



Agenda

Community Redevelopment Agency

Monday, September 28, 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. Special Community Redevelopment Agency Virtual Meeting held July 15, 2020
- b. Regular Community Redevelopment Agency Virtual Meeting held July 27, 2020
- c. Special Community Redevelopment Agency Virtual Workshop held August 12, 2020

DOWNTOWN CAPE

OLD BUSINESS

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.
- b. **CRA Program Manager - Job Description**

ITEMS FOR DISCUSSION

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

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, and, for such purpose, 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.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the recording secretary prior to the beginning of the meeting. Information concerning the hearing process is available online at www.jacksonvillebeach.org/publichearinginfo and it is also posted in the City Hall first floor display case.

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 preceding the meeting or by sending an e-mail to CityClerk@jaxbchfl.net

ZOOM VIRTUAL MEETING NOTICE

Due to the current restrictions and limitations for social distancing and gatherings surrounding the COVID19 crisis, the September 28, 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. On April 6, 2020, the City of Jacksonville Beach City Council further approved at their public meeting the use of CMT and alternative start times to conduct their meetings and briefings. The following CMT options are available to view and listen to the September 28, 2020, City of Jacksonville Beach, Community Redevelopment Agency meeting:

1. View and listen to a Livestream of the meeting online:
 - a. Access the meeting by visiting the City of Jacksonville Beach YouTube Channel:
<https://www.youtube.com/channel/UCBvNLjCCZtu9PWDV41cR6-Q>
 - b. View the Livestream via Zoom technology: <https://us02web.zoom.us/j/87077456750>
2. Listen to the meeting via phone:
 - a. Dial 1-301-715-8592
 - b. Webinar ID: 870 7745 6750
 - 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, unless you have pre-registered to speak. (Instructions for pre-registration are below)

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).

4. Submit questions and comments concerning a scheduled agenda item or under Courtesy of the Floor:
 - Written correspondence will be read into the record at the appropriate time by the recording secretary and the reading time will be limited to three (3) minutes.
 - a. Please provide your full name and address. If you are also a business owner, please provide your business name and address.
 - b. Please indicate which section of the agenda your correspondence is in reference to.
 - c. If dialing in or utilizing Zoom technology, you must include the telephone number you will be calling from and the User ID.
 - You may submit written correspondence and/or pre-register to virtually comment:
 - a. By e-mailing the Agency Administrator, William Mann, at planning@jaxbchfl.net; or
 - b. Via U.S. Postal Mail to Community Redevelopment Agency Administrator, 11 3rd Street North, Jacksonville Beach, FL 32250
 - To address the Agency by dialing in or utilizing Zoom technology **you must register in advance**. We respectfully request that you register by noon on *Monday, September 28, 2020*. Speakers will be limited to three (3) minutes.
 - a. To either dial in or use Zoom technology, speakers need to ensure they have proper working equipment. For dialing in, a telephone with audio/speaker and microphone capabilities is required. For participation utilizing Zoom technology, smart technology (smartphone/tablet/laptop/desktop) should be equipped with both microphone and speaker capabilities. It is up to each speaker to test the functionality of their equipment before the meeting starts. If the speaker's equipment is not working correctly during the meeting, the speaker will be unable to participate.
 - b. To check technological requirements and to test your technology, visit the Zoom website here: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>
 - c. To download Zoom software applications, click here: <https://zoom.us/download>
 - For the purposes of this meeting, speakers will be clicking “**Download**” under “**Zoom Client for Meetings**” (using a PC or MAC) *or* choosing your mobile device platform under “**Zoom Mobile Apps.**”
 - For additional information or assistance, please contact the following people prior to the meeting:
 - a. For public comment questions: William Mann, Agency Administrator, planning@jaxbchfl.net or (904) 247-6231.
 - b. For questions on connecting to or using CMT or Zoom for the meeting: Jacob Board, Communications Manager, jboard@jaxbchfl.net, or (904) 247-4036.

