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| The current FAC Membership consists of the following:  | City Attendees: | JTA Attendees: |
| ✓Brian Hughes, 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 ChecorskiJoey GreiveRose NettlesKirk Wendland | Greg HayesKen MiddletonJonathan PageJessica SheplerWil Wright |
| 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/Joe Orfano) Alan Ridge, Private Citizen Member  Vacant (Private Citizen Member) |  | Public:Thomas MartinTaylor Mejia |

I. Welcome & Introductions Brian Hughes

 Chairperson Brian Hughes called the meeting to order at 8:30 a.m.

II. Approval of Previous Meeting Minutes, April 26, 2019 FAC Committee

Due to a lack of quorum, the Finance Administration Committee (FAC) portion of the April 26, 2019 meeting minutes were not approved. The minutes will be presented for approval at the October 25, 2019 meeting.

III. Finance Administration Committee Brian Hughes

1. **COJ Financial Report Joey Greive**

Joey Greive reported that at the last meeting, we discussed a cash-flow monitoring project. We are now in a good position. John Pappas provided a project estimation analysis to Mr. Greive, which he will layer into our financial forecast model for BJP. Copies of the estimation were distributed to the committee members. We anticipate being able to sunset the program two years earlier. The money will be used to pay off the debt as it comes due or defease (set aside in T-bills and T-bonds). At the next meeting, he will bring back a model. We are currently seeing a 6% growth in the sales tax revenues for both transportation and infrastructure. Our cash balance is $17.8m in project funds; no cash has been transferred to increase project funds.

Randall Barnes presented the COJ financial reports.

* Third Quarter 06/30 Sales Tax Graphs pgs. 9 - 10
	+ Third quarter year-to-date Sales Tax Collections are 6.23% over last year’s 3rd quarter year-to-date collections. (Second Quarter year-to-date collections were 6.67% First Quarter collections were 7.35%, FYI)
* Third Quarter 06/30 Financial Reports pgs. 11 – 14
	+ Current cash balance is $17.8 million in the project funds to finance the authorized projects. No cash transfers were made during the third quarter to increase project funding. $1.7 million was expended projects during the quarter. Cash balance only decreased by $851K, due to Interest

***FINANCE ADMINISTRATION COMMITTEE (FAC) CONT’D.***

Earnings of $151K and $615K collection of Transportation debt service from the fiscal agent.

Debt service collections from the Transportation Sales tax run a month in arrears.

* Third Quarter 06/30 Project Reports pgs. 15 – 25
	+ Transportation project spending y-t-d is $208,695 with $50,000 spent on Real Estate Matters.
	+ Infrastructure spending y-t-d is $1,871,119; $1.5 million for Environmental Cleanup, $96,128 on transportation projects and $33,514 for Parks and Recreation.
* A balance of $29.3 million remains in the BJP Trust Fund (1I1) to provide cash for future debt service and projects.

Mr. Greive stated that Mr. Mousa and Mr. Pappas met and determined into which projects we could release cash. Mr. Pappas reported we are preparing an RFP for a Design Build Consultant for Ricker Road. Funds are being used for the design of Old Middleburg Road. Design-Build for Ramona (Hammond-Cahoon) is ready to begin. The amount for these projects is approximately $19m.

1. **JTA Financial Report**  **Greg Hayes**

Mr. Hayes reported on the JTA Monthly Local Option Gas Tax Revenue graph, page 26, which showed an increase over last year of 3.5%. Brian Hughes asked what caused the January spike, and Mr. Hayes responded it was most likely due to December catch up.

Mr. Hayes reviewed the JTA MobilityWorks Project financial report (page 27):

* Column A: Original $100.55m in bonds were issued
* Column B: Fair Share funding $8,418,103
* Column C: Interest accumulation $3.7m life to date
* Column D: JEA contribution $8.04 life to date
* Column E: Total funds available $122.7m
* Column F: Total estimated project costs $146.6m
* Column G: Funding shortfall ($23.9m)
* Column K: Life to date spending $62.3m
* Column L: Life to date encumbered $25.8m
* Column H: Life to date spent and encumbered $88.1m
* Column I: Remaining funds available $34.6m
* Column J: Estimated project costs as % of funds committed 60.1%
1. **General Discussion**

 None

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

None

**V. FAC ADJOURNED – 8:46 a.m.**

**VI. PROJECT ADMINISTRATION COMMITTEE (PAC) John Pappas**

Chairman Pappas called the PAC meeting to order at 8:46 a.m.

**VII. Approval of Previous Meeting Minutes, April 26, 2019 PAC Committee**

Carter Rohan moved to approve the Project Administration Committee (PAC) portion of the April 26, 2019 meeting minutes. Joe Orfano seconded the motion. The PAC minutes were approved unanimously.

1. **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 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, with a remaining balance of $99,151.00, less than 1%.

Mr. Greive asked if there would be any point to consolidate the balances in the bond accounts. Mr. Billy stated whenever a council member asks for project funding, we remind them they have funds available. Mr. Barnes stated it would be good if we could allocate bonds to BJP projects if you want to swap for general fund dollars. Joe Orfano asked if there is a mechanism to move bond funds to BJP projects. Mr. Barnes replied that there is.

