

BJP Finance and Project Administration Committees
Meeting Minutes April 27, 2018
Approved on July 27, 2018

The current FAC Membership consists of the following:

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

- Alice Checorski
- Aileen Cruz
- Judith Garard
- Joey Greive
- Mario Rubio
- Kirk Wendland

JTA Attendees:

- Greg Hayes
- Ken Middleton
- Richard Pereira
- Andy Rodgers
- Rita Scott
- 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:

- Taylor Mejia, IGS

I. Welcome & Introductions

Janice Nelson

Chairperson Janice Nelson called the meeting to order at 8:30 a.m.

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

FAC Committee

Mr. Mousa moved to approve the Finance Administration Committee (FAC) portion of the January 26, 2018 Quarterly meeting minutes. Paul Sleiman seconded the motion. The FAC minutes were approved unanimously.

III. FINANCE ADMINISTRATION COMMITTEE

Janice Nelson

A. COJ Financial Report

Judith Garard

- Second Quarter 3/31 Sales Tax Graphs pgs. 9-10
 - Second quarter year-to-date Sales Collections are 6.7% over last year's 2nd quarter.
- Second Quarter 3/31 Financial Reports pgs. 11-14
 - Current cash balance is \$11.7 million. There was a transfer of cash from the BJP Trust Fund of \$4 million during the 1st quarter and another \$4.1 million during the 2nd quarter to increase funding for 3 more projects. A balance of \$11.7 million in the BJP Trust Fund. To provide a cash cushion for future debt service if needed.
- Second Quarter 3/31 Project Reports pgs. 15-25
 - Accounting encumbrance release of \$7.3 million during the 1st quarter to re-start 3 projects.
 - Old Middleburg Road/103rd to Brannan Field - \$2.7 million
 - Crystal Springs/Chaffee to Cahoon Phase 2B - \$4.0 million
 - Drainage System Rehabilitation - \$.6 million
 - Remove all accounting encumbrances for the three (3) below projects. We have concluded that at this time we have sufficient pay-go cash for these projects.
 - JEE001-06—NW Jacksonville Small Business Initiative; \$550,000
 - JEE001-07—NW Jacksonville Business Infrastructure; \$430,000
 - JEE001-10—NW Quadrant JEDC; \$3,070,034.90
 - Total: \$4,050,034.90

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

Mr. Grieve stated that the \$11.7 million remaining in the BJP Trust Fund as a cash cushion is over and above the \$10 million we discussed previously. We will continue to work toward funding projects with the PAC.

Janice Nelson asked about funding the debt service annually. Mr. Grieve replied we fund \$2.7 million from transportation per month and \$6 million from infrastructure per month. Mr. Mousa stated that we are keeping a minimum \$10 million cash cushion so that we can always pay the debt service.

Let the minutes reflect that FAC member Mathew Holdt joined the meeting at 8:37 am.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA Financial Report spreadsheet and reported that as compared to the last quarter, the numbers in Columns A-E remain unchanged. Column F, Life to Date interest \$1,758,356 has increased from \$1.5m last quarter. Column G reflects additional funding from JEA in the amount of \$19,750. Column I (estimated project cost) is updated as projects proceed, and is currently unchanged. Column J, Funding Shortfall (\$14,335,265) will continue to fluctuate as we proceed with projects. Column K (Life-to-date Committed Spent & Encumbered) reflects a total of \$82,928,034, which is approximately \$24.4m higher than last quarter. Column L (Remaining funds Available) reflects a drop. The Estimated Project Costs as % of Funds Committed (Column P), currently at 45.6% life to date will also see a significant change as projects get going.

Paul Sleiman asked how Column D (Additional Funding source – (City) represent the fair share allocation. Greg Hayes responded it is specified in the Interlocal agreement between JTA and COJ. Kernan fair share dollars were transferred to the roadway project.

Mr. Mousa stated that COJ shows the growth of sales tax in their quarterly financial report. Greg Hayes reported that recently, the LOGT is flat.

