



**AGENDA**

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| <b>Members: Donald Harris, Chairman</b>         |   | <b>Staff Distribution:</b>               |  |
| Oliver Barakat, Vice Chair                      |   | Jason Gabriel, Office of General Counsel |  |
| James “Jim” Bailey, Jr., Secretary              |   | Paul Crawford, OED Acting ED             |  |
| Antonio “Tony” Allegretti, Board Member         |   | Eric Lindstrom, DIA Staff                |  |
| Donald “Don” Shea, Board Member                 |   | Jack Shad, Public Parking Officer        |  |
| Kamaria “Kay” Harper, Board Member              |   | David DeCamp, Public Information Office  |  |
| Melody S. Bishop, Board Member                  |   | Michelle Stephens, Recording Secretary   |  |
| Paul Perez, Board Member                        |   |  |  |
| Robert Clements, Board Member                   |   |  |  |
| <b>I. CALL TO ORDER – Chairman Harris</b>       |   |  |  |
|   | Pledge of Allegiance  |  |  |
| <b>II. ACTION ITEMS - Chairman Harris</b>       |   |  |  |
|   | Approval of the December 12, 2012 DIA Meeting Minutes   |  |  |
|   | Request for Submittal of Speaker Cards  |  |  |
| <b>III. INFORMATION ITEMS – Chairman Harris</b> |   |  |  |
|   | 816 Union Street Request for Proposals (SAX Seafood)  |  |  |
|   | DVI’s Quarterly Status Report of Activities (Oct. - Dec. 2012) – Karen Nasrallah  |  |  |
| <b>IV. LEGISLATIVE UPDATE – Paul Crawford</b>   |   |  |  |
|   | <ul style="list-style-type: none"> <li>• ORD 2012-730, New Supervisor of Elections Bldg.</li> <li>• ORD 2012-680, DIA CEO Qualifications and Criteria</li> <li>• ORD 2012-657, Bostwick Building – LUZ Public Meeting on Tues., 01/15/2013 at 5:00 pm – Council Chambers</li> </ul> |  |  |
| <b>V. COMMITTEE UPDATES</b>                     |   |  |  |
|   | CRA Plan Committee – Melody Bishop  |  |  |
|   | Hemming Plaza – Jim Bailey  |  |  |
|   | DIA CEO Search Firm – Don Shea  |  |  |

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| <b>VI.</b>   | <b>DOWNTOWN BRIEFING– Chairman Harris</b>   |
|              | Gator Bowl – Alan Verlander   |
|              | Southbank Riverwalk – Paul Crawford (Jim Robinson, PW)  |
|              | Parking Lot Legislation (ORD 2010-901-E) – Jack Shad, Eric Lindstrom, Jim Klement                       |
|              | DDRB – Next Meeting Date Thurs., 01/10/2013 at 2:00 pm at City Hall, Lynwood Roberts Room               |
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| <b>VII.</b>  | <b>OLD BUSINESS - Chairman Harris</b>   |
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| <b>VIII.</b> | <b>NEW BUSINESS – Chairman Harris</b>   |
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| <b>IX.</b>   | <b>PUBLIC COMMENTS – Chairman Harris</b>  |
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| <b>X.</b>    | <b>ADJOURNMENT – Chairman Harris</b>  |
|              | Next Scheduled Meeting: Wednesday, February 13, 2013 at 2:00 pm – Ed Ball, 8 <sup>th</sup> Floor BR 851 |



Wednesday, January 9, 2013 – 2:00 p.m.

MEETING MINUTES

**Board Members Present:** Chairman D. Harris, T. Allegretti, J. Bailey, M. Bishop, O. Barakat, P. Perez, and K. Harper

**Board Members Not Present:** D. Shea and R. Clements

**Office of General Counsel:** Jason Gabriel

**Council Members Present:** Council Member Lori Boyer, District 5

**Attendees:** Paul Crawford, Office of Economic Development (OED); Eric Lindstrom, DIA Staff; Karen Nasrallah, OED; Michelle Stephens, Recording Secretary; Jack Shad, Public Parking Officer

**I. CALL TO ORDER**

Chairman Harris called the meeting to order at approximately 2:12 p.m. opening with the Pledge of Allegiance.