* **Environmental Clean- Up John Pappas**

For the reporting period April 1, 2019 through June 30, 2019, Project New Ground (PNG) has remediated 1,765 parcels and removed 690,962 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 94.5% complete.

There are currently five active areas:

1. **Brown’s Dump site** – 98% complete; 10 parcels remain. The City continues to pursue outstanding access agreements for the remaining 10 parcels to be remediated.
2. **5th & Cleveland Incinerator site** – 88% complete
3. **Forest Street Incinerator site**
4. **Residential** **-** 95% complete
5. **Park –**The City is currently working with a developer (Vestcor Family Foundation) to remediate and then redevelop the Forest Street Park**.**
6. **Lonnie Miller site**
7. **Residential** - 99% complete
8. **Lonnie Miller Park**
	* + **Phase 1** – The City has complete engineering plans for the civil site improvements (including remediation) and 90% design plans for the proposed

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

recreational facilities. The City plans to put out a Request for Proposal to complete the design and conduct the construction/remediation in the last quarter of 2019.

* + - **Phase 2 –** The City has 95% engineering plans for the civil site improvements (including remediation). Currently, the City plans to conduct the site improvements during FY2022/23.
1. **5th & Cleveland and Forest Street OU2 Incinerator Sites** – 99% complete. Mr. Pappas explained that this remediation is a result of residual material that was airborne and made its way onto other properties.
* **Targeted Economic Development Kirk Wendland**
* **Northwest Jacksonville Economic Development Fund (NWJED)**

Mr. Wendland reported that as of June 30, 2019, the available balance of the NWJED fund was $4,573,582. This includes $2,550,035 from the Better Jacksonville Plan/NW Pay-As-You-Go funds and $2,023,547 from the NWJEDC fund. The fund has received an increase in loan collections and interest this quarter. Total NWJED Fund is $8,323,847.

1. **COJ Roadway and Infrastructure Improvements John Pappas**

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 29-38. The vast majority of projects are complete with the remaining 11 projects awaiting BJP cash flow.

* Old Middleburg Road/103rd to Branan Field
* Design is underway and some real estate acquisitions have been completed.
* Crystal Springs Road Phase 2B (Ramona-Hammond to Cahoon)
* Design-Build contract awarded and executed. Expect completion early summer 2020.
* $665K has been allocated for drainage system rehab; contracts should be awarded in October.

Projects have been identified and removed from BJP and sent to JTA for LOGT funding.

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

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

* **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.6)
	+ Final drilled shaft installation at Waterleaf was completed on May 3, 2019.
	+ Signal installation, lighting, drainage, sidewalk and curb and gutter construction are continuing.
	+ Box culvert and barrier wall installation continues.
	+ Milling and resurfacing continues along the south side of the roadway.
	+ The traffic pattern has shifted on the east to continue roadway construction.

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

* **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.8)
	+ JTA received City comments on the 90% plans on June 27, 2019, and plan updates are underway.
	+ Agreements have been reached on most of the parcels affected by the improvements.
	+ One agreement for joint-use drainage is outstanding: JTA received a counter offer from the developer, and it is under review.
	+ Based on discussions with Public Works, JTA will provide an update once we get alignment with the developer (295 Venture/Steve Diebenow).
* **Girvin Road (Atlantic Boulevard to Wonderwood Drive):** (beginning on p.9)
	+ The project is complete.
	+ JTA is preparing close out documentation to return the right-of-way back to the City.
* **Mobility Corridors:**
	+ **Transit Enhancements Work:** (beginning on p.11)
		- Construction has been completed on Phases 1 and 2 for all corridors.
		- We are looking at developing another phase of work - Phase III, and have identified new enhancements through the Authority’s bus stop improvements program to include bus stop pads, and a pilot project to install stand-alone lighting at select stops.
		- **Complete Streets Work:** (beginning on p.13)
		- Mandarin Road Sidewalk Project is complete.
		- Main Street Corridor – in 90% Design
			* Preliminary engineering draft report was completed and is in review.
			* FDOT has expressed concerns with the lane reduction. JTA has decided to incorporate the project into the U2C program for future implementation.
		- 8th Street Corridor – Design is Complete
			* Pond and Company submitted final plans in March 2019, which includes additional water main improvements requested and funded by JEA.
			* Bid documents are being prepared for the project.
		- University & Merrill Corridor – Design is complete:
			* Transfer of jurisdictional control of University Boulevard within the project limits from FDOT to the City is underway.
			* The JTA project team has coordinated with the City on revised design standards, including removal of a number of overhead mast arm structures driven by state requirements.
			* City ten set approval was received on June 24, 2019.
		- Lenox Avenue Corridor – Design is Complete
			* The 100% plans were approved by the City on June 19, 2019.
			* Procurement of construction services was planned to begin this quarter; however, we are beginning discussions with FDOT for funding the crosswalk scope, and procurement will commence once funding has been secured.
			* The JTA project team has coordinated the proposed limits of construction with FDOT and the City.

