



*Wednesday, November 14, 2012 – 2:00 p.m.*

**MEETING MINUTES**

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

**Office of General Council:** Jason Gabriel

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

**Attendees:** Paul Crawford, OED Acting ED; Eric Lindstrom, DIA Staff; Karen Nasrallah, OED; Michelle Stephens, Recording Secretary; Jack Shad, Public Parking Officer; and Sandra Platt Manager of Purchasing Services

**I. CALL TO ORDER**

Chairman Harris called the meeting to order at approximately 2:05 p.m. opening with the Pledge of Allegiance.

Mr. Jack Shad, Office of Public Parking, advised the DIA members that for meetings they can park in the city-owned parking garage attached to the Ed Ball Building in lieu of issuing meter permits. The ticket given upon entry to the garage can be brought to the meeting and validated by Michelle Stephens. If the meeting runs past 5:30 p.m., you will receive a yellow invoice on your car. Board members can email Mr. Shad or Mrs. Stephens after the meeting with their license plate number or the invoice number and the invoice will be validated and no charge will be incurred. He added that for meetings held at City Hall, validated parking is also available at the library parking garage.

**II. ACTION ITEMS**

**APPROVAL OF THE OCTOBER 30, 2012 DIA CEO SEARCH COMMITTEE MEETING MINUTES**

The October 30, 2012 DIA CEO Search Committee Meeting Minutes were approved unanimously 9-0.

**APPROVAL OF THE OCTOBER 30, 2012 DIA SPECIAL MEETING MINUTES**

An amendment to the October 30, 2012 DIA Special Meeting Minutes was noted on page five, second paragraph first sentence to read, "Chair Harris commented that with the importance of the CRA, suggested that a CRA Committee of the DIA recommending Board Member M. Bishop as

Chair to lead the DIA through the process **of the development of the Redevelopment Plan**, noting...”

The October 30, 2012 DIA Special Meeting Minutes, as amended were approved unanimously 9-0.

#### APPROVAL OF THE NOVEMBER 5, 2012 DIA SPECIAL MEETING MINUTES

The November 5, 2012 DIA Special Meeting Minutes were approved unanimously 9-0.

#### UPDATE/SELECTION OF CEO SEARCH FIRM

As follow up from the November 5, 2012 Special Meeting of the DIA; Ms. Sandra Platt, Manager of Purchasing Services, provided an update on the available options for contracting a professional search firm for the DIA CEO position. She noted the following in regards to possible contracts with independent authorities that the city could potentially piggy back.

Duval County Public Schools – not an agreement that the city could piggy back because it was a one-time deal. A copy of the Requests for Proposals that was used to solicit consultants is available to use as a template.

JEA - has three “Agreements for Professional Services” for executive search services with three different consultants; however it is not known what the solicited positions were for.

1. Preng & Associates LLC – Houston, TX
2. Heidrick & Struggles International Inc. – Chicago, IL
3. Mycoff, Fry & Prouse LLC – Conifer, CO

She added that JTA has an agreement, but information was not available at this time.

JAA did a piggy back contract from the State of Florida, specifically for an IT consultant and therefore would not be of use for the DIA CEO search. The state has nothing else available for an executive search.

Ms. Pratt advised that according to the Procurement Code, the city can piggy back if something is available. The city would have to get an agreement with the consultants that are already awarded to see if they can accommodate the selection process utilizing the CEO criteria that the DIA is searching for.

If there is not an open contract that the city can piggy back on, there is a solicitation process that can be done. If it is less than \$50,000, it is considered an informal solicitation and would take a minimum of 10 days to solicit the responses, then they have to be reviewed and a recommendation made to award the consultant.

The following were relative comments from the Board:

- Asked if there was a requirement for the DIA to use one of the existing contracts if piggy backing on one of them is found to be an available option.

Ms. Pratt responded that it is not a requirement, but an option according to the Procurement Code. She added that the DIA could do their own solicitation, which may be to their advantage because they know exactly what they are looking for.

- Asked what the DIA's role would be in the process of development of an RFP for solicitation.

Ms. Platt responded that the DIA can be very involved in the development of the technical part because they know what they are looking for as far as the position is concerned.

- Asked how to find out if the firms mentioned can help the DIA with their specific search.

Ms. Platt responded that they will need to contact each firm based on the technical information provided by the DIA, ask the firms to review the information and advise if they could do the search under the current agreement.

