

**BJP Finance and Project Administration Committees
Meeting Minutes July 27, 2018
*Approved on October 26, 2018***

The current FAC Membership consists of the following:

- ✓ Sam Mousa, CAO, City of Jax
- ✓ Aaron Zahn, Interim Executive Director of JEA (**designee**/Janice Nelson)
- ✓ Paul Sleiman, Private Citizen Member
- ✓ Mathew Holdt, Private Citizen Member
- Vacant (Private Citizen Member with Financial Background)
- ✓ Kyle Billy, Council Auditor, City of Jax (Non-Voting Member)

City Attendees:

- Alice Checorski
- Judith Garard
- Joey Greive
- Yetunde Oyewole
- Mario Rubio
- Kirk Wendland

JTA Attendees:

- Greg Hayes
- Yetunde Oyewole
- Richard Pereira
- Andy Rodgers
- Rita Scott
- Jessica Shepler

The current PAC Membership consists of the following:

- ✓ Nat Ford, JTA Executive Director (**designee**/Carter Rohan)
- ✓ John Pappas, Public Works Director, City of Jax
- ✓ Aaron Zahn, Interim Executive Director of JEA (**designee**/Janice Nelson)
- Alan Ridge, Private Citizen Member
- Vacant (Private Citizen Member)

Public:

- Thomas Martin
- Taylor Mejia, IGS

I. Welcome & Introductions

Janice Nelson

Chairperson Janice Nelson called the meeting to order at 8:31 a.m.

II. Approval of Previous Meeting Minutes, January 26, 2018

FAC Committee

Mr. Mousa moved to approve the Finance Administration Committee (FAC) portion of the April 27, 2018 Quarterly meeting minutes. Paul Sleiman seconded the motion. The FAC minutes were approved unanimously.

III. FINANCE ADMINISTRATION COMMITTEE

Janice Nelson

A. COJ Financial Report

Joey Greive/Judith Garard

- Third Quarter 6/30 Sales Tax Graphs pgs. 9-10
 - Third quarter year-to-date sales collections declined to 6.23% over last year's third quarter. Second quarter year-to-date was a high of 6.7% which included sales tax collections on Christmas holiday spending.
- Third Quarter 6/30 Financial Reports pgs. 11-14
 - Current cash balance remains at \$11.1 million. There was a transfer of cash from the BJP Trust Fund of \$4 million during the 1st quarter and another \$4.1 million during the 2nd quarter to increase funding for 3 more projects. A balance of \$16.0 million in the BJP Trust Fund. To provide a cash cushion for future debt service if needed.
- Third Quarter 6/30 Project Reports pgs. 15-25
 - Year-to-date Accounting encumbrance release totals of \$11.3 million during the 3rd quarter to re-start 6 projects.
 - Old Middleburg Road/103rd to Brannan Field - \$2.7 million
 - Crystal Springs/Chaffee to Cahoon Phase 2B - \$4.0 million
 - Drainage System Rehabilitation - \$.6 million
 - JEE001-06 - NW Jacksonville Small Business Initiative - \$550,000
 - JEE001-07 – NW Jacksonville Business Infrastructure - \$430,000
 - JEE001-10 – NW Quadrant JEDC - \$3,070,034.90
 - Year-to-date spending on projects totals \$21,000. There is financial capacity to move forward with additional projects.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA Financial Report spreadsheet and reported that the numbers in Columns A-E remain unchanged from the last quarter. Column F, Life to Date interest has increased due to additional interest earned during the last quarter, for a total of \$2,089,507 in the fund. Column H (total funds available) reflects approximately \$4,000,000 in additional funding from both JTA and JEA. Column I (estimated project cost) was adjusted to reflect JEA contributions. Column J, Funding Shortfall (\$16,173,871) will continue to fluctuate as we proceed with projects. Column K (Life-to-date Spending) reflects a total of \$30,628,519; Column L (Life-to-Date encumbered) totals \$52,042,612, for a combined total of \$82,671,131, Spent and Encumbered. The Estimated Project Costs as % of Funds Committed (Column M), are currently at 63.4%.

