



Downtown Investment Authority
Governance Committee Meeting

Monday, October 13, 2014 2:00 p.m.

City Hall at St. James
117 West Duval St., 3rd Floor Conference Room C

DIA Governance Committee
MEETING MINUTES

Board Members Present: Craig Gibbs, Committee Chairman; Doris Goldstein and Jack Meeks

Board Members Absent: None

Office of General Counsel: Susan Grandin

Council Member: Lori Boyer

Attendees: Aundra Wallace, DIA Chief Executive Officer; Guy Parola, DIA Redevelopment Manager; Jim Klement, DIA Development Coordinator and Karen Underwood, DIA Executive Assistant

I. CALL TO ORDER

Chairman Gibbs called the governance committee meeting to order at approximately 2:10 p.m.

II. ACTION ITEMS

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BY BOARD MEMBER GOLDSTEIN APPROVING THE SEPTEMBER 18, 2014 GOVERNANCE COMMITTEE MEETING MINUTES. THE MOTION PASSED UNANIMOUSLY 3-0.

III. DISCUSSION

THE COMMITTEE DISCUSSED THE DOCUMENT ENTITLED "CHANGES TO ORDINANCE CODE (OTHER THAN 656) TO ADJUST "DOWNTOWN MASTER PLAN" AUTHORITY (AND UPDATE REFERENCES TO JEDC)".

Susan Grandin, Office of General Counsel, provided a summary of that document entitled "DIA/CRA changes to Ordinance Code".

The committee discussed the DIA/CRA changes to Ordinance Code.

A MOTION WAS MADE BY BOARD MEMBER MEEKS AND SECONDED BOARD MEMBER GOLDSTEIN TO APPROVE SECTION 55.308 SECTION (a)(4) AS IT WAS PROPOSED. THE MOTION PASSED UNANIMOUSLY 3-0. (This motion was later reversed.)

Susan Grandin commented about the last sentence of Section 55.308(a)(4). The DIA may make changes to the Design Guidelines through Board action, but may not make changes to the Zoning Code.

THE COMMITTEE DISCUSSED THE DOCUMENT ENTITLED “CHAPTER 656 CHANGES FOR BID PLAN AND DIA.”

Section 250.1004 – Definitions

The committee discussed Section 250.1004(a), *Ordinance Code*.

The committee opined that for downtown, the “Economic Development Officer” should be the Chief Executive Officer of the DIA, or designee.

The committee discussed Section 656.361.10 regarding Design Guidelines.

Susan Grandin restated Section 656.361.1, *Ordinance Code*. Regarding the Intent paragraph on Page 8,

A TWO-PART MOTION WAS MADE BY BOARD MEMBER GOLDSTEIN AND SECONDED BY BOARD MEMBER MEEKS THAT

- (1) IN THE DOCUMENT ENTITLED “CHAPTER 656 CHANGES FOR BID PLAN AND DIA”, ON PAGE 8, THE FINAL PHRASE OF THE PARAGRAPH AFTER “DESIGN GUIDELINES IN THIS SECTION” SHOULD BE DELETED; AND**
- (2) IN THE DOCUMENT ENTITLED “CHANGES TO ORDINANCE CODE (OTHER THAN 656)”, THAT THE PROPOSED AMENDMENT TO SECTION 55.308(A)(4), ORDINANCE CODE BE REVISED TO DELETE THE FOLLOWING SENTENCE “TO THE EXTENT THAT THE DOWNTOWN MASTER PLAN AS A COMPLETE BODY OF WORK DOES NOT CONFLICT WITH THE BID PLAN, IT MAY ALSO BE RELIED UPON AND ALSO INTERPRETED BY THE DIA.”**

THE MOTION PASSED UNANIMOUSLY 3-0

DIA FORM LEGISLATION DRAFT

The board reviewed the DIA form legislation regarding codifying powers and works with other departments regarding downtown.

- The Council CRA workshop would assist the Board to shape the legislation regarding what powers that Council believes the DIA has versus what powers the DIA would have as an independent authority.
- CEO Wallace will email the CRA Workshop presentation to the board members.
- The Governance Committee reviewed a draft of the presentation.

The committee discussed the DIA Form Legislation covering Ord. Code Section 55.311. Intra-governmental liaison relationships established.

DIA BYLAWS

- No discussion.

DISPOSITION OF DOWNTOWN PROPERTY

CEO Wallace brought forward the disposition of property based upon a procurement strategy.

Guy Parola reported that he and the DIA Staff met with Greg Pease, Chief of Procurement to discuss how the RFP process works through Competitive Sealed Proposal Evaluation Committee (CSPEC).

Guy explained the process to the committee.

FLORIDA REDEVELOPMENT ASSOCIATION ANNUAL MEETING BRIEF WAS GIVEN BY AUNDRA WALLACE.

PUBLIC COMMENT

Bruce Fouraker stated that November 4th is Election Day. He inquired about the TIF and asked if there was a deficit on the North Bank and to assure that the portion of the deficit was created by 11E and Carling. CEO Wallace responded there are a number of different projects that created the actual deficit. Mr. Fouraker referenced the disposition of properties under the EEO section and noted to make sure that the ADA is included as a part of it as well.

IV. NEXT MEETING 10/30/2014

There being no further business, Governance Committee Chairman Gibbs adjourned the meeting at approximately 4:00 p.m.

The next scheduled DIA Governance Committee meeting is scheduled for Thursday, October 30, 2014 at 1:00 p.m., in City Hall at St. James, on the 3rd floor in Conference Room C.

Please note that all attachments referenced will be posted on the DIA website <http://www.coj.net/departments/downtown-investment-authority.aspx>

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Karen Underwood, at (904) 630-3492, or by email at karenu@coj.net.