- Noting that the criteria for the DIA CEO has been developed, suggested that is what could be provided to the firms, in addition to asking if it can be accomplished under the \$50,000 threshold.
- Thought the DIA was collectively interested in the shorter process versus the longer process, suggesting Mr. Gabriel can provide the CEO criteria today and then protocol needs to be in place on how we are going to solicit the responses from the private contractors.
- Noted that while the DIA wants to move as fast as possible, they also want to ensure that the right search firm is chosen, noting the four to six week advantage to one process over the other could be sacrificed for quality versus speed.

Mr. Gabriel commented that through the piggy back scenario, the process is a few weeks from beginning to end. The procurement process can take approximately one to two months from beginning to end (from getting the technical specs integrated into an RFP, give the timeframe for responses, and then go through the PSEC and Mayoral approval and contract). The difference is a few weeks vs. a couple of months. He added that there are two main requirements in the piggy back scenario that would need to be vetted as well (that the firms were competitively procured, and have a similar scope of services).

Mr. Crawford advised that from what he has heard, staff will get with Procurement, go the piggy back route if found viable, and if not will write an RFP and start the longer process.

- Regarding the budget, asked Mr. Crawford how the service would be paid for. He responded from Professional Services.

#### ORD 2012-674 Downtown Parking

Jack Shad, City of Jacksonville Public Parking Officer, provided a brief introduction to the Office of Public Parking, proceeded by an overview of the proposed ORD 2012-0674 introduced to City Council at its October 13, 2012 meeting.

While overall not opposed to the parking legislation, it was the general consensus of the DIA they have not had enough opportunity to thoroughly review it to give it the support it needs.

**A MOTION WAS MADE BY BOARD MEMBER BARAKAT AND SECONDED BY BOARD MEMBER SHEA TO HAVE ONE WORKING SESSION FOR THE DIA TO HAVE MORE MEANINGFUL FEEDBACK ON THE LEGISLATION. THE MOTION PASSED UNANIMOUSLY 9/0/0.**

Jason Gabriel advised that if the board wanted to forward a recommendation to council for their December 3 meeting, they would need to call a special meeting prior to that, adding that a recommendation would require a quorum of six members. Tuesday, November 27, 2012, at 2 p.m. was suggested for the special meeting. Ms. Stephens will poll for a quorum and send out the public meeting notice. Board members were encouraged in their review of the legislation, to contact Mr. Shad with any questions or concerns prior to the scheduled special meeting.

#### Pope and Land Project

Mr. Crawford followed by Karen Nasrallah provided a brief history and overview of the project. (Reference Project Summary dated November 9, 2012). Also present representing the project were J.J. Connors, a local real estate developer who has been working with Pope and Land and Lynn Pappas, attorney for the project.

It was asked to staff what was being asked of the DIA today.

Paul Crawford responded that staff was looking for a recommendation from the DIA in the form of a resolution in support of the project so that it can move forward through the City Council process, noting that the project was introduced to City Council at its November 13, 2012 meeting.

**A MOTION WAS MADE BY BOARD MEMBER SHEA AND SECONDED BY BOARD MEMBER M. BISHOP IN SUPPORT OF THE INCENTIVE PACKAGE AS OUTLINED IN ORDINANCE 2012-703 AND RECOMMENDING APPROVAL. THE MOTION PASSED UNANIMOUSLY 9/0/0.**

The board had varied thoughts on the development portion of the project that is under the purview of the DDRB.

Mr. Gabriel advised that the DIA is here to review the incentive package being proposed, adding that a process exists in the code of the conceptual and final review/approval responsibility of the DDRB in terms of zoning related matters, aesthetics and architectural concepts. The recommendation from the DIA is for the incentive portion of the project that is being proposed.

Mr. Gabriel added that contingent on and pursuant to the enabling legislation of the DIA, once the plans (BID or CRA) are complete, the DIA would be the one that approves an incentive deal like this and it would not go to City Council, but until that is complete, the DIA will serve in a recommending capacity.

Board Member Clements departed the meeting at approximately 3:44 p.m.

### **III. INFORMATION/DISCUSSION ITEMS**

Mr. Crawford provided a brief overview related to the CRA funding documents provided that identify past revenue (2011/2012 and 2012/2013) for the Northbank and Southbank Districts.

