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| The current FAC Membership consists of the following:  | City Attendees: | JTA Attendees: |
| ✓Sam Mousa, CAO, City of Jax✓Aaron Zahn, Executive Director of JEA (designee/Joe Orfano) ✓Paul Sleiman, Private Citizen Member Vacant (Private Citizen Member with Financial Background)) Vacant (Private Citizen Member with Financial Background)✓Kyle Billy, Council Auditor, City of Jax (Non-Voting Member) | Randall BarnesAlice ChecorskiAileen CruzJudith GarardJoey GreiveRose NettlesKirk Wendland | Greg HayesYetunde OyewoleRichard PereiraAndy RodgersJessica 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 (designee/Bill Joyce)✓Aaron Zahn, Interim Executive Director of JEA (designee/Joe Orfano)✓Alan Ridge, Private Citizen Member  Vacant (Private Citizen Member) |  | Public:Thomas MartinTaylor Mejia |

I. Welcome & Introductions Sam Mousa

 Chairperson Sam Mousa called the meeting to order at 8:30 a.m.

II. Approval of Previous Meeting Minutes, January 25, 2019 FAC Committee

Bill Joyce moved to approve the Finance Administration Committee (FAC) portion of the January 25, 2019 Quarterly meeting minutes. Carter Rohan seconded the motion. The FAC minutes were approved unanimously.

**III. Finance Administration Committee Sam Mousa**

1. **COJ Financial Report Joey Greive/Judith Garard**

Joey Greive reported that sales tax collections are strong. We have a total cash accumulation of $24.3m for pay-go, which includes the $10m cash cushion.

Mr. Greive announced that we have an opportunity to re-finance BJP debt as part of the bond. The sooner the debt is paid, the pension tax will kick in. We would like to have the committee’s permission to re-finance the debt. We would put a 5-year call on these bonds to give us the option to get out sooner.

Mr. Mousa stated we do not want to impact pay-go. He asked Joey Greive and Randall Barnes to run some numbers and schedule a meeting with Kyle Billy for understanding and concurrence. Mr. Mousa asked if the FAC had any questions. He said we would seek their approval to review, understand and make a decision. Paul Sleiman asked what the refinance has to do with paying down early. Mr. Greive replied that when you have the ability to refinance, you can restructure the debt how you want.

*Action Item:*

*Mr. Greive will schedule a Noticed Meeting (24-hour advance meeting post) to discuss BJP Bond Refinancing with Mr. Mousa, Randall Barnes, Joe Orfano, John Pappas, Bill Joyce, and Paul Sleiman*

***FINANCE ADMINISTRATION COMMITTEE (FAC) cont’d.***

Judith Garard presented the COJ financial reports.

* Second Quarter 03/31 Sales Tax Graphs pgs. 10 – 11
	+ Second quarter year-to-date Sales Tax Collections are 6.66% and 6.67% over last year’s 2nd quarter year-to-date collections.
* Second Quarter 03/31 Financial Reports pgs. 12 – 15
	+ Current cash balance increased by $3.2 million in the project funds including the $2 million transfer from the BJP Trust fund for PW0366 (Old Middleburg Road/103rd to Brannan Field). $1.2 million was generated by prior quarter debt service collected from the Fiscal Agent and interest earnings of $108K.
	+ A balance of $24.3 million remains in the BJP Trust Fund to provide cash for future debt service and projects.
1. **JTA Financial Report** (Page 27) **Greg Hayes**

Mr. Hayes reported on the JTA Monthly Local Option Gas Tax Revenue graph, which showed an increase of 1.3% over last year.

Mr. Hayes led a review of the JTA MobilityWorks Project financial report:

* Interest accumulation $3.4m life to date
* JEA contribution $8.04 life to date
* Total funds available $122,419,125
* Total estimated project costs $146.6m
* Funding shortfall ($24.2m)
* Life to date spending $56,539,999
* Life to date encumbered $31,766,546
* Remaining funds available $34,112,581
* Estimated project costs as % of funds committed 60.2%
1. **General Discussion**

 None

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

None

**V. FAC ADJOURNED – 8:49 a.m.**

**VI. PROJECT ADMINISTRATION COMMITTEE (PAC) Bill Joyce**

Chairman designee Bill Joyce called the PAC meeting to order at 8:49 a.m.

**VII. Approval of Previous Meeting Minutes, January 25, 2019 PAC Committee**

 Sam Mousa moved to approve the Project Administration Committee (PAC) portion of the January 25,

 2019 Quarterly meeting minutes. Joe Orfano seconded the motion. The PAC minutes were approved

 unanimously.

***PROJECT ADMINISTRATION COMMITTEE (PAC) cont’d.***

1. **COJ Project Status Reports Bill Joyce**

* **Public Facilities Bill Joyce**

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

* **Environment/Quality of Life Bill Joyce**
* **Land Acquisition through the Preservation Project**

Mr. Joyce reported that all Land Acquisition through the Preservation Project is complete.

