

City/JTA Interlocal Agreement  
FAC/PAC  
Organizational Meeting  
October 18, 2002

In attendance:

**JTA:**

Michael Blaylock  
Jim Etherton  
Jaun Gabriel  
Marci Larson  
Janice Sampson  
Mark Moore  
Matt Dominy

**JEA**

Helen Kehrt  
Norm Reimer  
John McCarthy  
Chris Western

**CITY:**

Sam Mousa  
Lynn Westbrook  
Shari Shuman  
Dave Schneider  
Taye Brown  
Chris Boruch  
Jim Meyer  
Maria Williams  
Ed Dendor  
Alberta Hipps  
Jill Johnson  
Bob Scott  
Andy Eckert  
Jacquie Gibbs  
Alice Jones  
Marcy Stansbury  
Lisa Rowe

**FAC/PAC**

Wendell Holmes  
George Robbins  
Cindy Stover  
Dan Edelman

**OTHER:**

**I. Welcome and Opening Remarks**

**Lynn Westbrook**

Mr. Westbrook welcomed everyone and called the meeting to order, announced a quorum and opened the meeting. Mr. Westbrook announced the Chairs were changing starting with the meeting in December. The new Chair for the Financial Administration Committee is Mr. Mousa and the new Chair for the Project Administration Committee will be Mr. Bussells. These positions rotate each year.

**II. Approval of Previous Meeting Minutes**

**Lynn Westbrook**

The previous meeting minutes were approved and accepted to stand as reported.

**III. Financial Administration Status**

**Shari Shuman**

**A. Project Report**

**1. Transportation Program**

Distributed reports are draft interims. December reports will be the true September numbers as of September 30, 2002. No areas are showing stress, and BJP is not spending according to models because of the length of time needed in developing large projects, contracts, designs and permitting, etc.

**2. Infrastructure**

Distributed reports are preliminary drafts. December reports will be the true September numbers. No areas are showing stress, and BJP is ahead of the model on capital expenditures.

3. BJP Financial Summary Report

Recommendations for both programs as for future financing will be presented at the December meeting. Cash flows are available from the Department of Public Works. We are awaiting JTA's cash flow numbers and JEA Septic Tank numbers.

4. Revenue Trends

Graphs of the revenue trends were presented.

5. JTA

Mark Moore

Pre-report update same as above, preliminary reports will be updated to show the accruals. \$13 million spent thus far, with \$10 million encumbered.

B. Ernst & Young Audit

Shari Shuman

1. Financial Audit

As part of the Ordinance, BJP is required to have an annual financial audit, which is separate from the COJ audits. There has been a mid-term audit after the first six months, the first annual audit and there will be a 2<sup>nd</sup> annual audit. This is a compliance audit. For example, are expenditures appropriate for bonding, appropriate for BJP, secured properly, matching bids, and are overhead cost is reasonable. The City anticipates signing off on an audit engagement soon.

2. Program Audit

The first program audit was completed by E & Y last year. This will be the second annual report. The report will include the City, JEA and JTA. The audit will consist of a detailed performance review of each project including reviews of budgets, schedules and contracts. Dan Edelman inquired about the option of doing the audit every eighteen to twenty-four months vs. the twelve month audit, since issues and projects are now more established. Mr. Mousa and Mr. Bussells agreed to consider. This decision will be guided in part by the E&Y report findings. Thought will be given to differentiating what E&Y will be reviewing. For example, how much review is needed on the Courthouse, as it is in the early stages of the project.

C. Bond Refunding Opportunities Update

One existing bond issue has the potential for a refunding over the next nine months. We are reviewing with financial advisors various options to maximize the refunding with financial advisors.

D. General Discussion

Mr. Bussells noted that in the next calendar year, the committee may consider discussing options for refunding estimates because of lower unit costs for infrastructure, now that projects are getting established. Unit costs are already coming in lower and this could be a trend; the refunding estimates options should be reviewed. Mr. Mousa explained that some projects have and will run over their budgets, but they could be funded with monies saved on projects that came in under budget. Mr. Bussells wants to see what can be done with cost management capability.

#### IV. Project Administration Committee

Lynn Westbrook

##### A. Project Status Reports

###### 1. City of Jacksonville

###### Arena/Ball Park

Dave Schneider

Arena – Design documents are 100% complete. Construction is currently 20% complete, and is on target to be completed in November 2003. Construction documents are approximately 95% complete. Major work presently occurring is superstructure concrete, elevated slabs and columns, site and roadwork, electrical systems, plumbing and HVAC systems, and fire protection.

