

**BJP Finance and Project Administration Committees**  
**Zoom Meeting Minutes January 22, 2021**  
**\*Approved on July 23, 2021\***

**The current FAC Membership consists of the following:**

- Brian Hughes, CAO, City of Jax
- ✓ Joe Orfano, JEA designee
- Vacant (Private Citizen Member with Financial Background)
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- Vacant (Private Citizen Member with Financial Background)
- ✓ Kim Taylor, Council Auditor, City of Jax (non-voting Member)

**City Attendees:**

Alice Checorski, Liaison  
Judith Garard  
Joey Greive  
Dinah Mason  
Ed Randolph

**JTA Attendees:**

Leah Brown  
Greer Gillis  
Greg Hayes  
Ken Middleton  
Jonathan Page

**Public:**

Thomas Martin  
Taylor Mejia  
Stanley Scott

**The current PAC Membership consists of the following:**

- ✓ Nat Ford, JTA Executive Director (designee/Andy Rodgers)
- ✓ John Pappas, Public Works Director, City of Jax
- ✓ Joe Orfano, JEA designee
- Alan Ridge, Private Citizen Member
- Vacant (Private Citizen Member)

**I. Welcome & Introductions**

**Joe Orfano**

Alternate Chairperson Joe Orfano called the meeting to order at 8:30 a.m.

**II. Approval of Previous Meeting Minutes,**

**Both Committees**

Due to a lack of a quorum, the October 30, 2020 meeting minutes were not approved. The minutes will be on the agenda for approval at the April 23, 2021 meeting.

**Note:** Ms. Checorski reported that the Mayor's Boards and Commission staff are working to fill the vacancies on both the FAC and the PAC.

**III. Finance Administration Committee (FAC)**

**Joe Orfano**

**A. COJ Financial Report**

**Joey Greive**

Mr. Greive reported that we had a strong 4<sup>th</sup> quarter in Transportation and Infrastructure Sales Tax Revenue for the year ending 12/31/20, up 4.30%. Stimulus funds helped the economy to snap back somewhat during the pandemic.

Financial reports are being closed out in 1Cloud. We will provide updated financials at the next meeting.

There is \$63m in the trust fund, of which \$10m will remain as a cushion, leaving \$53m available. We will be meeting with Brian Hughes and John Pappas to prioritize PAC projects.

**B. JTA Financial Report**

**Greg Hayes**

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects a drop in revenue for FY21 by -5.5%, a slight increase each month since June 2020. Revenues are on budget for the last 3 months.

Mr. Hayes reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending December 31, 2020:

- Column A reflects the JTA Revised Program Budget for FY 2020, which totals \$100,550,000
- Column B shows Fair Share dollars amounting to \$8,418,103 added by the City
- Column C shows \$12,564,966, which includes \$6,033,000 in JTA real estate proceeds added during the last 6 months and \$6.5m additional JTA funding added from program management and interest earned, life to date from bond proceeds
- Column D shows additional funding received from JEA in the amount of \$13,074,289
- Column E shows total funds available (JTA Series 2020 Bond) of \$41,100,000
- Column F indicates Total Funds Available of \$175,707,359

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

- Column G reflects Estimated Project Costs of \$175,680,981.
- Column H shows that we are fully funded within (\$3,708), the first time since the program started.  
Action item:  
John Pappas questioned the funding shortfall (\$3,708). Greg Hayes said he will reconcile and resend the spreadsheet. The revised spreadsheet was distributed to the FACPAC during the meeting, with an updated Column H reflecting \$26,377 available.
- Column I shows life-to-date spending of \$92,869,719, up \$5m since the last quarter
- Column J reports funds encumbered \$12,356,631
- Column K reflects spent and encumbered \$105,226,350
- Column L shows remaining funds available of \$70,450,924.
- Column M indicates 59.9% of estimated project costs as % of funds committed

**C. General Discussion**

None.

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

*Three minutes per speaker*

None.

**V. Adjourn FAC – 8:43 a.m.**

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

**John Pappas**

Chairman John Pappas called the PAC meeting to order at 8:43 a.m.

**A. COJ Project Status Reports**

• **Public Facilities**

**John Pappas**

Mr. Pappas reported that all Public Facilities Projects are complete.

• **Environment/Quality of Life**

**John Pappas**

- ✓ Land Acquisition through the Preservation Project  
Mr. Pappas reported that all land acquisition has been completed. Parks is evaluating opportunities to utilize unspent funds for park amenities.

✓ Council Districts 1 through 14 (Recreation & Infrastructure) **Kim Taylor**

Ms. Taylor reported that the City Council Discretionary Fund balance ending 12/31/20 is \$98,968.99, or .7% remaining. All downtown enhancements are complete.

✓ Environmental Clean Up **John Pappas**

For the reporting period October 1, 2020-December 31, 2020, the five active projects associated with EPA ash remediation are approximately 97% complete. We continue to pursue access agreements for the required approval from the property owners to get on the site.

Our expectation is that the Lonnie Miller Park Contract will be awarded by or before the beginning of February 2021. The program is moving beyond Pandemic delays that slowed the Procurement process.

