



Meeting Minutes

Community Redevelopment Agency

Monday, August 27, 2018

5:00 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the meeting to order at 5:02 P.M.

ROLL CALL

Chairman: Art Graham
 Vice-Chairwoman: Frances Povloski
 Board Members: Scott Gay Samuel Hall Jeffrey Jones

Also present were CRA Administrator William Mann, Chief Finance Officer Michael Nadeau, Assistant Finance Officer Ashlie Gossett, City Engineer Marty Martirone, Public Works Street Division Supervisor David McDonald, Public Works Director David Millinor, and Recording Secretary Chandra Medford.

APPROVAL OF MINUTES

- a. Special Community Redevelopment Agency Meeting Held July 23, 2018

It was moved by Mr. Hall, and seconded by Mr. Jones and passed unanimously by voice vote, to approve the July 23, 2018 meeting minutes.

OLD BUSINESS

There was no old business.

NEW BUSINESS

- a. **Resolution No. 2018-11** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2017-2018 Downtown Redevelopment District Capital Improvements Budget to appropriate \$355,349.92 (\$323,045.38, plus 10% contingency of \$32,304.54) for the construction and construction administration services for three replacement ADA compliant dune walkover structures.

It was moved by Mrs. Povloski and seconded by Mr. Hall, to approve CRA Resolution No. 2018-11. After a brief discussion, the motion carried unanimously by roll call vote.

Mr. Mann read the following: “This resolution provides funding from the Downtown Tax Increment Trust Fund for the construction of three ADA compliant pedestrian dune walkovers, at Beach Boulevard, 5th Avenue North (Pier parking lot), and 6th Avenue South (Oceanfront Park).

The CRA authorized the funding of the design and construction document preparation of these structures in April 2017, via Resolution No. 2017-03. That work is now completed, and the project is ready to move to the construction phase. Attached following Resolution 2018-11 is a memo from the City Engineer providing additional information concerning the project and its cost.”

Mr. Mann stated a project consultant and the contractor awarded the project are available to answer questions. Marty Martirone provided additional project information, including a material cost comparison between wood and plastic structures.

- b. **Resolution No. 2018-12** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2017-2018 Downtown Community Redevelopment Operating Budget to add an additional \$440,000.00 (\$400,000.00, plus 10% contingency of \$40,000.00) for the development of specific project tasks for various components identified in the *Downtown Action, Implementation and Management Plan*.

It was moved by Mrs. Povloski and seconded by Mr. Jones, to approve CRA Resolution No. 2018-12. After a short discussion, the motion carried unanimously by roll call vote.

Mr. Mann read the following: “With this resolution the Community Redevelopment Agency (CRA) provides funding for Phase Two consultant services under of the approved Action Plan - Implementation and Management Plan contract (Dix.Hite + Partners).

With the completion of the Action Plan - Implementation and Management Plan portion of their consulting contract, the Dix.Hite group is now prepared to enter into Phase 2 of that contract, the implementation of various tasks identified in that plan.

Attached following Resolution No. 2018-12 is the Dix.Hite + Partners’ work and cost proposal for the Phase 2 portion of their contract. This work will include the provision to the City of a final Brand Standards document, based on the final new logo design shown in the Action Plan - Implementation and Management Plan document, and will include, as applicable, final plans, specifications, construction documents, details, and estimates of probable costs for the following project elements, as identified in the plan: Art Master Plan, Lighting Plan, Bicycle Parking Area Plan, Street/Site Furnishings Plan, Wayfinding/Signage Plan, and Pier Entryway Plan.”

He stated a Dix.Hite + Partners representative is in attendance and will discuss the Phase 2 work and deliverables in more detail, and to address any questions the Agency members may have.

Project Leader, Kody Smith, Dix.Hite + Partners, 150 West Jessup Avenue, Longwood, Florida, answered questions and provided additional project information, including deliverables and key components. Mr. Mann stated this is Phase II of an existing contract so it is not a new contract; we are negotiating the work tasks and the work effort.

- c. **Resolution No. 2018-13** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to set forth the revenue estimate and appropriations for the total Community Redevelopment Agency budget for Fiscal Year 2018-2019 in the amount of \$2,073,979.00, subdivided as follows: Downtown - General = \$646,841.00, Downtown - Community Policing = \$1,145,995.00, and South Beach = \$281,143.00.

It was moved by Mrs. Povloski and seconded by Mr. Graham, to approve CRA Resolution No. 2018-13. After a brief discussion, the motion carried unanimously by roll call vote.

Mr. Mann stated with this resolution, the agency adopts the operating budget for both the Downtown and South Beach districts. He added the details of the changes are included in the accompanying memo and both of the budgets remained consistent with last year’s budget. He highlighted a few key changes from the memo. Ashlie Gossett clarified that the agency’s budget is adopted initially and then it is amended when projects are ready to move forward.

INFORMATION ITEMS

Mrs. Povloski requested a meeting to discuss selecting a potential project to complete from the Action Plan - Implementation and Management Plan document. Mr. Mann stated the Agency approved Resolution No. 2018-10 on July 23, 2018 and the awarded contractor recently requested to utilize the CRA-owned lot as a construction staging area for upto 365 days.

COURTESY OF THE FLOOR TO VISITORS

No one wished to speak under Courtesy of the Floor.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 5:56 P.M.

Submitted by: Chandra Medford, Recording Secretary

Approval:



Art Graham, Chairperson

Date: 10/22/18