



Community Redevelopment Agency
Downtown Investment Authority Hybrid Meeting
Wednesday, October 16th, 2024, 2:00 p.m.

Community Redevelopment Agency Hybrid Meeting
MEETING MINUTES

DIA Board Members: Patrick Krechowski, Esq.; Sondra Fetner, Esq.; Melinda Powers, Esq.; Scott Wohlers, Jim Citrano; Carol Worsham; Jill Caffey; and John Hirabayashi

Mayor's Office: None

Council Members: None

DIA Staff: Lori Boyer, Chief Executive Officer; Steve Kelley, Director of Downtown Real Estate and Development; Guy Parola, Director of Operations; Allan DeVault, Project Manager; and Ava Hill, Administrative Assistant

Office of General Counsel: John Sawyer, Esq.

I. CALL TO ORDER

The CRA meeting was called to order at 2:07 pm by Patrick Krechowski, Board Chair. This was followed by the Pledge of Allegiance and introductions.

II. PUBLIC COMMENTS

There were no public comments.

III. COMMUNITY REDEVELOPMENT AGENCY

A. FORM 8B: VOTING CONFLICT DISCLOSURES

There were no voting conflict disclosures.

B. SEPTEMBER 18TH, 2024, COMMUNITY REDEVELOPMENT AGENCY MEETING MINUTES APPROVAL

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

Motion: Board Member Citrano motioned to approve the meeting minutes.

Second: Board Member Powers seconded the motion.

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

Vote: Aye: 8 Nay: 0 Abstain: 0



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MOTION PASSED UNANIMOUSLY 8-0-0

C. CONSENT AGENDA

Consent Agenda Items: Resolution 2024-10-04 Hogan – Laura Corridor Activation Program and Resolution 2024-10-06 Project Blue Sky

Motion: Board Member Worsham motioned to approve the consent agenda.
Second: Board Member Wohlers seconded the motion.

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

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

D. RESOLUTION 2024-10-01 INVEST DTJAX WEBSITE

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY AUTHORIZING ITS CHIEF EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT OR FUNCTIONAL EQUIVALENT WITH DOWNTOWN VISION, INC. FOR THE UPDATE, MAINTENANCE AND HOSTING OF THE INVEST IN DOWNTOWN JACKSONVILLE WEBSITE (INVESTDTJAX.COM) IN FY 24-25; AUTHORIZING FUNDING IN THE AMOUNT OF EIGHTEEN THOUSAND AND ZERO DOLLARS (\$18,000.00) TO BE PAID TO DOWNTOWN VISION, INC. FOR THESE WEBSITE SERVICES; AUTHORIZING THESE FUNDS PARTIALLY FROM THE DOWNTOWN NORTHBANK CRA TRUST FUND AND PARTIALLY FROM THE DOWNTOWN SOUTHSIDE CRA TRUST FUND'S MARKETING BUDGET; PROVIDING AN EFFECTIVE DATE.

CEO Boyer explained that the site is part of a suite of websites that are maintained by Downtown Vision, Inc. (DVI) and that they are connected and interconnected with one another. She continued that this site is specifically directed toward potential investors in the Downtown area. CEO Boyer continued that the resolution is requesting an appropriation of \$18,000 payable to DVI for updating, maintenance, and hosting the Invest DTJax website for the coming year.

Board Chair Krechowski called for a motion on the resolution.

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



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

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

E. RESOLUTION 2024-10-02 DIA PROPERTY DUE DILIGENCE

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA, INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO DEVELOP A SOLICITATION FOR DUE DILIGENCE SERVICES FOR THOSE PROPERTIES IDENTIFIED IN SECTION 2 OF THIS RESOLUTION, WITH THOSE SERVICES SOUGHT MORE FULLY IDENTIFIED IN EXHIBIT B, AND FURTHER SUBJECT TO FUNDING APPROVAL BY THE DIA BOARD; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO IDENTIFY FUNDING SOURCES INCLUDING A DRAFT BUDGET TRANSFER FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

CEO Boyer explained that the red lined resolution was provided to show the amendments made by DIA Staff at the request of committee members. The amendments included the deletion of all the whereas clauses, including a definition of the East landing lot, page two only references the East Landing lot, and on Exhibit A the East landing lot is identified as the property to which the due diligence will apply. For Exhibit B, she mentioned title services were included, confirmation of the 50-foot easement with DOT, the Main Street bridge ramp removal and updated cost estimate, and the JEA electrical duct bank relocation.

Seeing no discussion, Board Chair Krechowski called for a motion on the resolution.

Motion: Board Member Fetner motioned to approve the resolution.
Seconded: Board Member Powers seconded the motion.