Mr. Hayes distributed a graph of the Monthly Local Option Gas Tax Revenue. FY18 revenue increased 2.2% to date.

C. General Discussion

None

IV. Public Comment pursuant to §286.0114, F.S.

Thomas Martin asked about the status of funding of Old Middleburg Road. Mr. Pappas replied that funding is in place for the design and we will be working with the administration to fund the construction side. Mr. Martin inquired about the right of way. Mr. Pappas stated we will allocate the funding as it is needed. Once we determine what the real estate needs are, we will request funding for real estate acquisition and then construction.

Mr. Martin expressed concern about private development. Mr. Mousa replied we try to stay in tune with private development. There is sufficient funding for Old Middleburg Road design. Mr. Pappas stated the City is coordinating with the developer for a signal at Old Middleburg Road and Sandler Road.

V. FAC ADJOURNED – 8:50 a.m.

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

CARTER ROHAN

Chairperson Carter Rohan called the PAC meeting to order at 8:50 a.m.

VII. Approval of Previous Meeting Minutes, April 27, 2018

PAC Committee

John Pappas moved to approve the Project Administration Committee (PAC) portion of the April 27, 2018 Quarterly meeting minutes. Ms. Nelson seconded the motion. The PAC minutes were approved unanimously.

A. COJ Project Status Reports

John Pappas

• Public Facilities

John Pappas

Mr. Pappas reported that all Public Facilities projects have been completed.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- **Environment/Quality of Life**

John Pappas

- **Land Acquisition through the Preservation Project**

Judith Garard reported that they could not locate any additional dollars within BJP. Mr. Mousa stated that when the funding was appropriated to land acquisition through the Preservation Project (\$40m), there could have been separate ordinances to appropriate funds to purchase property. He asked if there are any individual projects that may still be open. Ms. Garard reported that there is \$35,000 for the expansion of Earl Johnson Memorial Park. Original funding for parks projects was in a lump sum and then moved to specific parks projects.

- **Council Districts 1 through 14 (Recreation & Infrastructure)**

Kyle Billy

Mr. Billy provided a summary of the City Council Discretionary Funds Report for Council Districts 1 through 14. Mr. Mousa explained that the reports also show any other dollars for Council Discretionary spending in addition to the Better Jacksonville line item. This report is a summary of all the accounts each district has.

- **Environmental Clean- Up**

John Pappas

Mr. Pappas reported that there is \$3.5m available for use in this program. Our challenge in completing the remediation has been in acquiring the associated access agreements from some of the property owners.

For the reporting period April 1, 2018 through June 30, 2018, Project New Ground (PNG) has remediated 1,650 parcels and removed 642,462 tons of contaminated soil from the sites. The soil was transported to the Trail Ridge Landfill for reuse as a daily cover. Overall, the project is approximately 91% complete. There are currently five active areas:

- Brown's Dump site – 97% complete; 16 parcels remain. Received four additional access agreements out of the remaining 16.
- 5th & Cleveland Incinerator site – 80% complete
- Forest Street Incinerator site – 94% complete
- Lonnie Miller Site – 97% complete (residential component)
- Lonnie Miller Park – Partnering with Parks Department; ash remediation \$4.6m and park improvements \$5.7m. The design is underway. Anticipate construction in the fall.

Action Item:

- *List as:*
Lonnie Miller Park, Phase 1 – Parks Improvements
Lonnie Miller Park, Phase 2 – Remediation

- **Targeted Economic Development**

Kirk Wendland

- **Northwest Jacksonville Economic Development Fund (NWJED)**

Mr. Wendland reported that as of July 18, 2018, the balance of the NWJED fund was \$5,832,626. This includes \$4,050,035 from NW Pay-As-You-Go funds and \$1,782,591 from the NW JEDC Fund.

