

BJP Finance and Project Administration Committees

Meeting Minutes January 24, 2020

Approved on July 23, 2021

The current FAC Membership consists of the following:

- ✓ Brian Hughes, CAO, City of Jax
- ✓ Joe Orfano, JEA designee
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)

City Attendees:

Alice Checorski
Judith Garard
Joey Greive
Rose Nettles
Kirk Wendland

JTA Attendees:

Khisha Dukes
Greg Hayes
Ken Middleton
Jonathan Page
Jessica Shepler

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)

Public:

Thomas Martin

I. Welcome & Introductions

Joe Orfano

Chairperson Joe Orfano called the meeting to order at 8:31 a.m.

II. Approval of Previous Meeting Minutes, October 25, 2019

Both Committees

Due to a lack of a quorum, the Finance Administration Committee (FAC) portion of the October 25, 2019 meeting minutes were not approved at this meeting. The minutes will be on the agenda for approval at the April 24, 2020 meeting. John Pappas moved to approve the Project Administration Committee (PAC) portion of the October 25, 2019 meeting minutes; Joe Orfano seconded the motion. The PAC minutes were approved unanimously.

III. Finance Administration Committee (FAC)

Joe Orfano

A. COJ Financial Report

Joey Greive/Judith Garard

Joey Greive reported that we experienced a slower growth rate this quarter. We will be watching the revenue stream very closely. Our model of a 1% growth rate over the next ten years to sunset the program early hasn't changed. We expect to be finished with project spending by 2026. Mr. Greive informed Brian Hughes and John Pappas that there is \$34m above the \$10m cushion available for projects. John Pappas asked if we need to adjust our cash flow projections. Mr. Greive replied, no since Randall Barnes updated the model and it is still intact.

Ms. Garard presented the following COJ financial reports:

- **1st Quarter FY 2020 12/31 Sales Tax Graphs pgs. 8 – 9**
 - ✓ First quarter year-to-date Sales Tax Collections are 1.36% for Transportation and 1.35% for Infrastructure over last year's first quarter collections.
- ✓ **1st Quarter FY 2020 12/31 Financial Reports pgs. 10 – 13**
 - ✓ Current cash balance is \$20.3 million in the project funds to finance the authorized projects. No cash transfers were made during the first quarter to increase project funding.
 - ✓ \$303K was expended for projects during the quarter. Cash balance increased by \$3 million due to recording the distribution for the Fiscal Agent in Period 12, 9/30/19. Debt service collections from the Transportation Sales tax run a month in arrears.
- ✓ **1st Quarter FY 2020 12/31 Project Reports pgs. 14 – 31**
 - ✓ Transportation project spending is \$278K with \$3,750 spent on Real Estate Matters as of the end of the quarter.
 - ✓ Infrastructure spending was minimal, \$25K

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

- ✓ A balance of \$44 million remains in the BJP Trust Fund (111) to provide cash for future debt service (\$10 million) and projects (\$34 million).
- ✓ Final 9/30/19 Financial Reports are provided for reference. The All Years reports on pgs. 34-35 reflect the life-to-date balances as of 9/30/19 after the ERP clean-up entries.
- ✓ The YTD reports on pgs. 37-38, contain all of the ERP clean-up entries that skew the YTD results for the Fund but are presented to keep a complete record.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects a dip in December for collections and receipts. Year over year change of 1.1% is more accurate. Mr. Hayes reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending December 31, 2019:

- Column A reflects the JTA Revised Program Budget for FY 2018, which totals \$100,550,000
- Column B shows Fair Share dollars amounting to \$8,418,103 added by the City
- Column C shows \$6.1m additional JTA funding life to date
- Column D shows additional funding received from JEA in the amount of \$13,665,380
- Column E shows total funds available of \$128,792,633.98
- Column F indicates estimated project cost of \$146,624,832
- Column G reflects a funding short fall of (\$17,832,198)
- Column H represents total amount committed \$94,200,010.62 life to date (spent and encumbered, Columns K & L)
- Column I shows remaining funds available \$34,592,623
- Column J reports the Estimated Project Costs as % of Funds Committed at 64.2%

Mr. Hayes stated that over the last quarter, there has been a \$5m increase in spending for the Alta and Collins projects. The JTA board is committed to fully-fund all projects. Mr. Orfano asked if JTA anticipates a bond offering to close the funding gap. Mr. Hayes responded that they anticipate closing the gap through real estate sales.

