

# BJP Finance and Project Administration Committees

## Meeting Minutes – January 29, 2016

**\*Approved for content only on May 6, 2016 due to lack of a quorum\***

**FAC:**

Sam Mousa, COJ  
Janice Nelson, JEA (for P. McElroy)

**Absent:**

*There are three vacancies on this committee*

**CITY:**

Mike Weinstein  
Judith Garard  
Randall Barnes  
Tom Goldsbury  
Aileen Cruz  
Alice Checorski

**JTA:**

Neil Nance  
Henry Li  
Richard Clark  
Andy Rodgers  
Sonja Banks

**PAC:**

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

**JEA:**

Janice Nelson  
Nadine Carswell

**Public:**

**Absent**

Manny Papalás  
*There is one vacancy on this committee*

**I. Welcome & Introductions**

**Sam Mousa**

Meeting called to order at 9:03 a.m.

**II. Approval of Previous Meeting Minutes**

**Both Committees**

After a discussion that a quorum is not attainable due to vacancies on the committee, Janice Nelson moved to approve the content of the October 30, 2015 meeting minutes; Brad Thoburn seconded the motion. With no further discussion, the minutes were unanimously approved for content. The 04/24/15 meeting minutes and the 07/31/15 meeting minutes were approved for content previously.

**Action:** *Mr. Pappas will provide BJP FACPAC membership criteria for Mr. Mousa to present to the Boards and Commissions for consideration in filling current citizen vacancies.*

**III. FINANCE ADMINISTRATION COMMITTEE**

**JOHN PAPPAS**

**A. COJ Financial Report**

**Judith Garard**

Sales tax collections continue to improve for the transportation (2.85%) and infrastructure (3.75%) sales tax revenues. The large spike in collections for Period 2 (November) is due to sales tax collected in November plus the 1st quarterly sales tax distribution. The Monthly Sales tax distributions received in August were \$5.8 million and \$1.7 quarterly payment for Transportation and Infrastructure Sales Tax.

Henry Li raised the question as to why the percentages of sales tax collections are different for transportation and infrastructure. Ms. Garard explained that there is a different distribution for infrastructure collections due to Beaches and Baldwin receiving some of that revenue. Mr. Mousa asked why we don't get the revenues for Beaches and Baldwin. Ms. Garard confirmed that those revenues are distributed directly from the state to the independent cities.

Total year-to-date program revenues for the 1st quarter are \$-9.1 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 \$3.8 million for Transportation and a transfer of project funds from the Sales Tax Trust fund for Infrastructure of \$2.4 million to result in estimated final revenues of \$ -2.9 million for the quarter, which is an indication that sales tax collections are still sufficient to meet debt service needs and to provide additional revenues to cure the negative cash position in the near future.

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*Finance Administration Committee cont'd.*

Total Program cash for projects is negative \$19.6 million at 12/31 with anticipated December revenues to be recorded in January of \$6.2 million.

On December 30<sup>th</sup> the Transportation Refunding 2015 bond series was issued at \$197 million par value refunding Transportation 2007 and 2008A Series with a total par value of \$201 million. The 2015 bonds were issued to fixed out the interest on the variable rate 2008A bonds and decrease the stated interest on the 2007 bond resulting in future debt service savings of \$28 million. The Transportation 2007 bonds had an average interest rate of 5% coupon rate which was reduced to 3.65% (3.4% TIC). The variable rate 2008A bonds were refunded with a fixed rate of 4% average coupon (3% TIC).

**Action:** *Randall Barnes, Treasury, will provide the rate for the new bonds.*

In light of anticipated positive cash flows in the program in the near future, there are outstanding commitments for tree mitigation (\$2.9 million) and ROW condemnation claims estimated at \$775,000.

Mr. Mousa asked we expect to have cash to pay off these commitments. Mr. Weinstein replied this fiscal year.

Tom Goldsbury asked where the data comes from on the tree mitigation. Ms. Garard responded that the numbers were provided through research by the CIP subcommittee led by Council Vice President Boyer. Mr. Mousa stated that in response to a letter that came in saying we are misspending tree funds, Kevin Stork prepared a recap sheet showing the amount in the fund.

Mr. Goldsbury stated that years ago, BJP had a tree-tracking sheet which included trees saved and where you can use the credits in other areas. It did not incorporate all of the trees saved as there was a discussion of surveying trees on preservation property. Mr. Mousa asked Mr. Goldsbury when you issued a permit, did you put the number in at that time? Mr. Goldsbury responded affirmative. Mr. Mousa asked wouldn't credits have been claimed at the time they submitted a site clearing project? Mr. Goldsbury replied he didn't think that surveying always happened and that we might still have some credits.

**Action:** *John Pappas was asked to confirm that the preservation survey was conducted and make sure there are no outstanding credits.*

Mr. Mousa led a discussion on the ROW condemnation costs stating they dip with the court's appraisal value of the property. It is either settled or a jury decides. Mr. Pappas and Mr. Weinstein concurred there a pile of unsettled claims. Mr. Pappas stated sometimes we can't find the property owners.

