



**Downtown Investment Authority  
Hybrid Virtual In-Person Meeting  
Wednesday, September 17th, 2025,  
2:00 PM**

**MEMBERS:**

Patrick Krechowski, Esq., Board Chair  
Sondra Fetner, Esq., Vice Chair  
Scott Wohlers, Secretary  
John Hirabayashi  
Jill Caffey

Cameron Hooper  
Carrie Bailey  
Micah Heavener  
Trevor Lee

**I. CALL TO ORDER**

**II. PUBLIC COMMENTS**

**III. COMMUNITY REDEVELOPMENT AGENCY**

- A. Form 8B: Voting Conflict Disclosures
- B. August 20th, 2025, Community Redevelopment Agency Meeting Minutes Approval
- C. Resolution 2025-09-01 Breezy's Jazz Club
- D. Resolution 2025-09-02 Garage Operator RFP
- E. Resolution 2025-09-03 Cathedral Gateway Features
- F. Resolution 2025-09-04 NB Unallocated

**IV. DOWNTOWN INVESTMENT AUTHORITY**

- A. August 20th, 2025, Downtown Investment Authority Meeting Minutes Approval

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**VII. CEO INFORMATIONAL BRIEFING**

**VIII. CHAIRMAN REPORT**

**IX. OTHER MATTERS TO BE ADDED AT THE DISCRETION OF THE CHAIR**

**X. ADJOURN**

**PHYSICAL LOCATION**

Jacksonville Public Library-Main Library/Downtown  
303 North Laura Street  
Multipurpose Room (located in the Conference Center)  
Jacksonville, Florida 32202

**PLEASE NOTE:** The multipurpose room will **not be accessible through the Main Street entrance**. The Main Street entrance will be closed. Please use the Laura Street entrance to enter the building.

**VIRTUAL LOCATION**

Interested persons desiring to attend this meeting virtually can do so via Zoom (including by computer or telephone) using the following meeting access information:

**Join Zoom Webinar**

<https://us02web.zoom.us/j/87990789951?pwd=6D95Mq0jIj1V4PLG9oxpc7UWGLTOSL.1>

**Webinar ID:** 879 9078 9951

**Passcode:** 062932

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+1 301 715 8592 US (Washington DC)

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International numbers available: <https://us02web.zoom.us/j/keJuzyhyuj>

**TAB III.B**

**AUGUST 20TH, 2025 COMMUNITY REDEVELOPMENT AGENCY MEETING  
MINUTES APPROVAL**



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

**Community Redevelopment Agency Hybrid Meeting**  
**MEETING MINUTES**

**DIA Board Members:** Patrick Krechowski, Esq. (Chair); Micah Heavener; Sondra Fetner, Esq.; Scott Wohlers; John Hirabayashi; Cameron Hooper; Carrie Bailey; Jill Caffey; and Trevor Lee

**Mayor's Office:** Bill Delaney, Council Liaison

**Council Members:** None

**DIA Staff:** Colin Tarbert, CEO; Guy Parola, Director of Operations; Steve Kelley, Director of Downtown Real Estate and Development; Allan DeVault, CRA Redevelopment Manager; Wade McArthur, Property Disposition Manager; Scott Wilson, Capital Projects Manager; Ina Mezini, Strategic Initiatives Coordinator; and Ava Hill, Administrative Assistant

**Office of General Counsel:** John Sawyer, Esq.

## **I. CALL TO ORDER**

Patrick Krechowski, Board Chair, called the Board Meeting to order at 2:00 p.m. and asked everyone to introduce themselves.

## **II. PUBLIC COMMENTS**

*The following people made in-person public comments, made public comments virtually through Zoom, or provided comments that were read into the record by DIA Staff. Note: the subject matter of the comment(s) indicated to the right of each person:*

Devin Phillips	Consider LaVilla with the UF development.
Carnell Oliver	Recommended action items for future development.
John Nooney	Resolution recognizing Nooney's efforts for Jacksonville.

## **III. COMMUNITY REDEVELOPMENT AGENCY**

### **A. FORM 8B: VOTING CONFLICT DISCLOSURES**

None.

### **B. JULY 16TH 18TH, 2025, COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES APPROVAL**

Board Chair Krechowski called for a motion on the meeting minutes as presented.



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

**Motion:** Board Member Fetner motioned to approve the meeting minutes.  
**Seconded:** Board Member Caffey seconded the motion.

Board Chair Krechowski called for a vote on the meeting minutes.

**Vote:** Aye: 9      Nay: 0      Abstain: 0

**MOTION PASSED UNANIMOUSLY 9-0-0**

**C. CONSENT AGENDA**

Board Chair Krechowski called for a motion on the consent agenda, which included Resolution 2025-08-01 Tavola Trattoria REP, Resolution 2025-08-02 Salon on the Southbank REP, Resolution 2025-08-03 Koto REP, Resolution 2025-08-04 NB Investment Pool Earning, Resolution 2025-08-05 NB Unappropriated Revenue, Resolution 2025-08-06 SS Investment Pool Earning, and Resolution 2025-08-07 Street Furnishings.

**Motion:** Board Member Wohlers motioned to approve the meeting minutes.  
**Seconded:** Board Member Heavener seconded the motion.

Board Chair Krechowski called for a vote on the consent agenda.

**Vote:** Aye: 9      Nay: 0      Abstain: 0

**MOTION PASSED UNANIMOUSLY 9-0-0**

**D. RESOLUTION 2025-08-08 IGUANA AMENDMENTS**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY ("DIA") RECOMMENDING THAT CITY COUNCIL APPROVE: CERTAIN AMENDMENTS TO THAT AMENDED AND RESTATED REDEVELOPMENT AGREEMENT BETWEEN THE CITY OF JACKSONVILLE, THE DOWNTOWN INVESTMENT AUTHORITY AND SHIPYARDS HOTEL, LLC. DATED MARCH 30TH 2023; CERTAIN AMENDMENTS TO THAT MARINA SUPPORT BUILDING LEASE INCLUDED AS EXHIBIT 'N' TO THE AFOREMENTIONED REDEVELOPMENT AGREEMENT; CERTAIN AMENDMENTS TO THAT MARINA MANAGEMENT AGREEMENT INCLUDED AS EXHIBIT 'J' TO THE AFOREMENTIONED REDEVELOPMENT AGREEMENT; AUTHORIZING THE CEO OF THE DIA TO FURTHER NEGOTIATE ADDITIONAL TERMS AND CONDITIONS (I.E. AMENDMENTS) OR TECHNICAL AMENDMENTS TO THE AFOREMENTIONED AGREEMENTS, PROVIDING THAT SUCH TERMS AND CONDITIONS OR AMENDMENTS ARE CONSISTENT WITH AND IN FURTHERANCE OF THOSE AMENDMENTS IDENTIFIED IN EXHIBIT 'A' TO THIS RESOLUTION; AUTHORIZING THE CEO TO INITIATE THE FILING OF LEGISLATION WITH THE CITY COUNCIL REGARDING THE SAME; AUTHORIZING THE CEO OF THE DIA TO TAKE ALL ACTION NECESSARY TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION, INCLUDING THE**



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

**EXECUTION OF A SECOND AMENDED AND RESTATED REDEVELOPMENT AGREEMENT, AMENDED MARINA SUPPORT BUILDING LEASE AGREEMENT AND MARINA MANAGEMENT AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.**

Mr. Guy Parola gave an overview of the costs associated with roadway improvements needed in front of the hotel and office building, development along the river, noting Met Park, the Four Seasons, office buildings, the events lawn, and the marina support building with its facilities. He explained that three main documents—the redevelopment agreement, the marina support building lease, and the marina management agreement—govern the project and stated that the upcoming discussion would focus on five main categories of proposed changes.

Board Chair Krechowski opened the floor for discussion.

Board Member Hirabayashi asked what phase 2 of the project covered.

Mr. Guy Parola, DIA Director of Operations, explained that there is no Phase 2 and that the work is an extension of Phase 1.

Mr. Steve Diebenow, representing Iguana, also explained that additional work would go from east of the hotel, to the eastern most entrance of the Fours Seasons, and would wrap around to Talleyrand.

Mr. Guy Parola discussed the 1<sup>st</sup> category, explaining that Bay Street, which currently acted as a divider, needed traffic calming to serve as a connection point between future redevelopment on both sides. Iguana proposed a \$6 million project to narrow lane widths, add boulevard elements, and create a raised pedestrian tabletop. The plan relied on \$3 million in State funding, with Iguana covering the other \$3 million upfront and later being reimbursed by DIA through a REV Grant. If State funding fell through, DIA would reimburse the full \$6 million; if it came through, the additional \$3 million would support a second phase of traffic calming.

Mr. Steve Kelley, Director of Downtown Real Estate and Development, discussed the 2<sup>nd</sup> category, explaining that the REV Grants functioned as reimbursements of the Developer's expenditures on these improvements through taxes paid by the property owner. He described how underwriting began with an anticipated property valuation, which determined the expected property taxes, and, in turn, the anticipated 75 percent reimbursement amount spread over 20 years. He noted that increasing the REV Grant by \$6 million required raising the project's minimum direct cost to generate enough taxable value for reimbursement. Kelley also summarized the development costs, incentives, City benefits, and ROI calculations for the hotel, office building, and alternative millage rate scenarios, which remain above 1:1.

Mr. Parola explained that the 3rd category proposed changes extended the hotel's completion date from June 2026 to June 2027. The office building's completion date remained June 2026, while the bulkhead marina, marina support building, and Riverwalk were pushed back two months to August 2026.



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

Board Member Bailey asked if staff could explain what the drivers were behind the request for a 1-year extension.

Mr. Steve Diebenow explained that construction delays and cost increases began when gantry rails from the historic shipyards were discovered beneath the foundation site. He noted the project was unusually large and complex for Duval County, requiring more time, but progress was visible, and the anticipated completion date was adjusted to June 30, 2027—about nine to twelve months later than originally planned.

Mr. Parola discussed the 4<sup>th</sup> category, explaining that the marina support building lease was revised to extend the initial term from five to ten years, with additional extension options favoring the tenant, Iguana, and subtenant, a high-end, established restaurant operator not yet disclosed. Although the City gave up some control, compensation was arranged by requiring Iguana to cover park maintenance costs of \$15,000 to \$20,000 annually, effectively raising rent from \$1 to \$15,000 per year, and clarifications were made that capital improvements would be funded first through the hotel surcharge fund managed by the City.

Mr. Darryl Joseph, Director of Parks and Recreation thanked Mr. Parola for the recap and partnership in working toward a project that would leave a lasting impression on both the park space and the surrounding area. He emphasized the importance of maintaining the area at a high standard and acknowledged that the points Mr. Parola presented addressed that goal. He agreed with everything communicated and written and noted that meetings over the past few months had brought them to a consensus to move forward at this scale.

Mr. Parola explained that the 5<sup>th</sup> category was the marina management agreement, noting that it was an agreement between Iguana, their marina operator, and the Parks Department, with the DIA and Parks role serving mainly as a conduit. A key point was that the marina support building lease terms needed to align with the marina management agreement so that the marina office lease would not outlast the operator's agreement.

Board Chair Krechowski asked Mr. Diebenow if he agreed with the discussion.

Mr. Diebenow responded that he thought Mr. Parola and Mr. Kelley did a great job covering the highlights.

Board Chair Krechowski called for a motion on the resolution.

**Motion:** Board Member Wohlers motioned to approve the resolution.  
**Seconded:** Board Member Hirabayashi seconded the motion.

Board Chair Krechowski opened the floor for discussion.

Board Member Bailey suggested amending the marina management agreement to a 10-year term with two 5-year extensions, matching the marina support building lease, to prevent future misalignment without affecting the tenant or operator.



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

Mr. Diebenow explained that they had tied the length of the marina management agreement to the submerged land lease, which had a 10-year initial term with two 10-year renewals. He noted that while their reasoning was to align with the land lease rather than the marina support building, they did not object to the suggested two 5-year extensions if the board preferred.

Mr. Parola acknowledged a misunderstanding, noting they had assumed the submerged land lease was five years. He agreed that if the lease was actually 10 years, the operating agreement should mirror it, and he stated they were fine with the current structure, trusting Mr. Diebenow's explanation.

Mr. Joseph responded that submerged land leases were typically 5 years, but he was fine with keeping the current term as written.

Mr. Drew Frick with the Jaguars and Iguana thanked everyone for their efforts. He explained that they were seeking a 10-year submerged land lease from the State, which is usually 5 years but can extend to 10, to align with the tenant entering the marina support building. He noted that the 10-year term on the management agreement mirrored the submerged land lease, though it could be split into two 5-year terms if desired.

See no further discussion, Board Chair Krechowski called for a vote on the resolution.

**Vote:   Aye: 9                      Nay: 0                      Abstain: 0**

**MOTION PASSED UNANIMOUSLY                      9-0-0**

#### **IV. ADJOURNMENT**

Board Chair Krechowski adjourned the CRA meeting at 2:40 PM.