C. General Discussion

BJP FACPAC liaison, Alice Checorski, advised the FACPAC members that Ethics Training is required by Ordinance for all members of Boards and Commissions, Sec. 50.109 Ethics Training, once every four years. A schedule of the quarterly meetings will be sent to the respective committee members. Alice is waiting for confirmation from the City's Ethics office whether or not support staff are also required to attend Ethics Training.

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

Three minutes per speaker

None.

V. Adjourn FAC – 8:50 a.m.

VI. Project Administration Committee (PAC)

Andy Rodgers

Chairman Andy Rodgers called the PAC meeting to order at 8:50 a.m.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

A. COJ Project Status Reports

- **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 has been acquired but Parks is still looking at park amenities.

 - ✓ **Council Districts 1 through 14 (Recreation & Infrastructure)** **Kyle Billy**
Mr. Billy reported that originally \$14m (\$1m per Council District) was allocated. There is approximately \$125,000, or less than 1% remaining.
Mr. Greive asked if it makes sense to get with Council President Wilson on the remaining funds and sweep it into one pot. Mr. Billy said we can certainly ask. We do refer council members to the discretionary funds when projects arise.

 - ✓ **Environmental Clean Up** **John Pappas**
For the reporting period October 1, 2019-December 31, 2019, Project New Ground (PNG) has remediated 1,848 parcels and removed 777,573 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 97% complete.

There are currently five active areas:

1. **Brown's Dumpsite** – 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** – 95% complete
 3. **Forest Street Incinerator site**
 - a. **Residential** - 96% complete
 - b. **Park** –The project is 100% complete; the City partnered with a charter school on the remediation.
 4. **Lonnie Miller site**
 - a. **Residential** - 99% complete; 3 parcels remain.
 - b. **Lonnie Miller Park**
 - **Phase 1** – The City is moving forward with design criteria. The project will be advertised within a month.
 - **Phase 2** – The City will advertise in FY 2022/23 when funding is allocated.
 5. **5th & Cleveland and Forest Street OU2 Incinerator Sites** – 99% complete. The biggest challenge is getting access agreements from the property owners.
- **Targeted Economic Development** **Kirk Wendland**
 - ✓ **Northwest Jacksonville Economic Development Fund (NWJED)**
Mr. Wendland reported that as of December 31, 2019, the available balance of the NWJED fund was \$4,566,233. This includes \$2,550,035 from the Better Jacksonville Plan / NW Pay-As-You-Go funds (SF 353) and \$2,016,198 from the NW JEDC Fund (SF 75C).

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

The following projects, which were in the legislative process last year, have now been approved:

- DPC Jax, LLC (dba Driver Performance Center) was established in January 2019 to develop an automotive training, handling and testing center in North Jacksonville (at the intersection of Broward Road, Interstate Center Drive and Zoo Parkway). The NWJEDF Advisory Board approved an \$80,000 infrastructure grant to fund a portion of the storm water retention and drainage improvement expenses needed to complete the Project. Ordinance 2019-651 was approved by City Council on 10/8/2019.
- A A Auto Parts, Inc. is expanding their operations, located at 6641 W. Beaver Street, to incorporate a commercial metal shredding operation. The NWJEDF Advisory Board approved a \$100,000 infrastructure grant to offset costs associated with storm water construction, curb and guttering 1,550 linear feet, and sidewalk improvements along W. Beaver Street. The NWJEDF also approved a \$150,000 loan for a term of 120 months at an interest rate of 3 percent per annum to finance a portion of the remaining cost of the site improvements to install the metal shredding system. Ordinance 2019-652 was approved by City Council on 10/22/2019.

Mr. Wendland also reported additional appropriations of \$3m have been allocated to the food dessert program.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 29-38 noting that 11 projects remain from the BJP list. Six of the 11 are active. Seven projects outside of the list became JTA projects.

1. Collins Road (Blanding to Pine Verde) - Proposals are being evaluated.
2. Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) Anticipate construction to begin within 2 months.
3. Hartley Road (Old St. Augustine to San Jose)
 - a. Major drainage project – Anticipate construction to begin within a month.
 - b. Roadway design –Developing RFP.
4. Old Middleburg/103rd to Branan Field (4-lane divided, C&G, S/W, bike lanes) - Under design (30% complete). Held a Community Meeting.
5. Ricker Road/Old Middleburg to Morse (3-lane, C&G, S/W, bike lanes) Design consultant selected; Negotiating fee.
6. Cecil Field Connector (back door from Branan to Commerce Center) – Working with developer who owns the property our road will be going through.