Chairman Harris introduced and welcomed Mr. Theodore “Ted” N. Carter, appointed by the Mayor to serve as the Economic Development Officer of the City of Jacksonville’s Office of Economic Development. He also introduced Mike Saylor who City Council President Bill Bishop has selected to succeed Don Shea on the DIA.

**II. ACTION ITEMS**

**APPROVAL OF THE DECEMBER 12, 2012 DIA MEETING MINUTES**

A MOTION WAS MADE BY BOARD MEMBER BARAKAT AND SECONDED BY BOARD MEMBER M. BISHOP APPROVING THE DECEMBER 12, 2012 DIA MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY 7-0.

**III. INFORMATION ITEMS**

**816 UNION STREET REQUEST FOR PROPOSALS (SAX SEAFOOD)**

At the December 12, 2012 DIA meeting the Board unanimously recommended that the Administration seek evaluation of the development potential of the Sax Seafood Property located at 816 Union Street through a Request for Proposals (RFP) process. Mr. Crawford advised that staff was in the process of developing the RFP.

The following were relative comments from the Board:

- Asked if the RFP is for both acquisition and lease.

Mr. Crawford responded that it gives the option for purchase or long-term ground lease. Want to keep it as broad as possible to provide for innovative solutions for the property.

- Requested a copy of the RFP.

Mr. Crawford responded that once the RFP was in final form the Board would be provided with a copy.

### **DOWNTOWN VISION, INC. REPORT**

For informational purposes, the Board was provided with a summary update from DVI that includes significant accomplishments and activities during calendar year 2012 including advocating for downtown, supporting downtown stakeholders, activating downtown through promotions, events and partnerships, marketing downtown, bringing more people downtown and making downtown cleaner, safer, friendlier and more attractive. Terry Lorince, DVI's Executive Director, was present to answer any questions from the Board.

### **IV. LEGISLATIVE UPDATE**

Mr. Crawford provided an update on the following legislation:

*ORD 2012-730, Supervisor of Elections Building:* Currently in City Council Process. Legislation introduced by Council Member Yarborough who is aware of the request for the RFP and recognizes that we are moving forward with an RFP. Do not know his intentions as to whether he wants to move forward at committee meetings this coming week or not. Mr. Crawford can update the Board after he has a conversation with Council Member Yarborough. He added that they will not know the value of the property, or the highest and best use of the property until the private market responds to the RFP.

The following were relative comments from the Board:

- Asked who the leading agency responsible for the search for the Supervisor of Elections Office is.

Mr. Gabriel added that there was substitute legislation to 2012-730 that says the building construction shall be coordinated with the Supervisor of Elections as a using agency and the Department of Public Works.

- Asked if they are continuing with their search simultaneously with the RFP process adding that the Lavilla Building is one of several candidate buildings.

Mr. Crawford responded that he believes it specifically says that 816 Union Street is where they need to locate the Supervisor of Elections.

- Asked if they are waiting for the RFP process.

Mr. Crawford replied that he has not has a chance to talk with Council Member Yarborough, the sponsor of the bill. He does not know if the intention is to move forward at council committee meetings this week or whether he will request a deferral adding that once he finds out he can relay that to the Board.

*ORD 2012-680, DIA CEO Qualifications and Criteria:* Ordinance 2012-680 was approved. The qualifications and criteria approved by Council will be provided to the search firm to use as they market Jacksonville and this particular position. As directed, staff put out a RFP for a CEO search firm. Four responses have been received. The proposals received need to be evaluated. The next step is for the Board to evaluate the responses in order to proceed with selecting a search firm noting that there is a required procurement process to follow in doing such.