*The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, a recording is available upon request. Please contact Ava Hill at [avah@coj.net](mailto:avah@coj.net) to acquire a recording of the meeting. And*



**TAB III.C**

**RESOLUTION 2025-09-01 BREEZY'S JAZZ CLUB**

## **RESOLUTION 2025-09-01**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AGENCY (“GRANTOR”) APPROVING THE AWARD OF A RETAIL ENHANCEMENT PROGRAM TARGETED RETAIL ACTIVATION: FOOD AND BEVERAGE ESTABLISHMENTS GRANT (FAB-REP) TO BREEZY JAZZ CLUB LLC AND LIBERTY AND BAY PROPERTIES LLC (“GRANTEES”); AUTHORIZING THE CEO OF THE DIA TO NEGOTIATE A FORGIVABLE LOAN AGREEMENT AND RELATED SECURITY DOCUMENTS; AUTHORIZING THE DIA CEO TO EXECUTE SUCH AGREEMENTS; AND FINDING THAT THE DEVELOPMENT PLAN IS CONSISTENT WITH THE DIA’S BUSINESS INVESTMENT AND DEVELOPMENT PLAN, INCLUDING THE NORTHBANK CRA PLAN (“BID PLAN”) AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Grantees submitted a Retail Enhancement Program application to the DIA under the Targeted Retail Activation: Food and Beverage Establishments Program to facilitate the development of a restaurant and jazz club in the Elbow District of the Central Core neighborhood in Downtown Jacksonville to be known as Breezy’s Jazz Club (“the Project”); and

**WHEREAS**, the application was reviewed by the DIA staff and found to be consistent with program guidelines, the BID Plan and CRA Plan for Downtown Northbank; and

**WHEREAS**, The DIA hereby finds that the Project furthers the following Goal(s) of the BID Plan:

Goal 3) Increase and diversify the number and type of retail, food and beverage, and entertainment establishments within Downtown.

Goal 4) Increase the vibrancy of Downtown for residents and visitors through arts, culture, history, sports, theater, events, parks and attractions; and

**WHEREAS**, the DIA is authorized to utilize the Northbank Combined Tax Increment District funds, in accordance with the CRA Plan, to foster the redevelopment of the Downtown Northbank Community Redevelopment Area; and

**WHEREAS**, to assist the Grantees in making renovations for the purposes of establishing the Project the DIA proposes to provide a Forgivable Loan secured by a note for the Food and Beverage Retail Enhancement Program funding not to exceed ONE HUNDRED THIRTY-EIGHT THOUSAND SIX HUNDRED SIXTY-TWO DOLLARS and 00/100 (\$138,662) to the Grantees; and

**WHEREAS**, the financial assistance to the Project will be in the form of the proposed terms and incentives on the Term Sheet, attached as Exhibit A to this Resolution.

**NOW THEREFORE, BE IT RESOLVED**, by the Downtown Investment Authority:

**Section 1.** The DIA finds that the recitals set forth above are true and correct and are incorporated herein by this reference.

**Section 2.** The DIA hereby approves the award of the Food and Beverage Retail Enhancement Program Targeted Retail Activation: Food And Beverage Establishments Grant (FAB-REP) in an amount not to exceed \$138,662 from the Northbank Downtown Redevelopment Trust Fund, Forgivable Loans account to Grantees to be provided in accordance with the term sheet attached hereto as Exhibit A.

**Section 3.** The Chief Executive Officer is hereby authorized to negotiate and execute the contracts necessary to document this approval and otherwise take all additional actions necessary to effectuate the purposes of this Resolution.

**Section 4.** The Effective Date of this Resolution is the date of execution of this Resolution by the Chair of the DIA Board.

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Patrick Krechowski, Esq., Chairman

\_\_\_\_\_  
Date

VOTE: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained: \_\_\_\_\_

Exhibit A:

RETAIL ENHANCEMENT PROGRAM  
TARGETED RETAIL ACTIVATION: FOOD AND BEVERAGE  
ESTABLISHMENTS FORGIVABLE LOAN PROGRAM TERM SHEET  
(FAB-REP)

Breezy’s Jazz Club  
337 East Bay Street

Project Name:	Breezy’s Jazz Club
Co-Applicants:	Breezy Jazz Club LLC (“Tenant”) Liberty and Bay Properties, LLC (“Landlord”)
Total Build Out & Permanent Equipment:	\$342,662
Eligible Costs under FAB-REP program:	\$339,062
Maximum Eligible Funding (by applicant contribution level):	\$138,662

**Project:** Tenant improvements to 337 E Bay Street, RE# 073363-0000, located in the Elbow District of the Central Core neighborhood owned by Liberty and Bay Properties LLC, in accordance with the application received. Funding will facilitate the development of a restaurant and jazz club classified as a Type 2 establishment per FAB-REP Guidelines and submitted documents.

The applicant also agrees to operate during expanded hours, as detailed further below, and is expected to remain in business in the location at these service levels for a minimum of 5 years.

**City Funding:** No more than \$138,662 through the Downtown Northbank Combined CRA, as follows:

- Infrastructure: No City of Jacksonville or CRA infrastructure funding or support is requested.
- Land: No City of Jacksonville or CRA land or building is requested.
- Loans: No further City of Jacksonville or CRA loans have been requested.

FAB-REP Forgivable Loan:

- Maximum funding of \$138,662 from the Northbank Downtown Redevelopment Trust Fund.
- The grant will be structured as a forgivable, 0% interest loan that will amortize at the rate of 20% on each anniversary date of the closing for 5 years so long as business operations as proposed in the business plan continue uninterrupted (unless otherwise modified with DIA approval), subject to force majeure, and no uncured event of default exists. Each co-applicant will be a party to that forgivable note and loan agreement.
- The co-applicants acknowledge that these loan funds are awarded and shall be used in accordance with the Retail Enhancement Program Targeted Retail Activation: Food and Beverage Establishments guidelines.

- The forgivable loan will be secured by a personal guarantee of Thea Jeffers on behalf of the Tenant and Madison Ferra on behalf of the Landlord in the event of a default under the program or funding agreement.

**Minimum Build Out and Equipment Costs (FAB-REP Forgivable Loan):**

- The Minimum Build Out Costs incurred through completion to remain eligible for the FAB-REP Forgivable Loan is \$285,000. Such costs will exclude soft costs such as General Conditions, General Requirements, Overhead, Insurance, and similar expenditures not contributing to the hard costs of construction. The budget establishing Eligible Costs is summarized below in Figures 1.
- Minimum Build Out Costs may be reduced by up to 10% with a commensurate reduction in FAB-REP funding, where such funding shall not exceed 50% of such revised total.
- The total Minimum Build Out Costs shall also exclude costs incurred for fixed furnishings, wall decorations, and any equipment not affixed to the property as determined by the DIA in its sole discretion. Any equipment affixed to the property included in this total must remain on the property through the compliance period of the forgivable loan agreement, notwithstanding any provisions in the lease stating otherwise.
- The minimum contribution from each co-applicant towards the Minimum Build Out Costs shall be \$69,331. However, such amount may be reduced by up to 10% with reduction in Minimum Build Out and Equipment Costs but must be equal to 25% of the final Minimum Build Out Costs as submitted with the funding request and approved by the DIA.

**Performance Schedule:**

- A) Retail Enhancement Loan Agreement to be executed within three (3) months from the receipt of the Agreements which shall establish the Retail Enhancement Loan Agreement Effective Date. The DIA Board approval shall terminate if the Retail Enhancement Loan Agreement Effective Date is not met within the timeline established, subject to approved extensions as provided below.
- B) Commencement of Construction: Within three (3) months following the Retail Enhancement Loan Agreement Effective Date, Applicant commits to commencement of construction, meaning receipt of all required approvals, permitting, and closing on all required financing to allow the start of construction activities and has actually commenced buildout type work.
- C) Substantial Completion: Within nine (9) months following the Commencement of Construction Date, as defined above, Grantee shall provide evidence of completion of construction, payment of all subcontractors, material providers, and laborers, and receipt of licensing necessary to conduct the business as outlined in the application submitted.
- D) Business operations, consistent with the business plan provided, to commence not later than twelve (12) months following the Retail Enhancement Loan Agreement Effective Date, subject to force majeure and extensions provided herein.
- E) The DIA CEO will have the authority to extend this Performance Schedule, at the CEO's discretion, for up to three (3) months for good cause shown by the Applicant. Any extensions to the Commencement Date shall simultaneously have the same effect as extending the Completion Date.

**Additional Commitments:**

1. Prior to submission of request for disbursement under the Retail Enhancement Loan Agreement, Applicant shall establish business operations following the description as outlined in the

application, business plan and as Project above. The build-out should be materially consistent with the floor plan included in Figure 2 below.

2. All rehabilitation work and design features must comply with all applicable city codes, ordinances, the established Downtown Development Review Board Guidelines and the Downtown Zoning Overlay.
3. Per FAB-REP guidelines, the award will be structured as:
  - a) Zero interest, forgivable loan payable upon completion of the work, establishment of business operations, and receipt by DIA of invoices for goods and services rendered and proof that recipients paid for such goods and services.
  - b) No interest shall accrue upon the principal of the total loan amount, with the principal forgiven over a five (5) year period.
  - c) The total principal balance will amortize 20% each year of the compliance period, so long as business operations have continued uninterrupted, subject to force majeure, and no uncured event of default exists.
  - d) At the end of five years, the loan shall be entirely forgiven on the condition that the improvements are installed and maintained in reasonably good condition, so long as business operations have continued uninterrupted, subject to force majeure, all taxes are maintained in current status with no tax certificates, and no City Code violations are incurred during the compliance period.
  - e) If it is determined that the recipient(s) is in default, subject to cure periods to be defined in the Retail Enhancement Loan Agreement, full repayment of the forgivable loan plus a default rate of interest may be demanded.
4. Minimum Hours of Operation to be maintained as:  
Breezy Jazz Club Hours of Operation:

Tuesday and Wednesday	11:00 am to 9:00 pm
Thursday	11:00 am – 10:00 pm
Friday	11:00 am to 12:00 am
Saturday	4:00 pm to 12:00 am
Sunday	11:00 am to 6:00 pm
5. Minimum number of employees: A minimum of two (2) full-time equivalent employees, defined as working a minimum of 35 hours per week, shall be required for the term of this agreement. This may include owner-operators.
6. Personal Guaranty of payment and performance obligations in the event of default to be provided by Thea Jeffers on behalf of the Tenant and Madison Ferra on behalf of the Landlord.
7. Additional terms and conditions as may be required and as found in the Redevelopment Agreement or other documentation prepared to establish the obligations for this award.

**Conditions:**

This Term Sheet is limited by the following conditions:

1. Downtown Investment Authority to receive copies of any necessary permits, invoices, cancelled checks or documentation from other methods of payment, and other items as may be requested by the DIA in its sole discretion as evidence of eligible expenditures; and

2. Borrower shall submit a proper contractor's final affidavit and full and complete releases of liens from each contractor, subcontractor and supplier confirming final payment has been made for all materials supplied and labor furnished in connection with the Project; and
3. No progress payments shall be made by the DIA during the term of construction, and no payment shall be made prior to the satisfaction of conditions outlined herein; and
4. Annual sales and reporting required to demonstrate compliance with terms and conditions as approved; and
5. There may be additional terms, conditions, rights, responsibilities, warranties, and obligations for both parties which shall be determined in a later negotiated mutually agreeable written contract.

