



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Agenda Amended

Community Redevelopment Agency

Monday, June 22, 2020

5:00 PM

Virtual Meeting

MEMORANDUM TO:

Members of the Community Redevelopment Agency
City of Jacksonville Beach, Florida

Board Members:

The following Agenda of Business has been prepared for consideration and action at a Regular 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 Meeting held February 24, 2020
- b. Special Community Redevelopment Agency Workshop held February 24, 2020
- c. Special Community Redevelopment Agency Workshop held May 26, 2020

DOWNTOWN CAPE

OLD BUSINESS

NEW BUSINESS

- a. CRA Consultant proposal - Jim Gilmore, Gilmore Hagan Partners

ITEMS FOR DISCUSSION

- a. Pier Entryway Design Update
- b. Downtown Delivery Vehicle Parking
- c. Southend Projects Update

ADJOURNMENT

NOTICE

Due to the current restrictions and limitations for social distancing and gatherings surrounding the COVID19 crisis, the June 22, 2020, City of Jacksonville Beach Community Redevelopment Agency meeting will be conducted in a modified manner. The meeting will be conducted virtually, utilizing Zoom technology and webinar capabilities. The City is providing numerous additional technological options for public attendance for the meeting.

The Governor's Executive Order Number 20-69, addressing Local Government Public Meetings, states local government bodies may utilize communications media technology (CMT), as provided in section 120.54(5)(b)2., Florida Statutes.

The following CMT options are available to view and listen to the June 22, 2020, City of Jacksonville Beach, Community Redevelopment Agency workshop meeting:

1. View and listen to a Livestream of the meeting online:
 - a. View the Livestream via Zoom technology: <https://us02web.zoom.us/j/84188386329>
2. Listen to the meeting via phone:
 - a. Dial 1-301-715-8592
 - b. Webinar ID: 841 8838 6329
 - c. There is no participant ID number. If you are asked for this, press #. When dialing in by phone, your line will be automatically muted for the duration of the meeting.
3. Hearing or speech impaired access:
 - a. Contact the agency using the Florida Relay Service: 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

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, extension 10, no later than one business day before the meeting or by sending an e-mail to CityClerk@jaxbchfl.net

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



Draft Meeting Minutes

Community Redevelopment Agency

Monday, February 24, 2020

5:00 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the 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, Kayle Moore, Public Works Division Project Engineer, Police Commander Mark Evans, and Recording Secretary Chandra Medford

APPROVAL OF MINUTES

a. Special Community Redevelopment Agency Meeting held December 17, 2019

It was moved by Mr. Hall and seconded by Mr. Jones and passed to approve the December 17, 2019 meeting minutes as presented by the following voice vote:

**Ayes- Graham, Jones, Hall
Absent – Frances Povloski
Abstain - Paetau**

b. Special Community Redevelopment Agency Meeting held January 21, 2020

It was moved by Mr. Jones and seconded by Mr. Hall and passed to approve the January 21, 2020 meeting minutes as presented by the following voice vote:

**Ayes- Graham, Jones, Hall, Paetau
Absent – Frances Povloski**

c. Regular Community Redevelopment Agency Meeting held January 27, 2020

It was moved by Mr. Hall and seconded by Mrs. Povloski and passed unanimously by voice vote to approve the January 27, 2020 meeting minutes as presented.

DOWNTOWN CAPE

Commander Evans stated a new CAPE officer will start March 1, 2020 and two additional vacancies are expected to be filled by May 1, 2020. Commander Evans responded to a question by Mr. Paetau regarding an upcoming training conference one of the sergeants as it relates to downtown development resources.

OLD BUSINESS

Scott Gay, 814 1st Street North Unit 101, Jacksonville Beach, Florida, submitted a proposal for leasing the vacant CRA-owned lot on 2nd Street North, north of the *Ritz* bar and answered various questions from Agency members. Mr. Mann provided information regarding similar contracts previously approved by the Agency.

It was moved by Mrs. Povloski and seconded by Mr. Graham and passed unanimously to allow the Agency Administrator to negotiate and enter into a lease agreement for the vacant CRA-owner lot located on 2nd Street North with Dolphin Depot, LLC. or its assignee.

NEW BUSINESS

- a. **Resolution No. 2020-01** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2019-2020 South Beach Community Redevelopment District Capital Improvement Budget to appropriate \$28,132.00 (\$24,462.00, plus \$3,670.00 (15% Contingency) for the design of a multipurpose bicycle and pedestrian path as part of the overall work scope of the *Ocean Terrace Drainage Improvements* project.

