City of Jacksonville Beach

Regular Meeting Amended Agenda

Community Redevelopment Agency

11 North Third Street
Jacksonville Beach, Florida

Monday, January 22, 2024	**3:00 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 Regular Meeting of the Community Redevelopment Agency:

CALL TO ORDER

A. Administer Oaths of Office to Meghan Edwards and Thad Moseley

ROLL CALL

APPROVAL OF MINUTES

A.

- October 18, 2023 Workshop
- October 30, 2023 Regular Meeting
- November 15, 2023 Regular Meeting
- December 20, 2023 Regular Meeting

B. January 10, 2024 Joint Boards Workshop

COURTESY OF THE FLOOR TO VISITORS

OLD BUSINESS

NEW BUSINESS

ITEMS FOR DISCUSSION

A. FY25 Budget Priorities

B. January Staff Report

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.

In accordance with Section 286.0114, Florida Statutes, any member of the public can attend a 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 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: City Manager; City Attorney

Minutes of the Community Redevelopment Agency
held Wednesday, October 18, 2023 at 3:00 PM
in Council Chambers

CALL TO ORDER

This meeting was called to order at 3:00 pm.

ROLL CALL

Chairman:	Art Graham - ABSENT	
Board Members:	Frances Povloski	Christi Elflein
	David McGraw - ABSENT	Gary Paetau

Also present were: Heather Ireland, Taylor Mobbs, Jim Gilmore

ITEMS FOR DISCUSSION

A. Downtown Maintenance - Contracted Service Discussion

Staff previously provided agency members with a rough draft of ideas and concepts that the 'handy man' position would entail. Agency members expressed concerns over the wording of the document, as it was too vague and did not explicitly imply who would handle specific job duties, such as, aesthetic repairs, bollard repairs, etc.

Staff took the agency members feedback and will draft a more specific job description for approval at a regular meeting.

B. FY 2024 Art Master Plan Projects

Staff briefly discussed the plans for the FY24 public art budget with the agency. These plans include, a branding sculpture project, murals on the public restroom facilities, and a pier entryway sculpture.

There will be further discussions on each of these individually at a later date.

C. Construction Fencing

The agency discussed the possibility of adding construction fencing as a requirement in the downtown. Staff informed the agency that this would ultimately be a council decision, as it is a policy change to the code. The agency then discussed the possibility of offering this as an incentive under the facade grant program.

At this time, there was no clear consensus to move forward with either of the options above.

D. Future Workshop Topics and Date Changes

Staff briefed the agency on upcoming workshop dates, important meetings, and the FRA conference.

ADJOURNMENT

There being no further business, this meeting was adjourned at 3:58 pm.

Minutes of the Community Redevelopment Agency
held Monday, October 30, 2023 at 3:00 PM
in Council Chambers

CALL TO ORDER

This meeting was called to order at 3:00 PM.

ROLL CALL

Chairman:	Art Graham	
Board Members:	Christi Elflein	David McGraw
	Gary Paetau	Frances Povloski

Also present were: Heather Ireland, Taylor Mobbs, Jim Gilmore, Ashlie Gossett

COURTESY OF THE FLOOR TO VISITORS

No visitors spoke at this meeting.

APPROVAL OF MINUTES

A. Approve/Disapprove the Community Redevelopment Agency Minutes:

- **August 16, 2023 Workshop**
- **August 28, 2023**
- **September 25, 2023**

A motion was made to approve the minutes of August 16, August 28, and September 25 by Frances Povloski. This was seconded by Gary Paetau. All were in favor.

OLD BUSINESS

NEW BUSINESS

A. Adopt/Deny Resolution No. 2023-05 of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY2023 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.

A motion was made to adopt Resolution No. 2023-05 of the City of Jacksonville Beach CRA to amend the FY23 CIP Budget to appropriate Downtown TIF Funds for projects as shown in exhibit A by Frances Povloski. This was seconded by David McGraw. All were in favor.

B. Adopt/Deny Resolution No. 2023-06 of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY2023 Southend Community Redevelopment Capital Improvement Budget and to appropriate Southend Tax Increment Trust Funds for capital improvement projects as shown in the attached Exhibit A

A motion was made to adopt Resolution 2023-06 of the Jacksonville Beach CRA to amend the FY23 Southend budget and appropriate Southend TIF funds for CIP projects as shown in the attached exhibit A by Frances Povloski. This was seconded by David McGraw. All were in favor.

C. Accept/Reject the recommendation from the Public Art Advisory Committee to select Mr. Xavier Cortada to create and install an entryway sculpture to be located at the corner of Beach Blvd. Roundabout and 2nd Street.