Chairman Harris appointed an Evaluation Committee consisting of members of the DIA CEO Search Firm Committee led by Board Member Shea and included M. Bishop, O. Barakat, P. Perez and K. Harper to continue with the process of evaluating the responses from the RFP in selecting a search firm nominating Board Member Barakat as Chair of the DIA CEO RFP Search Firm Evaluation Committee. The committee following direction of staff and the procurement process would select a search firm.

Mr. Crawford explained the process for evaluating the responses with the utilization of the scoring matrix.

Mr. Gabriel commented that there are a couple of open items that he would like to research before we finalize how we are going to arrive at the final winner of the bid.

Mr. Crawford responded that he had spoken with procurement and as he understands it is whoever is on the grading committee that is associated with the RFP and you can determine who that is. You could delegate it to staff to grade it. In an informal administrative instance (less than \$50,000), it goes to the Chief of Procurement for his review to assure that you graded them correctly and that the proper evaluation was done and that you selected one that meets all of the criteria. Once he has done that, then he sends a letter stating that negotiations may commence.

Mr. Gabriel commented that he thought it was probably best for procurement to outline the process for the Board to ensure the Board is following the proper procedure.

The Board concluded that the DIA CEO RFP Search Firm Evaluation Committee members will complete the matrix individually and return to Mr. Crawford by Monday, January 14, 2013. Mr. Crawford will then score the submissions and based on the best score that will be the search firm.

Mr. Crawford clarified that he will average the scores submitted to him adding that Procurement will ensure that the math is correct, that each score card was correctly filed out and then they will opine and approve it.

Mr. Gabriel advised that Mr. Crawford needs to consult with procurement to understand exactly what the process is noting that he is more familiar with the above \$50,000 process. He emphasized that he just wants to confirm that the subcommittee can individually tally, submit, average, and go to procurement. It sounds logical, but he just wants to confirm the process noting that nothing is going to happen today or tomorrow that will hinder that. Whatever they decide, he will make sure and confirm that it is the right way to do it.

Mr. Gabriel asked for clarification regarding the five Board Members (D. Shea, O. Barakat, P. Perez, M. Bishop and K. Harper) who will complete the matrix that will be submitted to Mr. Crawford. He asked Mr. Crawford how he will be tallying it.

Mr. Crawford responded that according to Procurement, he is to average the grades submitted and come up with a highest pointed firm and then send a letter to Mr. Barakat, will co-sign with Mr. Barakat to send to Procurement, Procurement will send back an affirmation that we have done it all correctly and they agree and then we will be able to begin negotiations with that firm that we selected. He added that he anticipates working through Mr. Barakat with regards to negotiation and he would imagine that Mr. Barakat would want to be at the table as the committee chair.

Mr. Barakat replied that he would rely on Mr. Crawford to secure and negotiate with the vendor and the City noting this is the selection of the search firm not the person for the DIA CEO position.

*2012-657, Bostwick Building:* Board member Barakat encouraged all Board members that are able to attend the next scheduled LUZ meeting in an effort to continue showing their support for the preservation of the building.

Mr. Crawford needed to leave the meeting early and proceeded with the following updates:

- Mr. Robinson, Director of Public Works had an urgent matter to take care of and was not able to attend today's meeting, but has committed to attending the February DIA meeting to provide an update on the status of the Southbank Riverwalk.
- The DDRB is scheduled to meet on Thursday, January 10, 2013 at 2:00 pm (agenda provided).
- Presentation of a resolution commending and recognizing the contributions of Donald Shea for his dedicated service in promoting successful revitalization and development of downtown Jacksonville.

