



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Agenda **Amended***

Community Redevelopment Agency

Monday, July 26th 2021

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

ROLL CALL

Art Graham (Chairperson), Frances Povloski (Vice-Chairperson), Jeffrey Jones, Gary Paetau, David McGraw

APPROVAL OF MINUTES

- March 22nd 2021 Regular Meeting Minutes
- June 28th 2021 Regular Meeting Minutes

DOWNTOWN CAPE UPDATE

STAFF REPORT

OLD BUSINESS

NEW BUSINESS

- Resolution No. 2021-07** – A resolution approving \$1,149,410, plus a 20% contingency of \$229,882, for a total amount of \$1,379,292 to fund the design and construction of a new Sunshine Park playground located within South Beach Park.
- Resolution No. 2021-08-** A resolution funding the design of connectivity corridor in the Southend District in the amount of \$39,900.*
- Resolution No. 2021-09** - A resolution funding the design of connectivity corridor in the Downtown District in the amount of \$21,900.*
- Resolution No. 2021-10** - A resolution of the City of Jacksonville Beach Community Redevelopment Agency adopting its operating budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

ITEMS FOR DISCUSSION

- a. **CRA Training** – Jim Gilmore

COURTESY OF THE FLOOR TO VISITORS**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. Information concerning the hearing process is available online at www.jacksonvillebeach.org/publichearinginfo and a copy is also posted in the City Hall first floor display case. In accordance with Section 286.0114, Florida Statutes, any member of the public can attend the 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 (3) 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: Mike Staffopoulos, City Manager



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Minutes

Community Redevelopment Agency

Monday, March 22nd 2021

5:00 PM

Council Chambers

CALL TO ORDER

Chairman Art Graham called the Regular Meeting to order at 5:01 P.M.

ROLL CALL

Chairperson: Art Graham
Vice-Chairperson: Frances Povloski
Agency Members: Jeffrey Jones, Gary Paetau, David McGraw

Also present were Acting Agency Administrator James Gilmore, Consultant Taylor Mejia, Planning and Development Director Heather Ireland, City Attorney Chris Ambrosio, Chief Financial Officer Ashlie Gossett, Public Works Department Director Dennis Barron, Public Works Project Engineer Kayle Moore, Parks and Recreation Director Jason Phitides, Golf Course Superintendent Trevor Hughes, and Recording Secretary Chandra Medford.

APPROVAL OF MINUTES

- a. Community Redevelopment Agency Regular Meeting held January 25, 2021
It was moved by Vice-Chairperson Povloski and seconded by Mr. Paetau and passed unanimously by voice vote, to approve the January 25, 2021 regular meeting minutes as presented.
- b. Community Redevelopment Agency Workshop Meeting held February 10, 2021
It was moved by Vice-Chairperson Povloski and seconded by Mr. Paetau and passed unanimously by voice vote, to approve the February 10, 2021 workshop meeting minutes as presented.
- c. Community Redevelopment Agency Special Meeting held February 17, 2021
It was moved by Vice-Chairperson Povloski and seconded by Mr. Paetau and passed unanimously by voice vote, to approve the February 17, 2021 special meeting minutes as presented.
- d. Community Redevelopment Agency Workshop Meeting held March 16, 2021
It was moved by Vice-Chairperson Povloski and seconded by Mr. Paetau and passed unanimously by voice vote, to approve the March 16, 2021 workshop meeting minutes as presented.

DOWNTOWN CAPE

OLD BUSINESS

Dialogue ensued regarding delivery truck parking enforcement and Margaritaville Hotel garbage disposal methods in the Downtown District. Public Works Department Director Barron responded to variance statements and questions related to approved waste disposal Waste Management trash disposal.

NEW BUSINESS

- a. **Appropriation Request for Downtown Improvement Projects 4&5** –Dennis Barron and Kayle Moore, Public Works

Public Works Department Director Barron and Public Works Project Engineer Kayle Moore provided a brief summary of the proposal and responded to various questions and statements from Agency members, including but not limited to the scope of services, materials, funding, phasing, design schedule, implementation and the potential commencement of construction.

Resolution No. 2021-02 - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2020-2021 Downtown Community Redevelopment District Capital Improvement Budget to appropriate \$30,800 (\$28,000 base fee plus \$2,800 contingency) of Downtown Tax Increment Trust Funds for the final design and bidding services to implement the Bike Parking and Site Furnishing Plans included in the Downtown Action Plan.

It was moved by Mr. Paetau and seconded by Vice-Chairperson Povloski and passed unanimously by roll call vote to approve Resolution No. 2021-02.

- b. **Appropriation Request for South Basin Improvement Project 3** - Dennis Barron and Kayle Moore, Public Works

Public Works Project Engineer Moore and Public Works Department Director Barron stated the requested a modification to the appropriation requested provided a brief summary of the proposal and responded to various questions and statements from Agency members, including but not limited to the scope of services, materials, funding, phasing, design schedule, implementation and the potential commencement of construction.

17.27 split (CRA 211,546) 44,160 COJB
\$181815, 65-35% split \$118216 \$63, 655 COJB

Resolution No. 2021-03 - A resolution of the City of Jacksonville Beach Community Redevelopment Agency to amend the FY 2020-2021 Downtown Community Redevelopment District Capital Improvement Budget to appropriate \$30,800 (\$28,000 base fee plus \$2,800 contingency) of Downtown Tax Increment Trust Funds for the final design and bidding services to implement the Bike Parking and Site Furnishing Plans included in the Downtown Action Plan.

It was moved by Vice-Chairperson Povloski and seconded by Mr. Jones and passed unanimously by roll call vote to approve Resolution No. 2021-03.

c. FY2020 Financial Statements and Audit Report for Downtown and Southend – Ashlie Gossett, CFO

Chief Financial Officer Ashlie Gossett summarized this item.

It was moved by Mr. Paetau and seconded by Chairperson Graham to acknowledged receipt of the Jacksonville Beach Community Redevelopment Agency

A yes: All others

Nays: FP

It was moved by Mr. Jones and seconded by Chairperson Graham that all agenda documentation be provided in physical format.

ITEMS FOR DISCUSSION

a. Sunshine Park Playground – Stacy Moseley, Kompan

Ms. Moseley displayed a PowerPoint presentation. Discussion ensued

b. Property Disposition Process – Chris Ambrosio, City Attorney

City would handle the disposition: auction or award process, more information on processes to come from City Attorney

Article 12, Section 1

163.358

c. Bike Racks – Jim Gilmore, The Southern Group

Public Works Project Engineer Moore and Public Works Department Director Barron stated the requested a modification to the appropriation requested provided a brief summary of the proposal and responded to various questions and statements from Agency members.

d. Annual Report - Jim Gilmore and Taylor Mejia, The Southern Group

It was moved by Vice-Chairperson Povloski and seconded by Chairperson Graham to acknowledge receipt of the Jacksonville Beach Community Redevelopment Agency FY 2019-2020 Annual Report.

Acting Agency Administrator Gilmore distributed a copy of the Jacksonville Beach Community Redevelopment Agency FY 2019-2020 Annual Report.