Baseball Park – Design documents and construction documents are 100% complete. Construction is currently 25% complete, and is on target for the completion date of April 2003. Wolfson Park demolition was successfully completed. Major items working now are: precast work, electrical and plumbing systems, steel work, drainage work, and grounds irrigation. Chilled water installation by JEA is on schedule. The \$1½ million owner contingency is holding up well, having used only 7%. Both projects are on time and on budget, and everything is going well. We anticipate that the roof will be installed in approximately six weeks. The Ballpark GMP is established with construction manager by amendment to its contract.

###### Main Library/Six Branches

Rex Holmlin

Due to the absence of the Project Manager, no oral report was presented.

###### Courthouse

Chris Boruch

The City has concluded contract negotiations with Cannon, and the contract is signed. We anticipate that the pre-schematic design will be complete by the end of this month. Beers Skanska was recommended by PSEC as the construction manager. We are currently in process of contract negotiations, and hope to have a contract in place by next month. Businesses on the courthouse site are all closed, vacated and moved. Parking lots will continue to operate until 12/31/02.

###### Neighborhood Street Resurfacing/Sidewalks

Bob Scott

Resurfacing - 850 miles have been completed.

Sidewalks - 31 miles have been completed.

Additional crews have been added and work is going great. One contractor is going out of business and that contract will be rebid.

###### Roadways:

Doug Layton

Construction is complete on eight projects; construction is under way on eight projects; design is under way on thirty-two projects. Pritchard Road construction is starting this week. There is a signed contract for the Lane Avenue (Commonwealth-5<sup>th</sup>) project. We are currently under fee & scope negotiations on three projects. The four Railroad Grade Crossings contracts are under final review and going to PSEC in next 30 days. Additional five roadway proposals are upcoming. Mr. Mousa noted that the Pritchard Road job was originally envisioned well before the BJP came into being. Pritchard Road was to be a joint venture between JTA, FDOT and COJ for Southeast Toyota. The project was to be originally paid for by the 6-cent LOGT, but

the change in funding carried over and then was extended to another road grant to accommodate BJ's Distribution Center.

Equestrian Center

Tayé Brown

Design development documents are 80% complete and comments from FDOT, PW, JEA, JTA and SJRWMD have been returned. Building Inspection Plan review is complete on the vertical building, and the plan will be resubmitted after minor adjustments are made. We are currently working on final plans and FDOT permitting. Applications for design steel and concrete, precast concrete will be out today. SJRWMD and ACOE permit applications are okay. The Construction Management agreement is fully executed. Amendment for additional \$4 million in site and infrastructure work has been approved. Working on CMP preparations, GMP delivery date is expected November 15, 2002. Site work pre-bid package brought in 36 participants. Confirmed the Nov. 6 groundbreaking date is still on course. Mr. Mousa noted that questions about activities and facilities from the Dept. of Interior have been addressed.

2. JEA

Ed Dendor

- a. Cecil Commerce Center – Ed Dendor gave an informative PowerPoint presentation. JEA, along with the City and JEDC is replacing and/or upgrading electric distribution, sewer, water, water distribution, pump and sub-stations, treatment plant, etc. This infrastructure had originally been installed in the 1950s. JEA is installing empty conduit for future telecommunication needs at Cecil Field as well as is fiber that is being installed to certain projects. Total investment is approximately \$140 million. JEA is partnering with Construction Management Technical Services (CMTS).
- b. CMTS Update – CMTS offers a training program giving participants an opportunity to learn skills to become inspectors and other qualifying occupations to help build anticipated workforce needed.
- c. Septic Tank Phase Out Update – Murray Hill I: JEA has had to accomplish some disinfection along with their cleanup work. Murray Hill Phase II: Design is complete and construction started September 2002, bids were 8% under budget, with drainage 2% under budget. Murray Hill Phase III, drainage & water design is also complete. Pernecia construction is complete.

3. JEDC – Cecil Commerce Center

Andy Eckert

JEDC is currently working on roads and utilities, preparing and clearing land; and the building permitting has been successful in executing. Barracks are down, the \$25 million in BJP and \$22 million committed to various projects, stormwater ponds with \$2.5 million in state grants, will help move the development along quite well. Regarding the New World Avenue project north to Chaffee, 4 lanes/4 miles, negotiating with BHR as design consultant in a general scope. Mr. Mousa asked that on future reports; please show the status on other projects that incorporate BJP monies/Economic Development Trust Fund monies.