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

* **Blanding Boulevard Intersection Improvements:** (beginning on p.14)
	+ Design - 90 percent plan review.
	+ FDOT has requested changes to minimize right-of-way impacts. The team is working on the updates to the plans.
* **Soutel Transit Hub:** (beginning on p.15)
	+ The additional work to improve sidewalks at Sibbald Road and Linda Lane has been completed, and project closeout documentation is being prepared.
* **Alta Drive (South of Faye Road North to Burkit Lane):** (beginning on p.16)
	+ The team continues coordination with the Pearsall property developer (Signature Land/Steve Leggett), and a revised draft agreement was provided to them on June 4, 2019. JTA submitted documents to FDOT in support of improvements in FDOT right-of-way south of Faye Road.
	+ Ninety percent plans were returned on May 24, 2019. JTA is currently completing plans for a final 10-set submission.
	+ JTA continues the right-of-way acquisition process and continues to focus on administrative settlement on all parcels:
* Acquisitions have been closed on a total of 18 out of 111 parcels
* 16 additional parcels are executed and are awaiting closing dates
* 77 parcels remain to be executed and closed
* In an effort to protect the project schedule, the team has and will be filing eminent domain on all parcels that have not closed; however, we will continue to negotiate up until the date of the Order of Taking (OT).
* The filing process is being performed in 3 separate Batches (Sections) of Alta Drive:
* Batch One: This suit was filed on July 16, 2019 and includes a total of 31 parcels spanning from **Burkit Lane to Captiva Bluff Road/Double Oaks Drive**
* Batch Two: This suit is anticipated to be filed by the end of next week (August 2, 2019), and will include 35 parcels spanning from **Captiva Bluff Road/Double Oaks Drive to Port Jacksonville Pkwy**.
* Batch Three: This suit is anticipated to be filed 10 days after suit 2, and will include the balance of parcels spanning from **Port Jacksonville Pkwy to south of Faye Road**.
* **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.17)
	+ Construction continues with installation of drainage piping east of Shindler Drive, and AT&T utility relocation continues throughout the project
	+ Work completed in the period includes placement of asphalt, sidewalk, and curb and gutter at Shindler Drive, installation of aluminum pedestrian and bicycle railing, new lighting has been energized from Old Middleburg Road to Shindler Drive, the existing span wire traffic signal demolition has been completed and a new mast arm traffic signal has been installed at the intersection of Old Middleburg Road and Collins Road.
	+ A traffic shift from Old Middleburg Road to Shindler Drive was completed on June 27, 2019.
* **San Pablo (Beach Boulevard to Atlantic Boulevard):** (beginning on p.19)
	+ Design work continues on the JEA gravity sewer and waterline redesign. JTA is coordinating with the City and JEA to complete the updated design.
	+ Right-of-way survey and acquisition efforts continue.

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

* **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.20)
	+ Final plans were provided to JTA by the design consultant in June 2019.
	+ 66 temporary construction easements have closed out of 73 total required.
	+ Of the remaining seven, one additional has closed this week.
	+ Construction procurement is getting underway.
* **Collins Road (Blanding Boulevard to Pine Verde Lane):** (beginning on p.21)
	+ The Project Development & Environmental study is complete.
* **Southside Boulevard / Atlantic Boulevard Intersection:** (beginning on p.22)

(Project is not currently funded for construction)

* + No activity during the period.
* **Tinseltown Intersections:**  (beginning on p.23)

(Project is not currently funded for construction)

* + No activity during the period.
1. **EBO/JSEB/DBE**
* **COJ Rose Nettles**

Ms. Nettles reported there has been no activity by Small Emerging and Minority Businesses during the 3rd quarter of the fiscal year.

* **JTA Ken Middleton**

Mr. Middleton reported that for the 3rd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of $5,317,090.00, 15.3% minority participation with a life to date total of 16.0%.

Total expenditures for Professional Services during the 3rd quarter were $1,729,638.00, 17.9% minority participation with a life to date total of 28.6%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of $45,035.00, 0% minority participation for the 3rd quarter, life to date 19.4%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated there were no expenditures for Professional Services of minority participation for the 3rd quarter, life to date 100%.

1. **General Discussion**

None

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

Thomas Martin, 8019 Leafcrest Drive, expressed concern that the Old Middleburg Road project is taking a long time to get started and that if the City does not acquire the right of way quickly, it will become more expensive.

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

In response to Mr. Martin’s inquiry about Parramore Road, Carter Rohan, JTA, provided an update that the project is moving and JTA is getting to the end of the design phase with construction anticipated in September-October.

Mr. Martin asked if the intersection improvements at Blanding and Collins would improve the transfer of the #26 bus. Mr. Rohan responded they are working with the FDOT on this project

Mr. Martin had questions regarding the north end of New World Avenue. Mr. Pappas said he would meet with him after the meeting to provide details.

**IX. PAC ADJOURNED – 9:19 a.m.**