### **B. JTA Financial Report**

**Sonja Banks**

Ms. Banks provided the JTA financial report as of September 30, 2015. All BJP projects were completed by JTA and officially transferred to Secretary Evans, FDOT for maintenance and some to COJ for perpetual maintenance.

The committee reviewed and discussed the LOGT JTA MobilityWorks Projects financial report as of December 31, 2016. Mr. Mousa stated that yesterday JTA executed a resolution that committed them to finding whatever resources are necessary to complete these 14 projects. Brad Thoburn confirmed this commitment to secure what they need through FDOT, Federal highways, Fair Share, and JTA Reserve funds.

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#### C. General Discussion

None

#### IV. FAC ADJOURNED – 9:40 a.m.

#### V. PROJECT ADMINISTRATION COMMITTEE (PAC)

JOHN PAPPAS

#### A. COJ – Courthouse/State Attorney’s Office

Tom Goldsbury

##### Courthouse Status

- The Duval County Courthouse opened to the public on Monday, June 18, 2012, under a Temporary Certificate of Occupancy
- Final Certificate of Occupancy (CO) was issued on May 3, 2013

##### State Attorney’s Office

- All punch list items have been completed; warranty items being addressed as they arise. Working through contract closeout. General contractor has had difficulty getting closeout documents from some of the subcontractors, and is in dispute with some of the subs on final amounts due. Mr. Goldsbury has personally reviewed some of the significant claims.
- Mr. Goldsbury is in the process of getting electronic copies of the manuals.

Closeout should be accomplished as quickly as possible.

Mr. Mousa agreed with Mr. Goldsbury that no further reporting is needed. He can provide updates in his weekly Situation Report to Director Killingsworth.

#### B. JTA Road Program/JTA Mobility Works

Neil Nance

Neil Nance informed the committee that the Hartley Road and Kernan Blvd. projects should be placed “below the line”.

**Action:** *Mr. Pappas was asked to update the Roadway and Infrastructure Project list accordingly.*

Mr. Nance reviewed the JTAMobilityWorks project list and provided the following status updates:

1. OSAR/Greenland Road Intersection improvements: Coordinating with St. Joseph’s Church. Completion April 2016.
2. Kernan Blvd: Went through JTA Board for a supplemental agreement. Mr. Pappas stated that an additional traffic study was performed and provided to JTA, which is currently under review. Councilman Ferraro has concerns regarding Waterleaf/Kernan. The issue is turning out of the subdivision. Mr. Pappas reported that when our Traffic Engineer reviewed this matter, there were elements on stacking; there is another traffic signal in proximity. Public Works will coordinate with JTA for further review.
3. Parramore Road: Southern segment developer is Costco; Northern segment has been put on hold; however, they now appear to be moving forward to coordinate tie-in. JTA will have 30% design complete and then move to design-build.
4. Girvin Road: Waiting on City Council approval to increase budget in order to increase scope of work. Mr. Mousa stated we need to change the exhibit attached to the ordinance. Mr. Clark will follow up and have the change made.

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*JTA Road Program/JTA Mobility Works cont'd.*

5. Countywide Mobility corridor: Complete except for Phillips Highway, which should be finished mid-February/March. JTA will develop a prioritization matrix. Transportation enhancements include an NTP for Lem Turner. Normandy is expected to begin next month.

6. Blanding Blvd. Intersections: Andy Rodgers reported that the project is being tied in with the BRT to get some funding for potential right of way improvements. John Pappas stated the importance of increasing ADA ramps wherever possible to ensure ADA compliance.

7. Soutel Transit Hub: Construction is approximately 50% complete; expect full completion in early July.

8. Alta Drive: Fair Share funding issue is being resolved. Reviewing potential scope modifications due to budget concerns. Coordinate railroad crossing requirements with CSX. Coordinate utilities and design. Schedule public meeting.

9. Collins Road: Project has two segments: Shindler to Rampart; Old Middleburg to Shindler. Expect to have NTP for Shindler to Rampart next month. Procurement for design for Old Middleburg to Shindler is being extended in attempt to obtain 3 proposals.

10. San Pablo Road: Resolving pond issues with SJRWMD.

11. McDuff Avenue: Phase III, on hold pending completion of earlier projects to ensure funding availability. Mr. Pappas stated that CM Love is interested in seeing some safety improvements through that corridor and is asking for consideration to construct sidewalks.

12. Collins Road/Blanding Blvd. to Pine Verde Lane: Developing scope of work for PD&E study.

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.

14. Tinseltown Intersections: Brad Thoburn stated JTA will not proceed until construction funding is available from FDOT.

**C. EBO/JSEB**

**Aileen Cruz**

Ms. Cruz reported the total expenditures to date for Small Emerging and Minority Vendors are approximately \$250M, with a life-to-date percentage of 15.34 percent.

Action: Ms. Cruz was asked to report JTAMobility Works totals on a separate sheet.

Action: Ms. Cruz was asked to provide the JSEB goals for BJP to determine where we are.

**D. General Discussion/Other Business**

Neil Nance stated JTA will continue to coordinate with ADA improvements and will provide a quarterly report.

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

*None*

**VII. PAC ADJOURNED – 10:05 a.m.**