

BJP Finance and Project Administration Committees
Meeting Minutes January 25, 2019
Approved on April 26, 2019

The current FAC Membership consists of the following:

- ✓ Sam Mousa, CAO, City of Jax
- ✓ Aaron Zahn, 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:

Randall Barnes
Alice Checorski
Aileen Cruz
Judith Garard
Joey Greive
Rose Nettles
Kirk Wendland

JTA Attendees:

Greg Hayes
Ken Middleton
Richard Pereira
Andy Rodgers
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:

Temisha Hill
Thomas Martin
Taylor Mejia

I. Welcome & Introductions

Sam Mousa

Chairperson Sam Mousa called the meeting to order at 8:30 a.m. Mr. Mousa reminded the committee members that Ordinance 2000-572-E requires annual rotation of committee chairpersons.

Mr. Mousa announced that FAC private citizen member Mathew Holdt is resigning from the committee. Mr. Holdt will be moving to St. Louis. Mr. Mousa expressed appreciation to Mr. Holdt on behalf of Mayor Curry for his willingness and commitment to serve on this committee.

Mr. Mousa introduced Randall Barnes as the new City Treasurer, replacing Joey Greive who is the new Chief Financial Officer for the City, replacing Mike Weinstein, who retired.

Rose Nettles, who recently promoted to Business Compliance Administrator for the JSEB program was introduced to the committee. Ms. Nettles replaced Mario Rubio who accepted a position in Tallahassee with Governor DeSantis.

Mr. Mousa congratulated Janice Nelson, JEA on her upcoming retirement and thanked her for her service. A designee to represent Aaron Zahn, Executive Director, JEA, will be announced.

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

FAC Committee

John Pappas moved to approve the Finance Administration Committee (FAC) portion of the October 26, 2018 Quarterly meeting minutes. Janice Nelson seconded the motion. The FAC minutes were approved unanimously.

III. FINANCE ADMINISTRATION COMMITTEE

SAM MOUSA

A. COJ Financial Report

Joey Greive/Judith Garard

Joey Greive reported that sales tax collections are strong at 7%. We have a total cash accumulation of \$20.3m for pay-go, which includes the \$10m cash cushion.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

Judith Garard presented the COJ financial reports.

- Fourth Quarter 9/30 Sales Tax Graphs pgs. 9-10 remained the same.
- Fourth Quarter Final 9/30 Financial Reports pgs. 11 – 14
 - Cash and investments increased \$168K due to additional interest and recording current year market-to-market.
 - Receivable from Fiscal Agent increased income by \$2.7 million
 - Accrued Debt Service Principal and Interest expense of \$81 million.
- Fourth Quarter Final 9/30 Project Reports pgs. 15 – 25 No change
- First Quarter 12/31 Sales Tax Graphs pgs. 26 – 27
 - First quarter year-to-date Sales Tax Collections rose to 7.35% and 7.34% over last year's first quarter.
- First Quarter 12/31 Financial Reports pgs. 30 – 31
 - Current cash balance increased by \$149K in the project funds Fiscal Agent net of debt service and interest earnings of \$44K. There were no transfers of cash from the BJP Trust Fund during the first quarter.
 - A balance of \$20.3 million remains in the BJP Trust Fund to provide cash for future debt service and projects.

To recap, Mr. Mousa stated we are paying our debt and accumulating funding for pay-go projects.

B. JTA Financial Report (Page 43)

Greg Hayes

Mr. Hayes reviewed the JTA Financial Report, which shows all of the projects approved under the JTA Mobility Works program. There was very little change from the October report. The first 3 columns remain unchanged.

- Column C, Additional Funding Source (JTA) shows an increase from bond interest.
- Column E shows total funds available of \$121,584,315.
- Column G, Funding Short Fall is (\$25,040,518).
- Column H, Program Life-To-Date Committed, increased by \$1.8M due to funds moving from encumbered to spent for a total of \$86,323,449.50.

Mr. Barnes asked if Column H could be split to show funds encumbered and funds spent each quarter.

Mr. Hayes reported that the LOGT through December is close to budget and slightly higher than last year.