Action Item:

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- *Include BJP NW Pay-As-You-Go from pay back income or settlements.*

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Mr. Wendland reported that an amendment to the Economic Development Agreement and Declaration of Restrictive Covenants was approved for 2385 Corbett Street, LLC to allow for a Taproom as part of a Craft Beer Manufacturing Operation and to remove the square footage of the Taproom from the project.

The Laundry Station (f.k.a. Soap Bubbles) was approved for re-amortization of the outstanding loan balance and extending the term for a period of 4 years.

Project Cart was approved for a \$40,000 Economically Distressed Targeted Industry Program (EDATIP) Grant of \$1,000 per new employee, up to \$40,000 to support expansion of their existing facility.

Non-residential septic and sewer connection applications are being reviewed. This program provides funding for grants up to \$30,000 to the owners of commercial properties in Northwest Jacksonville for the removal and replacement of septic tanks and for water and sewer hookups, as required by Florida Statute. \$1,000,000 was appropriated for this program.

The Food Desert Program received submittals on the RFP up to \$150,000 for a consultation program. The program was prompted by the closing of two Harvey's grocery stores causing concern by the City Council. A special committee appropriated \$3,000,000 to help resolve food deserts in the Northwest.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 29-37.
COJ roadway projects moved to LOGT will be updated by JTAMobilityWorks.

The Drainage System Rehab project status has been changed to "active". We are moving forward with use of those funds for the Hartley Road drainage improvement project.

Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) \$4.0 million project design-build is being finalized.

Old Middleburg Road project has a \$2.65m design budget. Evaluating proposals from RFP and anticipate recommendation within the next few weeks.

C. JTA Road Program/JTA Mobility Works

Carter Rohan

Mr. Rohan provided a review of the JTAMobilityWorks project status and activity for the third quarter of this fiscal year.

- **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.10)
 - 90% ten-set submittal was provided to the City for review on June 5th
 - The City approved a site clearing permit on July 11th
 - Construction office trailers were moved in and clearing began on July 16th

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Mr. Pappas reported that Councilman Ferraro has asked for enhanced landscaping. Public Works' Mowing and Landscape Maintenance Division is working with JTA with funding from the Tree Mitigation fund.

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- Meetings during the period:
 - A public meeting was held at Kernan Middle School on May 21st with both Councilmen Ferraro and Bowman present
 - On June 20th a groundbreaking ceremony was held at the Faithbridge Church, and
 - Staff met with HOAs on the north side of Kernan to discuss roadway profiles and construction impacts to be expected
- **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.14)
 - All fee and temporary construction easement parcels have been identified and acquisition is underway
 - Several meetings occurred during the period:
 - Staff met with St. Johns River Water Management District to review drainage catchment proposed, and
 - Meetings were held with I295 Venture (developer for the Chester Stokes property) to coordinate issues related to the developer's permits already in place, and the developer's new request to locate a billboard on City property*
***Mr. Pappas recommended caution on this request; OGC should review it.**
 - JTA is holding completion of the 60% design until all drainage issues are addressed and agreement is reached
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive):** (beginning on p.16)
 - Construction is proceeding
 - The second major maintenance of traffic shift was implemented on May 16th
 - During the period the contractor continued subgrade preparation, placement of lime rock base, reinforced concrete pipe and drainage structure installation, curb and gutter work, and sidewalk installations
 - Asphalt paving along the west side of Girvin from Atlantic Boulevard to Singleton Street has been completed
 - The contractor's plan includes the following to be completed by September 30th:
 - All roadway drainage piping and structures
 - Pavement and sidewalks completed for the 5-lane section from Atlantic to Singleton
 - JEA water and sewer utility work completed
 - Traffic signal installed at the Joeandy & Girvin intersection
 - Due to AT&T utility relocation delays, construction work to be completed after September 30th:
 - Atlantic Boulevard dual left turn lane
 - Installation of traffic signal at Atlantic & Girvin intersection
 - All pavement, curb and gutter and sidewalks in the 3-lane section between Singleton and Wonderwood
 - Roadway lighting & striping
 - Grassing sod
- **Mobility Corridors: Transit Enhancements Work:** (beginning on p.19)
 - Phase I of the Transit Enhancements work in the Mobility Corridors has been completed.

