



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Regular Meeting Agenda

Community Redevelopment Agency

Monday, December 13, 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

OLD BUSINESS

NEW BUSINESS

ITEMS FOR DISCUSSION

- A. Auditor Selection
- B. Downtown District Project Discussion - Continued from 11/15/21
- C. Current Downtown CRA District Projects

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 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 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; Sandra Robinson, City Attorney's Office



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CRA AGENDA ITEM	
TO:	CRA Board
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	11/30/2021
SUBJECT:	Changes in Auditor Selection Process

BACKGROUND

The Florida legislature made significant changes to Section 218.391 of the Florida Statutes regarding auditor selection procedures. These changes now require local governments to establish an auditor selection committee whose primary purpose is to assist the governing body in selecting an auditor to conduct the annual financial statement audit. City employees may not serve on the Committee, but may act in an advisory capacity.

The City formally established its first Auditor Selection Committee (Committee) in July 2021. The Committee consists of two Council members and one citizen with relevant experience in governmental financial reporting. The Committee has been meeting to develop the audit services request for proposal (RFP) and evaluation criteria. The CRA is presented as a component unit within the City's financial statements, so the audit services RFP issued by the Committee will require respondents to have the necessary knowledge and experience to audit CRAs in order to be considered. It is anticipated that they will publicly announce the RFP within the next four weeks.

It has come to our attention that the State of Florida Auditor General recently updated its guidance about auditor selection and auditor selection committees for Community Redevelopment Agencies. For new audit agreements beginning in Fiscal Year 2021 and later, the Auditor General states that the CRA should select an auditor. However, neither the Florida Statutes, nor the Auditor General, specify how the CRA is to select an auditor, nor do they prohibit the CRA from utilizing the same auditor who conducts the CRA's parent entity's financial audit.

Because the Committee is actively working on an RFP that includes CRA specific audits, staff recommends that the CRA utilize the Committee and combine its auditor selection process with the City's.

FINANCIAL IMPACT

Undetermined

REQUESTED ACTION

Is the CRA agreeable to utilizing the Auditor Selection Committee established by the City and approving the same auditing firm recommended by the Committee?

ATTACHMENTS



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CRA AGENDA ITEM	
TO:	Jacksonville Beach Community Redevelopment Agency
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	11/17/2021
SUBJECT:	Downtown District Project Discussion

BACKGROUND

In July 2021, the CRA received direction from the City Council regarding priority of the CRA Downtown District objectives. Staff carefully reviewed the priorities set by the City Council, and relayed that information to the CRA board. A 'master list' was created outlining the projects and categorizing them into timelines (short-term, long-term).

The two priority objectives set forth by the City Council and related projects are:

Economic Development Objectives:

- Expand access to the retail corridor: There are many businesses in the southern end of the Downtown District that are not easily accessible. Look into utilizing wayfinding signage and multi-use paths to incorporate these businesses into the 'downtown'.
- Incentives: CRA to create a plan to implement incentives which: 1. Encourage new development in the Downtown District; and 2. Encourage property owners to meet the vision for the standards in the Downtown District.
- Outdoor Dining: CRA wants to work with staff and council to make the Downtown District more outdoor dining 'friendly' to encourage expansion of current restaurants and development of new restaurants.
- Possibility of a Parking Garage in the Downtown District.
- Possible Expansion of CRA boundaries (topic discussed at Council workshop).

Land Use Objectives:

- Explore land development opportunities: explore opportunities for the CRA to have control over spaces that can be leveraged to attract businesses, expand parking, etc.
- Green Spaces: focus efforts on green spaces, vibrant sidewalks, and overall aesthetics in the Downtown District to make them visually pleasing, as well as usable spaces for residents and visitors.

Miscellaneous:

- Bicycle Planning: extend the bicycle lane down to 8th Ave. N. to extend the length of the Downtown District.
- Implement strategies for sustainability in the Downtown District.



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- Improve maintenance on CRA- and City-owned properties in the Downtown District (“lead by example”).