After brief discussion by the agency, a motion was made by Frances Povloski to accept the PAAC recommendation for the award of the entryway sculpture to Mr. Xavier Cortada. This was seconded by Christi Elflein. All were in favor.

D. Adopt/Deny Resolution No. 2023-07 Amending the Community Redevelopment Agency Bylaws to allow for alternates and other miscellaneous changes

A motion to approve the bylaws changes was made by Frances Poloski. This was seconded by Gary Paetau. All were in favor.

FACADE GRANT

A. Approve/Disapprove a Facade Grant Application for 401 1st North in the amount of $43,200.22

After brief discussion, staff read a legal opinion from the City Attorney regarding this application stating there was no conflict with approval of this grant. A motion was made to approve the facade grant application by Frances Povloski. This was seconded by Gary Paetau. All were in favor.

ITEMS FOR DISCUSSION

ADJOURNMENT

There being no further business this meeting was adjourned at 4:05 PM.

Minutes of the Community Redevelopment Agency
held Wednesday, November 15, 2023 at 3:00 PM
in Council Chambers

CALL TO ORDER

This meeting was called to order at 3:00 PM.

ROLL CALL

Chairman:	Art Graham	
Board Members:	Christi Elflein	David McGraw
	Gary Paetau	Frances Povloski - ABSENT

Also present were: Heather Ireland, Ashlie Gossett, Jim Gilmore, Taylor Mobbs

COURTESY OF THE FLOOR TO VISITORS

STAFF REPORT

A. November 2023 Report

Staff briefed the agency on current projects, status of ongoing projects, plans for the upcoming agendas, upcoming events, public works updates, etc.

OLD BUSINESS

NEW BUSINESS

A. Adopt/Deny Resolution No. 2023-07 of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY2024 Downtown Community Redevelopment Annual Budget to Transfer Funding for the Dune Walkover Capital Improvement Project

CFO Ashlie Gossett briefed the agency on the need to amend the budget for the dune walkovers, as the costs to replace the walkovers have come in over the planned budget.

The original recommendation was to pull the additional funds from the facade grant program to cover the additional costs in the amount of $119,682.41. The agency was provided additional sources of funds in the memo to allow for options on how to fund the walkover project. After discussion, the agency decided to pull the additional funds for the walkovers from the budgeted wayfinding signage budget.

A motion was made by Christi Elflein to move the funds from the wayfinding signage budget to cover the walkovers. This was seconded by Gary Paetau. Mr. McGraw voted no, the rest of the members voted yes. The motion carries.

ITEMS FOR DISCUSSION

A. City Policy Direction and Project Priorities

Planning Director Ireland briefed the agency on a situation that has come up regarding public works and beaches energy projects overlapping in the downtown district, and lacking funding for said project. Ms. Ireland stated there were essentialy three options to fund the potential shortfalls in the projects. 1. CRA Fund 100% 2. Beaches energy funds 100% 3. Utilize PW contingency money for the time being, understanding there may be a shortfall on the back end of the project.

The agency discussed and provided staff with their feedback, ultimately not wanting the CRA to fully fund this shortfall. City Council will be discussing this topic at a future briefing and will make the final decision on the funding for this project.

ADJOURNMENT

There being no further business, this meeting adjourned at 3:58 PM.

Minutes of the Community Redevelopment Agency
held Wednesday, December 20, 2023 at 3:00 PM
in Council Chambers

CALL TO ORDER

This meeting was called to order at 3:00 PM.

ROLL CALL

Chairman:	Art Graham	
Board Members:	Christi Elflein	David McGraw
	Gary Paetau	Frances Povloski

Also present were: Heather Ireland, Jim Gilmore, Taylor Mobbs

APPROVAL OF MINUTES

No minutes to approve at this meeting.

COURTESY OF THE FLOOR TO VISITORS

No visitors spoke.

Staff took a moment to recognize Mr. Thad Mosely, who was in attendance in the audience, as a new alternate CRA member who will begin his term in January 2024.

OLD BUSINESS

Mr. Paetau wanted to point out the sidewalk behind the Seawalk Pavilion had significant damage and it was in need of repairs. Staff stated they would look into this with public works and see what could be done. Mr. Paetau also asked if in the future there could be ribbon cutting type events for the unveiling of new murals.

NEW BUSINESS

A. CHW - Passive Park Services

Staff presented the agency with a scope and fee relating to the next phase of the passive park project. Mr. Paetau asked if the proposal included the Civil engineering documents necessary for bidding? He also asked if the agency could view the documents at 60% completion rather than 90%. Staff will reach back out to CHW and make these recommended changes.

A motion was made by Mr. Gary Paetau to approve the scope and fee, Ms. Povloski senconded. All were in favor.