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0



F. RESOLUTION 2024-10-03 CORE RESIDENTIAL PROGRAM

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY (“CRA”) OF THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA ADOPTING A NEW CORE RESIDENTIAL INCENTIVE PROGRAM APPLICABLE TO A LIMITED GEOGRAPHIC AREA ON THE NORTHBANK AS DEFINED IN THE PROGRAM GUIDELINES; INSTRUCTING ITS CEO TO TAKE ALL NECESSARY ACTIONS TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; PROVIDING AN EFFECTIVE DATE.

CEO Boyer explained that the committee’s recommendation was to defer this resolution for a month to allow for continued work with stakeholders to refine the program. She deferred to the Board Chair if there would be any discussion on the resolution.

Board Chair Krechowski agreed that more time was needed to iron some things out. He then opened the floor for discussion.

Committee Member Fetner asked if the SIC and REPD committees could meet together to discuss the resolution. Board Chair Krechowski responded that they could do that, but he expressed that he was fine with Board members attending the SIC meeting and weighing in on the discussion even though they may not be voting members of the SIC committee. CEO Boyer added that there would have to be a quorum of both committees present if both committees were to meet together.

Board Chair Krechowski called for a motion to defer the resolution.

Motion: Board Member Wohlers motioned to defer the resolution.

Seconded: Board Member Hirabayashi seconded the motion.

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

G. RESOLUTION 2024-10-07 MARKETING AND PROPERTY OPTIMIZATION STUDY

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY FOR THE COMBINED NORTHBANK COMMUNITY REDEVELOPMENT AREA, INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO DEVELOP A SCOPE OF SERVICES, SCORING CRITERIA AND MINIMUM QUALIFICATIONS FOR SELECTION OF A CONSULTANT TO PREPARE A MARKET -LAND USE



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OPTIMIZATION STUDY FOR THE AREA IDENTIFIED ON EXHIBIT A; FURTHER INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO PROVIDE THE AFOREMENTIONED FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO IDENTIFY FUNDING SOURCES INCLUDING A DRAFT BUDGET TRANSFER FOR CONSIDERATION BY THE DIA BOARD AT ITS NOVEMBER 2024 BOARD MEETING; INSTRUCTING ITS CHIEF EXECUTIVE OFFICER TO TAKE ALL NECESSARY ACTION TO EFFECTUATE THE PURPOSES OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

CEO Boyer explained that the resolution was updated to show the deletion of the paragraphs and the whereas clauses that referenced specific development properties. She also pointed out a small change made in Section 2 of the resolution to clean up the reference to the updated map referencing only the city-owned properties that are in the white boxes, and the deletion of the courthouse property.

Board Chair Krechowski added that the reason the courthouse property was carved out was because the Board believes the courthouse property is ready to go, and that DIA can move forward with potentially getting that disposition moving and out on the street and that a study is not needed for the property.

Board Member Citrano suggested the scope of services include a presentation by the consultant upon conclusion of the report to the Board. CEO Boyer advised that the scope of services would be brought back before the Board in November and that it would be called out specifically in the scope of services as a required activity.

Board Chair Krechowski called for a motion on the resolution.

Motion: Board Member Citrano motioned to approve the resolution.

Seconded: Board Member Wohlers seconded the motion.

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

H. RESOLUTION 2024-10-09 DIA CEO SEARCH FIRM

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) APPROVING A SPECIFICATION AND SCOPE (I.E. SCOPE OF SERVICES), MINIMUM REQUIREMENTS (I.E. MINIMUM QUALIFICATIONS) AND EVALUATION CRITERIA FOR INCLUSION IN A REQUEST FOR PROPOSAL (“RFP”) FOR THE PROCUREMENT OF AN EXECUTIVE SEARCH FIRM; AUTHORIZING THE ISSUANCE OF AN RFP THROUGH THE CITY’S



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PROCUREMENT DIVISION FOR AN EXECUTIVE SEARCH FIRM; AUTHORIZING THE USE OF FISCAL YEAR 24-25 PROFESSIONAL SERVICE FUNDS FROM THE DIA'S ADMINISTRATIVE BUDGET FOR PROCUREMENT OF SERVICES; AUTHORIZING THE DIA'S CHIEF EXECUTIVE OFFICER TO IDENTIFY THREE (3) RESPONSE EVALUATORS; AUTHORIZING THE CEO TO NEGOTIATE CONTRACT TERMS AND CONDITIONS WITH THE HIGHEST RANKED FIRM; AUTHORIZING THE CEO OF THE DIA TO EXECUTE CONTRACT/AGREEMENT FOR THE SERVICES SOUGHT HEREIN; PROVIDING AN EFFECTIVE DATE.