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**PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.**

There are currently five active areas:

1. Brown's Dumpsite – 98% complete. Out of 506 total parcels, 223 have been remediated to date; 273 parcels do not require remediation and 10 parcels remain.
2. 5<sup>th</sup> & Cleveland Incinerator site – 95% complete. Out of 933 total parcels, 720 have been remediated to date; 165 do not require remediation and 48 parcels remain.
3. Forest Street Incinerator site  
There are two components:
  - a. Residential - 96% complete. Out of 773 total parcels, 484 have been remediated to date; 256 parcels do not require remediation and 33 parcels remain.
  - b. Park –The project is 100% complete. The Charter School completed the remediation.
4. Lonnie Miller site  
There are two components:
  - a. Residential - 99% complete. Out of 279 total parcels, 75 have been remediated to date; 201 parcels do not require remediation and 3 parcels remain.
  - b. Lonnie Miller Park - Remediation is being done as part of the City's Park Improvement Project
    - Phase 1 –The Design-build contractor has been selected; awaiting contract execution.
    - 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 FY 2022/23. The design plans for the proposed recreational facilities will be prepared prior to that time.
5. 5<sup>th</sup> & Cleveland and Forest Street OU2 Incinerator Sites – 99% complete. Out of 703 total parcels, 346 have been remediated to date; 352 parcels do not require remediation and 5 parcels remain.

• **Targeted Economic Development**

**Ed Randolph**

- ✓ Northwest Jacksonville Economic Development Fund (NWJEDF)

Mr. Randolph reported that City Council approved a \$100,000 Business Infrastructure Grant for Phoenix Products, LLC. The company is expanding its facility on Bennett Street and will add 15 new jobs and about \$7-8m in capital improvements.

Mr. Randolph reported that as of December 31, 2020, the available balance of appropriated funding in the NWJED fund was \$4,787,754. This includes \$2,550,035 from the Better Jacksonville Plan / NW Pay-As-You-Go fund and \$2,237,719 from the NW JEDC Fund.

**B. COJ Roadway and Infrastructure Improvements**

**John Pappas**

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 30-39, noting that 11 COJ projects and 7 JTA projects remain from the BJP list. There are 8 active COJ projects:

1. Cahoon Road (Lenox to Beaver) awaiting BJP cash flow
2. Collins Road (Blanding to Pine Verde) – Design consultant selected
3. Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) Construction is 76% complete; completion scheduled for June '21.
4. Hartley Road (Old St. Augustine to San Jose) Phase I is underway (drainage improvements for Arrowhead development).
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. Old Middleburg Road (103<sup>rd</sup> to Branan Field) – Pursuing real estate acquisition. Design is 30% complete; Collins signal southbound left turn lane construction to begin in 90 days.

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7. Ricker Road (Old Middleburg to Morse) Negotiating with Design Consultant.
8. Shindler Road (Collins to 103<sup>rd</sup>) Awaiting BJP cash flow
9. Cecil Field Connector (Branan Field to Commerce Center) – “Back door” to Cecil. Agreement with the developer has been finalized. The developer will manage ½ (south portion) and COJ will manage ½ (north portion). Developer will provide land for right of way and four ponds. Legislation in City Council committee week of 2/1/21.
10. Broward/Clark Road extension – Evaluating design consultant proposals.
11. Eastport (I-95 to Zoo Parkway/Pulaski Road) – Selected design consultant; awaiting contract.

As stated during the FAC portion of the meeting, Joey Greive and Brian Hughes will be meeting with John Pappas to prioritize PAC road projects.

**C. JTA Road Program/JTA Mobility Works**

**Andy Rodgers**

Andy Rodgers reviewed the JTAMobility Works project status and activity for the first quarter of this fiscal year.

- **Old St. Augustine Road / Greenland Road Intersection Improvements**
  - Construction of the project was completed in 2016.
- **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**
  - Construction of the project was completed in 2020.
- **Parramore Road Extension (to Youngerman Circle)**
  - Design, permitting and right-of-way acquisition are complete.
  - Construction procurement documents have been prepared and are expected to be advertised in the next few weeks.
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**
  - Construction of the project was completed in 2019.

**Mobility Corridors**

- **Transit Enhancements**
  - All planned work is complete on all corridors.
- **Complete Streets**
  - **Mandarin Road:** Construction is complete.
  - **Main Street:** The project is being incorporated into JTA’s U2C program for future implementation.
  - **8th Street:** Design plans are complete and construction is pending funding.
  - **University/Merrill Roundabout:**
    - Construction began in October 2020.
    - Since construction began, Comcast has relocated their overhead utilities. The contractor cleared and grubbed around the entrance to Jacksonville University and continued water main relocation work along Merrill Road. Storm drainage installation is underway on the west side of the intersection.
    - The project team is continuing to work through potential conflicts between proposed storm structures and an existing AT&T duct bank that was not identified in the plans. AT&T has

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committed to hold and protect the lines to assist the contractor with working around the existing utility.