Action Item:

Mr. Mousa asked Greg Hayes to show historical growth of the LOGT from October 2016 to date as soon as possible after this meeting. Make it routine in the JTA quarterly financial report.

C. General Discussion

None

IV. FAC ADJOURNED – 8:50 a.m.

V. PROJECT ADMINISTRATION COMMITTEE (PAC)

CARTER ROHAN

Chairperson Carter Rohan called the PAC meeting to order at 8:50 a.m.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

VI. Approval of Previous Meeting Minutes, January 26, 2018

PAC Committee

John Pappas moved to approve the Project Administration Committee (PAC) portion of the January 26, 2018 Quarterly meeting minutes. Mr. Rohan seconded the motion. Mr. Mousa asked the PAC if the Action Items have been addressed. The committee's response was affirmative. 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**

Judith Garard reported that there are zero dollars inside the BJP account and \$15m outside of BJP for separate projects. There is no longer a specific project for Land Acquisition through the Preservation Project under BJP.

Action Item:

Joey Greive and Judith Garard will pull legislation to determine which BJP projects transferred funds out of BJP, where the funds went and how they were spent. If there are remaining funds, they should go back to BJP.

Note: Mr. Mousa stated we are scheduled to give a report on the status of BJP to the TEU committee in early June.

Mr. Pappas asked if there is a way to know if there are remaining BJP dollars mixed elsewhere. Joey Greive said they could apply a ratio. Mr. Mousa said projects funded by BJP in partnership with the State of Florida and grants are shown on separate lines. We should be able to find out. Mr. Mousa asked do we know if there are other projects that got funded out of BJP funds.

Action Item:

Joey Greive and Judith Garard will research and determine if any funds were expended outside the BJP fund.

➤ **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 that have a total balance of \$214,481.29, 1.53% of the original \$14m funds remain.

➤ **Environmental Clean- Up**

John Pappas

Mr. Pappas reported that the balance in BJP from the \$25m allocation is \$3m encumbered in accounting and \$566,033 on hold. (This is artificial, no cash). Mr. Ridge asked how does cash go to environmental clean-up. Mr. Pappas stated there are other funding sources available.

For the reporting period January 1, 2018 through March 31, 2018 Project New Ground (PNG) has remediated 1,650 parcels and removed 642,462 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 91% complete. There are currently five active areas:

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- Brown's Dump site – 97% complete
- 5th & Cleveland Incinerator site – 80% complete
- Forest Street Incinerator site – 93% complete
- The City has 20 parcels with access agreements for inclusion in the next phase of remediation/construction.
- Lonnie Miller Site – 97% complete
- Lonnie Miller Park – Partnering with Parks Department; ash remediation \$4.6m and park improvements \$5.7m. The design is underway. The bid should go out this summer.

• **Targeted Economic Development**

Kirk Wendland

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

Mr. Wendland reported that there was a lot of activity in April. As of April 16, 2018, the balance of the NWJED fund was \$9,778,398. This includes \$4,050,035 from NW Pay-As-You-Go funds and \$5,728,363 from the NW JEDC Fund. Following approval of the pending appropriations totaling \$4,040,000, the balance will be \$5,738,398.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 30-38. He reported that an additional \$7.3m funding is available and has been freed up for 3 projects:

- Old Middleburg Road/103rd to Brannan Field - \$2.65 million
Procurement expected to advertise for the design on May 2, 2018.
Mr. Mousa stated construction cost for this project is estimated at \$23.2 million; it will take a while to get enough cash. This project has a long design phase, between 12-18 months.
- Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) - \$4.0 million
This project supports the new Hammond-I-10 interchange.
- Drainage System Rehabilitation (Hartley Road) - \$665,000
Mr. Mousa stated the \$665,000 will go to one specific project. We have stormwater utility money for countywide projects.