**Budget as Submitted, Figures 1:**

Breezy Jazz House - 333 E Bay street, Jacksonville, FL - 8-27-25

**Build-out**

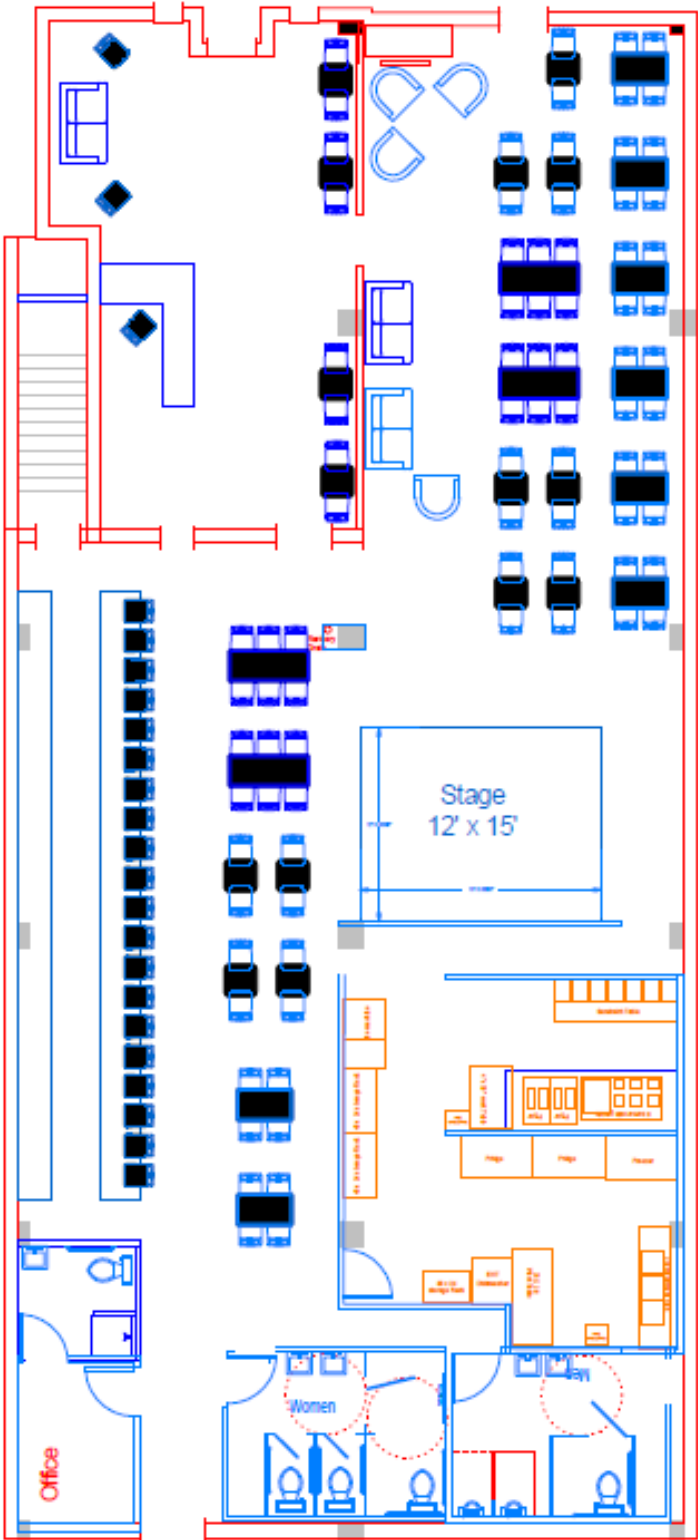
<b>Demolition of existing demising walls and fixtures</b>		
Remove walls - Demo bathrooms		\$7,600.00
Remove Electrical and plumbing		\$6,400.00
<del>Dumpster</del>		<del>\$1,920.00</del>
<del>Concrete Dumpster</del>		<del>\$480.00</del>
Cut Concrete - new Exterior rear door -		\$2,640.00
Trench for bathroom and other plumbing		
<b>Framing and drywall</b>		
Stage - (wood) - Painted		\$4,000.00
Framing for Bathroom - Kitchen - office		\$7,080.00
Drywall - Install-finish		\$13,716.00
<b>Plumbing</b>		
Bathroom. - (Rough)		\$38,000.00
Kitchen. - (Rough)		\$16,400.00
<b>Mechanical systems</b>		
Ductwork and New AC		\$50,000.00
Sprinklers -		\$36,000.00
<b>Electrical power and lighting</b>		
Labor for Electrical - (some material)		\$26,000.00
Lighting allowance		\$5,000.00
<b>Ceiling repair and replacement</b>		
Drop Ceiling	Bathroom and Kitchen	\$6,200.00
<b>New bar</b>		
59' bar		\$30,000.00
<b>Millwork</b>		
Doors -		\$2,700.00
Bathroom partitions		\$8,000.00
New Exterior rear door		\$1,800.00
<b>Finishes including paint and flooring</b>		
Flooring -Grind and seal -		\$12,600.00
Paint Walls		\$10,000.00
Paint Ceiling - Black		\$8,000.00
acoustical Wall Panels - Sound control		\$8,000.00
Acoustical Walls		
<b>Permitting Fees</b>		
<del>Permitting Fees</del>		<del>\$1,200.00</del>
		<b>\$301,736.00</b>



### Kitchen equipment

Cleansing Area				Direct Price
	Dish washer	EcoLab EHT	29" wide X 34.6" Deep	
	Sink	3 compartment with faucet	90" wide x 24" deep	\$519.00
	Hand wash Sink	Wall Mounted Hand Sink with Gooseneck Faucet	17" x 15"	\$70.00
Cooking Area				
	Hand wash Sink	Wall Mounted Hand Sink with Gooseneck Faucet	17" x 15"	\$70.00
	Captive Aire	Commercial Hood - maybe 127"	127"	\$40,000.00
Storage				
	Mop Sink			\$200.00
Bar area				
	Hand wash Sink			\$70.00
				\$40,929.00

Floor Plan Figure 2:



**SUPPLEMENTAL INFORMATION**

**RESOLUTION 2025-09-01 BREEZY'S JAZZ CLUB STAFF REPORT**



# Downtown Investment Authority

**STAFF REPORT  
DIA RETAIL ENHANCEMENT PROGRAM  
TARGETED RETAIL ACTIVATION:  
FOOD AND BEVERAGE RETAIL ENHANCEMENT PROGRAM (FAB-REP)**

**Breezy Jazz Club, LLC (dba Breezy's Jazz House)**

**September 17, 2025**

**Project:**

**BREEZY'S JAZZ HOUSE  
337 E BAY STREET**

**Co-Applicants:**

**Breezy's Jazz Club, LLC ("Tenant")  
Thea Jeffers, Owner/Operator  
Bernett Jeffers, Managing Member**

**Liberty and Bay Properties, LLC (Landlord)  
Madison Ferra, Managing Member**

**Project Location:**

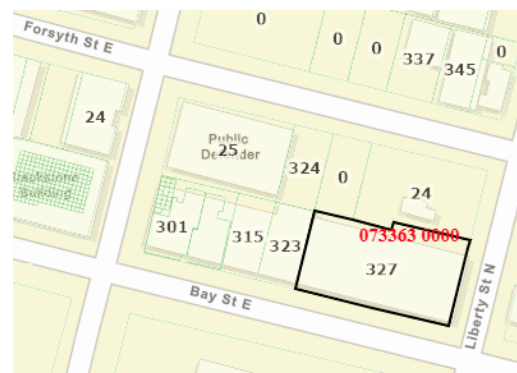
**337 E Bay Street  
Jacksonville, Florida 32202**

**Funding Eligibility:**

Type	Total
FAB-REP	\$138,662

**Project Description:**

The co-applicants, Breezy's Jazz Club, LLC and Liberty and Bay Properties, LLC have applied for funding under the Food and Beverage Retail Enhancement Program Grant (FAB-REP) to update and build out a jazz club and restaurant at 337 E Bay Street, which is two retail bays in the larger building at 327 E Bay Street. The space, on Bay between Liberty and Market Streets, previously housed an attorney's office and is amidst the growing entertainment district alongside Myth Nightclub, Element bistro + bar, Decca Live, and soon to be home of Keane's Irish Pub and Bessa Bakery.



Thea Jeffers currently owns and operates Breezy's Jazz House in San Marco after leaving a location on Adams Street almost five years ago. This marks her return to Downtown, but this time to the Elbow District.

The building at 327-345 E Bay Street was built in 1909 and was designated as a Local Landmark in 2022. It was purchased by the current ownership group in 2020. It was originally built to support the shipping trade when Bay Street served as the center of business and commerce for the developing city. More recently, it has housed law and real estate office as well as being home to a bakery, restaurants and nightclubs.



### **Business Plan Summary:**

Thea Jeffers started Breezy's Jazz House in 2016 after decades of planning. Originally located at 119 W Adams Street, Breezy's moved to San Marco in 2020 for a larger space and dedicated parking. After five years in that location, Thea is excited to bring her one of a kind Jacksonville Jazz House back Downtown to join the growing line up of diverse music, food and beverage venues in the Elbow.

New to the Breezy's lineup will be lunch Tuesday through Friday which will feature live and recorded music and a regular Live Jazz Brunch on Sunday which in the past had been an occasional event.

### **Development Team:**

**Thea Jeffers**, Owner/Operator, was born in Philadelphia and worked in the corporate world until 2005 when she started her own interior design business. With her husband in military service, they traveled around the country and world enjoying all variations of jazz. Years in the making, Breezy's Jazz House opened in 2016 and has been a success ever since. Thea will continue to oversee day to day operations and booking of musical acts.

**Bernett Jefferes**, CFO, is a retired Navy Lt. Commander will oversee finances. He has been in this role for the entire 10 years that Breezy's Jazz House has been in operation.

**Tonja Bradley**, General Manager, has worked for Breezy's Jazz House for eight years and will continue in that role at the new location.



**Jerpolyon Wotten**, Chef, has worked with Breezy's for 5 years and will continue in the same role.

### **Operating Plan and Employment Summary:**

In addition to the live music, Breezy's Jazz House will be a full-service restaurant and bar. Breezy's will occupy 3,649 square feet on the first floor of one section of a larger building on East Bay Street. It will be open for lunch Tuesday through Friday, dinner Tuesday through Saturday and brunch on Sunday, where they will offer shrimp & grits, chicken and waffles and crab bites among other items. The plan is to have live music shows in the evening

and for brunch. As mentioned, weekday lunches will have a mixture of background music and a piano player and/or vocalist.

The line up of jazz musicians varies from regular local acts to visiting professional musicians that have made regular stops at Breezy's during their visits to Jacksonville, usually for the Jacksonville JazzFest, which has also used Breezy's as an official after-hours location in the past. Those performers include Delfeayo Marsalis, a trombonist and one of six famed Marsalis brothers; Kimmie Horne, who is a cousin to the late Lena Horne; and Atlanta-based actress-singer Chandra Currelley.

Their core offerings are live music performances, open mic nights, comedy, themed music offerings and private event hosting. They will also explore offering jazz culinary nights, jazz yoga sessions, and art workshops.

Breezy's also has membership opportunities that offer unlimited visits to live performance and another that also includes a free drink per visit. Additionally, they have a loyalty program to offer discounts and early access to special events.

In addition to the full-time team detailed above, Breezy's has 10 part time staff members that they expect to bring to the new location Downtown. The proposed hours of operation, which surpass minimum FAB-REP program requirements and provide additional weekend hours to existing Downtown options, are as follows:

Day of the Week	Open	Close
Tuesday and Wednesday	11:00 am	9:00 pm
Thursday	11:00 am	10:00 pm
Friday	11:00 am	12:00 am
Saturday	4:00 pm	12:00 am
Sunday	11:00 am	6:00 pm

### Target Market:

Breezy's business plan lists local music enthusiasts, tourists and visitors, and college students and young professionals as its target audience. Their "target audiences vary significantly in age, interests, and lifestyles allowing them to create tailored experiences that resonate with each group."

Their proposed location in the Elbow district, joining other live venues with diverse music specialties, will also be a great draw for new customers to experience Breezy's offerings.

Their close proximity to the Hyatt hotel also offers an opportunity to share with visitors a unique, Jacksonville experience.



## Marketing Summary:

Breezy's will continue to tap into the growing market for experiential dining. Consumers are prioritizing experiences over material goods, leading to a surge in demand for engaging and memorable entertainment options. This trend influences the way venues like Breezy Jazz House operate. Their research shows that there is a growing trend where audiences are increasingly supporting local live music venues over larger concert events. Contemporary audiences are becoming more open to exploring a variety of music genres, from jazz and blues to indie and world music. This trend highlights the importance of offering diverse music programming.

In addition to a website, they will continue to leverage social media where they have, cumulatively, over 12,500 followers and a mailing list of over 1,700 guests. They also partner with local hotels, currently the Hilton Garden Inn and Homewood Suites in San Marco, and expect to add more on the Northbank.

### JAZZ IT UP WITH OUR CULINARY CREATIONS

#### STARTERS

##### Shrimp Cocktail 18

Served with spicy cocktail sauce

##### Spinach Dip 12

Fresh made served with nacho chips

##### House Salad 8

Fresh greens and assorted vegetables

Add chicken 8

##### Breezy Caesar 10

Romain lettuce, croutons, topped with Aiggio cheese

Add chicken 8

##### Charcuterie Board 24

#### FLAT BREADS

##### Chicken 18

##### Cheese 14

##### Veggie 17

##### Philly Cheese Steak 19

##### Pepperoni 16

#### ENTREES

##### Breezy Deluxe Seafood Platter 28

Fresh local shrimp, fried fish, French fries, with hushpuppies and coleslaw on the side

##### Marsalis Blacken Salmon\* 26

Served with rice pilaf and veggies

##### Ray's Crispy Wings Platter 22

Golden fried jumbo wings and crisp French fries

Available sauces: Lemon Pepper, Jamaican Jerk, Barbecue, Traditional Buffalo, Garlic Parm, and Sweet Thai

##### Philly Cheese Steak 20

Shaved ribeye, grilled onions, peppers, cheese sauce

##### Fish & Chips 15

Traditional fried fish and French fries

#### DESSERT

Triple Chocolate Cake 10  
New York Style Cheesecake 10  
Chocolate or Raspberry Dizzle

## Operating Budget:

Breezy's provided projections for their new location as well as some historical data from their current venue. The revenue side shows a reasonable split between ticket sales and food and beverage. Adding to that revenue, Breezy's offers the aforementioned memberships as well as merchandise and private rental options.

The expense side is very lean. Assuming it to be a tip heavy environment, the labor is low but projects to increase some with the additional meal periods. Other operating expenses, occupancy costs and marketing appear accurate.

## Property Consideration:

Breezy's Jazz House will occupy two bays of a much larger building on the corner of Liberty and Bay Street. Existing tenants Live Bar Seafood, Element bistro + bar, Myth nightclub and the newly opened Lettuce Eat.

The space to be occupied by Breezy's Jazz House was formerly an office use as was a majority of the second floor – that which is habitable. Extensive work will be required and is further detailed below.

As previously mentioned, it is a local landmark, but that designation does not factor in the funding recommendation.

**Development Budget:** Breezy's provided a construction budget from Helpful Mensch Commercial and Residential Construction (CBC#1266820). As seen below in Figures 1, the construction budget includes important updates to the premise like a second egress in the rear and a sprinkler system to allow this assembly use in addition to restaurant associated needs like a hood, updated and expanded plumbing, electrical and HVAC. It also



includes a grease trap allowing an expanded menu and serviceware.

The above upgrades alone amount to almost \$350,000 with furniture, fixtures, equipment, and acoustic system being additional investment in the business, though much will be brought from the former location. None of these costs are included among expenditures eligible for reimbursement.