COURTESY OF THE FLOOR TO VISITORS

The following visitors addressed the Agency:

- Michelle Tipton, 2333 Azalea Drive, Jacksonville Beach, Florida
- Sheri Nicholson, 13721 Hunterwood Road, Jacksonville, Florida
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, Florida

ADJOURNMENT

There being no further business, Chairperson Graham adjourned the meeting at 7:22 P.M.
Submitted by: Chandra Medford, Recording Secretary

Approval:

Art Graham, Chairperson

Date: _____



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Minutes

Community Redevelopment Agency

Monday, June 28th 2021

3:00 PM

Council Chambers

CALL TO ORDER

This meeting was called to order at 3PM

ROLL CALL

Art Graham (Chairperson), Frances Povloski (Vice-Chairperson), Jeffrey Jones, Gary Paetau, David McGraw

All board members were present.

APPROVAL OF MINUTES

- May 24th 2021 Regular Meeting
- June 16th 2021 Workshop Meeting

A motion was made by Frances Povlovski to approve the minutes, 2nd made by Jeffrey Jones. All in favor

DOWNTOWN CAPE UPDATE

A representative from Jacksonville Beach Police Department gave a brief update from the CAPE on the Orange Crush festival. He stated that the festival did draw a crowd, but there was no major activity that called for emergency services. Overall, the weekend went fine. CAPE is preparing for the 4th of July holiday weekend now.

STAFF REPORT – Taylor Mobbs

Mr. Jeffrey Jones stated, for the record, the Phase 1 process of planning the site furnishings plans in the downtown was completed in 2017, but was not presented to the board until roughly 15 months later. Then another 6 months later, phase 2 was presented to the board in 2019. Mr. Jones wanted to note that this process has been drawn on for over 3 years at this point.

Mr. Jones also noted that he has some concerns over the beaches lighting plan. This was worked on, presented to beaches energy, and is being moved forward with very little CRA input.

Mr. Jones also would like to see the beaches lighting plan, but he has understood it was already too far along for the CRA to select the specific lights.

Planning and Development Director, Heather Ireland, asked Mr. Jones specifically what would he like to see? To which Mr. Jones replied, he would like the board to see the selections since they are the ones

funding the project. Ms. Ireland stated she would try to get the selections that were made to the board so they are able to see what has been chosen.

Mr. Gary Paetau asked what is staff doing in the way of code enforcement?

Taylor Mobbs, CRA coordinator responded that she is working with code enforcement officers on complaints and violations in the districts, as well as working with IT to develop a way for citizens to submit violations directly to the CRA, rather than to code enforcement. This will allow CRA staff to investigate the complaint, and see if it is indeed a violation, then report to code enforcement to act.

Mr. Jeffrey Jones let the board know that he has set up an appointment to walk around with Ms. Mobbs in the downtown to show some areas of concern.

Mr. Gary Paetau also asked why the Mayor and Council had not seen the CRA communication plan presented the board by the Southern Group.

Mr. Jim Gilmore, Southern Group, stated that it was up to the board to take this plan to council. The board will allow staff to review the plan, and gather information on implementation internally, then take the plan to council in the very near future.

OLD BUSINESS

Ms. Frances Povlovski wanted to take a minute to note that council will be meeting in July to discuss steps and plans for the CRA. She stated even though the board won't be meeting prior to this, as there is no workshop in July, board members should go to each of the downtown corridors as listed in the plan and list our priorities and projects they feel are critical. The board can send those ideas to staff, so staff is able to know the direction the board wants to go before the council meeting.

Mr. Gilmore noted this process will also help the amendment process later on.

The Chairman, Art Graham, polled the board and everyone is in favor of doing this.

Staff should expect their responses by the second week of July.

NEW BUSINESS

a. Vote on Bicycle Racks, Bollard, Trash Cans, Seating, and Terraced Seating for the downtown

Mr. Art Graham notes that the site furnishing plans are ready for final approval. He also wanted to note the keyhole bike racks listed in the packet are not the same as the ones outside of City Hall. He is fine with the different racks, but wanted to note this for the board.

Ms. Ireland stated that according to DixHite, unfortunately some things selected a few years back were no longer available and this is the closest to what we already have.

Mr. Jones wanted to make clear that he is fine with the presented selection, but would prefer

the ones existing outside of city hall. If those are no longer available, then the option provided will suffice.

Ms. Povlovski asked for some clarification on the surf board bike rack, and wanted to make sure on some of these we are able to implement the Jax Beach logo where appropriate. She also stated that could staff be sure there was proper vegetation around the seating stones so they fit into the environment.

Chairman Graham moved on to state he was concerned with terraced seating concept presented, and stated the police department also had some concerns.

Ms. Povlovski said she understands the concerns, and is in favor of eventually implementing the terraced seating, but until we have businesses in the area to encourage patrons to use the seating, we should hold off.

Mr. Paetau said he was the 'odd man out' on this vote, as he sees the seating as a quality change in the aesthetic surrounding Latham Plaza.

Mr. David McGraw said he has some concerns on how the placement of the seating will impact potential events utilizing the space.

A final motion was made to approve all of the bicycle racks, bollards, trash cans and seating in the downtown, and remove the terraced seating from the plan for the time being. The motion was made by Frances, and was 2nd by David McGraw. All board members were in favor.

b. The Southern Group- Contract Extension

Planning and Development Director, Heather Ireland, proposed a contract extension through December 31, 2021. This extension was amended to specify the Southern Group will assist staff in executing plan amendments for both districts.

Mr. Jim Gilmore expanded on this and let the board know it will include the amendment process guidance, as well as more training and workshops for the board, and working on the development of the incentive plan.

Mr. Jeffrey Jones made a motion to approve the extension. This was 2nd by France Povlovski. All were in favor.

c. Resolution 2021-06: Bicycle Lane Extension

Ms. Ireland let the board know staff had drafted both a memo and resolution to request approval from council for the CRA to extend the shared bicycle lane one block past the Margaritaville Hotel, to fully extend the length of the district.

Chairman Graham noted that this was due to their being one additional commercial block, it makes sense to make the lane the full length of the commercial area.

The board requested staff update the memo to reflect the “why” behind the request, and a motion was made approving the resolution, as well as the amended memo by Ms. Frances Povlovski. A 2nd was made by Mr. Jeffrey Jones. All were in favor.

ITEMS FOR DISCUSSION

a. Sunshine Playground and South Beach Park Update, Playground RFP Update –Jason Phitides, Parks and Recreation

Superintendent, Trevor Hughes, let the board know they originally felt there would be 2-3 candidates that were finalists to bring to the meeting, however, one candidate scored unanimously 99/100 and the selection committee felt there was no need to interview several companies. Mr. Hughes handed out conceptual for the playground design, and told the board they anticipate, with CRA approval, taking this to the August 2nd, 2021 council meeting for approval.

Chairman Graham asked if there were plans to preserve the pickets currently surrounding the park, as those are a large part of the historical element of the playground. Mr. Hughes said yes there would be plans to preserve as much of the original fencing as possibly, as well as the entrance to the playground.

The board inquired about moving forward now with a formal motion to appropriate funds to begin the process, but due to processes that need to be followed, the resolution for funds cannot be approved until the July meeting. It was also noted by Jason Phitides, Parks and Recreation Director, that even if approved today it would not speed up the process.