To date, the CRA and staff have implemented, or have begun implementation of, the following:

1. Incentives - staff created an online survey to receive feedback from the downtown community on which types of incentives they would like to see. Staff plans to use this information to build out the final incentive package to present to the CRA for approval.
2. Land Use, Latham Plaza - the CRA stated in September 2021 that Latham Plaza was something they would be interested in taking on as a project. Staff has let DixHite (DH) know, and DH will be working with staff to outline a scope of work/fees, timelines, etc., and will come back to the CRA board in Q1 2022 to begin this process.
3. Maintenance - staff is currently six months into our new maintenance plan. Staff has created a spreadsheet that tracks the amount of times per month specific maintenance is done in the Downtown District, and attaches PDF files of the invoice to the spreadsheet. These updates are gone over during staff report section of regular meetings. Staff stated at the beginning of implementing this maintenance plan, they would need one full calendar year to get a grasp on what maintenance needed to be increased, decreased, etc. Staff reports on this maintenance plan in the monthly staff report to the board.
4. P3/Parking Garage - staff has been working to ensure the City and the CRA are prepared should they receive any unsolicited P3 proposals in the Downtown District.
5. Bicycle Lane Extension – PW has extended the painted markers on the road from 1st Street up to 8th Ave. N (in front of Margaritaville).

FINANCIAL IMPACT

None at this time.

REQUESTED ACTION

After reviewing the list above, and any additional projects requested by the CRA, staff requests the CRA give staff direction to begin planning to implement remaining projects in the Downtown CRA District.

Staff would like to take this final list of downtown projects, create a plan, and prioritize projects based on the objectives set forth by the City Council.

ATTACHMENTS

1. CRA Downtown Projects Chart

CRA Downtown Projects: (List from July 2021)

	Short Term (0-2 years)	Mid-Range (2-5 years)	Long Term (5+ years)	Ongoing
Bicycle lane extension to 8 th Ave. N	X			
Land Development Opportunities				X
Expand Access to Retail Corridor in Southern end		X		
Green spaces, vibrant sidewalks, overall aesthetics		X		
Incentives	X			
Outdoor Dining Friendly	X	X		
Improvement of "Maintenance"	X			
Sustainability		X	X	X
Parking Garage			X	



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CRA AGENDA ITEM	
TO:	CRA Board
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	11/23/2021
SUBJECT:	Current CRA Projects

BACKGROUND

Current CRA Projects and Downtown District Developments:

Spring Hill Suites: Currently under construction, and utilizing vacant lot beside Lynch's for lay down yard. CRA has expressed interest in the vacant lot, but cannot explore development incentives until after Spring Hill construction is complete.

Pier: COJ Project. Anticipated completion date Summer 2022.

Pier Entryway: COJB Project. Staff have reviewed preliminary plans, along with Fire Marshall and Police. Fire Marshall had minimal concerns that Dix+Hite will be addressing, and plans to bring a more definitive plan back to staff/CRA in Q1 2022.

Marc Angelo Development Project: Multi-use project with two restaurant spaces, and a private event space. Located on the corner beside City Hall. Under ground construction almost at completion, vertical construction to begin within the next few weeks. Currently Oaxaca Mexican restaurant and Jekyll Island Brewing are two restaurant tenants.

Oku Sushi: Certificate of occupancy received November 2021. Plans to open in the near future.

Incentive Survey: Survey was sent to over 1000 property owners in the downtown CRA district. CRA members also assisted staff with handing survey postcards out to business managers. The survey remained open through the end of November, to try to receive as many results as possible. Staff worked with the City's Communications Manager to push the survey on the website and the City Facebook page. A formal update on survey results, and next steps in finalizing the incentive plan scheduled for January 2022.

Site Furnishings (bike racks, bollards, benches, trash cans): Dix+Hite has been given the go ahead to get quotes on fabrication and installation of bike racks and site furnishings. DH will meet with City staff via zoom in December 2021 for a status update and next steps needed to complete this project. DH and staff also met in September of 2021 for a final walkthrough of the downtown to finalize bike rack locations/styles at locations.

Wayfinding Signage: CRA board directed staff to move forward with scope and fees from Dix+Hite on implementing the wayfinding signage plan. DH will discuss the next steps during the zoom meeting with staff, and staff will update CRA in January 2022.



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Social Media/Web Presence: Staff will work with City's Communications Manager on having a stronger CRA presence online. Once staff has worked with Communications Manager, staff will present the CRA with a formal plan for marketing the CRA via website and social media platforms.

Council Priorities for CRA: Staff is working to create a plan that prioritizes CRA projects, and categorize them into the two priorities set by City Council in July 2021 (Economic Development and Land Use).

FINANCIAL IMPACT

N/A

REQUESTED ACTION

No formal action requested; for update only.

ATTACHMENTS