* **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 for a description of what these recreation and infrastructure funds are.

*Action Item:*

*Kyle Billy will provide a description of the recreation and infrastructure funds as relates to the City Council Discretionary accounts.*

* **Environmental Clean- Up Bill Joyce**

For the reporting period January 1, 2019 through March 31, 2019, Project New Ground (PNG) has remediated 1,718 parcels and removed 673,171 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 93% complete.

There are currently five active areas:

1. **Brown’s Dump site** – 98% complete; 11 parcels remain. The City continues to pursue outstanding access agreements for the remaining 11 parcels to be remediated.
2. **5th & Cleveland Incinerator site** – 84% complete; the City currently has 45 residentially zoned parcels with an access agreement for inclusion in the current phase of remediation/construction.
3. **Forest Street Incinerator site**
4. **Residential** **-** 94% complete
5. **Park –** Mr. Mousa reported that a proposal was made to City Council to sell this site to a developer who wants to put in a charter school. We are joining with the developer to do the ash remediation in conjunction with his site development. This

collaboration will save the city money**.**

1. **Lonnie Miller site**
2. **Residential** - 99% complete
3. **Lonnie Miller Park**
	* + **Phase 1** – Parks and Recreation Department has funding now; working with them to remediate and finish up design criteria package. On target for completion.
		+ **Phase 2 –** City plans to move forward during FY22/23 as funding becomes available.
4. **5th & Cleveland and Forest Street OU2 Incinerator Sites** – 99% complete

***PROJECT ADMINISTRATION COMMITTEE (PAC) cont’d.***

* **Targeted Economic Development Kirk Wendland**
* **Northwest Jacksonville Economic Development Fund (NWJED)**

Mr. Wendland reported that as of March 31, 2019, the available balance of the NWJED fund was $4,426,390. This includes $2,550,035 from the Better Jacksonville Plan/NW Pay-As-You-Go funds and $1,876,355 from the NWJEDC fund.

* Preferred Freezer Services of Jacksonville II, LLC approved for a $100,000 Business Infrastructure Grant for a cold storage food warehouse. The project would add 40 new jobs.
* Clara White Mission – White Harvest Farms, $1.5m; we have a mortgage on the property and are moving forward with a type of farmer’s market area as one of the approaches to address food deserts.
* 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. Legislation is currently going through City Council.

Total NWJED Fund is $9,746,655. Mr. Mousa explained the numbers will fluctuate any time repayments are made. Some go out as grants and some go out as loans.

Alan Ridge asked if the fund was already in existence. Mr. Mousa replied that BJP put $25m in the fund.

1. **COJ Roadway and Infrastructure Improvements Bill Joyce**

Mr. Joyce reviewed the COJ Roadway Project Status Report, pages 28-36.

* Old Middleburg Road/103rd to Branan Field
* Design, scope and fee have been negotiated. Study indicates traffic signal is warranted on Sandler Road. Traffic Engineering will move forward with a temporary signal in 6 months. Traffic Engineering funds will be used for a concrete pole; the controller will be used for final construction.

* Crystal Springs Road Phase 2B (Ramona-Hammond to Cahoon)
* Design-Build contract awarded and executed. NTP issued last week. Expect completion early summer 2020.
* Hartley Road (Old St. Augustine to San Jose) drainage improvements
* GMP due first week in May; double 60” pipes being installed to accommodate drainage; future road widening

***PROJECT ADMINISTRATION COMMITTEE (PAC) cont’d.***

1. **JTA Road Program/JTA Mobility Works Carter Rohan**

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

* **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.8)
	+ Completed drilled shaft foundations and placement of new signals on west side of roadway.
	+ Continued excavation for drainage pond #3, placement of curb & gutter on west side of the road, replacement of failing corrugated metal piping near McCormick Road (approximately 85% complete), JEA & ATT are finalizing the west side utility relocations.
	+ Overall, the project is approximately 51% complete.
* **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.10)
	+ The draft joint use drainage and right-of-way acquisition agreement is in the final review stages.
	+ Property acquisition appraisals have been completed and staff are beginning to make offers to property owners.
	+ 90% plans are under review.
	+ Pre-construction and design is approximately 61% complete.
* **Girvin Road (Atlantic Boulevard to Wonderwood Drive):**  (beginning on p.11)
	+ The project was substantially completed on February 14th and opened to traffic.
	+ The contractor began working to complete the punch list items.
	+ On April 23rd a final walkthrough was conducted with JTA, City & FDOT representatives. Approximately 30 new punch list items were added, and the contractor began immediately working on the items.
	+ Awaiting final punch list items from the City’s ADA Inspector.
	+ JTA is withholding monies from the final invoice for final punch list items and collection of liquidated damages.
	+ The construction is 99% complete.
* **Blanding Boulevard - Intersection Improvements:** (beginning on p.13)
	+ FDOT have requested additional scope modifications based on the 90% plans review. Staff and the designer are scheduled to meet with FDOT on April 30th to discuss the changes.
	+ The design is approximately 80% complete.
* **Soutel Transit Hub:** (beginning on p.14)
	+ Contractor commenced activity and will complete upon completion of the gas line relocation by TECO, which began this month.
	+ The project is complete, pending the addition of additional scope.
* **Alta Drive (South of Faye Road North to Burkit Lane):**  (beginning on p.15)
	+ The design team completed the 90% plans and they are currently in review.
	+ Appraisals have been completed for 111 fee and easement parcels.
	+ Right-of-way acquisition is underway. Eminent domain suit packages are being prepared for an expected xx suits to be filed.
	+ Staff are working with the developer of the Pearsal properties on an agreement for right-of-way donation and drainage rights.