Mr. Gary Paetau asked if there would be public input prior to the August council meeting. Mr. Hughes stated there would not be, since the selected company would not be ‘approved’ prior to the August meeting. Once council approves the selected company, then public input will begin.

The board was unanimous in moving forward with this project, and taking the selection to the August 2nd council meeting.

b. Downtown Incentive Plan Update- Heather Ireland

Ms. Ireland stated that we have reviewed the incentive toolbox, but we have not done ‘ground work’ in development an incentive plan specific to Jacksonville Beach. She stated staff wishes to reach out to the community in the downtown district and see what incentives they think would be helpful within the community, rather than just developing incentives at random. “What do they need, and what will get more people to invest in Jax Beach??”

Staff requested board permission to work with the communications director to create a survey to send out to businesses owners and residents to get public input. The board unanimously agreed, and staff will bring back rough draft questions to the July meeting.

c. Southend Projects and Plan Amendment- Jim Gilmore and Taylor Mobbs

Mr. Gilmore stated that all major work in the district is complete, and staff is working on developing the boards ideas into a spreadsheet of what is in the currently plan and can still be done, vs what needs a plan amendment.

d. Uniform Construction Fencing in CRA Districts – Gary Paetau

Mr. Paetau let the board know he gave handouts to public works and the building official, and both let him know there is currently no code that allows either to enforce any fencing requirements beyond basic OSHA safety requirements.

Chairman Graham asked Heather Ireland what current laws/ordinances exist for construction fencing? Ms. Ireland stated at this time there was nothing in the land development code requiring the fencing, but amended the code could be a possibility, if the board wished to proceed.

Ms. Ireland stated staff could take the idea to council, and look into this deeper.

Ms. Frances Povlovski noted that this would require more code enforcement, and asked if we have enough staff to cover this? She also noted that maybe we could provide fencing as part of an incentive program.

Chairman Graham said for staff to research this more and we would discuss further at the next meeting.

David McGraw pointed out he respected the idea behind doing this, but stated we could potentially be pushing business out of the downtown by adding an additional restriction the building/development process. He then stated if this is something the board wishes to see happen, maybe this needs to be a council decision and would be something required city wide, not just in the CRA.

COURTESY OF THE FLOOR TO VISITORS

Mr. Ken Marsh addressed the board with concerns about council needing to set clear expectations for what the CRA needs to accomplish. He encouraged the group to discuss what they wish to see, and take ideas to council, and that it is unfair for council to be critical of the board until they have given formal directions.

ADJOURNMENT

This meeting was adjourned at 4:47PM

NOTICE

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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: Mike Staffopoulos, City Manager

APPROVAL:

Chairman, Art Graham

Date



Community Redevelopment Agency, Jacksonville Beach

Staff Report

July 2021

Parks and Recreation:

- Sunshine Park and Playground Replacement
 - RFP's due June 16th, 2021
 - Evaluation committee planned July-August 2021
 - CRA and Council Approval – September 2021
 - Contractor notice to proceed October-November 2021
 - Park Re-opening March 2022
 - Internal Review Committee meeting Thursday, June 24th, 2021
 - 5 RFP submissions received
 - Staff recommendation of final candidate, notice to proceed given June 2021
 - Resolution No. 2021-07 to CRA 7.26.21 for approval
- Shade Shelters for Splash Pads
 - Purchase order No. 211379 issued to Shade America in the amount of \$55,230.00
 - Contractor notice to proceed issued May 2021.
 - Target completion Mid-July 2021
- Basketball, Pickleball, and Fencing
 - Item on Council agenda for approval June 21, 2021.
 - Target PO and Contractor notice to proceed – July 2021.
 - Projected completion- October 2021
 - If council approves, PO will be submitted Tuesday, June 22, 2021
- ADA Access to Picnic Stations and Sidewalk at Park entrance (off Osceola Ave.)
 - Quotes received for the concrete ADA access ramps to picnic stations
 - Awaiting quotes for sidewalk access to the park off Osceola Ave.
 - Present sidewalk access for approval at July CRA meeting
 - PO and contractor notice to proceed July 2021
 - Projected completion- October 2021
- Park Lighting Replacements
 - PO No. 211339 issued to Vanguard Electric in the amount of \$28,035.00

- PO No. 211423 issued to James Tarle in the amount of \$1,950.00 to repaint all light poles
- Contractor notice to proceed- June 2021
- Completion expected- September 2021.
- Volleyball Sand Replacement and Border Wall Installation
 - PO. No. 211230 issued to Rozette Contracting in the amount of \$7,776.00 for the border wall
 - Awaiting quotes for sand
 - Targeted completion – August 2021
- PIP Safety Fall Zones for Exercise Stations
 - PO No. 211321 issued to Kompan in the amount of \$19,133.00
 - Contractor notice to proceed – June 2021
 - Projected completion – September 2021
- Park Benches
 - Received 16 benches as of June 2021
 - Projected install – July 2021
- Replace Shower Towers and Drinking Stations
 - PO No. 211426 issued to F.W. Fair Plumbing in the amount of \$29,156.00
 - Notice to proceed – June 2021
 - Projected completion – September 2021
- Median Plantings on South Beach Parkway and Jacksonville Drive
 - Working to resolve irrigation issues
 - Target plantings for late summer 2021
 - Projected completion- October 2021

Planning Department Projects:

- Dolphin Depot site (across from Margaritaville)
 - Project on hold, possibly changing ownership
- Waterfall Property
 - Change in ownership
 - Anticipate official building permit within 12 months
 - 24 units total, all ocean view
 - Units starting at \$1.5Million and go up to \$6 million
 - 2,000-6,000 square foot units
- Southend “big box” empty store
 - No official permit or business license for any new business
- Marc Angelo Project (downtown)
 - Vertical construction to begin soon, all underground construction completed as of June 2021
- Springhill Suites
 - Construction to begin after July 4th holiday
- Element Hotel

- Received certificate of occupancy on June 17th

Public Works Projects:

- Downtown Redevelopment Project- Phase 3B
 - 2nd St. N. from Beach Blvd. to 6th Ave. N. will be designed and constructed at a future date (FY 2024)
- Phase 3C
 - Improvements to sanitary sewer, water distribution, stormwater, roadways, alleys and street ends within the downtown along 1st and 2nd streets

Staff Updates/FYI:

- Upcoming Conferences:
 - FRA Annual Conference, October 2021
 - Staff registration opens up July 26, 2021
- Communication Plan
 - Staff to report to board once per month (Taylor)
 - Staff will report CRA updates to council once per month (Heather)
 - Staff reaching out making connections with Beaches Chamber, Downtown Businesses, local real estate agencies etc.
 - Staff regularly touring the CRA districts to look for code enforcement related issues to report to code enforcement
- Maintenance Plan
 - Staff working with PW and parks to develop an annual maintenance plan. This will include: mulching, tree trimming, planting medians, grassy/landscaped areas, etc. frequency of these jobs, and costs associated
- Pier Update
 - Staff working with DixHite on status of pier entry way and process, more information to come to CRA
 - Anticipated completion date of pier summer 2022 (COJ Project)
- Downtown Hospitality Meetings
 - Mayor Hoffman organized this series of monthly meetings, and gives staff an opportunity to listen to the business community needs, and give updates when appropriate
- Beaches Lighting Update
 - Standardize on sea turtle light. (Completed Thursday, June 10, 2021 at 1:21:33 PM)
 - Define new Stock Inventory # from Purchasing (requested Thursday, June 10, 2021 at 4:00 PM)
 - Get photometric projection plan (in process)
 - Provide photometric plan to CRA consultant
 - CRA to redo lightning study with new photometric from sea turtle light