## **V. COMMITTEE UPDATES**

### CRA PLAN COMMITTEE

Board Member M. Bishop provided a summary of the December 20, 2012 DIA CRA Plan Committee Meeting. She advised that the top 10 priorities that the Board members were asked to provide at today's meeting were needed for the planning of the next DIA CRA Plan Committee meeting that she would like to have next week. Ms. Stephens will poll members for a meeting next week on Wednesday, January 16, 2013. Chair Harris noted that not all Board members submitted their list of priorities extending the deadline to Friday, January 11, 2013 in time for Board Member M. Bishop to have it for the DIA CRA Plan Committee meeting next week.

### HEMMING PLAZA SUB-COMMITTEE

Board Member Bailey, Chair of the Hemming Plaza Sub-committee asked Board Member K. Harper to serve on the Hemming Plaza Sub-committee. He advised that they will be meeting in the near future.

Board Member Perez departed the meeting at approximately 3:30 pm

## **VI. DOWNTOWN BRIEFING**

### Gator Bowl

Mr. Alan Verlander provided an overview of the January 2013 Gator Bowl game and festivities surrounding the week/weekend.

Mr. Klement provided an overview of the Parking Lot Legislation (ORD 2010-901-E).

Board Member Barakat requested that staff draft a recommendation for the February DIA meeting of the changes needed to the current ORD (2010-901-E) due to the discrepancies noted by staff since its implementation.

## **VII. OLD BUSINESS**

No old business was discussed.

## **VIII. NEW BUSINESS**

- Board Member Bailey reiterated the importance of the public's input and engagement relative to the DIA and the importance of downtown.
- More collaboration needed between the different entities (Gator Bowl, DVI, SMG, Special Events and others) that host events in and around downtown.

A MOTION WAS MADE BY BOARD MEMBER BAILEY AND SECONDED BY BOARD MEMBER M. BISHOP TO HAVE A QUARTERLY PUBLIC ENGAGEMENT WORKSHOP FOR THE PURPOSE OF ENGAGING THE PUBLIC ON ISSUES IMPORTANT TO THEM RELATED TO DOWNTOWN.

The Board discussed and agreed that the list of priorities that each member has been asked to submit is a priority and set a deadline of Friday, January 11, 2014 to send them to Ms. Stephens. With that in place, Board Member Bailey withdrew his motion.

A MOTION WAS MADE BY BOARD MEMBER BARAKAT AND SECONDED BY BOARD MEMBER M. BISHOP THAT THE BOARD MEMBERS ASSEMBLE THEIR PRIORITY RECOMMENATIONS, STAFF SUMMARTIZE THEM AND PRESENT THEM AT THE NEXT DIA MEETING. SUBSEQUENT TO THAT, A PUBLIC WORKSHOP WILL BE HELD TO SOLICIT INPUT FROM THE PULBIC NOTING THAT BASED ON PUBLIC INPUT THE BOARD'S LIST MAY BE TWEAKED. THE MOTION PASSED UNANIMOUSLY 6-0.

#### **IX. PUBLIC COMMENTS**

The floor was open for public comments and advised that their time to speak was limited to three minutes.

- John Nooney (address on record): Public comment in the minutes going forward need to be more than name and address and check the tape. Referenced 02/08/2013 City Council Meeting, ORD 2012-728 license agreement with Mandarin Museum and the Historical Society, Inc. to waive competitive sealed bid for 10 years. Referenced FIND proposed Project Lists. Referenced the 01/09/2013 Waterways Commission Meeting and a recommendation to add a cost to the design list for the floating dock at the Shipyards/Landmar for a potential future FIND project. He also provided documents relative to his comments that are part of the official record.
- Carnell Oliver (address on record): Moving city forward
- Council Member Lori Boyer, Council District 5: 2012-730 and 2012-657

#### **X. ADJOURNMENT**

There being no further business, Chair Harris adjourned the meeting at approximately 4:28 p.m.

The next DIA meeting is scheduled for Wednesday, February 13, 2013, at 2:00 p.m.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments for this meeting, an audio CD is available upon request. Please contact Michelle Stephens, Office of Economic Development at (904) 630-1979 or by email at msteph@coj.net.