Mathew Holdt asked if the additional funding source provided by the City shown in Column B (Fairshare dollars) \$8.42m can be used to help meet the shortfall. Mr. Hayes explained that fairshare goes back 1 ½ years. Generally, there is a scope increase to reduce that shortfall. JTA is finding ways to close that gap. Mr. Mousa stated that if we have received fair share dollars, we might go to Council to allocate those funds to JTA.

Mr. Mousa stated that JEA additional funds (Column D) work within a project budget for water lines, sewer, electric.

Mr. Sleiman asked how much of those bonds are invested and over what time period was the interest earned. (See Action item below)

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Action Items:

1. *Send out current JTA LOGT graph and include in each quarterly meeting packet*
2. *Send out details of funds encumbered and funds spent each quarter*
3. *Provide information on portion of bonds invested and what period of time interest earned*

C. General Discussion

None

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

None

V. FAC ADJOURNED – 8:58 a.m.

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

JOHN PAPPAS

Chairperson John Pappas called the PAC meeting to order at 8:57 a.m.

VII. Approval of Previous Meeting Minutes, October 26, 2018

PAC Committee

Sam Mousa moved to approve the Project Administration Committee (PAC) portion of the October 26, 2018 Quarterly meeting minutes. Carter Rohan 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.

• **Environment/Quality of Life**

John Pappas

• **Land Acquisition through the Preservation Project**

Mr. Pappas reported there is no update.

• **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, some of which still contain BJP funding. Alan Ridge asked why there was a balance as of 12/31/18 but not as of 10/1/18. Mr. Billy explained that funds were appropriated to build a project. When the project was complete, it did not cost as much. Once the project is certified as complete, the residual dollars go back into the account of origin for other projects. Mr. Mousa stated we encourage City Council members to spend these funds.

• **Environmental Clean- Up**

John Pappas

For the reporting period October 1 through December 31, 2018, Project New Ground (PNG) has remediated 1,687 parcels and removed 659,888 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 92% complete.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

There are currently five active areas:

1. **Brown's Dump site** – 97% complete; 16 parcels remain. Received four additional access agreements out of the remaining 16 parcels to be remediated.
2. **5th & Cleveland Incinerator site** – 83% complete; the City currently has 37 residentially zoned parcels with an access agreement for inclusion in the current phase of remediation/construction.
3. **Forest Street Incinerator site**
 - a. **Residential** - 94% complete
 - b. **Park** – Working with developer to remediate
4. **Lonnie Miller site**
 - a. **Residential** - 97% complete
 - b. **Lonnie Miller Park**
 - **Phase 1** – Parks and Recreation Department has funding now; working with them to remediate and finish up design criteria package
 - **Phase 2** – City plans to move forward during FY22/23 as funding becomes available
5. **5th & Cleveland and Forest Street OU2 Incinerator Sites** – 97% complete
Mr. Pappas explained that the OU2 (operational unit) depicts windblown ash from the incinerator found on some properties.

• **Targeted Economic Development**

Kirk Wendland

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

Mr. Wendland reported that as of December 31, 2018, the available balance of the NWJED fund was \$4,431,268. This includes \$2,550,035 from the Better Jacksonville Plan/NW Pay-As-You-Go funds and \$1,881,233 from the NWJEDC fund.

Funds were appropriated for three major projects:

- Clara White Mission – White Harvest Farms, \$1.5m
- Food Desert Program, \$3m, which requires OED to procure a consultant or broker and develop a program within 270 days after effective date of Ordinance. The goal of this program is to provide fresh fruits and vegetables to the community.
- Non-Residential Septic and Sewer Connection Program, \$1m, which provides funding for grants up to \$30,000 to the owners of commercial properties in NW Jacksonville for the removal and replacement of septic tanks and for water and sewer hookups, as required by Florida Statute.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 28-36. He reported that seven COJ road projects were transferred to JTA; three projects on the JTA list remain below the line until funding is available. As for the BJP road projects not on the list, two are active:

- Crystal Springs Road Phase 2B (Ramona-Hammond to Cahoon)
 - Design-Build contract awarded and executed. NTP issued last week. The project is below budget.