- Consultant to provide to Beaches Energy for review and comment
- COJB/ Beaches Energy to decide if an independent contractor will relocate the existing lights downtown or Beaches Energy
- COJB/Beaches Energy to review new installations and decide who will install new lights requested and get Public Works approval for new lights to be added to bill.
- Design and release relocation of lights
- Design and release installation of lights
- Staff has talked with Beaches Energy and requested light selections and copies to distribute to board, will have an update (including selections, where process is, etc.) at August meeting



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CRA AGENDA ITEM	
TO:	Heather Ireland, Administrator, Community Redevelopment Agency
FROM:	Trevor Hughes, Golf Course Superintendent
DATE:	July 7, 2021
SUBJECT:	CRA Resolution No. 2021-07
	Appropriate Southend Tax Increment Trust Funds for RFP No. 03-2021, South Beach Park/Sunshine Playground – Equipment Design, Furnish & Install

BACKGROUND

Sunshine Playground has been a very popular and highly used facility in South Beach Park since its construction in 2001. Over time, the wooden components of the playground structures have deteriorated and require significant work to maintain current safety standards. Furthermore, the existing playground equipment and layout does not include ADA elements that make the space accessible to children of all skill abilities. When park users were surveyed about potential renovations to Sunshine Playground, the majority of respondents were in favor of adding new features and expanding the perimeter of the playground.

In order to provide a high-quality playground experience for children of all skill abilities and to remedy safety issues caused by aging structures, the existing playground should be demolished and a new playground structure should be constructed in the same location. Because the original castle-themed wood playground included extensive community participation, the new playground concept should preserve much of the historic sentiment and unique character of the site.

Request for proposals were solicited from qualified playground construction companies for a comprehensive, turnkey scope of services from design through demolition and construction closeout. The solicitation required respondents to submit a playground concept that could conserve much of the original character through similar themes as well as the preservation of the mermaid entrance and pavilion area. Stipulations also included enhanced shade covering, ADA accessible play elements, and new safety flooring throughout the playground.

We received five (5) proposals, each independently evaluated by City staff consisting of the Parks Office Administrator, Parks Superintendent, Golf Course Superintendent, CRA Coordinator, and Director of Parks and Recreation. Play by Design, LLC, was ranked highest by the committee. A full scoring sheet is attached. Most of their current staff were involved in the original design and construction of Sunshine Playground and therefore were able to understand and capture the historic, sentimental attachment in their preliminary concept.



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FINANCIAL IMPACT

Because community input will be sought before the design is finalized, staff recommends that a 20% contingency be added to the cost proposal submitted by the vendor. The proposed cost plus a 20% contingency is as follows:

RFP Number 03-2021 Sunshine Playground Equipment Design, Furnish & Install	
DESCRIPTION	COST
Play By Design Proposed Cost	\$1,149,410
20% Contingency	\$229,882
GRAND TOTAL	\$1,379,292

Funding is available in the Southend Tax Increment Fund in account 82-16-1602-572-63-563000. This project was planned for FY2022 and has been accelerated.

If this funding is approved by the Agency, then the Council will be requested to award RFP No. 03-2021 to Play By Design, LLC.

CRA DIRECTION REQUESTED

- Adopt/Deny Resolution No. 2021-07 appropriating Southend Tax Increment Trust funds in the amount of \$1,379,292 for RFP No. 03-2021, Sunshine Playground – Equipment Design, Furnish, and Install.

ATTACHMENTS

- Committee scoring sheet for RFP No. 03-2021
- CRA Resolution No. 2021-07

Criteria 1 - Experience References, Skill and Capabilities (15 Points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Advanced Recreational Concepts	10	13	15	13	10	12.2
Bliss Products and Services	0	5	3	5	5	3.6
Leather & Associates	15	15	15	13	15	14.6
Play by Design	15	15	15	15	15	15
Playmore West	10	10	8	13	10	10.2

Criteria 2 - Appearance/Style (25 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Advanced Recreational Concepts	18	18	20	20	20	19.2
Bliss Products and Services	10	5	5	15	15	10
Leather & Associates	20	20	25	25	25	23
Play by Design	25	25	25	25	25	25
Playmore West	18	18	15	20	20	18.2

Criteria - 3 Project Approach, Timeline and Warranties (15 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Advanced Recreational Concepts	10	5	11	10	10	9.2
Bliss Products and Services	0	0	5	0	5	2
Leather & Associates	15	15	13	15	15	14.6
Play by Design	15	15	15	15	15	15
Playmore West	12	10	8	10	10	10

Criteria - 4 Use of Space (35 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Advanced Recreational Concepts	28	25	30	25	30	27.6
Bliss Products and Services	15	5	2	0	10	6.4
Leather & Associates	35	30	32	35	35	33.4
Play by Design	35	30	35	35	35	34
Playmore West	28	25	15	25	25	23.6

Criteria - 5 Proposed Cost (10 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Advanced Recreational Concepts	10	8	7	10	10	9
Bliss Products and Services	8	5	3	5	8	5.8
Leather & Associates	8	10	8	10	10	9.2
Play by Design	10	10	10	10	10	10
Playmore West	10	8	5	10	10	8.6

VENDOR	SCORE	Rank
Advanced Recreational Concepts	77.2	3
Bliss Products and Services	27.8	5
Leather & Associates	94.8	2
Play by Design	99	1
Playmore West	70.6	4

CRA RESOLUTION NO. 2021-07

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH
COMMUNITY REDEVELOPMENT AGENCY APPROVING AN
APPROPRIATION OF FUNDS FROM THE SOUTH BEACH
COMMUNITY REDEVELOPMENT AREA OPERATING BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND
ENDING SEPTEMBER 30, 2021; AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Sunshine Park playground, located within South Beach Park in the Southend Community Redevelopment Area, has been a very popular and highly used facility in South Beach Park since its construction in 2001, and

WHEREAS, the wooden components of the playground structures have deteriorated to the point that they are in need of renovation and do not meet current safety standards, and

WHEREAS, park users who responded to the community survey expressed the desire for a larger playground perimeter with new features, and

WHEREAS, the existing playground equipment and layout does not include ADA accessible elements, and

WHEREAS, the existing playground should be demolished and a new playground should be designed and constructed to create a high-quality playground experience for children of all ages and skill abilities with appropriate equipment including ADA accessible play elements, and

WHEREAS, the new playground concept should preserve much of the historic sentiment and unique character of the site, and

WHEREAS, the CRA specifies the use of South Beach Tax Increment Trust Funds for the purpose of the development and ongoing maintenance of South Beach Park facilities; and

WHEREAS, the CRA has sufficient South Beach Community Redevelopment Tax Increment Trust Fund revenues to pay for this project; and

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

SECTION 1. The Fiscal Year 2020-2021 South Beach Community Redevelopment Capital Improvement Budget for the Jacksonville Beach Community Redevelopment Agency is

amended to appropriate \$1,149,410 plus a 20% contingency of \$229,882 for a total of \$1,379,292 to fund the design and construction of a new Sunshine Park playground located within South Beach Park.