### **FAB-REP Considerations:**

FAB-REP imposes three caps in the determination of the funding recommendation. Funding is limited to the lesser of these three approaches, *typically*:

- 1) Funding Limitation Per Square Foot:
  - a. Breezy's is a Type II establishment under FAB-REP guidelines which limits funding to \$50 per square foot.
  - b. The FAB REP guidelines also offer a \$20 per square foot "Historic Boost" for improvements to a local landmark, which 337 E Bay Street does qualify for.DIA staff calculates the total possible funding via square footage as:
  - Restaurant and Jazz Hall – 3,649 sq ft x \$50 = \$182,450
  - Historic Boost – 3,649 sq ft x \$20 = \$72,980
  - Total funding eligibility calculated by this measure - **\$255,430**
- 2) Budget Limitation: Build Out and Equipment Budget Limitation: FAB-REP guidelines limit funding to 50% of eligible costs, totaling \$339,062 in this project. At a 50% margin, funding eligibility by this measure is **\$169,531**.
- 3) Guideline cap for a Type II project is **\$200,000**.
- 4) \*\*\*Per program guidelines, the Business Owner (Tenant) and Property Owner (Landlord) are each to provide a minimum of 25% of costs determined to be eligible for funding. The landlord can contribute that by way of a rent concession, tenant improvement or both. In this case, the landlord is contributing rent concessions in the amount of \$69,331, therefore, the maximum funding allowable by the guidelines is **\$138,662**.



### **Retail Enhancement Scoring Rubric:**

Per Retail Enhancement Grant Guidelines, applications are scored using a rubric that rates the business plan and the anticipated contribution to local property taxes and sales taxes. A minimum score of 30 points out of 55 points possible is required to have the proposed project referred to the REPD Committee for funding consideration. With a score of 32, the subject proposal does qualify for consideration by the Board. Retail Enhancement Scoring for the subject redevelopment is found below:



A. Business Plan (see point breakdown below) – (up to 40 points)

Categories	Points Available	Points scored
<b>The plan shows good short-term profit potential and contains realistic financial projections</b>	<b>10</b>	<b>3</b>
The submitted business plan was more general to the live and jazz music industry as a growth market, which is true. Little market specific data was initially included. The most support for viability is a nine-year track record of operation through a pandemic. The revenue projections were reasonable and based on previous years, although the expense side seemed aspirational.		
<b>The plan shows how the business will target a clearly defined market and its competitive edge</b>	<b>5</b>	<b>4</b>
There is a clear lack of live jazz offered in Jacksonville and Breezy's Jazz House has mostly captured that market. They have a strong following and will add to that being in an increasingly busy part of Downtown that offers complementary venues and no direct competition.		
<b>The plan shows that the management team has the skills and experience to make the business successful</b>	<b>10</b>	<b>7</b>
Thea and her team have been serving dinner and jazz for 9+ years and will continue to operate as they have in the past. Lunch will be a new meal period for the team which will have to increase in size to accommodate.		
<b>The plan shows that the entrepreneur has made or will make a personal (equity) investment in the business venture</b>	<b>10</b>	<b>6</b>
Breezy's Jazz House is investing approximately \$350,000, minus potential incentives, in build-out and affixed kitchen equipment which does not include furniture, fixtures and other equipment, though much of that will likely come from the former location.		
<b>Number of FTE job positions created in excess of the required two (2) positions</b>	<b>5</b>	<b>3</b>
Breezy's expects to maintain the management team and 10 part time employees they currently have and hire more to accommodate lunch service		
<b>TOTAL</b>	<b>40</b>	<b>23</b>

B. Expansion of the local property tax base by stimulating new investment in existing Downtown properties (up to 5 points for properties five years and older and an additional 5 points if the property is a historic property (local landmark status or contributing structure status) – maximum of 10 points)

Properties	Points Available	Points scored
<b>337 E Bay Street</b>	<b>5</b>	<b>2</b>
Breezy's will fill a long vacant space with a more desired use in the DIA Targeted Food and Beverage area, though not resulting in much change in the property tax base.		
<b>Historic Property</b>	<b>5</b>	<b>4</b>
327-345 E Bay is a local landmark, though a preponderance of the work is occurring on the interior.		
<b>Total</b>	<b>10</b>	<b>6</b>

- C. Expansion of the state and local sales tax base by increasing sales for new or existing shops (up to 5 points)

Expansion of sales tax	Points Available	Points scored
<b>Upscale Jazz House and Restaurant</b>	<b>5</b>	<b>3</b>
With a first-year projection of under \$500,000, the sales tax revenue is additive, especially taking the place of a professional office.		
<b>Total</b>	<b>5</b>	<b>3</b>
<b>Total</b>	<b>55</b>	<b>32</b>

Staff review of the application indicates the proposed project meets the Redevelopment Goals within Downtown Jacksonville as outlined below:

**Goal 3:** Increase and diversify the number and type of retail, food and beverage, and entertainment establishments within Downtown.

**Goal 5.** Improve the perception and reality of safety, cleanliness, and maintenance in Downtown Jacksonville for residents, workers, and visitors.

**Property Tax Consideration:**

Property taxes are current on the property, and the building is within the defined Elbow district as found in the FAB-REP Guidelines.

**Program Eligibility:**

Based on the information presented in this staff report, DIA staff finds the proposed project eligible for funding under the application submitted based on the following calculations:

Type	Total
FAB-REP Forgivable Loan	\$ 138,662

**FAB-REP Additional Conditions:**

1. No interest shall accrue upon the principal of the total FAB-REP forgivable loan amount with the principal forgiven over a five (5) year period.
2. In the absence of default, the total principal balance will amortize 20% each year of the compliance period.
3. At the end of five years, the forgivable loan shall be forgiven in its entirety on the condition the improvements are installed and maintained in reasonably good condition, and no City Code violations are incurred during the compliance period.
4. If it is determined that the recipient(s) are in default, interest and full payment of the forgivable loan may be demanded, subject to applicable cure periods.

5. Further approvals of exterior improvements may be required by the Downtown Development Review Board.

See the Term Sheet, Exhibit A to Resolution 2025-09-01, for additional information on proposed terms and conditions.

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**Figures 1:** Construction Budget

Breezy Jazz House - 333 E Bay street, Jacksonville, FL - 8-27-25

**Build-out**

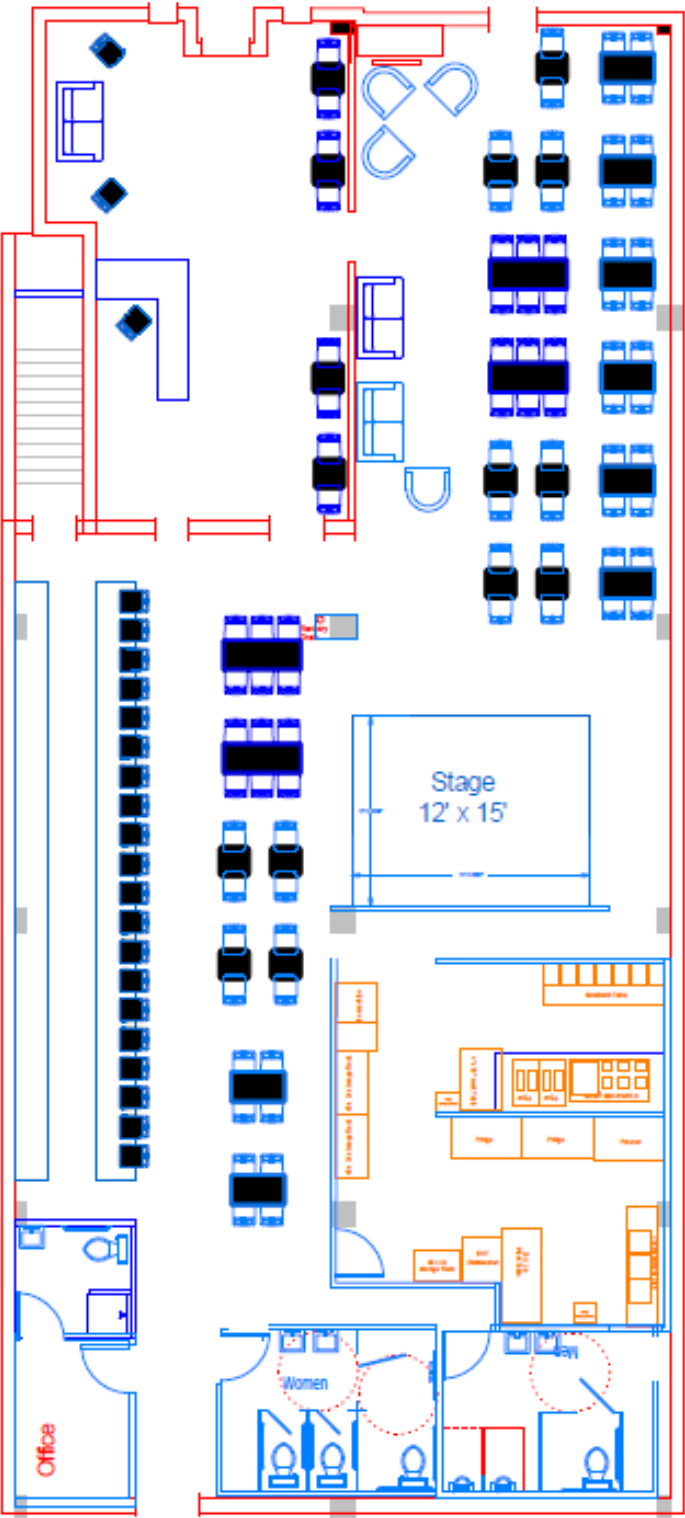
<b>Demolition of existing demising walls and fixtures</b>		
Remove walls - Demo bathrooms		\$7,600.00
Remove Electrical and plumbing		\$6,400.00
<del>Dumpster</del>		<del>\$1,920.00</del>
<del>Concrete Dumpster</del>		<del>\$480.00</del>
Cut Concrete - new Exterior rear door -		\$2,640.00
Trench for bathroom and other plumbing		
<b>Framing and drywall</b>		
Stage - (wood) - Painted		\$4,000.00
Framing for Bathroom - Kitchen - office		\$7,080.00
Drywall - Install finish		\$13,716.00
<b>Plumbing</b>		
Bathroom. - (Rough)		\$38,000.00
Kitchen. - (Rough)		\$16,400.00
<b>Mechanical systems</b>		
Ductwork and New AC		\$50,000.00
Sprinklers -		\$36,000.00
<b>Electrical power and lighting</b>		
Labor for Electrical - (some material)		\$26,000.00
Lighting allowance		\$5,000.00
<b>Ceiling repair and replacement</b>		
Drop Ceiling	Bathroom and Kitchen	\$6,200.00
<b>New bar</b>		
59' bar		\$30,000.00
<b>Millwork</b>		
Doors -		\$2,700.00
Bathroom partitions		\$8,000.00
New Exterior rear door		\$1,800.00
<b>Finishes including paint and flooring</b>		
Flooring -Grind and seal -		\$12,600.00
Paint Walls		\$10,000.00
Paint Ceiling - Black		\$8,000.00
acoustical Wall Panels - Sound control		\$8,000.00
Acoustical Walls		
<b>Permitting Fees</b>		
<del>Permitting Fees</del>		<del>\$1,200.00</del>
		<b>\$301,736.00</b>

## Kitchen equipment

<b>Cleanaing Area</b>				<b>Direct Price</b>
	Dish washer	EcoLab EHT	29" wide X 34.6" Deep	
	Sink	3 compartment with facuet	90" wide x 24" deep	\$519.00
	Hand wash Sink	Wall Mounted Hand Sink with Gooseneck Faucet	17" x 15"	\$70.00
<b>Cooking Area</b>				
	Hand wash Sink	Wall Mounted Hand Sink with Gooseneck Faucet	17" x 15"	\$70.00
	Captive Aire	Commercial Hood - maybe 127"	127"	\$40,000.00
<b>Storage</b>				
	Mop Sink			\$200.00
<b>Bar area</b>				
	Hand wash Sink			\$70.00
				<b>\$40,929.00</b>

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Figure 2: Floor Plan:



**TAB III.D**

**RESOLUTION 2025-09-02 GARAGE OPERATOR RFP**

## **RESOLUTION 2025-09-02**

### **COURTHOUSE, ARENA AND SPORTS COMPLEX GARAGES**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY APPROVING THE MINIMUM QUALIFICATIONS, SCOPE OF SERVICES, AND SCORING CRITERIA OF A REQUEST FOR PROPOSAL FOR GARAGE OPERATORS AT THE METROPOLITAN PARKING, LLC GARAGES (COURTHOUSE GARAGE, ARENA GARAGE, AND SPORTS COMPLEX GARAGE) AS LISTED IN EXHIBITS 1, 2, AND 3; AUTHORIZING ITS CHIEF EXECUTIVE OFFICER TO MAKE MINOR CHANGES TO THE EXHIBITS, PROVIDED THE EXHIBITS INCLUDED IN THE REQUEST FOR PROPOSAL ARE SUBSTANTIALLY SIMILAR TO THE ATTACHED; AUTHORIZING ITS CHIEF EXECUTIVE OFFICER, THROUGH THE CITY PROCUREMENT DIVISION, TO ISSUE THE REQUEST FOR PROPOSAL, NEGOTIATE WITH A VENDOR, AND NEGOTIATE A CONTRACT WITH A VENDOR THAT IS SUBJECT TO APPROVAL BY THE DIA BOARD; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, at their meeting of August 16, 2023, the DIA Board voted to approve Resolution 2023-08-10 “authorizing its Chief Executive Officer to prepare a Request For Proposal for the purpose of soliciting competitive responses from qualified parking garage operators for the management of the Metropolitan Parking, LLC Garages (Courthouse Garage, Sports Complex Garage, and Arena Garage)” subject to Board approval of terms of solicitation prior to issuance; and