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- Old Middleburg Road/103rd to Branan Field
 - Design consultant selected; negotiating scope/fee

Mr. Mousa explained the footnote **Real Estate Acquisition "Condemnation" financial responsibility remains...Funded thru OR 2017-600-E*, which refers to funding freed up with additional dollars from condemnation of parcels (eminent domain). A consultant is pursuing landowners for a settlement. We are unable to locate some of the owners and might have to go to court. The City deposits funds with the courts, for the fair value of the property. We negotiate with the owner or go to trial by jury. The judge declares the property condemned, which we receive for road projects through a "quick take" process.

Action Items:

Mr. Mousa and Mr. Pappas will meet to review projects for consideration, including the Cecil Field "Back Door" project.

*Remove from footnotes: *Indicates Real Estate Acquisition "Condemnation" financial responsibility remains...Funded thru OR 2017-600-E*

C. JTA Road Program/JTA Mobility Works

Carter Rohan

Mr. Rohan provided a review of the JTA Mobility Works project status and activity for the first quarter of this fiscal year.

- **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.8)
 - Drainage ponds for C4, C5 & C6 are complete.
 - Temporary pavement placement continues to facilitate Maintenance-of-Traffic.
 - Contract amendments have been completed for added project scope of corrugated metal pipe replacement near McCormick Road and drainage system re-design and additional pedestrian crosswalks.
 - JTA and JEA have reached an agreement for additional JEA reimbursements for water and sewer facilities relocations/adjustments conflict resolution within the public roadway right-of-way.
- **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.10)
 - The drainage alternative proposed by the developer of the 295 Venture property just west of Parramore Road was selected by the City as acceptable, and design continues.
 - In an effort to recover the schedule of the project – the 60% plans will be skipped on plan phase submittal and we will proceed directly to 90% plans.
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive):** (beginning on p.11)
 - The Girvin project completion has been delayed.
 - Notice to contractor for liquidated damages sent to RB Baker on August 30, 2018, and assessed total is over \$71 thousand as of today.
 - Executive staff of JTA continues to meet with RB Baker regarding schedule of project and expected deliverables, and RB Baker has been asked to attend the upcoming JTA Board of Directors meeting to discuss the plan for completion.
 - Asphalt placement from Winn Dixie Shopping Plaza to Clear Springs Road is complete.
 - AT&T Utility impacts have been cleared at Joeandy Road and drill shaft installation for traffic signal continues.

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- JEA completed overhead electric pole relocation at the intersection of Atlantic Boulevard and Girvin Road. Wiring has begun for signal control cabinet, and grading operations are underway for the second left turn lane at Atlantic Boulevard.
- **Blanding Boulevard - Intersection Improvements:** (beginning on p.13)
 - The 90% design plans are under review at FDOT.
 - Project Challenges:
 - FDOT requested scaled down improvements to minimize right-of-way impacts. The modifications reduced the length of proposed turn lane extensions.
 - Project is funded for design only.
- **Soutel Transit Hub:** (beginning on p.14)
 - Final plan for requested changes was approved by COJ Traffic Department.
 - The construction improvements to the sidewalk at Sibbald Road and Linda Lane are now targeted for completion in the first quarter of 2019 pending final relocation of an active gas line located at Sibbald Road and Linda Lane.
 - TECO (gas utility contractor) is moving forward with permitting for the relocation.
- **Alta Drive (South of Faye Road North to Burkit Lane):** (beginning on p.15)
 - The second public meeting was held on November 15, 2018 at the Oceanway Senior Citizen Center.
 - Plans are advancing towards a 90% review submittal in the first quarter of the Calendar Year of 2019.
 - Property owners were sent notices regarding the effect of the upcoming construction.
 - ROW acquisitions have begun – appraisals continue as offers are made and contracts executed for the purchase of property required for the project.
 - Staff is working on acquisition of 122 parcels (57 fee simple and 65 TCE's)
 - Unsuitable organic soils have been identified in some areas of the project. Efforts are underway to determine the most cost-effective and least impactful way to address the presence of these soils.
- **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.16)
 - Substantial utility relocations are expected by JEA and AT&T for this project.
 - The following construction work continues:
 - Drainage work west of Schindler Drive
 - Pile driving for construction of the north side bridge widening
 - Utility relocation operations
 - Installation of lighting arms for the overhead electric poles
 - Resident fence relocations north of Hillcrest Baptist Church and resident mail box relocations
 - Tree removal from Schindler Drive to Rampart Road, and
 - Temporary pavement and traffic shift onto temporary widening locations