ITEMS FOR DISCUSSION

A. Staff Report - December 2023

Staff briefed the agency on various projects ongoing in the two districts, as well as upcoming meetings and events.

Mr. Art Graham took a moment to address the urban trails and stated that many people in the community are happy and encourage the development of an urban trail.

Ms. Elflein asked staff what the next steps in the urban trail project would be? Staff stated they would know more once the internal team met again after the first of the new year.

The agency had many questions regarding the construction coordinator position, and the funding, and requested that the public works department have representation at the next CRA Meeting. Staff stated they would follow up and make that request on behalf of the agency.

ADJOURNMENT

There being no further business, this meeting was adjourned at 4:01 PM.

Minutes of Joint Boards Workshop
held Wednesday, January 10, 2024, at 5:30 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida

The Joint Boards Workshop began at 5:31 P.M.

The following Board Members were in attendance:

Board of Adjustment:

Chairperson:	Alexi Gonzalez (absent)		
Vice-Chair:	Owen Curley		
Board Members:	John Moreland	Jeff Truhlar	Todd Smith
Alternates:	Jennifer Williams (absent)	Matt Metz	

Planning Commission:

Chairperson:	Margo Moehring		
Vice-Chair:	Colleen White (absent)		
Board Members:	David Dahl (absent)	Nicholas Andrews	Justin Lerman (absent)
Alternates:	Justin Henderson	Debbie Cole (absent)	

Community Redevelopment Agency:

Chairperson:	David McGraw	
Vice-Chair:	Gary Paetau	
Board Members:	Frances Povloski (absent)	Christie Elflein

Also present were Director of Planning and Development Heather Ireland, Senior Planner Christian Popoli, Community Redevelopment Agency Coordinator Taylor Mobbs, Planner Danevsky Joseph, Blair Knighting and Sophie Brennan of Kimley-Horn and Associates, Inc., and Administrative Assistant Lauren Loria.

Purpose of Workshop

The purpose of this workshop was to discuss the first draft of the proposed updated comprehensive plan elements.

Blair Knighting of Kimley-Horn and Associates, Inc., provided a handout of the draft Comprehensive Plan [on file] and presented a PowerPoint [on file] highlighting the following topics:

- Project Timeline
- Comprehensive Plan Contents
- Comprehensive Plan Elements
- Comprehensive Plan Maps

Conversations ensued regarding the highlighted topics of the workshop.

The workshop adjourned at 6:34 P.M.

Submitted by: Lauren Loria
Administrative Assistant

Approval:

____
Chairperson
Board of Adjustment

Date: _____________________

____
Chairperson
Planning Commission

Date: _____________________

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Chairperson
Community Redevelopment Agency

Date: _____________________

CRA Staff Report (as of 01/16/2024)

Downtown Projects/Updates:

- Downtown Plan Amendment process:
  - Draft amendment will be presented to the agency at a Feb. meeting
- Pier Parking Lot
  - Staff met with the contractors at the site, and relayed some questions regarding construction items to DEP. This meeting was the week of 12/3/23.
  - NO update at this time. Still awaiting answers regarding specific fixtures.
- Façade Grant Program
  - Proposed changes to the program for review at the August meeting.
  - Changes approved at the August meeting will officially be implemented October 1, 2023
  - No façade grant applications this month
- Downtown Paver Issues – 1st Street
  - Public Works has located grey pavers to better match the existing pavers and will be removing the taupe colored pavers to replace with the grey. They will also work on pressure washing the area to remove some of the spray paint staining.
  - This topic will continue to stay on the ongoing list of projects, but will not see any 'action items' until urban trails decisions are made, and development along 1st street has slowed down.

- Roundabout Sculpture
  - Council unanimously approved the contract with Mr. Xavier Cortada, and staff is working with Mr. Cortada to set up future dates for him to visit, set up meetings with boards/committees, and the public.
  - Mr. Cortada will work with staff to coordinate his first visit to the area January 2024. Once details are finalized, staff will update the agency on the specifics.
  - Mr. Cortada is traveling to Jacksonville Beach in February, final contract has been executed. Once Mr. Cortada schedules meetings with the public and various agencies, staff will send out calendar invites
- Public/Private Partnership update:
  - After internal discussions with the administration, legal and finance, it was determined it made the most sense to issue just the RFP in this project process, as this project is a bit of a mix of following CRA and regular Municipality P3 processes regarding the statute. because of this unique situation, legal recommended following the statute and having an engineer or architect prepare and certify the design criteria for the project (this criteria that was previously determined in public meetings), with plans to still issue the P3 in January/February
  - Jones Edmunds is working on the criteria necessary to meet the appropriate FL Statutes for the project.,

Southend Updates:

- Passive Park
  - Results from the passive park open house (8/23/2) will be discussed at this meeting, and next steps for this project.
  - This project will move into engineering design in FY24 (October 1). Staff anticipates this project getting started Q1-Q2 FY24.
  - Staff discussed the necessary permits for this project with the consultants at CHW, and they are drafting the documents necessary to put this project out to bid
  - Scope and fee for construction documents attached to the December agenda.
  - CHW is working on bid documents.