**WHEREAS**, at their meeting of November 15, 2023 the DIA Board voted to approve Resolution 2023-11-02B and Resolution 2023-11-02C “authorizing its Chief Executive Officer, through the City Procurement Division to issue the request for proposal, negotiate with a Vendor, and negotiate a contract with a Vendor” subject to Board approval; providing an effective date; and

**WHEREAS**, Request for Proposals ESC-0314-24 and ESC-0315-24 were issued through the City’s Procurement Division seeking garage operators for the Arena, Sports Complex and Courthouse garages; and

**WHEREAS**, the DIA received four responses for the Arena and Sport Complex garage Request for Proposal ESC-0314-24, and four responses for the Courthouse garage Request for Proposal; and

**WHEREAS**, based on the scoring criteria approved by the DIA Board as more fully included in each of the aforementioned Request for Proposals, LPS of America (f/k/a Reef) was ranked as the most qualified vendor for each; and

**WHEREAS**, the DIA, the Office of Public Parking and LPS of America were unable to reach an agreement of terms in a timely manner, resulting in a recommendation to re-issue Request for Proposals from both the Office of General Counsel as well as the Procurement Division; and



**WHEREAS**, after review of the prior Request for Proposals as well as the ensuing negotiation process, the DIA and the Office of Public Parking find it in the best interest of the DIA and the operation of the three abovementioned garages to include each in a single solicitation; and

**WHEREAS**, “efficient utilization of existing parking structures” is a Strategic Objective of BID Plan Redevelopment Goal No.1 and “maximizing utilization of existing parking structures” is a Strategic Objective of BID Plan Redevelopment Goals No. 2 and No. 3,

**NOW THEREFORE, BE IT RESOLVED** by the Downtown Investment Authority:

**Section 1.** The DIA Board finds that the recitals set forth above are true and correct and are incorporated herein by this reference.

**Section 2.** The DIA Board hereby approves of the Minimum Requirements for the Request for Proposal for a garage operator attached to this Resolution as Exhibit 1.

**Section 3.** The DIA Board hereby approves of the Scope of Services for the Request for Proposal for a garage operator attached to this Resolution as Exhibit 2.

**Section 4.** The DIA Board hereby approves of the Scoring Criteria for the Request for Proposal for a garage operator attached to this Resolution as Exhibit 3.

**Section 5.** The DIA Board authorizes the DIA Chief Executive Officer to make minor changes as needed to the attached Exhibits, so long as the Exhibits included in the Request For Proposal are substantially similar to the attached.

**Section 6.** The DIA Board authorizes the DIA Chief Executive Officer to issue or cause to be issued a Request for Proposal consistent with the purposes of this resolution.

**Section 7.** The DIA Board instructs its Chief Executive Officer to provide the Procurement Division with five (5) persons to serve as a scoring committee, of which two shall be employees of the Downtown Investment Authority, one shall be an employee of the Office of Public Parking, and two shall be from other departments within the City of Jacksonville.

**Section 8.** The DIA Board authorizes its Chief Executive Officer to enter into contract negotiations with the Vendor identified through the scoring criteria as the most qualified respondent, and upon successful contract negotiations to execute on behalf of the DIA board a contract for services.

**Section 9.** This Resolution shall become effective on the date it is signed by the Chair of the DIA Board.

[SIGNATURES ON FOLLOWING PAGE]

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

\_\_\_\_\_

\_\_\_\_\_  
Patrick Krechowski, Esq. Chair

\_\_\_\_\_  
Date

VOTE: In Favor: \_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_

**Resolution 2025-09-02  
Exhibit 1  
Minimum Qualifications**

Vendors must satisfy the following mandatory minimum requirements in order to have their Responses to manage the Courthouse, Arena and Sports Complex Garages evaluated. By submitting a Response, the Vendor warrants and represents that it satisfies these requirements. Failure to meet these requirements will result in the Response not being evaluated and being rejected as non-responsive:

- 1.1 All proposers responding must have successfully managed and operated garages with a minimum of 3,000 spaces in the aggregate, for a **minimum** of the past five consecutive years, which were open to the general public at least twelve (12) hours daily and were equipped with modern electronic parking control devices. The minimum required experience includes providing daily, monthly, and special event parking, in a single downtown setting.
- 1.2 All proposers must be capable of providing all of the monthly reports listed in the RFP.
- 1.3 All proposers (and any/all subcontractors) must be authorized to transact business in the State of Florida and maintain any licenses to perform services required to operate for the length of the contract.
- 1.4 Jacksonville Small and Emerging Business (“JSEB”): All proposers shall include with their proposal a statement affirming that through the life of the agreement they will work with the City’s JSEB Office to identify and contract with JSEB suppliers. Proposers shall also include a statement affirming that throughout the life of an agreement they will take all commercially reasonable efforts to achieve a goal that a minimum of **TO BE DETERMINED BY JSEB OFFICE** percent (XX%) of all operations and maintenance contract values are awarded to certified JSEB entities.
- 1.5 All proposers must provide a list of any and all subsidiaries or other lines of business that the proposer is involved with.
- 1.6 All proposers must not have had any outstanding fines or liens in the last five years with any regulatory body that have remained past due for more than 180 days.
- 1.7 All proposers must provide a minimum of five (5) references pertaining to operation of multi-story parking garages which generated annual gross parking revenues of at least \$1.5 million per reference in each of the past three (3) years and were similar in nature and scope to the services requested hereunder. At least two (2) of the five (5) references managed by the Vendor were managed for municipalities within the past three (3) years. A reference from at least one (1) **existing government client operating in Florida is required**. This can include departments, authorities, and divisions of local municipalities, or the State of Florida. Additionally, at least one (1) reference pertaining to the operation of special event-focused parking operations affiliated with a stadium, arena or amphitheater encompassing a minimum of 1,500 spaces within the past three (3) years is required.

- 1.7 All proposers are prohibited from submitting proposals under this RFP in which the primary contractor is a Joint Venture or Partnership business agreement.

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**Resolution 2025-09-01**  
**Exhibit 2**  
**Garage Operations Scope of Services**

The Downtown Investment Authority, as the Community Redevelopment Agency for the combined Northbank CRA (DIA), intends to contract parking management services to an experienced and qualified Vendor who can provide a high quality of customer service and garage maintenance at a reasonable cost, and is rewarded for material increases in net revenue returned to DIA for the Courthouse, Arena and Sports Complex Garages. The Vendor shall manage, staff, maintain, and operate the assigned parking facility in an efficient manner with a customer-centric focus in line with other A-class daily and monthly parking facilities.

**FACILITY BACKGROUND INFORMATION**

The DIA has operational control of the Courthouse, Arena and Sports Complex Garages pursuant to a long-term lease and is seeking proposals from qualified parking operators and management companies to establish a partnership with the DIA and provide the services identified in the RFP. A description of the facility is listed below.

- The Courthouse Garage is a 1,350-space, 7-level fully automated parking garage located at 151 N. Clay Street. This garage is adjacent to the Duval County Courthouse and serves as the primary location for courthouse juror parking absorbing approximately 30% of capacity. There are currently three (3) attendants that assist with juror users and any other parking-related questions. There are TIBA X60 series ticket spitters installed at each of the entry lanes. There are TIBA pay stations installed at each of the exit lanes which accept credit card payments. Both monthly and hourly parking is provided in the garage in addition to the juror parking. The DIA is not interested in systems or technology proprietary to any parking operator/management firm.
- The Arena Garage is a 465-space, 5-level facility located at 999 E. Adams Street. This garage is directly adjacent to the VyStar Veterans Memorial Arena, is across from VyStar Ballpark and approximately 3 blocks from EverBank Stadium. The Arena Garage currently serves event parking only. Given the demand for non-event parking in this area, transient and monthly parking will be added in the near future, in addition to event parking. This facility is in the process of implementing mobile parking payments for transient and event parking via ParkMobile and will be equipped with license plate recognition (LPR) cameras for compliance. The associated monthly LPR fees will be a reimbursable operating expense. All notice-by-mail will be handled by the Office of Public Parking. The facility is currently gated when closed and operates as a pay on entry facility during events with attendants accepting credit card payment only. This location also accepts reservations and pre-payment through the web-based/app-based ParkWhiz and ParkMobile platforms. The DIA is not interested in systems or technology proprietary to any parking operator/management firm.
- The Sports Complex Garage is a 950-space, 4-level facility located at 500 A.P. Randolph Boulevard. This facility is directly across the street from the VyStar Veterans Memorial Arena, the Jacksonville Fairgrounds, and VyStar Ballpark. This location is currently used for event parking only. This facility does not have any PARCS equipment installed at this time. The

facility is currently gated when closed and operates as a pay on entry facility during events with attendants accepting credit card payment only. This location also accepts reservations and pre-payment through the web-based/app-based ParkWhiz platform and ParkMobile platforms. Monthly daytime parking for a portion of the garage is under consideration. If the pilot program with ParkMobile and LPR cameras is successful in the Arena Garage, the DIA may consider expanding this to the Sports Complex Garage. The DIA is not interested in systems or technology proprietary to any parking operator/management firm.

## **SERVICES**

The Vendor shall manage, staff, maintain, and operate the parking facility in an efficient manner with a customer-centric focus in line with other A-class daily, monthly and event parking facilities. The services to be provided shall include, but not be limited to the following:

- 2.1 Specific for the Sports Complex Garage, and Arena Garage: Coordination of event schedules and event parking needs with the City's Office of Special Events and the City's event venue manager, and management and staffing of the facility for all user groups, including transient parkers and monthly parkers if added to the Sports Complex and/or Arena Garage facilities at the determination of the DIA.
- 2.2 Specific for the Courthouse Garage: Operate and maintain as a primarily transient and monthly parking garage that, on limited occasions, is operated as a special events parking facility.
- 2.3 Billing and account reconciliation, routine daily maintenance of facilities and equipment, and working with the DIA on the coordination of contracting vendors for equipment repairs, etc.
- 2.4 Provide necessary staffing to operate transient or monthly parking and for special events (including on-site supervision during garage operating hours).
- 2.5 The Vendor may subcontract some services but cannot subcontract:
  - a. Bookkeeping
  - b. Record keeping and reporting.
  - c. Financial reporting and the reports required to be provided to the DIA.
- 2.6 Provide facility maintenance staffing and services that include painting, garage sweeping, equipment maintenance and repair, light bulb replacement, and stairwell maintenance, etc. This does not include capital improvement projects over \$5,000.00 for a single project and more than \$15,000.00 in projects per year. Projects exceeding those thresholds will require pre-approval of the DIA prior to incurring any such additional capital expense.
- 2.7 The DIA must approve any subcontract for services for repetitive and scheduled maintenance, and the Vendor will provide three (3) quotes for services and a recommendation on which subcontractor it would select. The Vendor will provide notification if the subcontractor is a subsidiary or otherwise affiliated with the Vendor. The

Vendor should also consider JSEB qualifications when selecting subcontractors. However, the DIA is not required to use any of the three (3) recommended vendors.

- 2.8 For all non-repetitive or non-scheduled maintenance, if the project is over \$10,000.00, the Vendor will provide three (3) quotes to the DIA and a recommendation on which subcontractor it would select. However, the DIA is not required to use any of the three (3) recommended vendors.
- 2.9 Withing thirty (30) days after contract execution for the first year, and by January 31st for all following years, provide an annual budget for the ensuing fiscal year (October 1st – September 30th) of operating expenses and revenues for each garage. This budget will be subject to approval by the DIA each year. This budget will include:
  - a. The management fee structure as stated in the contract. This will include any base fee, any incentive fee, and all operating expenses.
    1. Pre-determined flat based monthly fees will be charged by the Vendor for managing and operating all Garages in conjunction with pre-approved reimbursable operating expenses.
    2. The Vendor may propose an incentive fee(s). The DIA, at its sole discretion, may reject the incentive fee option, wholly or in part, without affecting the acceptance of the proposal. Incentive fee programs shall be capped with a pre-determined not to exceed amount and incorporate quantitative objectives and measurements to successfully encourage the Vendor to excel at customer service and the professional management of the Garages.
  - b. Any third-party contracts for services
  - c. Labor costs, including:
    1. Position titles of personnel for whom expenses will be incurred, and if shared with other operations of the Vendor, the percentage of their time devoted to this contract as compared with other contracts and business responsibilities
    2. Headcount for all full-time, part-time, and seasonal employees
    3. Wages for all full-time, part-time, and seasonal employees
    4. Hours worked for all full-time, part-time, and seasonal employees
    5. Payroll Taxes and itemized employee benefit cost, which includes, according to category, FICA, State and Federal Unemployment Tax, Worker Compensatory Tax and all other DIA-approved employee benefits.
      - a. All fringe benefit and payroll tax payments must be supported by pertinent tax returns and cash disbursements or accounts payable records.
    6. Total monthly labor expense by position
      - a. All payroll expenditures will be recorded in a register and supported by approved timecards. The Vendor must supply all required payroll information on a monthly basis. In the event there are changes to

Vendor's labor or employment costs then Vendor will be reimbursed for those increased costs.