SECTION 5. Effective Date. This resolution shall take effect upon its adoption.

DULY ADOPTED IN OPEN MEETING THIS 26th Day of July, 2021

Art Graham, CHAIRMAN

Heather Ireland, ADMINISTRATOR



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CRA AGENDA ITEM	
TO:	Heather Ireland, Administrator for the Community Redevelopment Agency
FROM:	Jason Phitides, Director Parks and Recreation
DATE:	July 6, 2021
SUBJECT:	Resolution Nos. 2021-08 and 2021-09
	Consultant Fees for Connectivity Corridors and South Beach Park Sidewalk Entrance

BACKGROUND

On June 21, 2021, the City Council approved CHW Professional Consultants (Consultant) for the development of an Urban Trails Master Plan.

The scope of services includes connectivity corridors within the Downtown and Southend Redevelopment Districts. The projected corridor mileage in each Redevelopment District is approximately 2.5 miles, for a total of 5 miles.

Based on the projected mileage, design fees will be \$18,250 for the Downtown Redevelopment District and \$18,250 for the Southend Redevelopment District, for a total of \$36,500.

In addition, Consultant can provide services for the design of a sidewalk entrance at the north end of South Beach Park, which is located within the Southend Redevelopment District. The projected cost for this additional design is \$15,000.

FINANCIAL IMPACT

Total funds for the design of connectivity corridors in both redevelopment districts and the sidewalk entrance to South Beach Park is \$51,500. Fees by Redevelopment District are:

Downtown:	\$ 18,250
Southend:	<u>\$ 33,250</u>
Total:	\$ 51,500

CRA DIRECTION REQUESTED

- Adopt/Deny Resolution No. 2021-08 appropriating Southend Redevelopment District Tax Increment Trust funds in the amount of \$33,250 for RFQ No. 01-2021
- Adopt/Deny Resolution No. 2021-09 appropriating Downtown Redevelopment District Tax Increment Trust funds in the amount of \$18,250 for RFQ No. 01-2021



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ATTACHMENTS

- CRA Resolution No. 2021-08
- CRA Resolution No. 2021-09

Introduced By: Vice Chair Povloski
Adopted: July 26, 2021

CRA RESOLUTION NO. 2021-08

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH
COMMUNITY REDEVELOPMENT AGENCY APPROVING AN
APPROPRIATION OF FUNDS FROM THE SOUTHEND
REDEVELOPMENT DISTRICT CAPITAL IMPROVEMENT
BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1,
2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING
FOR AN EFFECTIVE DATE.**

WHEREAS, on June 21, 2021, the City Council approved CHW Professional Consultants (Consultant) for the development of an Urban Trails Master Plan; and

WHEREAS, the scope of services includes urban trails connectivity corridors within the Southend Redevelopment District; and

WHEREAS, the projected corridor mileage in the Southend Redevelopment District is approximately 2.5 miles; and

WHEREAS, based on the projected mileage, design fees will be \$18,250; and

WHEREAS, Consultant can provide services for the design of a sidewalk entrance at the north end of South Beach Park, which is within the Southend Redevelopment District; and

WHEREAS, the projected cost for this portion of the design is an additional \$15,000; and

WHEREAS, the CRA specifies the use of Southend Redevelopment District Tax Increment Trust Funds for the purpose of the development and ongoing maintenance of South Beach Park facilities; and

WHEREAS, the CRA has sufficient revenues in the Southend Redevelopment District Tax Increment Fund to pay for this project; and

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

SECTION 1. The Fiscal Year 2020-2021 Southend Redevelopment District Capital Improvement Budget for the Jacksonville Beach Community Redevelopment Agency is amended to appropriate \$33,250 to fund the design of the urban trails connectivity corridors and the sidewalk entrance to South Beach Park.

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

DULY ADOPTED IN OPEN MEETING THIS 26th DAY OF JULY, 2021.

Art Graham, CHAIRMAN

Heather Ireland, ADMINISTRATOR

Introduced By: Vice Chair Povloski
Adopted: July 26, 2021

CRA RESOLUTION NO. 2021-09

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY APPROVING AN APPROPRIATION OF FUNDS FROM THE DOWNTOWN REDEVELOPMENT DISTRICT CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on June 21, 2021, the City Council approved CHW Professional Consultants (Consultant) for the development of an Urban Trails Master Plan; and

WHEREAS, the scope of services includes urban trails connectivity corridors within the Downtown Redevelopment District; and

WHEREAS, the projected corridor mileage in the Downtown Redevelopment District is approximately 2.5 miles; and

WHEREAS, based on the projected mileage, design fees for this portion of the project will be \$18,250; and

WHEREAS, the CRA has sufficient revenues in the Downtown Redevelopment District Tax Increment Trust Fund to pay for this project; and

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

SECTION 1. The Fiscal Year 2020-2021 Downtown Redevelopment District Capital Improvement Budget for the Jacksonville Beach Community Redevelopment Agency is amended to appropriate \$18,250 to fund the design of the urban trails connectivity corridors in the Downtown Redevelopment District.

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

DULY ADOPTED IN OPEN MEETING THIS 26th DAY OF JULY, 2021.

Art Graham, CHAIRMAN

Heather Ireland, ADMINISTRATOR



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CRA AGENDA ITEM	
TO:	Jacksonville Beach Community Redevelopment Agency
FROM:	Heather Ireland, Director Planning and Development
DATE:	July 13, 2021
SUBJECT:	Resolution No. 2021-10
	Adoption of 2021-2022 CRA Operating Budget

BACKGROUND

Please consider the following information and staff recommendation relative to the following action item to be acted upon at the upcoming July 26, 2021 meeting:

Resolution No. 2021-10 adopts the CRA operating and capital improvements budget for the Downtown and Southend Districts. Below is some background on the proposed budgets:

Personal services costs changes are largely driven by union contract agreements, annual merit increases, and health insurance selections.

Capital outlay for both districts has increased due to capital project additions. Planned projects in the Downtown District include non-ADA walkovers, implementation of hardscape plans, and the Phase 3C construction project. Planned projects in the Southend District include a new playground structure at South Beach Park and other park improvements, and several stormwater improvement projects.

Historically, the CRA has amended its budget and allocated tax increment trust funds for specific capital projects at the start of the engineering and design process, and then adding construction dollars at a stage when the engineer's estimate is reasonably firm. Due to statutory requirements, programmed capital project expenditures are now included in the initial budget for the fiscal year.

For planning purposes, the City's five-year capital improvement plan shows estimates for projects expected to be funded using tax increment funds. This process helps ensure that funds are available as projects move forward.



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FINANCIAL IMPACT

The CRA can expect to receive tax increment revenue appropriations from Jacksonville and Jacksonville Beach this fiscal year totaling approximately \$7,462,611 for the Downtown District and \$2,591,402 for the Southend District.