It was moved by Mrs. Povloski and seconded by Mr. Paetau to amend the FY 2019-2020 South Beach Community Redevelopment District Capital Improvement Budget to appropriate \$28,132.00 (\$24,462.00 plus \$3,670.00 (15%) Contingency) for the design of a multipurpose bicycle and pedestrian path as part of the overall work scope of the *Ocean Terrace Drainage Improvements* project. (After a short discussion, the motion was approved unanimously by roll call vote.

Mr. Mann read the following: “This resolution amends the FY 2019/2020 Capital Improvements Budget for the Southend Community Redevelopment District to appropriate \$28,132 in TIF funds for additional services under the current Ocean Terrace Drainage Improvements project contract with the Hanson engineering firm, to add the design of a multipurpose path into the overall project scope.

In the first several weeks after the new City Manager was hired, he and I discussed the concept of east-west connectivity in the City and how to help people living in the western portions of the City get to the beach and to the commercial areas along 3rd Street. In the south end, the major opportunity to enhance that connectivity for both cyclists and pedestrians is the Jacksonville Drive corridor. Towards that end, I asked the Public Works Project Engineer to obtain a quote from our engineering consultant, Hanson, to include the de-sign of a multipurpose path along the extents of Jacksonville Drive that they were already designing, for requested stormwater infrastructure improvements.

The other section of Jacksonville Drive, between South Beach Parkway and State Road A-1-A (3rd Street) within the Southend Redevelopment Area, currently has a sidewalk on its north side, and there appears to be adequate room within that section of right of way to widen it to act more as a multipurpose trail. This would be a separate project, and one which could most likely be designed by City staff. Once pedestrians and cyclists get east of A-1-A and Ponte Vedra Boulevard, the opportunity and need for a wider path diminishes, as the route to the beach at that

point is through a low speed local street, 36th Avenue South.” Mr. Mann stated based on this information, Staff recommends approval of Resolution No. 2020-01.

Kayle Moore, Public Works Division Project Engineer provided additional project information and answered questions related to the project.

COURTESY OF THE FLOOR TO VISITORS

- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, Florida – Addressed the board in regards to adding an additional staff member responsible for event planning and economic development.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 5:50 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



Draft Workshop Minutes

Community Redevelopment Agency

Monday, February 24, 2020

Immediately Following the Regularly Scheduled Meeting

Council Chambers

CALL TO ORDER

Chairman Art Graham called the workshop meeting to order at 5:56 P.M.

ROLL CALL

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

Also present were CRA Administrator William Mann, Police Commander Mark Evans, and Recording Secretary Chandra Medford

ITEMS FOR DISCUSSION

a. South Beach Redevelopment Improvement Project Opportunities

Due to time constraints, this item was carried over to a future workshop meeting, tentatively scheduled for March 16, 2020.

b. Downtown Delivery Truck Parking

Mr. Jones provided Agency members with a draft proposal of the substantive sections of an ordinance for delivery restrictions in the Downtown District for discussion purposes. Several restrictions were discussed, including but not limited to: public safety, the types of allowable and prohibited vehicles allowed to park in the area for delivery purposes, prohibiting parking on specific streets, authorization for the City Manager to grant waivers, and enforcement of the ordinance during peak seasons. Mr. Jones will revise the proposal and it will be resubmitted for review at a future meeting.

c. Status of Redevelopment Attorney Contract Related to the Consolidation of the Downtown Plan and Its Amendments

Mr. Mann stated the contract previously approved by the Agency on January 21, 2020 will be submitted to the City Council for its review on March 2, 2020.

ADJOURNMENT

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

Approval:

Art Graham, Chairperson

Date: _____



Draft Virtual Workshop Minutes

Community Redevelopment Agency

Tuesday, May 26, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairperson Art Graham called the virtual workshop meeting to order at 5:01 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, Chris Ambrosio, City Attorney, Public Works Division Director Dennis Barron, Project Engineer Kayle Moore, Brian McKee, and Recording Secretary Chandra Medford

DOWNTOWN CAPE

Commander Evans provided a status update for recent events and information since the emergence of the COVID-19 pandemic. He stated the last vacancy in the Downtown CAPE area is estimated to be filled as by June 1, 2020. He responded to various questions from Agency members related to public nuisances such as noise and vehicular sounds, outdoor restaurant seating enforcement, temporary occupancy levels at establishments in the City and the re-opening of bars.