- d. An accurate estimate and detail of approved operating expenses, which include, but are not limited to:
  - 1. Uniforms
  - 2. Recruiting
  - 3. Telephone
  - 4. Postage
  - 5. Transponders, hang tags, or other approved devices used to manage monthly parkers
  - 6. Ticket supply/receipt paper roll inventory for PARCS system
  - 7. PARCS equipment repair and preventative maintenance
  - 8. PARCS software fees, as required
  - 9. Cleaning and janitorial equipment and supplies
  - 10. Power and hand sweeping and cleaning, and line painting as required (subject to DIA approval)
  - 11. Trash and graffiti removal
  - 12. Signage, including installation and repair
  - 13. Equipment rental
  - 14. Vendor IT support
  - 15. Banking fees
  - 16. Credit card processing fees
  - 17. Customer refunds
  - 18. Insurance premiums
  - 19. Itemized miscellaneous expenses not included in the annual budget must be approved in writing by the DIA
- e. The following items are expressly excluded from reimbursement as operating expenses under the Budget. These items shall be provided, if applicable, by the Operator at their own expense:
  - 1. Executive and administrative level overhead expenses
  - 2. Operator office lease/mortgage payments
  - 3. Office equipment, including furniture and computers
  - 4. Costs of repairs for damaged client property caused by Vendor's negligence
  - 5. Travel expenses outside the City of Jacksonville
  - 6. Entertainment expenses (including employee meals)
  - 7. Professional memberships and subscriptions
  - 8. Losses and expenses associated with theft or robbery of Garage revenue
  - 9. Losses and expenses associated with employee theft, shortage, or mismanagement
  - 10. Deductibles, if any, on all bonds, insurance policies, and programs
- f. DIA operating expenses include:
  - 1. Elevator and plant equipment service and maintenance contracts, if applicable
  - 2. All utility charges



3. Real and personal property taxes of the Premises, and any other Taxes, rates, charges, or assessments levied, rated, charged, or assessed against the Services, the operation thereof, the business of parking motor vehicles in the Premises, and the Management Fee, including, without limitation, any tax directed, directly or indirectly, at the parking of motor vehicles
4. Cost of premiums for fire and extended coverage insurance, any other insurance required to be carried by DIA and any losses not covered by the insurance required to be carried by the Vendor.
5. Capital expenditures, improvements, alterations, additions and all costs associated with structural repairs and improvements made to the Premises.

2.10 Provide detailed and accurate monthly reports and payment for reimbursement, no later than the 15th of each month, for the facility which will include the following as applicable:

- a. Monthly Manager Report with a cover letter summarizing at least: actual and annual budget numbers with summary explanations for variances, payroll reports, strategies on how to control expenses, information on how additional parkers may be accommodated, parking rate surveys, market surveys, summarize significant happenings at the parking garages, updates on current and projected maintenance projects, information on any complaints, issues, and concerns.
- b. Weekly Missing Ticket Reports
  1. Maximum allowed ticket loss at any parking garage is 0.75%.
  2. Vendor shall be responsible for paying to the DIA the maximum daily rate in effect at the time of loss for each lost ticket over 0.75%.
  3. Vendor shall make the lost ticket calculation on a monthly basis and shall include details in its monthly management report.
  4. Vendor's annual internal audit shall provide reconciliation of the monthly calculated amounts.
  5. Vendor shall reimburse the DIA for all under-payments of parking revenues discovered by its internal audit within 30 days of the completion of the audit.
  6. At any time during the term of the agreement, the DIA shall have the right to audit all Vendor's parking revenue records pertaining to the agreement. Any under-payments of parking revenues found during a DIA audit shall be reimbursed to the DIA by Vendor within 30 days of completion on the DIA audit. Additionally, Vendor shall pay the DIA a penalty, in the form of liquidated damages of an additional \$7 per ticket for each lost ticket not reported by Vendor in its monthly management report or internal audit.
  7. Vendor shall endeavor to minimize ticket loss at all parking garages and shall be responsible for reimbursement to the DIA all revenue loss due to employee theft and shortages. The DIA, at its discretion and cost, may require the Vendor to implement exit revenue control equipment and apply the same method of ticket loss calculation and reimbursement.
  8. An exception event that causes ticket loss shall be documented and shall not count against the ticket loss. Examples of these exception events shall include equipment failure outside of our control, severe weather, power or

communication loss, dates when gates are raised post event, and ad-hoc special requests of the DIA.

- c. Monthly Card Reports
  - d. Monthly Validation Reports
  - e. Monthly Entrance/Exit Reports
  - f. Occupancy Report generated from PARCS
  - g. Monthly Ticket Summaries
  - h. Detailed Monthly Staffing Schedule
  - i. Monthly Parker Billing Detail
  - j. Monthly Parker Accounts Receivable Detail
  - k. Aging Account Receivables Report
  - l. Variance report of revenues and expenses – Current month vs. budget, YTD vs. budget, and current month vs. same month prior year
  - m. Monthly Labor Costs, including:
    - 1. Position titles
    - 2. Headcount for all full-time, part-time, and seasonal employees
    - 3. Wages for all full-time, part-time, and seasonal employees
    - 4. Hours worked for all full-time, part-time, and seasonal employees
    - 5. Payroll Tax, benefits
    - 6. Total monthly labor expense by position
  - n. Itemized list of all revenues and all expenses
    - 1. All expense items are required to include backup documentation with copies of original invoices supporting the expenditure.
  - o. If technology changes occur, an addendum/amendment to the contract will be issued to reflect updated reporting requirements.
  - p. Failure to provide Monthly Manager Report by the 15<sup>th</sup> of the month shall result in default and penalties in the amount of \$50 per day until said time in which reporting has been satisfactorily submitted.
- 2.11 Monitor the facility usage and capacity on a regular basis, including doing actual counts in order to maximize the number of parkers utilizing the facility, as well as monitoring daily to ensure that there is no unauthorized use and make recommendations to DIA regarding opportunities for increased usage and revenue.
- 2.12 Enforce parking policies and rates set by the DIA in coordination with the DIA.
- 2.13 Coordinate with the DIA to schedule garage closures for maintenance or any other reason to ensure that these closures do not impact available parking or garage revenues.
- 2.14 The Vendor does not have the authority to provide free parking or enter into contracts for retail space in the garage. This authority will remain with the DIA. The Vendor may sell monthly parking in the Courthouse Garage at the DIA approved rate to any user under a standard agreement and terms. Furthermore, any user can purchase any number of spaces so long as the spaces are at the DIA established monthly rate. The Vendor does not have the

authority to sell spaces that require an additional agreement or contract of any kind or that sells spaces at a discount. The Vendor will assist DIA in acquiring and installing any equipment or upgrades needed to the garages to allow for any parking agreement the DIA enters into and will be responsible for operating the garages with these agreements in place.

2.15 The Vendor shall provide an Operations Plan for the garage. This plan should be updated each fiscal year, consistent with the budget provided by the Vendor, and provide the following:

- a. Details of the day-to-day operations of the garage.
- b. Areas to improve efficiency of garage operations and overall customer service.
- c. Monthly fixed and variable costs for operations.
- d. Recommended staffing levels and hours.
- e. A list of necessary positions to operate the facility, including back office and support operations.
- f. Foreseen equipment needs, including leases.
- g. What services are provided by the Vendor, which services are contracted out to another party, and what contracts will expire during the fiscal year. If the other party is an affiliate, describe that relationship in this plan.
- h. Plans to increase net operating income, defined as gross revenue minus operating expenses, where gross revenue is all revenue collected through parking operations and operating expenses are those expenses, taxes thereon, attributable to the operation of the services.
- i. How the plan will manage operating expenses related to services despite rising costs.

2.16 The Vendor shall provide a Maintenance Plan outlining the following:

Provide a maintenance plan covering a five-year term including tasks to be performed daily, weekly, monthly, bi-annually, and annually for the garage. This plan should also include recommendations for upgrades to garage technology and operations to improve garage operations and allow hourly, daily, and special event parking in the garage. If any of the tasks are contracted, or not included and explained in the budget, please do so here. This maintenance plan does not include any structural evaluation or plan, which has been previously obtained by DIA and will be provided to the selected Vendor to coordinate implementation on the recommended schedule. This plan will be provided as a deliverable 90 days after the execution of the contract.

DIA will be solely responsible for all Premises repairs or replacements that Vendor determines to be of a capital or structural nature (including electrical, draining and plumbing systems, pavement repair, painting of the structure, replacement of all lighting tubes and ballasts, repairs to the walls and floors (including potholes and cracks), and other foundations of the Premises, sinkholes, and repair or maintenance of fire and ventilation and HVAC systems, sprinkler systems, drains, and elevators/escalators) and any installations or alterations required by air quality, environmental protection, disability accommodation or other similar laws.

2.16 The contract will be for a term of 3 years, with 3 one-year renewal options exercisable upon mutual agreement of the parties. The Contract shall be terminable by DIA in the event of the following:

1. On 90 days prior notice if the proposed operating costs contained in the budget for any year exceed the prior year's budget by more than 120% of the percent change in the CPI Index over the previous year. Consumer Price Index is defined as the Consumer Price Index for all Urban Consumers, all items, US city average, not seasonally adjusted, published by the Bureau of Labor Statistics of the United States Department of Labor.
2. On 90 days prior notice if the actual operating expenses charged by the Vendor in any year exceed the approved budget for such year by more than 10% unless the actual net revenue to DIA also increases by an equal or greater %.
3. If the Vendor fails to cure any deficiencies in its performance of the scope of services hereunder within thirty (30) days after receiving notice thereof, DIA may terminate this contract upon 60 days prior notice to Vendor.
4. In the event of defaults as may be required by the City Office of General Counsel or Risk Management Office.

2.17 The Vendor is responsible for ensuring all parking control equipment and systems are PCI DSS compliant and always operating within currently prescribed security standards. Valid Attestation of Compliance documents for all Garage revenue collection equipment and software must be maintained by the Account Manager. Regular inspections of credit card devices will be conducted to detect tampering, the unauthorized replacement of a device, and/or the installation of fraudulent devices such as "card skimmers." Vendor management and supervisory level staff are required to complete yearly specialized PCI DSS compliance responsibility and awareness training. All aspects of this training must be documented.

2.18 The Vendor shall visually inspect the garages at least monthly and immediately notify DIA of any visible structural issues or cracks. Vendor shall be responsible for taking immediate action to stabilize and/or partially or fully close any garage if any safety hazard is discovered upon such visual inspection or otherwise brought to Vendor's attention.

2.19 Overall parking garage cleanliness will be the responsibility of the Vendor.

a. General Guidelines:

1. The entire Garage, driveways, walkways, islands, curbs, etc., must be power washed as requested by the DIA. The Garage washing should be done during warm weather on a schedule to be approved in writing by the DIA.
2. Clean all revenue control devices no less than weekly, or as needed.
3. Clean all Garage handrails (including supporting rails) no less than weekly, or as needed.
4. Clean all elevators no less than weekly; this includes door tracks, walls, ceiling, floors and doors. Interior and exterior of doors to be cleaned no less than weekly or as necessary.

5. All Garage interior and exterior stairwells shall be swept, vacuumed, or wet mopped no less than weekly.
6. All Garage air vent louvers and overhead piping shall be cleaned at least once per month, and/or as often as necessary.
7. The Garage cashier's booth shall be cleaned as often as necessary, inside and out to achieve a clean and professional appearance.
8. All Garage windows shall be cleaned at least once per month, and as often as necessary. Vendor is not responsible for cleaning tenant windows.
9. All walkways, islands, and curb areas must be hand-swept at least weekly, or as needed or requested by the Vendor. Certain areas may allow cleaning by air blowers, however, must be approved in writing by the DIA.
10. Empty all garbage cans at least twice per week, or more if needed when more than 2/3 full, into a central dumpster.
11. Clean all Garage signage at least once per month or as needed.
12. Daily check for oil and fuel leaks from automobiles. If oil or fuel leaks are identified, immediately place oil or fuel absorbing compound on all spots then sweep-up and remove the compound. This oil or fuel-soaked compound is now considered hazardous material and must be disposed of properly.
13. Re-paint parking stall and drive lane lines, subject to DIA approval.
14. The Vendor will maintain the interior of any parking garage offices, adjacent areas, and additional offices or areas as directed, to the highest degree of cleanliness and order. Office furniture and equipment will at all times be presentable and businesslike. Also, painting of walls and ceilings of same, and cleaning of all carpets and windows.
15. Keep all sidewalks and pedestrian walkways free of any ice and/or snow.
16. Daily check for loose or moved parking blocks/wheel stops. If loose or moved blocks are identified, they are to be immediately replaced and secured.

2.20 The Operator shall provide qualified personnel with a professional demeanor to perform all required operational and maintenance/janitorial duties at the Garage. Operator personnel shall always be clean and neat and shall deal with parking patrons in a prompt, polite and business-like manner. All Operator personnel will comply with the Client's and Operator's general rules for employee conduct.

The Operator shall always maintain adequate personnel to provide the level of service required to meet the needs of the Agreement.

No food or beverages are permitted near Client-owned equipment such as fee computers, revenue control equipment, and office equipment.