JTA

Michael Blaylock

Michael Blaylock introduced Michael Etherton to the committee and asked that he give an update on JTA projects. Mr. Blaylock also announced that Mr. Matt Dominee, has been selected as the new Chief Engineer/Deputy Executive Engineer, and will be joining JTA the first week of November.

4. JTA Projects

Jim Etherton

Argyle Forest Phase I – Roadway design documents and permits are complete. One additional right-of-way parcel must be acquired. We are working to expedite.

Project will be advertised, but no NTP will be issued until parcel issue is settled.

Argyle Forest Phase II – Design is at 30%.

McDuff Avenue – Started Public meetings. Final design is under way, with plans at 30% complete.

Beach Blvd./Intracoastal Waterway - Consultant working on preliminary design for eliminating the draw span bridge. JTA has received recommendations not to do design-build, because of the extensive permitting that is anticipated, related to the water permits.

Heckscher Drive – Phase I – Design is complete. Awaiting right-of-way acquisition, should be complete March 2003, with construction to follow soon after. Preparation of final design plan is underway with construction to begin in early 2003.

Southside Connector - Merrill Road – issued NTP to design-build team, with anticipated construction to begin early 2003.

Mathews Bridge Study – FDOT is continuing negotiation with consultant and anticipated NTP for December.

Branan Field/Chaffee Rd. – (103<sup>rd</sup> to I-10) proceeding with preliminary design; focusing on identifying right-of-way parcels in order to accelerate.

Southside Boulevard/Baymeadows Road–Interchange/Intersection study. Held public meeting October 7. Have eliminated several of the proposed studies.

Michael Blaylock announced that JTA has formed a team who is working together at revamping their public/community involvement process.

Mr. Mousa asked about the situation on Atlantic and University – Looking at six concepts, proceeding to take them to 30% development, consultant has been contracted, has gone through all requirements, worked into contract,

Cindy Stover and Dan Edelman have met with their respective project partners and are pleased with how the projects are being handled.

- B. MBE Program review with 3 MBE officers  
(City of Jacksonville, JEA, JTA)

Norm Reimer, JEA  
Janice Sampson, JTA  
Jacquie Gibbs, COJ

- C. MBE - 27.38% overall

Jacquie Gibbs, COJ

At direction of the FAC, the City, JEA and JTA have revised and consolidated the MBE reports of the three agencies. Initially, they were only issuing JTA numbers from the 2<sup>nd</sup> half cent LOGT; but now JTA reports on monies from both revenue sources. JEA reports originally combined CIP and Professional Services. On new MBE reports, JEA will provide a line item for each. The report for COJ breaks down Capital Improvement, Professional Services and Capital Equipment. The Capital Improvement is the construction part, and includes monies for the COJ Construction



Managers. These are expedited numbers paid. Working with Ann Brackin, the reports come from the FAMIS system under the construction category. The MBE numbers come from Ann's payment reports. Capital Equipment is the tax relief program, along with any dollars that are spent by council members from money they have had allotted to them under BJP, known as the Sales Tax Recovery Program.

JEA

Norm Reimer

Numbers are broken out to show Capital Improvement – Professional Services as indicated previously in the presentation about the septic tank phase-out. A significant amount of MBE design work is reflected in those numbers. Two projects have been awarded on the Capital Improvement Program for approximately \$16.5 million. Both contractors that have bid on those jobs have included 10% of their bid amount for MBE work. As time goes on, the MBE numbers will continue to increase. As an example, the Murray Hill Project(s) are for \$16.4 million and only \$1.7 million so far has been spent.

JTA

Janice Sampson

Report indicates invoice money only. They have always checked cashed amount and checked with scoring documentation for each project.

**D. General Discussion**

Dan Edelman said he thought the committee, as a group would appreciate a site visit to the projects as they develop, rather than just hearing about them.

Councilwoman Hips mentioned the Morse Avenue (Shindler – Ricker) traffic study, There is a no build option, and no more money will be spent on Morse now, per Mr. Mousa. Needs Council's input, as a 2/3 vote is required in order to replace one project for another.

**V. Other Business –**

Lisa Rowe announced the groundbreaking at the Equestrian Center Complex scheduled for November 6, invitation will be forthcoming. November 7, in the Pernecia area will celebrate Septic tank project completion with Mayor Delaney and Walt Bussells. The main library ground breaking is December 16.

**VI. Meeting adjourned at 10:50 a.m.**

Next meeting is December 20, 2002, 9a.m. – 11a.m., JTA Boardroom