DISCUSSION ITEMS

a. Downtown CRA Projects Update

Mr. Mann provided status updates for the following private-sector projects located in the Downtown District: *Margaritaville Hotel* located at 715 North 1st Street, *Springhill Suites Hotel* located at 465 1st Street North, a vacant lot located at 221 1st Street North, *Element Hotel* located at 208 Beach Boulevard, and *Dolphin Depot, LLC*. Hotel/Apartments located at 704 North 1st Street.

Mr. Mann provided status updates regarding the pier reconstruction located at 503 1st Street North, maintenance of public properties as it relates to concrete repairs, pressure washing and mulch replacement in the Downtown District and the current and future major infrastructure projects in the South Beach District. Public Works Division Director Dennis Barron provided an update on concrete repair contracts, which was affected by COVID.

Mr. Mann responded to various questions from Agency members including but not limited to: CRA responsibilities, the impact of these private construction projects, Agency budget, the status of the consolidation of the Downtown Plan, the funding of additional Agency personnel, proposed job description and related responsibilities, and the DixHite improvement contract.

b. Jacksonville Drive Multipurpose Path Alternatives – Public Works

Design Consultant Brian McKee, Hanson Professional Services, Inc., provided a brief explanation regarding the existing conditions in the area and optional proposed improvements and realignment impacts as “An Ocean Terrace Drainage Improvements” presentation was displayed on screen, including information such as potential issues, impacts and additional fees related to realignment to accommodate a new concrete path.

Project Engineer Kayle Moore and Mr. McKee answered various questions from Agency members.

c. Southend Project Opportunities (carried over from 3-16-20 CRA workshop)

A list provided by Agency member Paetau of remaining/possible improvement projects was displayed on screen for discussion. Chairperson Graham requested that Mr. Mann and Mr. Paetau review and clarify the list of projects together and present a collective list for review before the board at a future meeting.

Chairperson Graham asked the Board if there would be any interest in hiring a consultant to assist with Agency-related matters until the future vacancy is filled. The members indicated they would entertain a proposal for review.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 7:04 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____

MEMORANDUM

TO: Jacksonville Beach Community Redevelopment Agency Members

FROM: Bill Mann, Planning and Development Director, CRA Administrator

RE: June 22, 2020 Community Redevelopment Agency Meeting

DATE: June 15, 2020

Please consider the following information and staff recommendation relative to the single items to be acted upon at the upcoming June 22, 2020 CRA meeting:

1. Consultant Services proposal – Gilmore Hagan Partners.

At the CRA's last workshop, on June 10, 2020, 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.

In discussing the Agency's needs with the Chairman, members and staff, Mr. Gilmore offered that his firm was capable and willing to prepare a job description for the desired position. He added that they could also prepare a "road map" of directives, communication, and activities for the new employee to follow once hired, and an Incentives Toolbox to help the Agency promote new development.

Mr. Gilmore has prepared a Fee proposal and Scope for the discussed tasks, and he estimates that the tasks could be accomplished in a three month period. The Chairman asked that Mr. Gilmore extend that work timeframe by one month so that his work contract would actually overlap the potential hiring and orientation of the new Redevelopment/Program Manager.

Staff recommends approval of the attached Proposal from *Gilmore Hagan Partners*, dated June 15, 2020, and requests authorization for the Administrator and Chairman to sign a contract with *Gilmore Hagan Partners*, based on that proposal letter.

Attachment: *Gilmore Hagan Partners*, June 15, 2020 proposal

CRA200622memo

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City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6231
Fax: 904.247.6107
Planning@jaxbchfl.net

www.jacksonvillebeach.org



June 15, 2020

Mr. William C. Mann, AICP
Planning Director, CRA Administrator
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, FL 32250

Email: bmann@jaxbbchfl.net

Dear Mr. Mann:

It was a pleasure meeting with you last Monday. Our conversation created a better understanding of ways and means to activate a path forward for the Community Redevelopment Agency. I am pleased to provide this proposal to you for consideration.

Scope of Service

Gilmore Hagan Partners (GHP) will provide the following services to the City of Jacksonville Beach and the Jacksonville Beach Community Redevelopment Agency. The Scope may include other tasks as directed.