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- **San Pablo (Beach Boulevard to Atlantic Boulevard):** (beginning on p.18)
 - 60 percent plans were submitted November 2018.
 - Review of plans are underway by the City and JTA.
- **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.19)
 - Constructability review completed for the 90 percent plan set, and we are working towards a 100% plan review submittal in February.
 - The City approved the 10-set plan submittal.
- **Collins Road (Blanding Boulevard to Pine Verde Lane):** (beginning on p.21)
 - Project Development and Environmental (PD&E) Study completed.
- **Southside Boulevard / Atlantic Boulevard Intersection:** (beginning on p.22)
 - No activity during the period.
- **Tinseltown Intersections:** (beginning on p.23)
 - No activity during the period.

Action Items:

Make a note on pages 22-23, Southside Boulevard/Atlantic Boulevard Intersection and Tinseltown Intersections that funding has been moved.

- **Mobility Corridors: Transit Enhancements Work:** (beginning on p.24)
 - Phase II Transit Enhancements are complete.
 - Additional Phase III improvements will be completed as part of the Authority's bus stop improvements program.
- **Mobility Corridors: Complete Streets Work:** (beginning on p.25)

Work continues for the keystone projects in the Mobility Corridors.

- **Main Street Corridor**
 - Preliminary engineering efforts are nearing completion.
 - A final typical section package is being prepared to include several options for the corridor.
 - FDOT has expressed concerns with the proposed lane reduction.
 - Due to budgetary constraints, and additional approvals and engineering required to finalize a typical section, the project will be incorporated into the U2C program for future implementation.
- **8th Street Corridor**
 - 100% plans were completed in November 2018.
 - Final design is continuing, with completion expected in February 2019.
- **University Boulevard & Merrill Road Corridor**
 - A 100% design submittal was made and is under review by FDOT, City of Jacksonville, Jacksonville University and JTA.
 - The JTA Board approved a construction agreement with FDOT to fund their Construction Engineering Inspection (CEI) oversight costs.
 - During the period, the JTA project team met with FDOT to coordinate the protocols for the construction procurement and CEI for this project as it is located on FDOT right-of-way.

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- **Lenox Avenue Corridor**
 - Working toward a 100% plan set submittal in the first quarter of CY 2019.
 - The JTA project team has coordinated the proposed limits of construction with FDOT and the City.

Action Item:
JTA report to include percentage of completion of each project.

D. EBO/JSEB/DBE

- **COJ** **Aileen Cruz**

Ms. Cruz reported there has been no activity by Small Emerging and Minority Businesses during the 1st quarter of the fiscal year.
- **JTA** **Ken Middleton**

Mr. Middleton reported that for the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$6,366,562.00, 7.6% minority participation with a life to date total of 17.1%.

Total expenditures for Professional Services during the 1st quarter were \$1,403,769.00, 53.1% minority participation with a life to date total of 30.5%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$1,023,021.00, 0% minority participation for the 1st quarter, life to date 19.53%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Professional Services of \$83,818.00, 100% minority participation for the 1st quarter, life to date 100%.

E. General Discussion

None

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

Thomas Martin, 8019 Leafcrest Drive, expressed concerns about the tolls that will soon go into effect on the First Coast Expressway at Old Middleburg Road. He reported that there are piles on the north side of the bridge, but they have not started work on the south side of the bridge yet.

Additionally, a day care center is being built on the southwest corner of Collins Road and a 72" pipe for a sewer line will run under Schindler to Collins Road. He asked what the impact would be on the Collins Road project.

Mr. Mousa suggested that Mr. Martin speak with John Pappas after the meeting about his concerns.

IX. PAC ADJOURNED – 9:53 a.m.