



**NORTHWEST JACKSONVILLE ECONOMIC DEVELOPMENT FUND
(NWJEDF) ADVISORY COMMITTEE
ZOOM VIRTUAL MEETING – (NO PHYSICAL LOCATION)
TUESDAY, SEPTEMBER 15, 2020 AT 3:30 P.M.**

MEETING MINUTES

Location: Due to COVID-19, the NWJEDF Advisory Committee meeting was held via Zoom.

Advisory Board Members Present: John Allmand, Fred Atwill, Jr., George Barnes, Amber Cabrera, Cedrick Gibson, and Valerie H. Jenkins

Advisory Board Members Absent: Cynthia Glover

Office of Economic Development Staff Present: Kirk Wendland, Paul Crawford, Wendy Khan, Joe Whitaker and Corey Craig

Representing the Office of General Counsel: Mary Staffopoulos

Also Present: Brian Cholmondeley, Phoenix Products; Kevin Robbins, Phoenix Products; Steve Diebenow, Driver, McAfee, Hawthorne & Diebenow, PLLC; and Stanley Scott, citizen

I. CALL TO ORDER

Kirk Wendland (substitute chair) opened the NWJEDF Advisory Board meeting at @ 3:38 p.m. A quorum was established.

Mr. Wendland read instructions for participating in virtual meetings.

Board Member Introductions: new board members A. Cabrera and C. Gibson introduced themselves, followed by board members J. Allmand, F. Atwill, Jr., and V. Jenkins.

Mr. Wendland acknowledged former Board Chair Joe Whitaker for his years of service as chair on the NWJEDF Advisory Board.

II. ELECTION OF OFFICERS

ELECTION OF CHAIR

BOARD MEMBER JENKINS NOMINATED BOARD MEMBER FRED ATWILL, JR., TO SERVE AS BOARD CHAIR. THE MOTION WAS SECONDED BY BOARD MEMBER ALLMAND. BOARD MEMBER ATWILL, JR. CONFIRMED HIS INTEREST TO SERVE AS BOARD CHAIR. A VOTE OF THE BOARD WAS TAKEN AND FRED ATWILL, JR. WAS UNANIMOUSLY APPROVED AS BOARD CHAIR BY THE MEMBERS PRESENT (5-0).

ELECTION OF VICE CHAIR

(Board Member G. Barnes joined the meeting at 3:58 p.m.)

BOARD MEMBER JENKINS NOMINATED BOARD MEMBER JOHN ALLMAND, TO SERVE AS BOARD VICE CHAIR. THE MOTION WAS SECONDED BY BOARD MEMBER BARNES. BOARD MEMBER ALLMAND CONFIRMED HIS INTEREST TO SERVE AS BOARD VICE CHAIR. A VOTE OF

THE BOARD WAS TAKEN AND JOHN ALLMAND WAS UNANIMOUSLY APPROVED AS BOARD VICE CHAIR BY THE MEMBERS PRESENT (6-0).

Mr. Wendland asked Chair Atwill, Jr. if he would like to chair the rest of the meeting. Chair Atwill, Jr. declined, and said Mr. Wendland should continue.

III. ACTION ITEMS

APPROVAL – FEBRUARY 18, 2020 MEETING MINUTES

BOARD CHAIR ATWILL, JR. MOVED THAT THE FEBRUARY 18, 2020 MEETING MINUTES BE APPROVED AS SUBMITTED. THE MOTION WAS SECONDED BY BOARD MEMBER GIBSON. A VOTE OF THE BOARD WAS TAKEN AND THE FEBRUARY 18, 2020 MEETING MINUTES WERE UNANIMOUSLY (6-0) APPROVED BY THE MEMBERS PRESENT.

PHOENIX PRODUCTS PROJECT – PRESENTED BY JOE WHITAKER, PROJECT MANAGER, OED

Phoenix Products is a manufacturer of custom generator enclosures, fuel tanks and fueling systems for standby power, prime power, and peak shaving power applications. The company was founded in 1991 and was purchased by Ring Power Corporation in 2006. The parent company is evaluating constructing a new administrative building at its existing location in Jacksonville or relocating to a more suitable location.

The project site is constrained by existing development. To construct a new administrative building, they must purchase and demolish an existing building located at 1544 E. 8th Street. To increase their manufacturing capacity and efficiency they must invest in additional infrastructure improvements including utility upgrades, storm water improvements, and an expanded assembly/staging area within the existing confines of the site to meet their needs. The costs associated with these additional requirements are a material factor for Phoenix Products to remain at their current location. The estimated costs associated with this retention/expansion project are \$2,144,000 and summarized as follows:

• Site Acquisition & Demolition	\$ 290,000
• Infrastructure Improvements	\$ 420,000
• New Construction Administration Building	\$ 1,001,000
• Architectural/Engineering and Legal Fees	\$ 30,000
• Machinery & Equipment	\$ 403,000
Total	\$ 2,144,000

Phoenix presently employs 85 full-time persons at an average wage of \$44,800 (\$21.54 hr.) plus benefits. Annual payroll averages \$3.8 million plus benefits. Phoenix estimates that the expansion would result in the creation of an additional 12 employees over the next five (5) years averaging \$44,200 per year plus benefits.