A staffing plan for the Garage must be approved in writing by the Client. Changes to the staffing plans must also be approved in writing by the Client.

No overtime payment for hours of coverage provided by the Operator in excess of the coverage approved by the Client shall be reimbursed by the Client unless the Operator has submitted a written justification of actual overtime payments and received approval in advance from the Client.

a. Management Staff:

1. One (1) Portfolio Manager – Available to the DIA 24/7
  - a. Allocation Methodology:
    - i. 84.62% to Courthouse Garage
    - ii. 7.69% to Sports Complex Garage
    - iii. 7.69% to Arena Garage
2. One (1) Bookkeeper/Admin – Available to the DIA 8 a.m. – 5 p.m., Monday – Friday.
  - a. Allocation Methodology
    - i. 33.4% to Courthouse Garage
    - ii. 33.3% to Sports Complex Garage
    - iii. 33.3% to Arena Garage
3. Operator will present options to reduce cost with management and office personnel. Manager must be available on weekdays/weekends during special events. Management/Office staff is subject to change as we automate garages.

b. Hourly Staff:

1. Ambassador/Maintenance - Applied to the Courthouse Garage but wages will be allocated to the Sports Complex Garage and Arena Garage based on need.
2. Event Staff – Wages will be allocated to the Sports Complex Garage and Arena Garage based on need.
3. Event/Assistant Manager – Wages will be allocated to the Sports Complex Garage and Arena Garage based on need.

c. All attendants, cashiers, maintenance personnel, and shift supervisors will wear uniforms at all times while on duty. The Vendor shall provide uniforms for employees, at no expense to the employees, except as indicated herein. Uniforms will be purchased by the Vendor and, as this is a reimbursable expense, all uniforms are the property of the DIA. Uniforms that are soiled, stained, torn, disheveled or in any way, ill-fitting or unsightly, must be replaced by the Vendor at no expense to the employee. However, employees will not be exempt from replacement or repair costs resulting from employee's acts of negligence, vandalism, or abuse of the uniform. The uniform must have the identification insignia of the Vendor as well as an employee photo identification badge. At no time will the Vendor's employees be permitted to wear any clothing or optional item which differs from the approved uniform. Uniforms must be approved in writing by the DIA.

**Resolution 2025-09-01**  
**Exhibit 3**  
**Scoring and Evaluation Criteria**

The evaluations will be based upon the following criteria. As stated in the scope, DIA intends to contract parking operations management to an experienced and qualified Vendor who can provide a high quality of customer service and garage maintenance at a reasonable cost and is rewarded for material increases in net revenue returned to DIA. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criteria will be evaluated relative to the criteria listed in this section and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Response Evaluation Criteria. **Proposers shall arrange their responses in a format that will offer ready review and evaluation of each criterion.** Please note that 100 points is the maximum total for all criteria. The DIA has the final determination into which contracts are awarded.

**RESPONSE EVALUATION CRITERIA:**

In your response, list the page number(s) and paragraph(s) that specifically address each of the criteria listed below.

**1. COMPANY EXPERIENCE AND REFERENCES: 25 points maximum score**

- Describe company qualifications and experience in downtown parking operations management, municipal parking garage management and special event parking operations affiliated with a stadium, arena or amphitheater.
- Describe the availability of adequate personnel. An approved list of the positions necessary to operate the facilities, including management, administrative, accounting personnel, and staffing for maintenance, etc. is provided in the scope. Describe the qualifications and experience of the key personnel you propose to use. Further describe the ability to recruit, train, and retain staff.
- Provide the number and size of the projects currently being performed. Discuss past ability to deliver projects on a timely basis under similar current workload conditions.
- Provide a minimum of five (5) references within the past three (3) years that are similar in nature and scope with a minimum of 3,000 spaces in the aggregate. Two of these references should be existing government clients, one of which is operating in Florida. This can include municipal or county governments, departments, authorities, or divisions of local municipalities, or the State of Florida. One of these clients should be an existing operation of at least 1,500 parking spaces affiliated with a stadium, arena or amphitheater. For each reference, provide the gross annual revenue affiliated with the parking operation managed by Vendor.
- Describe the Vendor's understanding of the requirements of this solicitation, and its ability, approach and/or plan to satisfy the same in complete compliance with all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.
- Describe any outstanding accomplishments that relate to specific services being sought, for example, this could include awards, employee training and certifications, or special licenses.

- Provide documentation, such as financial statements, net income statements, operating expense statements, and budgets showing the ability to generate revenue from garages of similar size and scope to the Courthouse Garage and the Arena and Sports Complex Garages. For the Courthouse Garage this would be a garage that offers daily and monthly parking in a downtown setting, ideally under a municipal agreement. For the Arena and Sports Complex Garages this would be event-focused parking operations tied to an arena, stadium or amphitheater, that may also offer daily and monthly parking for mixed-use developments.

## **2. OPERATING AND STAFFING PLAN: 40 points maximum score**

- Describe the transition and start-up operating plan and how the proposed management and staffing plan will allow for continual and uninterrupted service.
- Resumes of key personnel. At a minimum, the resumes must include name of required person, proposed labor category or role of responsibility, education (degree(s)/certifications received and/or currently held, including the year completed, major field(s) of study, relevant experience (list employer, title of position, starting and ending dates (month/year) and a concise description of experience related to the requirements of their proposed position.
- Provide a conceptual operating plan for the first year of operation and conceptual budget based on experience with similar garages.
- Describe through existing operations plans how the Vendor has operated other garages with a history of:
  - Efficient garage operations
  - Excellent customer service
  - Experience with subcontractors
- Describe the estimated number of staff, hours, and labor expenses required for operation in the proposed management and staffing plan.
- Describe employee hiring, training, supervision of performance, and retention policies to minimize turnover while providing the highest level of customer service for a parking facility.
- Describe the maintenance plan that provides for operational maintenance to be completed at each garage weekly, monthly, bi-annually, or annually.
- Describe what services will be provided directly by the Vendor and which services will be contracted out to another party. If this third party is an affiliate describe that relationship. Information about subcontractors should include the names of any subcontractors, area of expertise for any subcontractors, the proposed work to be given to any subcontractors, and whether the subcontractor meets JSEB qualifications.
- Vendors will indicate in their operations plan how they plan to increase net operating income and include any costs associated with that increase.
- Vendors will describe how the plan will manage operating expenses related to services despite rising costs.



### **3. CONTRACT COST: 35 points maximum score**

Vendor shall explicitly identify in detail the anticipated comprehensive contract cost to the DIA for Vendor's services. This shall include all base management fees, standard pass-through fixed monthly fees, expenses and overhead charges, any incentive payments tied to performance, and the expected variable operating expenses that will be passed through to DIA based on the conceptual operating plan for each garage.

DIA is seeking a Vendor who can provide a high quality of customer service and garage maintenance at a reasonable cost, and is rewarded for material increases in net revenue returned to DIA. A fee structure that incentivizes the Vendor to materially increase net operating income in the Garages will be considered, provided such increase is achieved by revenue increases or reductions in pass through fees or expenses other than on-site labor and services that would impact garage operations or customer service. Net operating income is defined as gross revenue from the garage minus all operating expenses where gross revenue is all revenue collected through parking operations and operating expenses are those expenses, taxes thereon, attributable to the operation of the services.

Vendors will be scored on the comprehensive contract cost model that they submit based on the following criteria.

#### **Revenue (10 points)**

- How realistic and well-supported the Vendor's projections for gross revenue growth appear.
- The extent to which revenue strategies are tied to improved customer service, higher utilization, or innovative but practical approaches.
- Whether revenue growth initiatives are designed to enhance the customer experience and strengthen DIA's financial returns.

#### **Cost (10 points)**

- The clarity and transparency of the cost structure (base fees, fixed monthly costs, variable costs, overhead).
- Whether projected costs appear proportionate to the operations plan and reasonable for each garage.
- The balance of expenses allocated to on-site operations (staffing, janitorial, equipment maintenance, cleanliness) compared with overhead and management costs, with preference given to investments that directly support customer satisfaction and facility upkeep.

#### **Net Operating Income (NOI) (15 points)**

- How well the proposed structure incentivizes the Vendor to grow NOI without a reduction in service levels.
- The degree to which NOI improvements are achievable and sustainable through efficiency, innovation, or revenue growth rather than cost-cutting in essential service areas.
- Whether the structure demonstrates fair risk-sharing and aligns Vendor incentives with DIA's goals of financial strength, customer satisfaction, and high-quality garage operations.

**SUPPLEMENTAL INFORMATION**

**RESOLUTION 2025-09-02 GARAGE OPERATOR RFP MEMORANDUM**



## DOWNTOWN INVESTMENT AUTHORITY

117 West Duval Street #310, Jacksonville, Florida 32202

(904) 255-5302 | <https://dia.coj.net/>

### MEMORANDUM

TO: Downtown Investment Authority Board

THROUGH: Patrick Krechowski, Esq., Chair

FROM: Peter Sherwill, Public Parking

DATE: September 8, 2025

RE: Resolution 2025-09-02 DIA Garage Operator Request for Proposal

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#### **GARAGE OPERATOR RFP**

Resolution 2025-09-02 authorizes the Chief Executive Officer of the DIA, through the City Procurement Division, to issue a Request for Proposal (RFP) for the management and operation of the Courthouse Garage, Arena Garage, and Sports Complex Garage. The resolution approves the Minimum Qualifications, Scope of Services, and Scoring Criteria included as Exhibits 1, 2, and 3, and empowers the CEO to negotiate with a vendor and bring a final contract to the DIA Board for approval.

#### **BACKGROUND**

On April 21, 2022, the City of Jacksonville and the DIA entered into a mediated settlement agreement with Metropolitan Parking Solutions (MPS), which included a long-term lease of the three garages to the DIA through September 30, 2051.

The agreement also assigned to DIA the Parking Management Services Agreement with LPS of America, Inc. (now Reef Platform U.S. Operations, LLC), which expires December 31, 2025.

On June 27, 2023, City Council adopted Resolution 2023-355, encouraging DIA to explore alternatives for garage operations.

On August 16, 2023, the DIA Board approved Resolution 2023-08-10, directing staff to prepare an RFP for competitive procurement of garage management services. Two RFPs were issued for garage operators: one RFP for the Courthouse Garage and one RFP for the remaining two garages in the Sports & Entertainment District. Both RFPs were awarded to LPS of America, the current garage operator. However, due to a variety of circumstance an agreement was not reached in what was deemed by the Office of General Counsel and the City's Procurement Division to be a timely manner. Consequently, the DIA is again being asked to grant permission for the issuance of what is now a single RFP for all three garages.

## **RESOLUTION PROVISIONS**

DIA is being requested through Resolution 2025-09-02 to approve:

- Exhibit 1: Minimum Qualifications
- Exhibit 2: Scope of Services
- Exhibit 3: Scoring Criteria

## **MINIMUM QUALIFICATIONS**

The minimum requirements are written to mirror the operational realities of the Courthouse, Arena, and Sports Complex Garages while ensuring the City's and DIA's best interests are protected. These prerequisites are designed to guarantee only qualified, experienced and capable vendors are considered.

- For a minimum of the past five consecutive years experience managing garages with at least 3,000 aggregate spaces, open 12+ hours daily, equipped with modern electronic controls.
- All proposers must be capable of providing all of the monthly reports listed in the RFP.
- Experience in both daily/monthly and special event parking in a downtown setting.
- Five references, including two municipal clients (one in Florida) and one special event-focused facility with 1,500+ spaces, with each reference generating a minimum of \$1.5 million in gross revenue. For context, the DIA garages grossed \$2.8 million and \$2.98 million in 2023 and 2024 respectively.
- No unresolved regulatory fines or liens in the past five years. Joint ventures/partnerships prohibited.

## **SCOPE OF SERVICES**

The scope is tailored to ensure customer-centric, efficient operations aligned with the City's needs and industry best practices.

- Management, staffing, maintenance, and operation of all three garages. Tailored responsibilities by facility:
  - Courthouse Garage – primarily daily/monthly parkers.
  - Arena Garage – event-driven, with expansion for transient/monthly parking.
  - Sports Complex Garage – event-driven, with potential expansion following pilot programs.
- Vendor responsible for billing, account reconciliation, and daily maintenance. Capital projects above \$5,000 (per project) or \$15,000 annually require DIA approval. Detailed annual operating budgets and enhanced monthly reporting required.
- Management fee structure includes base fees, optional incentive fees, and reimbursable operating expenses.
- Contract term: 3 years with 3 one-year renewal options; DIA retains termination rights for cost overruns or deficiencies.
- Vendor must ensure PCI DSS compliance for all payment systems and maintain strong reporting and audit controls.

## **SCORING CRITERIA**

Scoring will be based on a maximum 100 points, as follows:

- Company Experience and References: 25 point maximum
- Operating and Staffing Plan: 20 point maximum
- Contract Cost: 35 point maximum

## **CONCLUSION**

Resolution 2025-09-02 establishes a procurement framework that secures the City's and DIA's interests by embedding qualifications and scope requirements that reflect the operational demands of the Courthouse, Arena, and Sports Complex Garages. By setting high standards for vendor experience, accountability, and customer service, the resolution ensures Jacksonville will secure a capable, customer-focused, and financially sound operator for these key public facilities.

