

BJP Finance and Project Administration Committees
Meeting Minutes – May 6, 2016
Approved for Content on July 29, 2016

FAC:
Sam Mousa, COJ

There are three vacancies on this committee

CITY:
Joey Greive
Judith Garard
Randall Barnes
Mario Rubio
Aileen Cruz
Alice Checorski

JTA:
Neil Nance (via phone)
Richard Clark
Andy Rodgers
Sonja Banks
Jessica Shepler
Ken Middleton

PAC:
John Pappas, COJ
Brad Thoburn, JTA (for Nat Ford)
Kirk Sherman, Council Auditor (ex-officio)

JEA:
Nadine Carswell

Public:

There are two vacancies on this committee, pending approval of one eligible candidate

I. Welcome & Introductions **Sam Mousa**

Meeting called to order at 8:32 a.m.

Mr. Mousa reported we are having difficulty in finding members to fill both committee vacancies due to a 5-year commitment and the criteria that they can't be associated with the Better Jacksonville program. Jessica Laird is working with the Boards and Commissions and has found one PAC member who is eligible.

II. Approval of Previous Meeting Minutes **Both Committees**

Due to lack of a quorum, the January 29, 2016 meeting minutes were recorded for content only. There were no comments on the minutes.

III. FINANCE ADMINISTRATION COMMITTEE **SAM MOUSA**

A. COJ Financial Report **Judith Garard**

Sales tax collections continue to improve for the transportation (3.79%) and infrastructure (3.60%) sales tax revenues. The large spike in collections for Period 5 (February) is due to sales tax collected in February plus the 2nd quarterly sales tax distribution.

Total year-to-date program revenues for the 2nd quarter are \$-3.8 million after debt service transfers and interest charges on negative cash balance. This number does not reflect accrued revenues awaiting disbursement from the fiscal agent of \$4.8 million for Transportation and a transfer of project funds from the Sales Tax Trust fund for Infrastructure of \$5.7 million to result in estimated final revenues of \$ 6.7 million for the year through March 31, 2016. This is an indication that Sales Tax Collections are sufficient to meet debt service needs and to provide additional revenues to cure the negative cash position in the near future.

Total Program cash for projects is negative \$20.5 million at March 31, 2016 with anticipated April revenue disbursement from the Fiscal Agent recorded in April of \$4.8 million. Accumulated infrastructure revenues net of debt service are \$5.7 million. Total program negative cash position is down to a negative \$10 million.

Ms. Garard reported that expenditures at this point have slowed down to a minor trickle.

Mr. Mousa stated that for the committee's information, we have been working on a task force with

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the Council Auditor, Treasurer and Chief Financial Officer. We will be meeting with the JTA to reconcile funds with regard to past actions, future actions, etc.

Jessica Shepler asked if there is anything Mr. Mousa would like the JTA to be prepared with for that first meeting. Mr. Mousa replied the focus is from the standpoint of how the program has been running and how we think the program should have been running and our reason and justifications. There is some concern that excessive funds should not have been going to the JTA. The negative should have been made up first.

Mr. Greive said it looks to be about 50/50 (infrastructure and transportation projects) from the \$300m that was borrowed. Infrastructure was paying, but they weren't all infrastructure projects. There is a need for an analysis of what should have been booked on the transportation side. Mr. Mousa said the revised list needs to add up to \$300m.

Action item:

Bring sub-standard backup to the \$13m that JTA is carrying as a receivable and COJ is carrying as a payable.

B. JTA Financial Report

Sonja Banks

Ms. Banks provided the JTA financial report as of March 31, 2016 stating there is no change from the last quarter. All BJP projects were completed by JTA and officially transferred to Secretary Evans, FDOT for maintenance. They are waiting on a response.

Action item:

Mr. Mousa requested that the completed projects be annotated as turned over to DOT. Neil Nance said he would forward the project list to Mr. Mousa.

Ms. Banks led a review of the LOGT/JTA Mobility Works Project balances and % of completion report. There was much discussion concerning the Tinseltown Intersection budget amount of \$5,000 vs. Council Budget for the project of \$2.9m. Mr. Thoburn agreed that the chart was misleading with regard to the % of completion which was based on the JTA funds of \$5,000.

Mr. Mousa asked about the interest earnings on the \$100,550,000 Council Budget. Ms. Banks reported the interest earnings go right back into the program.

Action item:

Show interest earnings on the spreadsheet.

Action item:

Add the "below the line" projects to the bottom of the spreadsheet.

C. General Discussion

None

IV. FAC ADJOURNED – 9:08 a.m.

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V. PROJECT ADMINISTRATION COMMITTEE (PAC) JOHN PAPPAS

PAC CALLED TO ORDER AT 9:08 A.M.