Action Items:

- *Change status of DSR from "complete" to "active" (page 32).*
- *Change language "now funded annually in the CIP".*

Mr. Pappas discussed the Old Middleburg Road project (page 36) which has a \$2.65m design budget. We expect to advertise May 2nd. Mr. Mousa noted that the construction cost is estimated at \$23.2 million. It will take a while to accrue enough cash. The project has a long design phase of 12-18 months.

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C. JTA Road Program/JTA Mobility Works

Carter Rohan

Mr. Rohan provided a review of the JTAMobilityWorks April 2018 Quarterly Program Summary Report.

- **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.10)
 - Contractor has performed field surveys and is preparing plans for a 90% ten-set submission to the City.
 - During the period held a kick-off meeting with the City to review the improvements and obtain guidance on requirements and permitting.
 - Completed a Gopher Tortoise survey and found no environmental impacts; as a result received Corps of Engineers approval and permit was issued.
 - Developing tree mitigation requirements plans.
 - A public meeting is being planned for May 21st and a ground breaking event will follow in June.

- **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.12)
 - Notice to Proceed with design was issued in February to HNTB.
 - A design kick-off meeting was held with the City to review the improvements and obtain guidance on requirements and permitting.
 - Held meetings with property owner and developer (Chester Stokes and 295 Venture) to discuss access and additional right-of-way required for a drainage pond.

- **Girvin Road (Atlantic Boulevard to Wonderwood Drive):** (beginning on p.14)
 - Construction is proceeding with water main installation, subgrade preparation and placement of lime rock base.
 - Continued reinforced concrete pipe and drainage structure installation from Abess Boulevard to Atlantic Boulevard, curb and gutter between Ashley Melisse to Atlantic Boulevard, and sidewalk placement south of Wilderland Boulevard.
 - Work continues on Pond #4, and the traffic signal was installed at Joeandy Road.

- **Mobility Corridors: Transit Enhancements Work:** (beginning on p.17)

Phase I of the Transit Enhancements work in the Mobility Corridors has been completed.

 - Phase II stops have been identified and staff are currently reviewing the plans to ensure that there are no right-of-way issues.
 - Construction for Phase II is planned to begin in May.

- **Mobility Corridors: Complete Streets Work:** (beginning on p.19)

Work continues for the five keystone projects in the Mobility Corridors. The projects are: Mandarin Road, Main Street, 8th Street, University Boulevard & Merrill Road, and Lenox Avenue.

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- **Mandarin Road Corridor**
 - All sidewalk work has been completed between Orange Picker to Mandarin Oaks Lane.
 - Sidewalk work between Mandarin Oaks Lane and Bolton Abbey is on target for completion on April 30th at which time the sidewalks will be in service and open to the public.
 - Final road resurfacing work is scheduled to complete on May 18th.
- **Main Street Corridor**
 - Traffic analysis has been completed.
 - Revised concept typical sections were completed addressing FDOT comments.
 - Staff working to schedule meetings with the City and Springfield Preservation and Revitalization council to review the concept revisions.
- **8th Street Corridor**
 - Obtained FDOT's approval of the revised conceptual plans.
 - Staff coordinated with JEA to include additional scope of water main improvements.
 - JTA board approved design amendment to design new water main improvements.
- **University Boulevard & Merrill Road Corridor:**
 - The design team are working on the production of the 90% plans, with an expected submission for review in May.
 - Received stakeholder concurrence on the traffic control plan and construction phasing and timing.
 - FDOT continues to work on right-of-way acquisition.
 - Design coordination meetings held with Jacksonville University regarding their plans for Art-in-Public Places.
- **Lenox Avenue Corridor**
 - A traffic analysis has been completed.
 - Public meeting was held at the Potter's House on March 29th.
- **Blanding Boulevard Intersection Improvements:** (beginning on p.24)
 - Preliminary plans have been completed.
 - Updated 30% plans have been completed for the Collins Road and 103rd Street intersections and have been submitted to FDOT for review.
- **Soutel Transit Hub:** (beginning on p.26)
 - A concept drawing for additional sidewalk and access improvements to the bus stop at Sibbald Road and Linda Lane has been completed and submitted to the City for approval.

