



ONE CITY. ONE JACKSONVILLE.

NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND (NWJEDF) ADVISORY COMMITTEE

City Hall at St. James
117 West Duval Street, 3rd, Conference Room 3C
Ten Port Conference Line – 904-630-2501, 98765#
Jacksonville, FL 32202
April 17, 2018 – 3:30 p.m.

APRIL MEETING MINUTES

Location: City Hall at St. James, located at 117 West Duval Street, 3rd Floor, Conference Room 3C, Jacksonville, FL 32202

Advisory Board Members Present: John Allmand, Fred Atwill, George Barnes, Karen Landry (via phone), Valerie H. Jenkins, and Joe Whitaker

Advisory Board Members Not Present: Cynthia Glover and Royce McGowan

Others Present: **Office of Economic Development (OED)** – Daphne Colbert, Paul Crawford, Wendy Khan, and Kirk Wendland **Office of General Counsel (OGC)** – John Sawyer; **Mayor's Office** – Dr. Johnny Gaffney; **Planning and Development** - Amy Ingles; **Florida Loan Community Fund:** -Valerie Williams

I. CALL TO ORDER

Chair Whitaker called the NWJEDF Advisory Board meeting to order @ 3:34 p.m. A quorum was not established until 3:45 p.m.

II. ACTION ITEMS

1. **Approval of the March 5, 2018 Meeting Minutes** – Approval of March 5, 2018 Meeting Minutes. Board Member Allmand moved that the March 5, 2018 Meeting Minutes be approved as submitted. The motion was seconded by Board Member Barnes. A vote of the Board was taken and the minutes of the March 5, 2018 Board Meeting were unanimously (6-0) approved by the members present.
2. **The Laundry Station (a.k.a. Soap Bubbles)** – OED Staff made a recommendation re-amortize the loan and extend the maturity date by 4 years (48 months). Presentation presented by Kirk Wendland, Executive Director-OED.

The Laundry Station (a.k.a Soap Bubbles), located at 8110 Lem Turner Road, was awarded a loan from the Northwest Jacksonville Economic Development Fund to renovate commercial space for a laundromat facility May 2, 2003 for fifteen years. The company has consistently paid their monthly payments timely and submitted necessary information when requested. They continue to be a solid business in the area providing much needed services to the community. Their financial position is solid, i.e. taxes and or other necessary documents are filed timely. The loan balance amount due effective May 2, 2018 is \$39,163. OED staff contacted the owner in regards to the loan payoff. The owner informed OED that paying off the amount due would be problematic to the business and expressed an interest in re-amortizing the loan with the same loan monthly payment for the next four years. OED concurred with their request and filed legislation ahead of the quarterly meeting to ensure timely processing due to the loan origination date. Mr. Wendland did inform the board members that the legislation had not been approved yet. It was only filed due to the pending loan origination date.

Board Member Barnes moved that the staff's recommendation be approved as recommended. The motion was seconded by Valerie Jenkins and John Allmand. A vote of the Board was taken and the recommendation

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to re-amortize the loan, extend the maturity date by 4 years (48) monthly and continue with the same monthly payment was unanimously (6-0) approved by the members present.

III. INFORMATION/DISCUSSION ITEMS

A. NWJEDF Financials Update provided by Wendy Khan, Finance and Compliance Manager

1. Northwest Jacksonville Economic Development Fund Outstanding Loans

As of April 9th, 2018, all outstanding loans are current.

2. Files at Office of General Counsel

Gregory Myers (Mr. G's Hair Depot), has until April 27, 2018 to respond to the complaint that was filed against him or the city would move forward with the default judgment.

3. K. Mack, LLC. Shoppes at Norfolk

A settlement had been worked out with one of the guarantors for half of the remaining principal in which the city received ½ of the agreed upon payment. The settlement did not give up the right for the City to pursue legal action against the other guarantor, Mr. William Green. He did not submit the financial disclosures as requested by the end of February 2018. Therefore, a certified copy of the judgment was filed with Duval County Clerk of Court to file a lien on the property for 10 years with an option to renew for another 10 years. A lien was also filed with the State of Florida Division of Corporations which is for five years.

B. City Council Legislation – Bill Nos. 2019-195 & 2019-196 appropriates a total of four million dollars from the the Northwest Jacksonville Economic Development Trust Fund.