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



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Special Meeting Minutes

Community Redevelopment Agency

Wednesday, July 15, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairperson Art Graham called the special meeting to order at 5:04 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, Downtown CAPE Police Sergeant Jason Sharp, Jim Gilmore, Taylor Mejia, and Recording Secretary Chandra Medford

ROLL CALL

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

DOWNTOWN CAPE

Commander Evans explained that the last remaining vacant position has been filled and the Police Department is fully staffed. Sergeant Sharp stated a Florida Department of Alcoholic Beverages and Tobacco has a new task force enforcing COVID-19 business restrictions and the local Fire Marshal has conducted occasional inspections. Commander Evans stated there is a Blue Lives Matter event scheduled for Saturday, July 18th and there is potential for a Black Lives Matter protest and additional officers will be in the area.

NEW BUSINESS

- a. **Resolution No. 2020-02** – A resolution of the Jacksonville Beach Community Redevelopment Agency to amend the FY 2019-2020 Downtown Capital Improvements Budget 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.

It was moved by Mr. Hall and seconded by Mrs. Povloski, to approve CRA Resolution No. 2020-02. After a short discussion, the motion carried unanimously by roll call vote.

Mr. Mann read the following: “This resolution amends the FY 2019-2020 Downtown Capital Improvements Budget for the Southend 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.”

Mr. Mann stated the agenda package included a detailed memo from the Police Chief that described the need for this equipment. He explained one antenna will be installed on the City Hall building and another installed on the Margaritaville Hotel. He stated this equipment will greatly enhance the reliability and speed of the downtown cameras. He explained Staff recommends approval of Resolution No. 2020-02 finding it consistent with the Downtown Redevelopment Plan and to recommend City Council approval.

Mr. Mann and Commander Evans responded to various questions from Agency members, including but not limited to alternative surveillance options such as fiber optics, projected installation dates, payment performance bonds, contract riders, expected operational dates, and the total amount to be expended.

ITEMS FOR DISCUSSION

a. Downtown Delivery Parking

Mr. Mann stated a flyer containing draft regulations was distributed to a majority of the businesses located within the Downtown Redevelopment District. He stated he received written correspondence from one of the business owners and a related product distributor. Sergeant Sharp stated he contacted a few of the bars and none identified any feedback. Discussion ensued by Agency members and Commander Evans including but not limited to the efficacy, productivity, alternative delivery street routes, and potential safety issues related to the proposed regulations. An aerial photograph identifying potential businesses that could be impacted was displayed.

Vice Chairperson Povloski suggested potential items to be addressed at upcoming meetings or workshops. Mr. Jones inquired about the closure of the sidewalk adjacent to the Springhill Suites project. Mr. Paetau inquired about the Agency’s budgeting procedures and rescheduling the canceled July 30, 2020 Agency training session.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 6:10 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, July 27, 2020

5:00 PM

Virtual Meeting

CALL TO ORDER

Chairman Art Graham called the 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, James Gilmore, 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 and anticipated staffing increases for the upcoming holiday. Sergeant Sharp answered questions from agency members, related to COVID-19 exposure and filled vacancies.

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

Kody Smith, *DixHite*, presented slides of information pertaining to this project and stated the plan is at 60% design development. He indicated areas of the plan that were refined include entrance points, parking space maintenance and redistribution, relocating the dumpster enclosure, material selections, lighting, landscape and coquina islands, pier entry and public opportunity plan.

An extensive discussion ensued and Mr. Mann, and Mr. Smith and Adam McCollister, with *DixHite*, responded to various questions and statements regarding but not limited to ownership and use of the existing dumpster, alternative options for enhancing the pier and boardwalk areas for our community rather than a parking lot, the explanation of why the parking lot exists, space utilization, open space, seating areas, potential vehicular and pedestrian traffic issues, vendors, potential for abandoning an adjacent right-of-way, anticipated construction schedule.

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

Mr. Mann stated the proposed regulations were not changed substantively but redundant information was removed. Discussion ensued regarding potential issues for Margaritaville Hotel and the Dolphin Depot project, boundaries, intentions, notification to and soliciting feedback from potentially affected businesses, delivery drivers and distributors, related distribution methods and advertising in the local newspaper.