- GHP will assist in creating/refining the draft job description for a Redevelopment/Program Manager position. This will include responsibilities of the job including oversight of capital projects, operations and maintenance issues, special projects and programming, code enforcement, and community relations. GHP will research other CRA positions around the state to help in the creation of the job description.
- GHP will create a work program for the Redevelopment/Program Manager. This will include tasks in the following categories:
 - Internal communication strategies - how the Redevelopment/Program Manager should relay information and communicate with the City manager, CRA Board members, City Council, City Departments. The key here is to help eliminate existing silos and establish lines of communication and reporting requirements between the City and the Community Redevelopment Agency.
 - External communication strategies - how the Redevelopment/Program Manager should reach out and communicate with stakeholders, business owners, residents, and other community members in the downtown and South Beach Redevelopment Districts.

- CRA Incentives - an outline of an incentive tool box for consideration. This includes Public Private Partnership Strategies for existing businesses, interested developers and for City/Agency owned properties.
- Capital project and programming needs - following the completion of the consolidation of the CRA vision plans, potential future capital projects and programming needs will be outlined in the Redevelopment/Program Managers work description. This includes an analysis of the downtown and South beach districts.
- Research of other CRA's - suggested strategies and resources for the Redevelopment/Program Manager to be able to research and connect with other successful CRA's.

Fee

GHP will provide the above services and others that may be added for a monthly retainer of \$6,500 per month a period commencing June 29, 2020 through October 30, 2020. The agreement may be extended or cancelled at any time with the payment of due billings.

Jim Gilmore, Managing Partner, GHP and Taylor Mejia, Director of Strategic Initiatives will serve as managers of the project.

As previously stated, we have public contracts with the Jacksonville Aviation Authority and the Jacksonville Transportation Authority won through an open procurement process.

I look forward to discussing this with you and beginning to work on this exciting endeavor.

Respectfully,



Jim Gilmore
Managing Partner
Gilmore Hagan Partners, LLC

C: Art Graham, Chair, Jacksonville Beach Community Redevelopment Agency

Section (AA). Restrictions on Deliveries in the Downtown Business District.

Intent. This section is to provide where it is acceptable to park vehicles engaged in the delivery and receipt of goods and merchandise in the core downtown area of the City. The intent is to guide delivery vehicles to park only on certain avenues in order to prevent the blockage of vehicular and bicycle traffic on certain portions of 1st and 2nd Streets North.

Restrictions. Except as provided in this Section, it shall be unlawful for any commercial **vehicle** to stop at any time for the purpose of making deliveries (a) on 1st Street North and 2nd Street North between Beach Boulevard and 6th Avenue North, (b) on 2nd Street North between Beach Boulevard and 4th Avenue North, (c) on 4th Avenue North between 3rd Street North and 1st Street North and (d) the end zones east of 1st Street of 2nd Avenue North, 3rd Avenue North and 6th Avenue North.

Exceptions. The restrictions of this Section AA shall not apply to a **U.S. Mail vehicle** or to any private mail or package courier **vehicle**, nor shall this Section apply to other uses of **vehicles** in the restricted area, including, but not limited to, government vehicles, public service **vehicles**, emergency vehicles or construction **vehicles** servicing an adjacent construction site.

Waiver of Restrictions. The City Manager may waive the restrictions of this Section for:

(1) An emergency;

(2) A special event **or holiday**;

(3) A demonstration of the existence of a temporary special circumstance to the City Manager.

Penalty. This Section shall be enforced under Section (YY) and applicable State traffic laws.

June 12, 2020

City of Jacksonville Beach- Community Redevelopment Agency

South Beach Redevelopment Area

Remaining/Possible Improvement Projects:

- Completion of all remaining sewer, water and storm water projects outlined in the Public Works report, January 27, 2020, pertaining to the Capital Improvements Program Study dated August 2010.
- Completion of additional sewer, storm water and pavement replacement items listed in the Public Works report dated January 27, 2020.
- Improve street signage, pavement markings and wayfinding signage throughout.
- Improve street lighting in the area.
- Develop/improve pedestrian sidewalks and bicycle paths.
- Implement landscape and hardscape improvements and maintenance throughout.
- Renovate Sunshine Park Community Center.
- Improve Sunshine Park Community Center to function as a true Emergency Operations Center.
- Implement an enhanced maintenance program for Sunshine Park including the skate park, artificial field, playground, basketball court and splash park.
- Improve landscape maintenance of City Right of Ways.
- Improve building code enforcement presence and requirements within the area.
- Provide increased policing presence and enforcement within the area.
- Determine appropriate use or sale of existing owned CRA properties.
- Identify strategic property for purchase to develop parks/playgrounds and appropriate utility infrastructure projects. (Northwest corner of South Beach Pk and Jacksonville Dr) (Unused Beaches Energy property).