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- Phase II construction began in May, and 18 stop pads have been placed to-date (out of a total of 30 stop pads planned)

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- **Mobility Corridors: Complete Streets Work:** (beginning on p.21)

Work continues for the five keystone projects in the Mobility Corridors:

- **Mandarin Road Corridor**
 - All project work has been completed as of April 30th
 - On June 6th the community gathered for a walk of progress to celebrate the completion of the project
 - **Main Street Corridor**
 - Staff continues coordinating with stakeholders
 - Per FDOT request for no lane elimination, typical sections were revised, and included an option for incorporation of a lane for an autonomous vehicle in the corridor
 - On June 26th a meeting was held with Councilman Gaffney and the City, and a follow-up workshop will be held to finalize and refine the typical sections prior to meeting with FDOT
 - **8th Street Corridor**
 - 60% design plans were completed in May
 - The design incorporated the JEA scope of water main improvements, and
 - A public meeting is being planned for August 16th to discuss the pedestrian safety improvements being planned
 - **University Boulevard & Merrill Road Corridor**
 - On June 1st, 90% roadway plans were completed and submitted to FDOT and the City for review
 - Staff is working with FDOT to identify requirements for additional overhead advance signage
 - Property acquisition by FDOT:
 - Property transfer from JU is pending
 - Church of God property has been acquired, and
 - An order of taking hearing for the CVS property is scheduled for August 27th
 - Design standards have been established for the use of the FDOT median for Art-in-Public Places sponsored by JU
 - **Lenox Avenue Corridor**
 - Design continues and the 60% submission is on target for August
- **Blanding Boulevard - Intersection Improvements:** (beginning on p.23)
 - The updated 60% design plans for the Collins Road and 103rd Street intersections were completed and submitted to FDOT for review
 - There have been several changes requested by FDOT, and the requests are under review

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- The Cedar Hills intersection design is not being advanced at the request of FDOT, due to the low level of service improvement expected
- **Soutel Transit Hub:** (beginning on p.25)
 - Concept drawings for sidewalk, access and drainage improvements have been submitted to the City for review.
 - Upon approval, the improvements will be made

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- **Alta Drive (South of Faye Road North to Burkit Lane):** (beginning on p.27)
 - Design work continues
 - The draft traffic study was completed in May
 - Work to finalize right-of-way acquisition and joint-use drainage pond agreement for pond #4 with Alta Lakes Subdivision is underway.
 - Documents drafted and under review by DR Horton (pond #4)
 - Coordination work continues with Pearsal property developer and FDOT on the Alta Drive section south of Faye Road.
 - A pond siting justification report has been completed, and appraisals initiated for all right-of-way parcels needed for the project
- **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.30)
 - Notice to Proceed #2 was issued in May for major construction work
 - City approved the ten-set submission
 - Construction office trailers placed, and contractor continues relocating resident fences
 - Construction is proceeding with the installation of drainage structures and water and sewer piping at McGirts Creek, stripping of existing earth to begin subgrade stabilization work
 - Began work on temporary pavement for maintenance of traffic
- **San Pablo (Beach Boulevard to Atlantic Boulevard):** (beginning on p.33)
 - Design work continues
 - Updated traffic study was completed in May
 - Additional survey work performed to address survey conversion from NGVD to NAVD
 - This unforeseen requirement has resulted in a 90-day design schedule impact
- **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.36)
 - Design work continues
 - Coordinated utility relocations and adjustments with JEA
 - Finalized discussions with JEA regarding the removal of the existing abandoned 8" cement asbestos piping
 - Performed additional geotechnical borings to identify the limits of unsuitable material
 - Temporary Construction Easement requirements have been finalized
- **Collins Road (Blanding Boulevard to Pine Verde Lane):** (beginning on p.38)
 - Updated Study, including the additional limits carried out to Roosevelt Boulevard has been completed and a follow-up meeting held with the City
 - The study concluded that:
 - A connection to Roosevelt Boulevard does not change the recommended improvements between Blanding Boulevard and Pine Verde Lane, and
 - Adding additional lanes between Pine Verde Lane and Roosevelt Boulevard is not required.