CRA DIRECTION REQUESTED

Adopt/Deny **Resolution No. 2021-10** adopting the CRA operating budget for the Downtown and Southend Districts.

ATTACHMENTS

- CRA Resolution No. 2021-10
- Budget Documents

EXHIBIT A
CRA RESOLUTION #2021-10
FY 2022 BUDGET ADOPTION

Combined Redevelopment Districts						
Line Item	2019 Actual	2020 Actual	2021 Original Budget	2022 Original Budget	\$ Change	% Change
Fund Balance carried forward from prior year	\$ 26,231,595	\$ 26,387,616	\$ 28,943,989	\$ 32,775,929	\$ 3,831,940	13.2%
Revenues:						
Taxes	\$ 10,956,993	\$ 11,470,563	\$ 9,633,307	\$ 10,054,013	\$ 420,706	4.4%
Taxes returned to taxing authorities	\$ (4,431,388)	\$ (2,191,994)	\$ -	\$ -		
Intergovernmental	\$ -	\$ -	\$ -	\$ -		0.0%
Charges for services	\$ -	\$ -	\$ -	\$ -		0.0%
Fines & forfeitures	\$ -	\$ -	\$ -	\$ -		0.0%
Interest & other	\$ 1,246,778	\$ 1,049,142	\$ 253,850	\$ 289,753	\$ 35,903	14.1%
Transfers in	\$ -	\$ -	\$ -	\$ -		0.0%
Total Revenues	\$ 7,772,383	\$ 10,327,711	\$ 9,887,157	\$ 10,343,766	\$ 456,609	4.6%
Expenditures:						
Personal services	\$ 1,022,107	\$ 1,088,845	\$ 1,337,810	\$ 1,446,848	\$ 109,038	8.2%
Operating	\$ 624,586	\$ 568,930	\$ 1,196,657	\$ 1,220,413	\$ 23,756	2.0%
Capital outlay	\$ 5,969,669	\$ 6,113,563	\$ 3,520,750	\$ 10,138,900	\$ 6,618,150	188.0%
Debt service	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Grants to others	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Transfers out	\$ -	\$ -	\$ -	\$ -		0.0%
Total Expenditures	\$ 7,616,362	\$ 7,771,338	\$ 6,055,217	\$ 12,806,161	\$ 6,750,944	111.5%
Ending Fund Balance	\$ 26,387,616	\$ 28,943,989	\$ 32,775,929	\$ 30,313,534	\$ (2,462,395)	-7.5%
Expenditures by Department:						
Community Redevelopment	\$ 6,707,402	\$ 8,341,786	\$ 4,914,083	\$ 11,602,397	\$ 6,688,314	136.1%
Police	\$ 908,960	\$ 961,994	\$ 1,141,134	\$ 1,203,764	\$ 62,630	5.5%
Total Expenditures	\$ 7,616,362	\$ 9,303,780	\$ 6,055,217	\$ 12,806,161	\$ 6,750,944	111.5%

EXHIBIT A
CRA RESOLUTION #2021-10
FY 2022 BUDGET ADOPTION

Downtown Redevelopment						
Line Item	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
Fund Balance carried forward from previous year	\$ 16,429,345	\$ 16,587,708	\$ 17,937,816	\$ 22,373,155	\$ 4,435,339	24.7%
Revenues:						
Taxes	\$ 6,525,605	\$ 6,843,019	\$ 7,099,859	\$ 7,462,611	\$ 362,752	5.1%
Taxes returned to taxing authorities						
Intergovernmental						0.0%
Charges for services						0.0%
Fines & forfeitures						0.0%
Interest & other	\$ 737,760	\$ 596,661	\$ 176,489	\$ 187,910	\$ 11,421	6.5%
Transfers in						0.0%
Total Revenues	\$ 7,263,365	\$ 7,439,680	\$ 7,276,348	\$ 7,650,521	\$ 374,173	5.1%
Expenditures:						
Personal services	\$ 957,747	\$ 1,017,104	\$ 1,218,739	\$ 1,328,003	\$ 109,264	9.0%
Operating	\$ 369,626	\$ 459,379	\$ 866,520	\$ 882,632	\$ 16,112	1.9%
Capital outlay	\$ 5,777,629	\$ 4,613,089	\$ 755,750	\$ 5,543,500	\$ 4,787,750	633.5%
Debt service						0.0%
Grants to others						0.0%
Transfers out						0.0%
Total Expenditures	\$ 7,105,002	\$ 6,089,572	\$ 2,841,009	\$ 7,754,135	\$ 4,913,126	172.9%
Ending Fund Balance	\$ 16,587,708	\$ 17,937,816	\$ 22,373,155	\$ 22,269,541	\$ (103,614)	-0.5%
Expenditures by Department:						
Community Redevelopment	\$ 6,196,042	\$ 5,127,578	\$ 1,699,875	\$ 6,550,371	\$ 4,850,496	285.3%
Police	\$ 908,960	\$ 961,994	\$ 1,141,134	\$ 1,203,764	\$ 62,630	5.5%
Total Expenditures	\$ 7,105,002	\$ 6,089,572	\$ 2,841,009	\$ 7,754,135	\$ 4,913,126	172.9%

Salary and Benefits % Allocation by Agency				
Authorized Position	Department	Downtown	South Beach	Total CRA Allocation
Community Redevelopment Program Manager	Planning & Development	70.0%	30.0%	100.0%
Planning & Development Director		15.5%	9.5%	25.0%
City Engineer	Public Works	15.0%	9.5%	24.5%
Redevelopment Engineer		46.5%	28.5%	75.0%
Construction Coordinator <i>(part-time temporary)</i>		78.7%	7.1%	85.8%
DT Community Policing Initiative - Sergeant (1)	Police	100.0%		100.0%
DT Community Policing Initiative - Corporals (2)		100.0%		100.0%
DT Community Policing Initiative - Officers (8)		100.0%		100.0%

EXHIBIT A
CRA RESOLUTION #2021-10
FY 2022 BUDGET ADOPTION

South Beach Redevelopment						
Line Item	2019 Actual	2020 Actual	2021 Adopted Budget	2022 Proposed Budget	\$ Change	% Change
Fund Balance carried forward from prior year	\$ 9,802,250	\$ 9,799,908	\$ 11,006,173	\$ 10,402,774	\$ (603,399)	-5.5%
Revenues:						
Taxes	\$ 4,431,388	\$ 4,627,544	\$ 2,533,448	\$ 2,591,402	\$ 57,954	2.3%
Taxes returned to taxing authorities	\$ (4,431,388)	\$ (2,191,994)				
Intergovernmental						0.0%
Charges for services						0.0%
Fines & forfeitures						0.0%
Interest & other	\$ 509,018	\$ 452,481	\$ 77,361	\$ 101,843	\$ 24,482	31.6%
Transfers in						0.0%
Total Revenues	\$ 509,018	\$ 2,888,031	\$ 2,610,809	\$ 2,693,245	\$ 82,436	3.2%
Expenditures:						
Personal services	\$ 64,360	\$ 71,741	\$ 119,071	\$ 118,845	\$ (226)	-0.2%
Operating	\$ 254,960	\$ 109,551	\$ 330,137	\$ 337,781	\$ 7,644	2.3%
Capital outlay	\$ 192,040	\$ 1,500,474	\$ 2,765,000	\$ 4,595,400	\$ 1,830,400	66.2%
Debt service						0.0%
Grants to others						0.0%
Transfers out						0.0%
Total Expenditures	\$ 511,360	\$ 1,681,766	\$ 3,214,208	\$ 5,052,026	\$ 1,837,818	57.2%
Ending Fund Balance	\$ 9,799,908	\$ 11,006,173	\$ 10,402,774	\$ 8,043,993	\$ (2,358,781)	-22.7%
Expenditures by Department:						
Community Redevelopment	\$ 511,360	\$ 1,681,766	\$ 3,214,208	\$ 5,052,026	\$ 1,837,818	57.2%
Police						0.0%
Total Expenditures	\$ 511,360	\$ 1,681,766	\$ 3,214,208	\$ 5,052,026	\$ 1,837,818	57.2%

