



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: 12-16-2020