C. JTA Road Program/JTA Mobility Works

Andy Rodgers

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

- **Old St. Augustine Road / Greenland Road Intersection Improvements**
 - Construction of the project was completed in 2016.

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- **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**
 - Construction is approximately 85% complete.
 - The design-build contractor has achieved substantial completion of the multi-use path, installed the first lift of asphalt, completed drainage installation, and is substantially complete of installation of lighting and signals.
 - Staff met with Home Owner Associations on the east side of the road to discuss the roadway tie-in impacts with each community.
 - Construction is continuing on Pond C-3, sod installation is in progress on the east side of the road, and is traffic separator installation is continuing on the north.

- **Parramore Road Extension (to Youngerman Circle)**
 - Design is approximately 90% complete.
 - Staff is working to finalize an agreement with the developer to allow for storm water runoff into the existing pond by TT Toyota in lieu of a new pond on City property. The agreement has lengthened the design process.
 - Construction is currently anticipated to begin in late 2020 and is anticipated to last one year.

- **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**
 - Construction was completed in 2019.

Mobility Corridors

- **Transit Enhancements**
 - Improvements have been completed on all corridors

- **Complete Streets**
 - **Mandarin Road:** Construction is complete.
 - **Main Street:** A preliminary engineering report was completed in 2019. The project is being incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Design is complete and permits have been obtained. Construction procurement is underway. Bids received in December 2019 were deemed nonresponsive and re-bidding efforts are underway.
 - **University/Merrill Roundabout:** Right-of-way transfer from FDOT to the City is in process. Construction procurement is underway. Bids received in December 2019 were deemed non-responsive and re-bidding efforts are underway. A contract award is expected to be presented for JTA Board approval in March 2020, in line with anticipated right-of-way transfer.
 - **Lenox Avenue:** Design is complete and preparation of bid documents is underway.

- **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 for FDOT review.
 - The project is funded for design only through the Local Option Gas Tax. No construction funds have been identified.

- **Soutel Transit Hub**
 - Construction of the project was completed in 2016.

- **Alta Drive (South of Faye Road to Burkit Lane)**
 - One hundred percent design plans have been completed for the project.

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- Scheduled orders of taking have been completed.
- The final right-of-way and joint-use agreement were sent to the Pearsall developer on January 7, 2020 for review. The developer has verbally agreed to the terms provided pending concurrence of pond maintenance responsibilities by FDOT.

- **Collins Road (Old Middleburg Road to Rampart Road)**
 - Construction is approximately 50% complete.
 - Sidewalk placement and grooving of the newly placed deck section for the northern segment of the McGirts Creek Bridge is complete.
 - The approach slabs for the northern segment of the McGirts Creek Bridge have been formed and prepped.
 - The northern bridge section passed FDOT inspection of January 8, 2020. A crane pad was built in anticipation of the start of construction on the south segment of the McGirts Creek Bridge and drainage installation is continuing from Westport Road to Cholo Trail.

- **San Pablo Road (Beach Boulevard to Atlantic Boulevard)**
 - One hundred percent design plans have been completed.
 - Staff is working to finalize maintenance of traffic plans due to right-of-way modifications.

- **McDuff Avenue / 5th Street (Phase III)**
 - Design is complete and construction procurement is underway.
 - Bids received in December 2019 were deemed non-responsive and re-bidding is underway.

- **Collins Road (Blanding Boulevard to Pine Verde Lane)**
 - A PD&E Study is complete.

- **Southside Boulevard / Atlantic Boulevard Intersection Improvements**
 - Design has been awarded but is on hold.

- **Tinseltown Intersection Improvements**
 - Design has been awarded but is on hold.

D. EBO/JSEB/DBE

- **COJ** **Rose Nettles**

Ms. Nettles stated they were unable to run the reports due to migration into Oracle; however, there has been no activity by Small Emerging and Minority Businesses during the 1st quarter of the fiscal year.

- **JTA** **Ken Middleton**

Mr. Middleton reported that for the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$3,333,918, 13.1% minority participation with a life to date total of 16.7%.

Total expenditures for Professional Services during the 1st quarter were \$1,045,844, 36.6% 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 \$0, 0% minority participation for the 1st quarter, life to date 19.4%.

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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%.

E. General Discussion

None

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

Thomas Martin, 8019 Leafcrest Drive, asked about the start date of construction on Old Middleburg Road. Mr. Pappas responded that a decision needs to be made on the alignment. We are still a few years out before construction.

IX. Adjourn PAC – 9:04 am