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- **Alta Drive (South of Faye Road North to Burkit Lane):** (beginning on p.28)
 - During the period the design team modified the roadway alignment to minimize impacts to adjacent property owners.
 - A design kick off meeting was held with the City to review the proposed improvements.
 - Staff coordinated design with developers along the alignment; Alta Lakes Residential, the Pearsall property, Aldersgate subdivision, and Dunn Creek Retail Planned Unit Development.
 - The JTA board approved a joint use agreement with developers of the Aldersgate subdivision for right-of-way acquisition and a joint use drainage pond.
Mr. Pappas asked if the development is going to take on the responsibility for maintenance. Mr. Rohan replied affirmative.
 - Executed an engineering services agreement with CSX for the reconstruction of the rail crossing south of Faye Road.
 - Performed an environmental survey of adjacent wetlands for configuration of Pond #6.

- **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.31)
 - Construction is proceeding with the relocation of resident fences, and clearing on north side between Schindler and Rampart.
 - Received JEA approval of water & sewer work.
 - Began water & sewer work at McGirts Creek.
 - JEA began their utility pole relocation work east of Schindler Drive.
 - The draft Traffic Report has been completed, and 10-set plans have been submitted to the City for review.

- **San Pablo (Beach Boulevard to Atlantic Boulevard):** (beginning on p.34)
 - Notice to Proceed with the design work was issued in February.
 - Traffic studies are underway and preliminary design concepts are under review.
 - A public meeting was held yesterday at Alimacani Elementary school.
Rich Pereira reported the signal at Crystal Cove did not quite meet the warrants. JTA engaged COJ on how to move forward. Discussed were raised medians, speeding, school traffic back up and tree planting. The traffic light is a concern of the Councilmember. Mr. Carter stated we will take a hard look at public comments.

- **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.36)
 - Notice to Proceed for the design was issued in February, and design work is underway.
 - A design kick off meeting was held with the City on March 14th.

- **Collins Road (Blanding Boulevard to Pine Verde Lane):** (beginning on p.38)
 - Staff continue working on the modified traffic study limits to Roosevelt Boulevard.

- **Southside Boulevard / Atlantic Boulevard Intersection:** (beginning on p.40)
 - Design contract is in place.
 - No design activity during the period.

- **Tinseltown Intersections:** (beginning on p.42)
 - Design contract is in place.
 - No design activity during the period.

Mr. Mousa asked what the plan is for Atlantic Boulevard and the Tinseltown Intersections. Mr. Rohan stated that under the last City Ordinance, JTA is required to perform design only for those projects. The

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construction for those projects is covered under tier 2. JTA has procured the design services only as a contract option; however, FDOT has directed JTA not to proceed with the design on either project so JTA will not exercise the option nor perform any design work on the projects unless the situation changes. Tier 2 is below the line. Jessica Shepler reported that there is \$6m for Tinseltown and \$22m for Atlantic Boulevard. FDOT is already moving on some projects.

In summary, the JTA continues to aggressively move forward on all 13 JTAMobilityWorks projects, and additional planned improvements in the 14 Countywide Mobility corridors are underway.

D. EBO/JSEB/DBE

- **COJ** **Mario Rubio**
Mr. Rubio reported there has been no activity by Small Emerging and Minority Businesses during the 2nd quarter of the fiscal year.

- **JTA** **Ken Middleton**
Mr. Middleton reported that for the 2nd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$2,874,071.00, 21.2% minority participation with a life to date total of 17.4%.

Total expenditures for Professional Services during the 2nd quarter were \$566,485.00, 12.2% minority participation with a life to date total of 21.7%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$333,777.00, 0% minority participation for the 2nd quarter, life to date 24%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Professional Services of \$70,111.00, 100% minority participation for the 2nd quarter, life to date 97.4%.

E. General Discussion

None

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

None

VII. PAC ADJOURNED – 9:39 a.m.