Board Member M. Bishop advised that the CRA Committee wants to meet next week to begin forming a list of things still needing clarification, steps to develop the plan and recommend a schedule of approach.

Mr. Gabriel provided an update on pending legislation ORD 2012-680 and 2012-657.

### **IV. OLD BUSINESS**

Board Member Bailey noted that in the minutes from the last meeting there were several items that were scheduled to be discussed at today's meeting and wondered what happened to them. Board Member Bailey offered to contact Council Member Lee to provide an update on Hemming Plaza at the December meeting.

Chair Harris asked Board Member Bailey to develop a list of 10 issues for the DIA's discussion for the December 12, 2012 meeting.

Board Member Bailey named Hemming Plaza, parking, homeless, CRA, courthouse, convention center, Bostwick Building, library, and the USS Adams, to name a few items that the DIA needs

to discuss, follow up on, are of interest, may require action, etc. by the DIA at some point suggesting they be on the agenda somewhere until addressed/resolved.

Board members were encouraged to send agenda items to Michelle Stephens anytime through the month between meetings, but for an item to be on the next month's agenda, it should be submitted no later than one week prior to the meeting date.

Board Member Allegretti advised that he will provide a presentation on branding at the December meeting.

Chair Harris advised that Hemming Plaza, parking, branding, CRAs, and the Bostwick Building will be on the December agenda.

Board Member Bailey asked Mr. Crawford how much time they had before he needed input from the DIA on the courthouse bridge. Mr. Crawford responded that the courthouse bridge is something the Administration has taken on through the review of the courthouse project. The Courthouse Oversight Special Committee is meeting on Thursday, November 15, 2012. The project has been before the DDRB three separate times with three different designs, but as it stands now nothing has been submitted for final review and approval.

Board Member Bailey asked if the DIA could override action by the DDRB. Mr. Gabriel responded that if the question was can the DIA overrule the DDRB on any item, the answer is no. The DIA could overrule the DDRB on any actions that are appealed from the DDRB to the DIA adding that exceptions, variances, and zoning related matters are appealable straight from DDRB to council.

It was suggested that Don Shea and anyone else that is available attend the Council meetings relative to the qualifications and criteria of the DIA CEO legislation.

Board Member Perez left the meeting at approximately 4:22 p.m.

## **V. NEW BUSINESS**

No new business was discussed.

## **VI. PUBLIC COMMENTS**

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

- Dick Jackson, 4426 Herschel St., Jacksonville, FL 32210  
Mr. Jackson provided an article from the opinion section of the *Wall Street Journal* dated November 24, 2012 "The Business Plan for American Revival."  
Ms. Stephens will scan and provide a copy to the DIA via email.

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- John Nooney, 8356 Bascom Road, Jacksonville, FL 32216  
Attended the Jacksonville Waterways Commission meeting this morning and was shocked that the Waterway Commissioners were not familiar with the 2013 FIND list. The Florida Inland Navigation District (FIND) is ad valorem property tax revenue.

Board Member Bailey asked Mr. Nooney for clarification, stating that we have always requested and received money from FIND, and asked him if the request was made and the money not received or if the request was not made and funding not received.

Mr. Nooney responded that we have the money, the money comes every year but it is the process by which the projects are identified.

Mr. Crawford responded that he believes the defined process is driven through the Parks and Recreation Department, who identifies projects, adding that they have not reached out to him about downtown projects (not to say there were downtown projects), adding that he is not familiar with the list. He believes a list of projects for allocation of FIND funding are developed through the Mayor's Office and vetted through City Council.

Mr. Bailey suggested that if the DIA had projects in the future, they could request that they be included on the list reiterating that if FIND funding is available for downtown projects, we need to make the request.

A request was made of Mr. Crawford to provide or arrange for an overview of the FIND process, application dates, funding available, etc. so that if there was a project downtown, they could submit and reach out to them ahead of time.

## VII. ADJOURNMENT

There being no further business, Chair Harris adjourned the meeting at approximately 4:32 p.m.

The next DIA meeting is scheduled for Wednesday, December 12, 2012, at 2:00 p.m.

Witness

Downtown Investment Authority

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\_\_\_\_\_  
Donald Harris, Chairman

Print Name: \_\_\_\_\_

Vote: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstained: \_\_\_\_\_