- Construction is scheduled for completion in October 2021.
- **Lenox Avenue: Design** plans are complete and construction is pending funding.

**Blanding Boulevard Intersection Improvements**

- Ninety percent design plans have been completed for the intersections of Blanding at Collins Road and Blanding at 103rd Street. Plans have been submitted to FDOT.
- Construction is not currently funded; FDOT recommended not proceeding beyond 90% design. FDOT has initiated conceptual design to advance improvements at the intersections of Blanding Boulevard with 103<sup>rd</sup> Street and Collins Road in the future. The improvements are expected to include changes to the JTAMobilityWorks design.

**Soutel Transit Hub**

- Construction of the project was completed in 2016.

**Alta Drive (South of Faye Road)**

- A construction contract was approved by the JTA Board in October 2020 and the contract is with the contractor for execution.
- A final public meeting is scheduled for January 28, 2021 at the Oceanway Community Center.
- A groundbreaking ceremony is scheduled for February 9, 2021.
- Construction is expected to begin by March, with completion anticipated in Spring 2023. Construction of the project will require a 60 day detour\* to include a closure of Alta Drive from Faye Road to Port Jacksonville Parkway. Additionally, removal of existing trees will change the appearance of the roadway.

**\*NOTE:**

During the meeting, Andy Rodgers said a 6-month closure would be required. John Pappas questioned that information and requested that Andy Rodgers schedule time for a follow-up discussion. In a subsequent phone conversation, Andy Rodgers confirmed that a 60-day closure would be required, not 6 months.

**Collins Road (Old Middleburg Road to Rampart Road)**

- The segment from Old Middleburg to Shindler is complete and work continues from Shindler to Rampart.
- During the past quarter, the contractor completed structural paving operations on the south side of the road between Westport Road and Shindler Drive. The bridge deck, sidewalk, gravity wall and traffic railing on the south side of the McGirts Creek ridge are complete; and installation of the JEA water main is underway across the south side of the bridge. Sidewalk and underdrain were installed on the south side of the road between Collins Ridge Boulevard and Shindler Drive.
- Final load rating information has been submitted to FDOT.
- Following our last meeting, we had significant discussions with the contractor regarding the project schedule and outstanding change orders. Through those meetings we were able to settle all outstanding items. Several of the items did include additional contract time. We were able to work down from the contractor's request, but the final agreement extends the completion of construction through January 2022.

Mr. Rodgers expressed his thanks to Mr. Martin for bringing this schedule issue to our attention at the last meeting. The contractor has committed to make or beat that schedule.

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**San Pablo Road (Beach Boulevard to Atlantic Boulevard)**

- One hundred percent design plans have been completed and right of way acquisition is continuing.
- To date, eleven parcels have been acquired and right-of-way acquisition is now expected to be complete in May 2021.
- JTA was approached by the developer of the charter school proposed across from Alimacani Elementary School. An agreement was executed for the developer to provide funding for JTA to design and construct the turn lane and associated right-of-way work. Supplemental agreements are being executed with the design consultant to cover remaining design changes including the work adjacent to the charter school.
- Construction procurement is now expected to be initiated in Summer 2021, with project completion in Fall 2024.

**McDuff Avenue / 5th Street (Phase III)**

- Construction Notice-to-Proceed was issued on October 30, 2020.
- Water main installation is underway and continuing.
- Construction is anticipated to be completed in February 2022.

**Collins Road (Blanding Boulevard to Pine Verde Lane)**

- A PD&E Study was completed as part of the program and turned over to the City to assist in planning for the City's future project.

**Southside Boulevard / Atlantic Boulevard Intersection Improvements**

- Design has been awarded but is on hold. FDOT will handle future design and construction.

**Tinseltown Intersection Improvements**

- Design has been awarded but is on hold. FDOT will handle future design and construction.

**D. EBO/JSEB/DBE**

- **COJ** **Dinah Mason**  
Mr. Pappas introduced and welcomed Dinah Mason as the new COJ Business Compliance Administrator. Ms. Mason reported they are working with IT to create a way to get the reports and will provide an update at the next meeting. Mr. Pappas explained that the City is transitioning to 1Cloud.
- **JTA** **Ken Middleton**  
For the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$2,020,693, 6.4% minority participation with a life to date total of 6.6%.

Total expenditures for Professional Services during the 1st quarter were \$331,019.00, 11.8% minority participation with a life to date total of 25.9%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$0, 0% minority participation for the 1st 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 1st quarter, life to date 100%.

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**E. General Discussion**

Mr. Pappas provided an update to Mr. Martin's previous inquiry about Oakleaf Park, which is not a BJP project. The Parks Department is in the middle of a title search.

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

Thomas Martin, 8019 Leafcrest Drive, had a question about Collins Road and the Old Middleburg Road interchange. He said it appears that going west from Old Middleburg Road, if we extend Collins Road from Argyle to Merchants Way, the area is being developed with a lot of houses. He recommends eventually extending Collins Road to Branan Field. Mr. Pappas will follow up with the Planning Department.

**IX. Adjourn PAC – 9:13 am**