Kirk Wendland provided information on the below listed bills filed by Jacksonville Council members. There was much discussion in regards to the legislation including the additional encumbrance of funding for the NWJEDF fund. Board members had many questions regarding the use of the funding for the bills, what type of research and or programs would be implemented to ensure the funding was used as planned, and the advisory committee role during the process. Mr. Wendland encouraged the members to attend a scheduled Public Hearing for the bills on Thursday, April 26, 2018 @ 1:00 p.m.

1. **Bill No. 2019-195** - The ordinance appropriates \$3,000,000 from the Northwest Jacksonville Economic Development Trust Fund ("NWJEDF"), Miscellaneous Sales Account for Supermarket Grants; it provides for the engagement of a consultant/broker; it provides for the development of a grant application; it provides for a carryover of funds; it provides for City oversight by the Office of Economic Development; it waives and amends the compliance with the Northwest Jacksonville Economic Development Fund Guidelines approved and adopted pursuant to Ordinance 2016-779-E.

2. **Bill No. 2019-196** - The bill appropriates \$1 million from the Northwest Jacksonville Economic Development Fund to establish a non-residential septic tank repair and replacement and water and sewer connection grant program for commercial properties in the Northwest Economic Development Area. It directs the Office of General Counsel to prepare a standard agreement form to be executed by participating property owners and the City for award and use of grant funds. Grant award criteria are adopted. Conflicting provisions of the Northwest Jacksonville Economic Development Fund are waived to facilitate the grant program. The Public Works Department is designated as the City's oversight agency for purposes of the removal and replacement of septic tanks and for water and sewer hookups, and the Office of Economic Development is designated as the oversight agency for the grant process.

C. Soutel Drive Pedestrian and Bicycle Safety Improvements

Amy Ingles, Bicycle/Pedestrian Coordinator, City of Jacksonville's Planning and Development Department-Transportation Division presented the Pedestrian and Bicycle Master Plan which was completed in September 2017. A portion of Soutel Drive, which is located in the boundary of the NWJEDF is scheduled to undergo improvements which will include dedicated bike lanes, an improved median, and reduction in four lanes to two lanes. These proposed improvements will help to:

1. Reduce cut through traffic;
2. Slow down traffic to the actual speed posted; and
3. Allows people to see on both sides of street, i.e. businesses, homes, recreational facilities, etc.

Ms. Ingles stated that funding is already included in the City of Jacksonville transportation budget for the project. Board Member Allmand encouraged Ms. Ingles to check with Public Works to ensure funding is allowed for maintenance and upkeep of the median, which can become an eye sore for the community, if not properly maintained. Board Member Barnes stated that he attended the community meeting in which this project was presented and that there were seven business members from the community in attendance.

Chair Whitaker thanked Ms. Ingles for her attendance and presentation. OED staff will forward the Power Point presentation to the board members.

IV. OLD BUSINESS

1. **Project Cart** – Ed Randolph, Director of Business Development for the Office of Economic Development presented this project at the March 5th, 2018 NWJEDF meeting. The request was to provide up to \$40,000 from the Northwest Economic Development Trust Fund to provide the funding to pay for the \$1,000 Economically Distressed Area Target Industry Program Grant for each new full-time employee hired by Project Cart. The funding would be disbursed over a four year period in 25% installments up to \$40,000. The city is requiring that 20% of the new jobs proposed to be created will be residents of Northwest Jacksonville. Project Cart is a wholesale distributor of food and grocery store items currently located within Jacksonville's Northwest Economic Development Trust Fund boundary area. Project Cart has indicated that they are evaluating an expansion of their Jacksonville facility and will create up to 40 new full-time jobs, paying an average wage of a minimum of \$30,100 for the new hires.

**Project Cart legislation was introduced to City Council 4/10/2018;
Approved by Finance Committee 4/17/2018; and
City Council will vote on the project 4/24/2018**

V. NEW BUSINESS

There was no new business to cover.

VI. PUBLIC COMMENTS

No public comments were made.

VII. ADJOURNMENT

There being no further business, Chair Whitaker adjourned the meeting at approximately 5:05 p.m.

Next quarterly NWJEDF Advisory Committee meeting is scheduled for Tuesday, July 17, 2018 at 3:30 p.m.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments, an audio file of the meeting is available upon request. Please contact Daphne Colbert at (904) 630-7117, or by email at daphnec@coj.net.