000	456,100	465,222	474,526	484,017	493,697	503,571	513,643	523,916	534,394
(e) Capital outlay	192,040	1,507,825	2,765,000	5,967,929	5,815,000	1,005,003	1,084,000	5,666,695	800,000	-	-	-
Total Expenditures	511,360	1,690,862	3,214,208	6,639,063	6,501,245	1,706,710	1,801,527	6,400,410	1,550,280	767,230	784,574	802,323
Ending Fund Balance	\$ 9,799,908	\$ 10,997,078	\$ 10,393,679	\$ 6,442,670	\$ 2,641,651	\$ 3,649,873	\$ 4,627,131	\$ 1,070,123	\$ 2,383,619	\$ 4,550,361	\$ 6,779,628	\$ 9,072,806

Notes & Assumptions:

- (a) Assumes average growth of 2%
- (b) Assumes average growth of 3%
- (c) Assumes average growth of 2.5%; includes professional services, internal service charges, supplies, utilities, etc.
- (d) Assumes average growth of 2%; adds stormwater maintenance program in FY2022
- (e) Includes in capital improvement plan as well as additional projects identified by PW and Parks