CEO Boyer reviewed the changes made to the resolution as recommended by the Governance Committee. The changes included adjustments to the language in the minimum requirements section and changes to the point system for qualifications and experience, understanding of need, the search methodology, schedule for completion, references, and then most recent search engagements. She also reviewed changes made to the qualification criteria section.

Board Member Hirabayashi asked about redundancy of language in both Sections B and C and asked if one should be removed. CEO Boyer mentioned that she believed it would be appropriate to delete the language from Section B.

CEO Boyer reviewed changes to the language in Section E concerning references and the requirement to provide a list of 10 most recent search engagements that identify the organization, organization contact information, the general professional field of the search, and the outcome of the search.

Board Member Fetner confirmed that everything CEO Boyer reviewed to that point was consistent with her recollection of the suggested changes.

Board Member Powers suggested dividing the points for references evenly in Section E. Board Chair Krechowski expressed that he didn't have a preference on how the points should be divided.

Board Chair Krechowski added, concerning the evaluation criteria section page, that the second half of the first sentence in Section B would be removed, "a detailed schedule for timely completion of the assignment" would be removed, the unnecessary word "the" would be removed from the last sentence in Section B, and the point system in Section E would be divided equally at 10 points apiece.

Seeing no further discussion, Board Chair Krechowski called for a motion on the resolution.



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Motion: Board Member Fetner motioned to approve Resolution 2024-10-09 with the exhibits as redlined by DIA Staff with the additional amendments to Subsections B and E of the evaluation criteria.

Seconded: Board Member Worsham seconded the motion.

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

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 to acquire a recording of the meeting. And



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Mayor's Office: None

Council Members: None

DIA Staff: Lori Boyer, Chief Executive Officer; Steve Kelley, Director of Downtown Real Estate and Development; Guy Parola, Director of Operations; Allan DeVault, Project Manager; 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. SEPTEMBER 18TH, 2024, DOWNTOWN INVESTMENT AUTHORITY MEETING MINUTES APPROVAL

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

Motion: Board Member Worsham motioned to approve the meeting minutes.
Second: Board Member Citrano seconded the motion.

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

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

B. CONSENT AGENDA

Consent Agenda Items: Resolution 2024-10-08 Pour Taproom Modification and Resolution 2024-10-10 Urban Dough Modification



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Motion: Board Member Citrano motioned to approve the consent agenda.
Second: Board Member Wohlers seconded the motion.

Seeing no discussion, Board Chair Krechowski called for a vote on the consent agenda.

Vote: Aye: 8 Nay: 0 Abstain: 0

MOTION PASSED UNANIMOUSLY 8-0-0

III. CEO INFORMATIONAL BRIEFING

A. OLD AND NEW BUSINESS

RESOLUTION 2024-10-05 COMMENDING JOHN SILVEIRA’S SERVICE TO RAM

A RESOLUTION OF THE DOWNTOWN INVESTMENT AUTHORITY (“DIA”) COMMENDING MR. JOHN SILVEIRA FOR HIS SERVICE TO DOWNTOWN AS THE MARKET DIRECTOR FOR THE RIVERSIDE ARTS MARKET; PROVIDING FOR AN EFFECTIVE DATE.

Board Member Fetner read the resolution into record honoring Mr. John Silveira’s contribution to the success of RAM.

Board Chair Krechowski invited Mr. John Silveira to give remarks.

Mr. John Silveira thanked everyone for the recognition and mentioned his colleges and their tremendous support, other contributing businesses and the community that makes it work. He concluded that it was his pleasure to serve and thanked everyone again.

Seeing no discussion, Board Chair Krechowski called for a motion on the resolution.

Motion: Board Member Fetner motioned to approve the resolution.
Second: Board Member Powers seconded the motion.

Vote: Aye: 8 Nay: 0 Abstain: 0

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B. DOWNTOWN PROJECT UPDATE AND CEO REPORT

CEO Boyer welcomed Board Members Hirabayashi and Caffey to their first Board meeting and then mentioned that the previous meetings were a good example of the bulk of work that's done at the committee level.

Using a PowerPoint presentation, CEO Boyer provided project updates and then reviewed the following items:

- Special Committee on Downtown
- Staffing- New Property Disposition Manager and DDRB staff replacement
- Professional Services contracts
- Capital Projects update
- Development Updates
- Conversations ongoing with University of Florida

Board Member Citrano asked if it was decided that the Board would not be involved in any evaluation or consideration of a potential agreement. CEO Boyer responded that the Special Committee took no action on any Trio proposal.

ADJOURNMENT

Seeing no further discussion, Board Chair Krechowski adjourned the DIA meeting at 3:04 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 to acquire a recording of the meeting.