Salary and Benefits % Allocation by Agency				
Authorized Position	Department	Downtown	South Beach	Total CRA Allocation
Community Redevelopment Program Manager	Planning & Development	70.0%	30.0%	100.0%
Planning & Development Director		15.5%	9.5%	25.0%
City Engineer	Public Works	15.0%	9.5%	24.5%
Redevelopment Engineer		46.5%	28.5%	75.0%
Construction Coordinator (part-time temporary)		78.7%	7.1%	85.8%

CRA RESOLUTION NO. 2021-10

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH
COMMUNITY REDEVELOPMENT AGENCY ADOPTING ITS BUDGET
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING
SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City and its Community Redevelopment Agency (CRA) have worked in concert since 1993 to carry out the mandates of Florida Statutes Chapter 163, Part III and the provisions of the Downtown and Southend Community Redevelopment Plans, as amended, and

WHEREAS, a key component of this cooperative arrangement has been the economical and efficient provision of administrative services at minimal cost to the Agency, and

WHEREAS, the CRA Administrator has submitted itemized estimates of the costs of operating the Community Redevelopment Agency, has also submitted costs for programmed capital improvements for the Downtown and Southend Community Redevelopment Areas, and has specified the use of tax increment trust funds for the thereof, the same having been duly considered by the Community Redevelopment Agency; and

WHEREAS, in order to more specifically comply with Chapter 189.016(4), Florida Statutes requiring the tentative budget to be posted on the special district's website at least 2 days before the budget hearing and the adopted budget to be posted within 30 days after adoption; and

WHEREAS, the City of Jacksonville Beach Community Redevelopment Agency met in an open meeting on July 26, 2021, to review and consider said budget and redevelopment program management arrangement; and

WHEREAS, the City of Jacksonville Beach Community Redevelopment Agency set forth the revenue estimate and appropriations for the total Community Redevelopment Agency budget for Fiscal Year 2021-2022 in the amount of \$12,806,161, subdivided as follows: Downtown - General = \$6,550,371, Downtown - Community Policing = \$1,203,764 and Southend - \$5,052,026.

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

SECTION 1. ADOPTION OF THE BUDGET. The Fiscal Year 2021-2022 Jacksonville Beach Community Redevelopment Agency Budget, as depicted in the attached Exhibit A, is hereby adopted.

SECTION 2. EFFECTIVE DATE. This Resolution shall take effect on October 1, 2021.

ADOPTED IN OPEN MEETING THIS 26th DAY OF July, A.D., 2021.

Art Graham, CHAIRMAN

Heather Ireland, ADMINISTRATOR



AGENDA

- What is a CRA?
- CRA Bylaws
- Florida Statutes – Chapter 163
- City Responsibilities v. CRA Responsibilities
- Redevelopment Plan and Amendment Process
- What is TIF?
- What can the CRA fund?

What is a CRA?

What is a Community Redevelopment Area or District?

Under Florida law (Chapter 163, Part III), local governments are able to designate areas as Community Redevelopment Areas when certain conditions exist. Since all the monies used in financing CRA activities are locally generated, CRAs are not overseen by the state, but redevelopment plans must be consistent with local government comprehensive plans. Examples of conditions that can support the creation of a Community Redevelopment Area include, but are not limited to: the presence of substandard or inadequate structures, a shortage of affordable housing, inadequate infrastructure, insufficient roadways, and inadequate parking. To document that the required conditions exist, the local government must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines that the required conditions exist, the local government may create a Community Redevelopment Area to provide the tools needed to foster and support redevelopment of the targeted area.

What is a Community Redevelopment Agency?

The activities and programs offered within a Community Redevelopment Area are administered by the Community Redevelopment Agency. A five- to seven-member CRA "Board" created by the local government (city or county) directs the agency. The Board can be comprised of local government officials and/or other individuals appointed by the local government. Although one local government may establish multiple CRA districts, there generally may be only one CRA Board. Each district must maintain separate trust funds, and expend those funds only in that district.

Slide references Florida Redevelopment
Association Materials

How are CRA's created?

1. Approve doing a "need" or "blight" finding
2. Prepare "Finding of Necessity (for redevelopment)"
3. City finds that a CRA is needed, establishes CRA Board
4. Charter county delegates authority to City
5. Write Redevelopment Plan (land planning agency reviews)
6. Creates Increment Trust Fund

Slide references Florida Redevelopment
Association Materials

Finding of Necessity

- Downtown
 - Lack of investment and maintenance by downtown property owners
- Southend
 - Antiquated, inefficient, and undeveloped platted lands

5

CRA Bylaws - Goals of the CRA

CRA Bylaws – Article 2, Section 2

Section 2, Purposes. The goal of the Agency is to encourage development of the Project Area in a manner compatible with the oceanfront environment and with the aspirations of the citizens of Jacksonville Beach and to accomplish that goal by creating the Agency to redevelop the Project Area and to finance such redevelopment through tax increment financing in accordance with the Community Redevelopment Act.

6

CRA Bylaws - Relationship with the City

CRA Bylaws – Article 7, Section 1

ARTICLE XII

Relationships With City

Section 1. Approval by City Council. All actions proposed to be taken by the Agency which are or may be subject to the primary jurisdiction of the City by reason of §163.358 of The Community Redevelopment Act shall be taken only after prior action by or approval of the City Council.

Section 2. Services Performed by City. The City shall provide the following services to the Agency:

- (a) full payroll services;
- (b) all accounting services;
- (c) all purchasing services through the City's Purchasing Department;
- (d) all reproduction, printing and copying services;
- (e) the opportunity for all employees of the Agency to participate in City health, dental, life insurance and other benefits.

CRA Bylaws - Goals of the CRA

CRA Bylaws – Article 7, Section 3

Section 3. Duties of Agency. The Agency shall:

- (a) abide by the personnel rules of the City;
- (b) adhere to the fiscal policies established by the City Clerk as prescribed by §14 of the City Charter;
- (c) adhere to all City purchasing guidelines and State mandated purchasing requirements for municipalities; and
- (d) require all of its employees, if eligible, to participate in the City retirement system.