Project Assistance: Northwest Economic Development Fund Business Infrastructure Grant (BIG) in the amount of \$100,000. Level of assistance recommended is within Public Investment Guidelines for a NW BIG grant.

Estimated ROI is 2.05: 1

Discussion:

Board Member Barnes commented that the subject property has always been surrounded by industrial, commercial, and residential development. Supporting the project would keep jobs in the area, and allow employees living in the area to walk to work.

Public Comment:

Mr. Steve Diebenow of Driver, McAfee, Hawthorne & Diebenow, PLLC introduced himself and the two representatives from Phoenix Products: Brian Cholmondeley and Kevin Robbins. Mr. Diebenow stated that the bulk of the infrastructure work would be for storm water improvements.

Mr. Stanley Scott, citizen, inquired about the current number of African American employees at Phoenix Products, and the average wage of the new jobs.

Board Member Jenkins asked if the stormwater improvements would affect drainage at any of the neighboring residential properties. Mr. Diebenow replied that no, the current laws and code requires that all stormwater remains on the project site.

BOARD MEMBER BARNES MOVED THAT THE NORTHWEST ECONOMIC DEVELOPMENT FUND BUSINESS INFRASTRUCTURE GRANT (BIG) IN THE AMOUNT OF \$100,000 BE APPROVED FOR PHOENIX PRODUCTS. THE MOTION WAS SECONDED BY BOARD MEMBER JENKINS. A VOTE OF THE BOARD WAS TAKEN AND THE NORTHWEST ECONOMIC DEVELOPMENT FUND BUSINESS INFRASTRUCTURE GRANT (BIG) IN THE AMOUNT OF \$100,000 FOR PHOENIX PRODUCTS WAS APPROVED ON A 5-0-1 VOTE. BOARD MEMBER ALLMAND RECUSED HIMSELF DUE TO A CONFLICT OF INTEREST.

IV. INFORMATION/DISCUSSION ITEMS

NWJEDF FINANCIALS UPDATE – PRESENTED BY WENDY KHAN, FINANCE AND COMPLIANCE MANAGER

NWJEDF Summary Statement: the current available/unappropriated balance as of September 1, 2020, is \$5,653,567.

NWJEDF Outstanding Loans: all loans are current (four were granted a payment waiver due to COVID-19). The current principal balance due is: \$2,815,904.

Files at Office of General Counsel: there were no changes with the files that are in the Office of General Counsel for processing: Mr. G's Hair Depot; Cowealth, LLC; K Mack, LLC Shoppes at Norfolk; and Cedar Grove Corp.

Project Tracking: Flying W Plastics was added to the list (agreement executed in July 2020).

Board Member Jenkins inquired about the \$80,000 balance listed for DPC Jax on the Summary Statement. Mrs. Khan responded that while the project has been approved, the project agreement hasn't been executed yet, therefore we cannot encumber the funding.

UPDATE – ON-GOING PROGRAMS PRESENTED BY KIRK WENDLAND, OED EXECUTIVE DIRECTOR

Mr. Wendland stated that the interest in Food Desert programs (ORD 2018-195-E) has picked up again. OED has not disbursed funds yet for the Rowe's or Winn Dixie projects (full-service grocery store incentives) but should soon. OED continues to work with Feeding Northeast Florida on the Mobile Markets program. They have acquired trailers and are working on how to deploy them. OED is receiving monthly updates from JTA on activity of the Door to Store pilot program.

ETHICS TRAINING – COREY CRAIG, PROJECT MANAGER

Ms. Craig informed the Board that all Board Members must complete City of Jacksonville Ethics Training every four years. For the remainder of 2020, Ethics Training will be held virtually. New Board Members A. Cabrera and C. Gibson need to attend training; all other Board Members are current on training.

V. OLD BUSINESS

There was no old business discussed.

VI. NEW BUSINESS

There was no new business discussed.

VII. PUBLIC COMMENTS

Mr. Stanley Scott, with the African American Think Tank, introduced himself. He expressed his appreciation of the efforts of the NWJEDF Advisory Committee but stated more needs to be done for the African American Community.

VIII. ADJOURNMENT

There being no further business, Mr. Wendland adjourned the meeting at approximately 4:17 p.m.

The next quarterly NWJEDF Advisory Committee meeting date is TBD.

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 Corey Craig at (904) 255-5445, or by email at ccraig@coj.net.

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Allmand John Anderson</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE NWJEDF Advisory Committee
MAILING ADDRESS <i>3750 Oak St</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY COUNTY <i>Jacksonville FL Duval</i>	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED 09/15/2020	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Jim Almond, hereby disclose that on September 15, 20 20 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ring Power is a debt of mine.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

9/29/20
Date Filed

[Signature]
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.