Chairperson Graham arranged a virtual workshop meeting for Wednesday, July 15, 2020 to review and discuss any comments received on the proposed regulations in order to prepare final draft regulations for consideration at the July 27, 2020 regular, virtual meeting.

c. Downtown Delivery Parking Regulations

Mr. Mann and Mr. Paetau previously met and identified potential remaining improvement projects for the South Beach District and a list was compiled and provided to the members for discussion-purposes. An extensive discussion ensued regarding police initiatives, installation of a sidewalk from Osceola Avenue to the Skate Park, multi-purpose paths, connectivity within our districts and citywide, City-owned and Agency-owned property, an enhanced maintenance program, passive recreational purposes, items for discussion at a future workshop, technological improvements, and infrastructure. Chairman Graham asked the Agency if there were any objections to the highlighted lists on the handout. Mr. Jones and Mr. Hall voiced no objections. Mr. Graham stated this list could be reviewed at a future meeting and additional items may be added at an Agency member's request.

COURTESY OF THE FLOOR TO VISITORS

- Mr. Mann congratulated Mr. Jones for his reappointment to the CRA and expressed his appreciation for his contributions.
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, Florida – Addressed the board in regards to where 'courtesy of the floor to visitors' is placed on the agenda and planning ideas for the downtown district while its under renovations when construction on two major hotels is finished and they are open for guests by the end of 2020.

- Mr. Paetau requested clarification regarding the Downtown District budget.

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: _____



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Draft Workshop Meeting Minutes Community Redevelopment Agency

Wednesday, August 12, 2020

3:00 PM

Virtual Meeting

CALL TO ORDER

Chairperson Art Graham called the training session/workshop meeting to order at 3:01 P.M.

ATTENDANCE

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, Recording Secretary Chandra Medford and Consultants James Gilmore, Cliff Shepard and Taylor Mejia.

ITEMS FOR DISCUSSION

a. Florida Statute Chapter 163 Review, Attorney Cliff Shepard

Mr. Shepard shared a PowerPoint presentation titled, "Jax Beach CRA Basics" which contained information such as definitions, why the City's CRA was created, what redevelopment is and how it works, descriptions, best practices, agency powers, amendments, budgeting, and the relationship with the City.

b. CRA Bylaws, City Attorney Chris Ambrosio and Attorney Cliff Shepard

Mr. Ambrosio shared a copy of the original CRA Bylaws adopted on July 23, 1981 and provided a brief overview of specific articles and sections, including but not limited to powers, entering and executing contracts, procurement policies, and agency duties.

Mr. Shepard and Mr. Mann answered questions by Agency members including but not limited to communication, grants, engineering costs and consulting fees, liability insurance, normal maintenance, use of TIF funding, capital improvements, and non-profit donations.

c. Jacksonville Beach Current Budget Process, Staff

Ashlie Gossett shared a PowerPoint presentation and extensive discussion ensued related to the CRA's budget, including but not limited to definitions, planning, processes, timelines, operating budget, capital budget, budget adoption and amendments, changing priorities, applicable CRA projects within individual City Department's general budget, continuing service agreements, and when additional approval may be required by City Council.

City Manager Mike Staffopoulos addressed the Board regarding the elimination of slum and blight in the South Beach District and the possibility of transferring TIF funds from new capital improvements to the operation and maintenance of existing capital improvements. He recommended that the Agency discuss whether there is going to be a reduction in TIF funds and to determine if there is an appropriate time to do it because the reduction could result in multiple improvements that could be implemented in other areas of the City, not just the south end.

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 5:11 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: September 28, 2020 Community Redevelopment Agency Meeting

DATE: September 21, 2020

Please consider the following information and staff recommendation relative to the two items to be acted upon at the upcoming September 28, 2020 CRA meeting:

1. Resolution No. 2020-04 - 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

Attachments: CRA Resolution No. 2020-04
Kayle Moore, Project Engineer memorandum dated 9-17-20

2. CRA Program Manager – Job Description

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 Works 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

Attachment: CRA Program Manager – Job Description

CRA RESOLUTION NO. 2020 - 04

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY TO AMEND THE SOUTH BEACH DISTRICT CAPITAL IMPROVEMENTS BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, consultants to the City of Jacksonville Beach prepared a *South Beach Area Infrastructure Improvements - South Beach Community Redevelopment Area* report in 2010, and that report identified areas of localized flooding within the then developed portions of the *Ocean Terrace* subdivision in the vicinity of Jacksonville Drive, and

WHEREAS, consultants to the City of Jacksonville Beach subsequently completed an *Ocean Terrace Improvements Study* in 2018, identifying different options and recommending a preferred option to address identified drainage problems within the study area, and