Florida State Statutes - Chapter 163, Part III

- 163.345 Encouragement of private enterprise
- 163.358 Exercise of powers in carrying out redevelopment
- 163.360 CR Plans and private enterprise
- 163.370 Powers; counties/municipalities; CRAs
- 163.380 Disposal of Real Property
- 163.400 Cooperation by public bodies
- 163.410 Exercise of powers, charter counties

9

City Responsibilities

- County/city has all powers necessary or convenient to carry out and effectuate the purposes and provisions of the statute
- County/city delegates powers to their CRA Board
- Chair and Vice Chair of the CRA designated by governing body (not the CRA Board)
- Exclusive to governing body (City of Jacksonville Beach):
 - Determination of an area to be a slum or blighted
 - Final approval of redevelopment plans/modifications
 - Issuance of revenue bonds
 - Acquisition, demolition, removal, or disposal of property
 - Liability for loss
 - Approve community policing innovations.

Slide references Florida Redevelopment
Association Materials

CRA Responsibilities

- Prepare annual CRA budget for city/co.
- Annual strategic planning session (best practice)
- Identify funding and program priorities
- Proposes plan amendments/modifications
- Allocates trust fund monies
- Receives and reviews state reports
- Directs staff, public input, visioning, etc.
- Can sign contracts, consultants, etc.
- Carries out/Implements redevelopment plan

Slide references Florida Redevelopment
Association Materials

How a CRA Operates

- Separate minutes, notices, meetings
- Separate redevelopment plan
- Separate projects v. city comp plan projects
- Separate trust funds i multiple districts
- Major Fund in city CAFR/audit
- Component unit of city/co. audit
- State now requires a separate CRA Audit

Slide references Florida Redevelopment
Association Materials

What Can the CRA Board Do?

"Anything " to carry out the statutory objectives for the CR area in accordance with the community redevelopment plan...

- Contracts
- Inspections of and access to property in the CRA area;
- Acquisition of real property and improvements, including public uses (mortgage, pledge, hold, purchase, lease, insurance);
- Demolition, removal, installation, repair, rehabilitation, construction, or reconstruction;
- Hotels in support of convention centers;
- Disposition of real property/repair/rehabilitation of buildings, air rights;
- Housing, utilities, parking, parks and playgrounds;
- Public improvements, grants, loans, debt;
- Solicitation of proposals, invest funds, redeem bonds;
- Appraisals, surveys, plans, code enforcement, weatherization, disaster mitigation, vacate streets, develop community policing innovations

Slide references Florida Redevelopment
Association Materials

Redevelopment Plan = Blueprint

- Board implements, (not sets), policy per City
- Put everything you might want to do in the plan
- Even if it is in the plan, does not need to be done
- But if a program or project is NOT contained in the Plan it CANNOT be undertaken.
- Include only projects in the CR area/boundaries
- Be ready to point to where outlined in the plan
- Review/update the plan every five years (best practice)
- A living document that can be amended without limit
- The plan is a roadmap for the private sector
- The plan ensures focused investment
- Post redevelopment plan and agendas online
- Tie in budget and expenditures to plan language
- Good record keeping/paper trail will pay off

Slide references Florida Redevelopment
Association and Cliff Shepard Materials

Amending the Redevelopment Plan

- Modification of boundaries, terms, language, trust fund, board composition, etc. all are amendments
- Almost identical to creation process
- Governing body (City) amends, CRA board recommends
- Governing body (City) notices to all taxing authorities that collect a millage within the CRA.
- Full set of public hearings
- **Finding of Necessity must be prepared and adopted for a new area or expanded area**
- Local planning agency, charter county reviews

Slide references Florida Redevelopment
Association Materials

What is TIF?

Tax increment financing is a unique tool available to cities and counties for redevelopment activities. It is used to leverage public funds to promote private sector activity in the targeted area. The dollar value of all real property in the Community Redevelopment Area is determined as of a fixed date, also known as the "frozen value." Taxing authorities, which contribute to the tax increment, continue to receive property tax revenues based on the frozen value. These frozen value revenues are available for general government purposes. However, any tax revenues from increases in real property value, referred to as "increment," are deposited into the Community Redevelopment Agency Trust Fund and dedicated to the redevelopment area.

It is important to note that property tax revenue collected by the School Board and any special district are not affected under the tax increment financing process. Further, unlike in some states, Florida taxing entities write a check to the CRA trust fund, after monies are received from the tax collector.

The tax increment revenues can be used immediately, saved for a particular project, or can be bonded to maximize the funds available. Any funds received from a tax increment financing area must be used for specific redevelopment purposes within the targeted area, and not for general government purposes.

Ad valorem property values frozen (base year –1984 Downtown and 1987 Southend) for area

- Yearly increase in property values applied to millage is "increment"
- Up to 95% of amount is sent to CRA trust fund
- County and city write check annually
- CRA adopts budget based on amounts plus donations, loans, bonds, interest

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TIF Expenditures

F.S. 163.387(6) Effective October 1, 2019, moneys in the redevelopment trust fund may be expended for undertakings of a community redevelopment agency as described in the community redevelopment plan only pursuant to an annual budget adopted by the board of commissioners of the community redevelopment agency and only for the purposes specified in paragraph (c).

(c) The annual budget of a community redevelopment agency may provide for payment of the following expenses:

1. Administrative and overhead expenses directly or indirectly necessary to implement a community redevelopment plan adopted by the agency.
2. Expenses of redevelopment planning, surveys, and financial analysis, including the reimbursement of the governing body or the community redevelopment agency for such expenses incurred before the redevelopment plan was approved and adopted.
3. The acquisition of real property in the redevelopment area.
4. The clearance and preparation of any redevelopment area for redevelopment and relocation of site occupants within or outside the community redevelopment area as provided in s. 163.370.
5. The repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes, and any other form of indebtedness.
6. All expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other form of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing such bonds, notes, or other form of indebtedness.
7. The development of affordable housing within the community redevelopment area.
8. The development of community policing innovations.
9. Expenses that are necessary to exercise the powers granted under s. 163.370, as delegated under s. 163.358.

The CRA Can Fund

- Capital Expenditures
- Promotion, Marketing & Events
- Non Profit activities
- Incentives and grants
- Code enforcement
- Land Acquisition
- Cost sharing/allocation for services
- Maintenance and Repair sometimes
- Administrative/Overhead
 - Executive Director
 - Technical experts
 - Educational/Professional Development
 - Other such agents & employees as required
 - Counsel and legal staff

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The CRA Cannot Fund

- Construction/expansion of administrative buildings for public bodies, police or fire
- Exception: Construction or expansion is part of community policing initiative
- Capital improvements/projects that were on a previously approved public capital improvement (overall city CIP) schedule or plan. Unless such projects or improvements were removed from the list three or more years ago.
- General government operating expenses unrelated to the planning and carrying out of a community redevelopment plan.

CRA's are not "special project" funds to be used when revenues are not available in General Revenue or other recurring funds.

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Be Careful With

- Market/direct funding events (AG-2010-40)
- Funding non-profits (AG-2010-40)
- Substitution of CRA funding for duties/projects done previously by city
- Maintenance and repair of CRA projects
- Community Policing
- Reimbursement to city/county of expenses (Auditor General Reports 2006)

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