A. COJ – Courthouse/State Attorney’s Office John Pappas

Mr. Pappas reported that we are processing the final change order with the contractor. Once that is complete, the project should be ready for closure. There are a few outstanding JSEB items between the contractor and sub-contractor.

Mr. Mousa asked Joey Greive, Treasurer, about the Funding Authorization table (page 26 of the packet) with regard to Future General Fund Bond in the amount of \$86,500,000 - Ordinance 2007-401-E. Mr. Greive replied it is a “special revenue backed-bond”.

B. COJ Roadway and Infrastructure Improvements John Pappas

Mr. Pappas noted that since the last BJP FACPAC meeting, the Roadway and Infrastructure Improvements project list has been better-defined to include the “below the line” funding note. Projects listed as “below the line” are JTA/LOGT program projects.

Collins Road (Blanding to Pineverde) was broken down to PD&E only and Final Design & Construction.

Kernan Blvd. (JTB to Glen Kernan) Phase V-A should be Phase VI.

There are 5 projects listed as “on hold”, which are not funded.

Action item:

Mr. Mousa requested that we update and use the list of every BJP project created by Marcy Cook. John Pappas will send the updated list to Brad Thoburn, JTA.

Environmental Clean- Up of Contaminated Sites John Pappas

Mr. Pappas reported that clean-up is ongoing.

Northwest Jacksonville Economic Development Fund (NWJEDC) John Pappas

The program is now under the Office of Economic Development (OED). Mr. Mousa stated there has been more activity since the current report submitted by the Housing and Community Development Division.

Action item:

Request NWJEDC updates from OED.

C. JTA Road Program/JTA Mobility Works Andy Rodgers

1. OSAR/Greenland Road Intersection improvements: Completing two items from the final punchlist. Closeout and transfer to Public Works is expected within the next few weeks.

2. Kernan Blvd: There is a hurdle with the joint-use pond on the southern end of the project. A meeting is scheduled with JEA. Received approval from JEA to put the pond under the power lines.

Action item:

Add “Phase 5B” to this project name.

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3. Parramore Road: Working with Public Works on design, speed and other safety-related issues.
4. Girvin Road: Notice to Proceed was issued March 11, 2016. Working through the permitting process and anticipate construction in July.
5. Countywide Mobility corridor: Construction is complete on transit enhancements. Working with Complete Streets program; charrettes/workshops have been completed for all corridors. Prioritization matrix development is underway and report for planning efforts on all corridors is being finalized. Recommendations will be presented to the Board in May for approval.
6. Blanding Blvd. Intersections: Met with DOT on potential new acquisition. Upon approval, will work with FTA to see what we can fund for BRT.
7. Soutel Transit Hub: Park improvements were started last Monday. Estimate 3 weeks to complete.
8. Alta Drive: Reviewing potential scope modifications due to budget concerns. Continue coordination of railroad crossing requirements with FDOT and COJ. Work was not considered in original 50% design.
9. Collins Road: Project has two segments: Shindler to Rampart; Old Middleburg to Shindler. Issued NTP for Shindler to Rampart final design. Public meeting held on 4/22/16 to review final design. Finalizing fee and contract for final design for Old Middleburg to Shindler.
10. San Pablo Road: Reviewing potential scope modifications due to budget concerns. Resolving pond issues with SJRWMD.
11. McDuff Avenue: Brad Thoburn stated this is a smaller project we can move on. Mr. Mousa said the City Council approved legislation states you will go in priority order. To do otherwise, would require asking City Council. Mr. Mousa deferred to JTA how to handle this.
- Joey Greive asked what is the nature of the commitment to the projects that are not bond-funded. Mr. Mousa responded we would use the normal budget. The only commitment is to build everything above the line. “Below the line” projects are not funded and not committed.
12. Collins Road/Blanding Blvd. to Pine Verde Lane: PD&E study with discussions to change this to a sidewalk construction job. Public Works provided traffic data. . DOT growth rate has gone down. Will work with Public Works on the final design.
13. Southside/Atlantic Intersection: Construction funding not included in FDOT’s 20-year plan. JTA is completing an economic analysis for final discussion with FDOT. No change.
14. Tinseltown Intersections: Brad Thoburn stated JTA will not proceed until construction funding is available from FDOT. No change.

C. EBO/JSEB

Aileen Cruz

Ms. Cruz reported that due to the new JaxPro parameters not set being set correctly, she will have to provide the numbers when they are available. Neither JTA nor JEA had any expenditures.

Ken Middleton, JTA stated the overall minority usage goal for JTAMobility is 16.8%.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Joey Greive asked how our numbers stack up for DBEs/JSEB participation overall toward the City Ordinance mandated goal of 20%. Mr. Middleton replied we are close to hitting that number.

Action item:

Include “As of xxxxx (date)” on JSEB/DBE Report

D. General Discussion/Other Business

None

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

None

VII. PAC ADJOURNED – 9:45 a.m.