WHEREAS, in 2019 the City of Jacksonville Beach Public Works Department tasked the *Ocean Terrace Drainage Improvements Study* consultants currently under contract to furnish the City with final design, including plans and specifications, of the preferred option from that study to address said identified drainage problems, and

WHEREAS, the proposed drainage infrastructure work to be performed within the Jacksonville Drive right of way, between America Avenue and South Beach Parkway, provides an opportunity to also provide improved pedestrian and bicycle access within that section of Jacksonville Drive, and

WHEREAS, the Jacksonville Beach Community Redevelopment Agency (CRA) met in open meeting on September 28, 2020 to review and consider additional design services to be provided for Phase 1 of the 2019 *Ocean Terrace Drainage Improvements Project*, to extend 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, and

WHEREAS, the CRA has sufficient South Beach Community Redevelopment Tax Increment Trust Fund revenues to pay for the requested additional project design work.

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Fiscal Year 2019-2020 South Beach Community Redevelopment District Capital Improvements Budget for the Jacksonville Beach Community Redevelopment Agency is hereby amended to appropriate \$8,672.00 for additional Phase 1 design services for the 2019 *Ocean Terrace Drainage Improvements* project.

SECTION 2. This resolution shall take effect upon its adoption.

DULY ADOPTED IN OPEN MEETING THIS 28th DAY OF SEPTEMBER, 2020.

Art Graham, CHAIRMAN

William C. Mann, ADMINISTRATOR

September 17, 2020

TO: Bill Mann, Administrator, Community Redevelopment Agency (CRA)

FROM: Kayle Moore, PW Project Engineer

SUBJECT: Appropriate South Beach Redevelopment Tax Increment Trust Funds for Additional Design Services for 8-foot Wide Path and Drainage Improvements on Jacksonville Drive.

BACKGROUND

In April of 2019, the City, upon CRA authorization, contracted with Hanson Professional Services, Inc. to design drainage and stormwater improvements in the Ocean Terrace neighborhood to lessen nuisance flooding impacts and to redirect stormwater away from Lake Sanctuary.

Earlier this year, the CRA Committee authorized a change order to the original design task to have the engineering consultant modify and adapt the project design and documents to include an 8-foot wide concrete path along the south side of Jacksonville Dr., from South Beach Pkwy. to Grande Blvd. (the current project area). The consultant also evaluated general impacts and requirements for extending the sidewalk west to Sanctuary Blvd., outside of the current drainage/roadway improvements project area. This evaluation identified the need for supplemental drainage and roadway improvements not originally included in this phase of the project.

Public Works requests additional CRA funding to have the engineering consultant modify and adapt the project design and documents to include adding curb and gutter along the south side of Jacksonville Dr. between Grande Blvd. and America Ave. to accommodate the extension of the new 8-foot concrete path. The design will include adding an inlet on the southeast corner of America Ave. that will connect to the existing inlet on the northwest side of America Ave. The drainage effort will also include analysis and design of exfiltration/underdrain piping between the back of the path and the existing southerly right-of-way line to help with the storm runoff that accumulates in this area.

The total cost for the additional design services is \$8,672.00. This additional design was to be performed as part of the second phase of the Ocean Terrace Drainage Improvements. As such, the requested funds are essentially an advance of the future appropriation for the second phase and will reduce the Phase 2 design & construction scope/fee.

City of
Jacksonville Beach
Operations &
Maintenance Facility
Department of Public
Works
1460-A Shetter Avenue
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www.jacksonvillebeach.org



REQUESTED ACTION

Appropriate South Beach Redevelopment Tax Increment Trust funds in the amount of \$8,672.00 for the Design of Ocean Terrace Drainage Improvements, as described in the attached Scope of Services for Task Work Order # 2: Ocean Terrace Drainage Improvements Final Design Phase – Change Order No. 4, 8 Foot Path Extension.