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- **Southside Boulevard / Atlantic Boulevard Intersection:** (beginning on p.40)
 - No activity during the period.
- **Tinseltown Intersections:** (beginning on p.42)
 - No activity during the period.

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Mr. Mousa distributed a report titled "Capital Improvement Projects Not Lapsed, Better Jacksonville Plan Only, Balances as of 07/24/18", which was presented previously to the City Council TEU Committee. This report updates the encumbrances/balances remaining for projects to be completed and funding to be expended by BJP.

COJ Responsible BJP Projects

• Accounting Encumbrances (7/24/18)	\$66,185,332.37	
• Active Balances (7/24/18)	\$20,203,957.94	
• Project Budget Shortfalls (Cahoon Rd. and Cecil Field Connector)	<u>\$10,075,500.00</u>	
Subtotal	\$96,464,790.31	\$96,464,790.31

JTA LOGT Projects Below the Line (Unfunded)

• Collins Rd/Blanding Blvd. to Pineverde (Final Design and Const.) (*)	\$12,100,000	
• Hartley Road/St./ Augustine R to SR 13 (*)	\$8,400,000	
• Eastport Rd/Zoo Pkway to I-295 (*)	\$12,800,000	
• Clark Rd/Extension to Broward Rd (*)	<u>\$900,000</u>	
Subtotal	\$34,200,000	\$130,664,790.31

(*) City Right-of-Way

Mr. Mousa recommended that COJ take back the four JTA LOGT projects listed above that are currently unfunded. We will have sufficient BJP Pay-Go in the next 12 years to fund these projects.

Mr. Mousa asked Mr. Rohan to consider eliminating the Southside/Atlantic Intersection project (Design Only) Pending FDOT, \$2m and the Tinseltown Intersections project (Design Only) Pending FDOT, \$2.9m and bringing Kernan (JTB to Glen Kernan) above the line, \$4.5m. The City will take over the other projects that are below the line.

Mr. Rohan stated JTA will take the recommendation under advisement. He made reference to Ordinance 2016-57E, Exhibit 2, which increases Girvin Road funding. Mr. Mousa asked if there was an amended project list, which is Exhibit 1. Page 26 of the BJP FAC JTA Financial Report doesn't show the Southside/Atlantic Intersection and Tinseltown Intersections project money assigned to Girvin based on the Ordinance referenced by Mr. Carter.

D. EBO/JSEB/DBE

- **COJ** **Mario Rubio**
Mr. Rubio reported there has been no activity by Small Emerging and Minority Businesses during the 3rd quarter of the fiscal year. He anticipates seeing a spike in JSEB participation.
- **JTA** **Yetunde Oyewole**

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Ms. Oyewole reported that for the 3rd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$3,856,132.00, 16.1% minority participation with a life to date total of 17.2%.

Total expenditures for Professional Services during the 3rd quarter were \$1,116,755.00, 24.9% minority participation with a life to date total of 22.2%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$903,945.00, 0% minority participation for the 3rd quarter, life to date 22%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Professional Services of \$109,884.00, 100% minority participation for the 3rd quarter, life to date 100%.

E. General Discussion

None

VIII. Public Comment pursuant to §286.0114, F.S.

None

IX. PAC ADJOURNED – 9:47 a.m.