- Urban Trails
  - Staff is working internally with various departments to prioritize segments of the trail and budget accordingly
  - Council will continue to discuss the project and the plans for downtown, specifically how the plan(s) will impact 1st street
  - "Connectivity Corridors" are budgeted in both the downtown and Southend districts in FY24
  - The passive park trail will connect as part of the urban trails master plan.
  - Boatwright Land Surveyors are currently doing survey for the first four east-west corridors.
  - The following is a projected design schedule for each of the first four corridors:

	Corridor	**Start**	**Timeframe**	**Est. Complete**
1(h):	15th Ave North	Aug 1	120 days	Dec 1
7:	8th/9th Ave North	Aug 22	120 days	Dec 20
8:	4th Ave North	Sep 12	120 days	Jan 10
3(b):	Jax Drive	Oct 3	150 days	Jan 31

The design phase includes community and stakeholder meetings to share design concepts before finalization.

  - Upon receipt of completed designs, the following schedule is anticipated:

- Designs Completed: Jan 31, 2024
- Bid Documents Published: Mar 15, 2024
- Bid(s) Awarded: June 17, 2024
- Construction begins: July-Aug 2024
- Council discussed this project at a briefing on January 8, 2024. Council provided staff with feedback based on the comment cards and input received at the two public meetings. Staff provided the feedback to CHW and they will be working on some minor revisions to the concept. More discussion to come at a future meeting.

Public Works CRA Update

December 11, 2023

- Phase 3C - Downtown Redevelopment Projects 4 & 5 – Design Engineering completed by GAI. Bid approved by City Council July 17, 2023. Project Phase 1 underway.
- Phase 3C - Storm Drainage Project 3 –Jones Edmunds (with Hanson Engineering). PW has updated the CRA CIP to phase the projects to fit into the desired schedule to assure project availability. PW Admin Staff secured Jones Edmunds to continue design on the various phases of project 3, to include Central Basin Restoration Design, and Central Basin Pumpstation Replacement. This design also includes a project to replace 3 culvert/roadway crossings (9th Street South, Fairway Drive, Golf Course cart path).
    - Central Basin reconstruction is budgeted at $2M and current 75% Engineers Estimated Opinion of Cost (EEOC) is $1,757,000 without contingency or Construction Administration Services (CA Services).
    - Culvert replacement (3) is budgeted at $2.5M and current 75% EEOC is $3,583,850 without contingency or CA Services.
    - Central Basin Pumpstation rehabilitation is budgeted at $1.75M and current 75% EEOC is $1,964,000 without contingency or CA Services.
- Southend Stormwater projects – Jones Edmunds/Hanson. PW Admin Staff secured Jones Edmunds (and Hanson) to design the South Basin Pumpstation Replacements.
    - South Basin reconstruction is budgeted at $2.25M and is not being recommended due to its low Return on Investment (ROI).
    - South Basin Pumpstation is budgeted at $1.25M and current 75% EEOC is $1,184,200 without contingency of CA Services.
- South Beach Parkway Road Improvements (Phase 3) – Ocean Terrace - Jacksonville Drive Final Project Paving has been completed. Contractor working on final punch-list items.
- Dune Walkovers –
    - All 17 Dune Walkovers for construction during the FY24 year are currently awarded, and awaiting construction.
- Beach Outfalls – WSP (and Olsen Associates) is currently under contract for picking up this project where Four Waters (and ATM) left off. This DEP permit is

planned to be a fifteen-year permit and will require additional studies and recommendations for removing/eliminating outfalls.

- Stormwater/Road Improvements (America Ave.-Phase 2 of Jax Drive) – Hanson Engineering has been assigned design. This project is budgeted for $1.5M with the current EEOC is $1,354,270 without contingency or CA Services.
- Stormwater Outfall Improvements – South Basin outfall ditch clearing project awaiting bid. Current budget is $1M.
- 1st Street Pavers (3rd to 4th Ave N) – Public Works has a plan to re-lay pavers in 3 areas or so to improve aesthetics. We will be using pavers from the pier parking lot area to complete this to "best match" paver colors. PW has begun palletizing donor pavers for the 1st Street Replacement for aesthetics.