JOB DESCRIPTION

Working together/Committed to our Citizens

Core Purpose and Values

Our employees uphold and promote the mission, vision and core values of the City of Jacksonville Beach. To be successful, an individual must be able to perform the essential functions of the job and demonstrate a strong desire to be a part of our **EPIC Team**:

- **E**mpowerment – *Enabling employees to achieve work-life balance & professional growth and success*
- **P**ride – *A small coastal city dedicated to displaying a big heart through our commitment to the community*
- **I**ntegrity – *We hold ourselves, individual and collectively, accountable to our community and our organization*
- **C**ommunication – *Open & honest dialogue with our community and throughout our organization*
- **T**eamwork – *Working together with our community to achieve common organizational goals*

CRA PROGRAM MANAGER

Department: Planning & Development

Pay Grade: 322

FLSA Status: Exempt

JOB SUMMARY

This position performs professional work overseeing the day to day operations of the City's Community Redevelopment Agency (CRA). Work includes managing the internal and external communications of the CRA; interacting with CRA board members, Mayor and City Council, City staff, residents, business owners and stakeholders. This position oversees various projects relating to: CRA infrastructure construction, operation and maintenance and private developments, as well the creation/modification of CRA programs and policies. Work is performed under the direct supervision of the Director of Planning and Development/CRA Administrator.

ESSENTIAL JOB FUNCTIONS

- Acts as the liaison for the CRA and is the first point of contact for the CRA.
- Prepares and distributes all documents including CRA board meeting and training packets, agendas, resolutions, project status reports, and executive summaries, correspondence, various forms and application and budget documents.
- Prepares executive summaries and presentations for the City Council related to CRA activities.

- Oversees CRA projects from concept through construction and completion, including the development of project work plans, scheduling and budgets.
- Provides regular project status reports to the CRA board.
- Assists with the development and fiscal oversight of the CRA budget.
- Maintains database of vacant or underutilized properties that could be used for redevelopment.
- Assists with refining projects with prospective developers and negotiating economic development incentives as needed.
- Assists with developing and managing a process to amend the CRA plans to incorporate projects, programs and policies.
- Interacts with various City departments including Parks and Recreation and Public Works to ensure capital maintenance projects are progressing.
- Conducts ongoing and proactive outreach to community residents, business owners and stakeholders within the CRA boundaries.
- Provides information and assistance to and responds to inquiries from the public, City officials and staff on matters relating to the CRA.
- Proficient in Word, Outlook, and Excel.
- Performs other related duties.

QUALIFICATIONS

Education and Experience:

Any combination of a bachelor's degree from an accredited university in the fields of urban planning, business administration, public administration, economics, marketing, finance or related field and seven or more years' experience in planning and development, business, public administration, economic development, neighborhood planning and visioning and redevelopment projects. Master's degree preferred. Experience with a CRA or Tax increment Financing District preferred. Economic development experience in public/private partnerships preferred.

Knowledge, Skills and Abilities:

- Knowledge of laws, ordinances, regulations and statutes which govern community redevelopment agencies.
- Knowledge of processes, procedures and state laws governing creation and amendment of redevelopment plans.
- Knowledge and awareness of trends and advances in community redevelopment.
- Knowledge of budgeting, budgetary approval processes and fiscal management.
- Ability to successfully apply project management techniques.
- Ability to develop project scope, tasks, timelines and resource assignments.
- Ability to use creativity in envisioning high quality project outcomes.
- Ability to negotiate and use appropriate styles of communication and leadership to gain acceptance on a project, activity, or objective.
- Ability to analyze and recommend creative solutions to problems.

- Ability to establish strong working relationship with business and property owners within the redevelopment areas.
- Ability to handle critical work items and coordinate, organize, prioritize and complete tasks and projects in a timely and professional manner.
- Ability to operate standard office, personal computer and related equipment.
- Ability to communicate effectively orally and in writing, and understand and carry out verbal and written instructions
- Ability to establish and maintain effective working relationships with board members, elected officials, City staff and the public.
- Ability to perform, evening, holiday and weekend work as needed.

PHYSICAL DEMANDS

The work is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. The work requires mental acuity including the ability to make rational decisions through sound logic and deductive processes. Additionally, the following physical abilities are required:

- Vocal communication: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving information at normal spoken word levels.
- Visual acuity: preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities.

WORK ENVIRONMENT

Work is performed in an office setting. The worker is not subject to adverse environmental conditions.

OTHER INFORMATION

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

The job description does not constitute an employment agreement between the City of Jacksonville Beach and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Employee Name _____

Employee Signature _____

Date _____