***PROJECT ADMINISTRATION COMMITTEE (PAC) cont’d.***

* + Staff met with Councilman Ferraro to discuss landscaping along the corridor.
	+ Pre-construction and design is approximately 66% complete.

Mr. Hayes reported that a significant funding gap exists between the Council-approved budget of $8,850,000 and the estimated project cost of $25,252,876. JTA has discussed with the board how they will fill the gap. JTA is committed to complete the project.

* **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.16)
	+ - Construction work continues with the installation of drain piping, placement of stabilized base from Old Middleburg to Schindler, and installation of curb and gutter west of Schindler.
		- Pile driving operations, pile caps, and demolition continued at McGirts Creek Bridge.
		- Utility relocations continued throughout the corridor.
		- The construction is 27% complete.
* **San Pablo (Beach Boulevard to Atlantic Boulevard):**  (beginning on p.18)
	+ The design team completed the 90% plans and they are currently in review.
	+ The team is working on finalizing the design and right-of-way requirements, with a focus on minimizing right-of-way takes by using gravity and L-walls.
	+ Meetings held with the City during the period to coordinate pond requirements and drainage outfalls.
	+ Pre-construction and design is approximately 48% complete.
* **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.19)
	+ 100% plans were completed and submitted for review.
	+ The 10-set plan submittal was approved.
	+ Staff continue working on the acquisition of temporary construction easements (75).
	+ Permit was received from the St. Johns Water Management District.
	+ Staff are preparing for construction advertisement.
	+ Pre-construction and design is approximately 55% complete.

*Action Item:*

*Mr. Mousa requested that the percentage of completion be based on actual work done and not based on billings.*

* **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.
* **Mobility Corridors:** **Transit Enhancements Work:** (beginning on p.24)
* Staff are working to identify potential Phase III improvements to include bus stop pads, and a pilot lighting installation at some select stops. Construction work will begin in May.

***PROJECT ADMINISTRATION COMMITTEE (PAC) cont’d***

* + **Mobility Corridors: Complete Streets Work:** (update beginning on p.26)

Work continues for the keystone projects in the Mobility Corridors.

* + **Main Street Corridor**
		- * Preliminary engineering report is under review.
			* Staff are preparing to incorporate the project into the U2C program.
	+ **8th Street Corridor**
		- Final plans, including the additional water main improvements have been submitted for review, and bid documents are being prepared.
	+ **University Boulevard & Merrill Road Corridor**
		- Based on agreements to transfer jurisdictional control of the corridor from FDOT to the City, staff have coordinated with the City on revised design standards to meet City requirements. We expect the transfer process to take up to 5 months to complete.
		- Pre-construction and design is approximately 90% complete.
	+ **Lenox Avenue Corridor**
		- 100% design was submitted for review and staff are working to advertise for construction.
1. **EBO/JSEB/DBE**
* **COJ Rose Nettles**

Ms. Nettles reported there has been no activity by Small Emerging and Minority Businesses during the 2nd quarter of the fiscal year. Until we place larger projects for pay-go, there won’t be much JSEB opportunity.

* **JTA Yetunde Oyewole**

Ms. Oyewole reported that for the 2nd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of $7,980,514.00, 12.1% minority participation with a life to date total of 16.1%.

Total expenditures for Professional Services during the 2nd quarter were $1,121,929.00, 29.7% minority participation with a life to date total of 30.4%.

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 2nd quarter, life to date 19.53%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated there were no expenditures for Professional Services of minority participation for the 2nd quarter, life to date 100%.

1. **General Discussion**

None

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

Thomas Martin, 8019 Leafcrest Drive, recommended that the right of way acquisition on Old Middleburg Road be done quickly. He asked about the traffic poles to be erected at Old Middleburg/Collins and if JTA will be replacing the mast arms in coordination with the City. Rich Pereira, JTA replied that the permanent location of the mast arms has been determined.

Mr. Martin also mentioned the Collins/Schindler light poles stating that they are not staggered, but opposite on both sides.

**IX. PAC ADJOURNED – 9:39 a.m.**