**TAB III.E**

**RESOLUTION 2025-09-03 CATHEDRAL GATEWAY FEATURES**

## **RESOLUTION 2025-09-03**

**A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) AUTHORIZING A FIFTEEN THOUSAND DOLLAR (\$15,000) CONTRIBUTION TO CATHEDRAL DISTRICT - JAX FOR COST OVERRUNS ASSOCIATED WITH THE FABRICATION, DESIGN, INSTALLATION AND PERMITTING OF GATEWAY MARKERS TO BE PAID OUT OF THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA FUND: SUBSIDIES AND CONTRIBUTIONS TO PRIVATE ORGANIZATIONS PROGRAM; AUTHORIZING THE DIA CHIEF EXECUTIVE OFFICER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Cathedral District – Jax was awarded a \$15,000 AARP 2024 Community Challenge Grant to install gateway art in strategic places along the outer perimeter of the district; and

**WHEREAS**, in 2024 the Downtown Investment Authority (“DIA”) provided Cathedral District - Jax (“CDJ”) with a fifteen-thousand-dollar (\$15,000) matching contribution to procure the design, fabrication and installation of neighborhood gateway markers in Cathedral Hill; and

**WHEREAS**, the DIA provided the matching funding, finding that doing so contributed to implementing public art in a cohesive, coordinated effort where the art aligns with the character of Downtown and its various neighborhoods, honors the City’s history and traditions while embracing the City’s future, celebrates the City’s cultural resources and is easily accessible, and creates rich experiences for residents and visitors; and

**WHEREAS**, owing to a variety of unforeseen expenses, the cost of the design, fabrication, installation and permitting exceeded budget; and

**WHEREAS**, CDJ has requested an additional \$15,000 in funds from the DIA to cover the cost overages; and

**WHEREAS**, the DIA finds that the art work / neighborhood branding further the DIA’s Strategic Objective of fostering distinct neighborhood branding and identity,

**NOW THEREFORE, BE IT RESOLVED** by the Downtown Investment Authority:

**Section 1.** The DIA Board hereby expressly authorizes the contribution of fifteen-thousand dollars (\$15,000) to CDJ for cost overages resulting from design, fabrication and installation of neighborhood gateway markers in Cathedral Hill, with said funds to be provided from the Combined Northbank CRA Budget: Subsidies and Contributions to Private Organizations.

**Section 2.** The DIA Board hereby authorizes its Chief Executive Officer to take all actions necessary to effectuate the intent of this Resolution, including entering into a contribution agreement as may be appropriate.

**Section 3.** This Resolution shall become effective on the date it is signed by the Chair of the DIA Board.

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

\_\_\_\_\_  
Patrick Krechowski, Esq., Chair      Date \_\_\_\_\_

VOTE: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained: \_\_\_\_\_



**SUPPLEMENTAL INFORMATION**

**RESOLUTION 2025-09-03 CATHEDRAL GATEWAY FEATURES MEMORANDUM**

Due to unforeseen expenses, the actual costs exceeded budget and Cathedral District – Jax is requesting additional funds. DIA staff is supportive of this request, and understands the cost overruns as DIA is undertaking a similar effort in LaVilla.

**TAB III.F**

**RESOLUTION 2025-09-04 NB UNALLOCATED**

## **RESOLUTION 2025-09-04**

**RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA RESCINDING RESOLUTION 2025-04-06, WHICH AUTHORIZED THE LAPSE TO THE GENERAL FUND OF \$250,000 CURRENTLY APPROPRIATED IN FY 24-25 AS UNALLAOCATED PLAN AUTHORIZED EXPENDITURES AND REQUESTED APPROPRIATION TO THE DOWNTOWN ECONOMIC DEVELOPMENT FUND OF A LIKE AMOUNT IN THE ANNUAL 25-26 BUDGET; EFFECTUATING A \$250,000 TRANSFER OF FY 24-25 UNALLOCATED PLAN AUTHORIZED EXPENDITURE BUDGET TO THE RETAIL ENHANCEMENT PROGRAM; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL ACTION NECESSARY TO EFFECTUATE THE PURPOSE OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Downtown Investment Authority (“DIA”) is the Community Redevelopment Agency for the Northbank Community Redevelopment Area pursuant to Ordinance 2012-0364; and

**WHEREAS**, as the Community Redevelopment Agency, the DIA is responsible for developing, approving, and implementing the budget for the Combined North Bank Community Redevelopment Area; and

**WHEREAS**, via Resolution 2025-04-06 the DIA instructed its Chief Executive Officer to allow to lapse \$250,000 from the Unallocated Plan Authorized Expenditure FY 24-25 budget, with a like amount requested for appropriation by the City Council to the Downtown Economic Development Fund; and

**WHEREAS**, City Council has not included the requested \$250,000 appropriation in its Fiscal Year 2025-2026 proposed budget,

**NOW THEREFORE, BE IT RESOLVED**, by the Downtown Investment Authority:

**Section 1.** The DIA finds that the recitals set forth above are true and correct and are incorporated herein by this reference.

**Section 2.** The DIA hereby rescinds Resolution 2025-04-06 in its entirety.

**Section 3.** The DIA instructs its Chief Executive Officer to effectuate a Budget Transfer of \$250,000 from the Unallocated Plan Authorized Expenditure FY 24-25 budget to the Retail Enhancement Program all-years budget.

**Section 4.** The CEO is authorized and instructed to take all necessary action to effectuate the purpose of this Resolution.

**Section 5.** This Resolution shall become effective on the date it is signed by the Chair of the DIA Board.

WITNESS:

**DOWNTOWN INVESTMENT AUTHORITY**

\_\_\_\_\_

\_\_\_\_\_  
Patrick Krechowski, Esq., Chair

\_\_\_\_\_  
Date

VOTE: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained: \_\_\_\_\_

**SUPPLEMENTAL INFORMATION**

**RESOLUTION 2025-09-04 NB UNALLOCATED MEMORANDUM**



## DOWNTOWN INVESTMENT AUTHORITY

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### MEMORANDUM

**TO:** Downtown Investment Authority Board

**THROUGH:** Patrick Krechowski, Esq., Board Chair

**FROM:** Guy Parola, AICP, Director of Operations

**DATE:** September 9, 2025

**RE:** Resolution 2025-09-04: Unallocated Plan Authorized Expenditure to Retail Enhancement Program

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In recent years, the DIA Board has let \$250,000 from each of its annual fiscal year appropriations lapse to the General Fund, being made whole by a like appropriation by City Council to the Downtown Economic Development Fund. Via Resolution 2025-04-06, DIA did likewise. However, in their review of the FY 25-26 proposed budget, as approved by the City Council Finance Committee, an appropriation to the Downtown Economic Development Fund was not included. Consequently, the \$250,000 lapse is not warranted and, instead, DIA Staff recommends that instead the DIA Board approve a Budget Transfer to the Retail Enhancement Program.

The \$250,000 annual appropriation to the Downtown Economic Development Fund was dedicated for Parks Programming and Maintenance, ostensibly for use primarily on riverfront parks. That said, there is approximately \$950,000 in that parks account and, given that the City Council Finance Committee approved a substantial funding amount to the Jacksonville River Alliance for programming and maintenance of riverfront parks, DIA Staff finds that re-allocation to the Retail Enhancement Program budget is appropriate.

It is anticipated that in addition to the existing, unencumbered balance within the Retail Enhancement Program budget together with the FY 25-26 appropriation of \$1,000,000, an additional \$1,000,000 will be needed through FY 25-26. Via Resolution 2025-08-04, approximately \$710,000 of additional revenue received in FY 24-25 was appropriated to the Retail Enhancement Program. The \$250,000 Budget Transfer effectuated by this Resolution 2025-09-04 together with the previously appropriated \$710,000 via Resolution 2025-08-04 will add approximately \$960,000 of additional budget to the Retail Enhancement Program.

**TAB IV.A**

**AUGUST 20TH, 2025 DOWNTOWN INVESTMENT AUTHORITY MEETING MINUTES  
APPROVAL**





**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

**Downtown Investment Authority Hybrid Meeting**  
**MEETING MINUTES**

**DIA Board Members:** Patrick Krechowski, Esq. (Chair); Micah Heavener; Sondra Fetner, Esq.; Scott Wohlers; John Hirabayashi; Cameron Hooper; Carrie Bailey; Jill Caffey; and Trevor Lee

**Mayor's Office:** Bill Delaney, Council Liaison

**Council Members:** None

**DIA Staff:** Colin Tarbert, CEO; Guy Parola, Director of Operations; Steve Kelley, Director of Downtown Real Estate and Development; Allan DeVault, CRA Redevelopment Manager; Wade McArthur, Property Disposition Manager; Scott Wilson, Capital Projects Manager; Ina Mezini, Strategic Initiatives Coordinator; and Ava Hill, Administrative Assistant

**Office of General Counsel:** John Sawyer, Esq.

**I. CALL TO ORDER**

Board Chair Krechowski called to order the Downtown Investment Authority Meeting at 2:40 PM.

**II. DOWNTOWN INVESTMENT AUTHORITY**

**A. JULY 16TH, 2025, DOWNTOWN INVESTMENT AUTHORITY MEETING MINUTES APPROVAL**

Board Chair Krechowski called for a motion to approve the meeting minutes as presented.

**Motion:** Board Member Wohlers motioned to approve the meeting minutes.  
**Seconded:** Board Member Hooper seconded the motion.

Seeing no discussion, Board Chair Krechowski called for a vote.

**Vote:**            **Aye: 9**            **Nay: 0**            **Abstain: 0**

**MOTION PASSED UNANIMOUSLY 9-0-0**

**III. CEO INFORMATIONAL BRIEFING**

**A. DOWNTOWN PROJECT UPDATE AND CEO REPORT**

Colin Tarbert, in his third week as DIA CEO, expressed gratitude for the warm welcome at his first official board meeting. He shared that he had been meeting with board members, Council members, and stakeholders, and planned to deliver a 90-day recap of stakeholder insights later.



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
***Wednesday, August 20th, 2025, 2:00 p.m.***

He reported on the recent budget hearing before the Finance Committee of the City Council, thanking Board Member Fetner for attending and acknowledging Guy Parola and Steve Kelley for presenting. Two amendments were made:

- Councilman Joe Carlucci reallocated funds to create a \$3.5 million line item to fund historic preservation projects (DPRP) using CRA funds.
- \$12 million from Vestcor loan repayments, initially earmarked for Riverfront Plaza Pad B incentives, was reallocated to Unallocated Expenditures at Councilman Salem's request, leaving final use subject to board and Council approval.

Tarbert concluded that the process went smoothly and that the DIA team had been fantastic. He then gave the floor to Steve Kelley who introduced Andrew Fay, DIA Intern, noting that the information being presented was not final, official DIA data.

Mr. Andrew Fay presented DIA activity since 2014, focusing on funding from 2019 forward.

- DIA approved \$878.9 million across 112 projects and 167 programs (2014–2024).
  - \$567.9 million TIF Funds
  - \$310.9 million General Fund
  - Lot J excluded
- Trends:
  - 2014–2018: \$134.9 million and 33 projects
  - 2019–2020: \$34.5 million and 7 projects (COVID impact)
  - 2021: \$286.3 million and 6 large projects (equaling 93%)
  - 2024: \$183.3 million and 25 projects
- DIA funding leveraged 4–6 times private capital (ratios \$3.67–\$9.26)
- Since 2019, TIF was used more than General Funds, except 2021
- Most used programs (2019–2024) included: REV Grants, DPRP, Completion Grants.
- REV Grants (84% of TIF approvals).

Board Chair Krechowski opened the floor for discussion and/or questions.

Mr. Steve Kelley expressed that he was impressed with Mr. Fay's work and that he hoped the Board found the information helpful.

Board Chair Krechowski responded that it was enlightening and that it may be useful for others to see DIA performances and successes.

Board Member Hooper mentioned that the data shared was great information and mentioned that the pie chart on page 6 of the presentation was telling.

Board Member Wohlers thanked Mr. Fay for his work and expressed that the presentation gave them a lot to think about.



**Downtown Investment Authority**  
**Downtown Investment Authority Hybrid Meeting**  
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Mr. Bill Delaney expressed that the presentation was very impressive and that it portrayed how the Board was able to deliver during COVID and acknowledged the general inertia achieved by these efforts. He also encouraged DIA staff to find a way to get the information out to the public.

**CRA and Construction Project Updates**

Scott Wilson provided updates for the following projects:

- One Riverside
- McCoy's Creek Outfall
- The Hub (Retail Center at Riverside & Forest)
- Johnson Commons
- Pearl Square (N11 and N4)
- Riverfront Plaza
- Four Seasons Hotel & Office

Board Chair Krechowski opened the floor for discussion.

Board Member Hooper asked how the Board could address Johnson Commons' parking issues.

Mr. Parola recommended using the Water Street Garage, adding that it is currently underutilized. He also mentioned that they would start advertising that garage when the UF project goes online.

Board Member Hooper also mentioned news reports that the UF start time will be delayed and asked for an update on those reports.

Mr. Kelley advised that the reports were a misrepresentation of what was in the agreements and had been presented in public meetings and that UF was on the same schedule that was presented and approved. He added that the redevelopment agreement required they be holding classes in the 801 W Bay Street location by August of 2026.

**IV. ADJOURNMENT**

Seeing no further discussion, Board Chair Krechowski adjourned the DIA meeting at 3:12 PM.

*The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, a recording is available upon request. Please contact Ava Hill at [avah@coj.net](mailto:avah@coj.net) to acquire a recording of the meeting.*