

BJP Finance and Project Administration Committees
Meeting Minutes January 27, 2023
Approved on April 28, 2023

The current FAC Membership consists of the following:

- ✓ Brian Hughes, CAO, City of Jax
- ✓ Joe Orfano, JEA designee
- ✓ Chris Butler, Private Citizen Member
- ✓ Oliver Schnusenber, Private Citizen Member
- ✓ Ryan Smith, Private Citizen Member
- ✓ Kim Taylor, Council Auditor, City of Jax (or designee Phillip Peterson)

City Attendees:

Alice Checorski, Liaison
Paul Barrett
Sandy Simpson
Kirk Wendland

JTA Attendees:

Greg Hayes
Bill Joyce
Julian McKinley
Ken Middleton

Public:

Thomas Martin
Mollie Peterson

The current PAC Membership consists of the following:

- ✓ Nat Ford, JTA Executive Director (or designee/Greer Gillis)
- ✓ Steve Long, Public Works Director, City of Jax
- ✓ Joe Orfano, JEA designee
- ✓ Alan Ridge, Private Citizen Member
- ✓ Cal Walton, Private Citizen Member

I. Welcome & Introductions

Brian Hughes

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

II. Approval of Previous Meeting Minutes

Both Committees

Joe Orfano made a motion to move the FAC portion of the October 28, 2022 meeting minutes. Oliver Schnusenberg seconded the motion. The motion carried and the FAC meeting minutes for October 28, 2022 were approved unanimously.
Ryan Smith made a motion to move the PAC portion of the October 28, 2022 meeting minutes. Cal Walton seconded the motion. The motion carried and the PAC meeting minutes for October 28, 2022 were approved unanimously.

III. Finance Administration Committee (FAC)

Paul Barrett

A. COJ Financial Report

Mr. Barrett reported 1st Quarter Sales Tax Revenue is up almost 12% for Transportation and Infrastructure over the previous year. The BJP Trust Fund has a balance of \$144 million.

The administration held a workshop with City Council on January 26, 2023 to provide an overview on Bill #2022-416, legislation to keep project spending in a special half-cent surtax program to the amount promised to taxpayers (\$1.5 billion) as well as provide for the completion of the infrastructure projects on the promised list. Due to inflation, \$76 million out of the trust fund is needed to fully fund the \$1.5 billion project commitment. The balance in the fund would be moved to the Capital Improvement Program (CIP).

Paul Barrett reported we hope to achieve debt paydown and/or defeasement by October 1, 2026, which will aid in program closeout and start revenues January 1, 2027 to fund the pension.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reported that the Local Option Gas Tax (LOGT) revenue graph reflects 2.8% growth. For LOGT 2, the additional 6 cent tax that was approved in May 2021, effective January 1, 2022, under \$1 million is being collected per month as projected; with \$17 million received over 9 months split between COJ and JTA.

Mr. Hughes stated the goal is to keep the promise of this program but get it done a few years early. The sales tax then goes to fund the pension.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

The JTA LOGT-JTA MobilityWorks Project Report for the 1st quarter is as follows:

- Column A reflects the JTA Revised Program Budget (JTA Series 2015 Bond), which totals \$100,550,000
- Column B shows Fair Share dollars amounting to \$8,418,103 contributed by the City
- Column C shows the JTA Additional Funding Source total of \$12,650,562 which includes \$2m in LOGT Program Management, \$4,617,562 life to date interest through 9/30/22 from bond proceeds
- Column D shows additional funding received from JEA in the amount of \$13,290,083
- Column E shows additional funding source from JTA Series 2020 Bonds \$41,100,000
- Column F indicates Total Funds available \$176,008,748
- Column G reflects Estimated Project Costs of \$175,373,983
- Column H shows Funding Status \$295,232 (sufficient funding to complete projects)
- Column I shows life-to-date spending of \$137,835,841
- Column J reports funds encumbered \$21,263,220
- Column K reflects spent and encumbered \$159,099,062
- Column L shows remaining funds available of \$16,909,687
- Column M indicates 90.7% of estimated project costs as % of funds committed

C. General Discussion - None

IV. Public Comment pursuant to §286.0114, F.S. - None

V. Adjourn FAC – 8:42 a.m.

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

Steve Long

Chairperson Steve Long called the PAC meeting to order at 8:42 a.m.

A. COJ Project Status Reports

Steve Long

- ✓ Council Districts 1 through 14 (Recreation & Infrastructure) **Kim Taylor**
Ms. Taylor reported that the City Council Discretionary Fund balance ending 12/31/22 was \$214,880.89 with no change from the previous quarter, representing 1.53% of 8 Council District that still have funding. City Council members have other funds outside of BJP that will be sunsetting soon.

- ✓ Environmental Clean Up **Steve Long**
For the reporting period October 1-December 31, 2022, the five active projects associated with EPA ash remediation are approximately 97% complete. Out of approximately 3,194 parcels, 1,848 have been remediated; 1,247 do not require remediation. 99 parcels remain. Access agreements from the property owners are needed.

- The RFP for the Lonnie Miller Park Project will be advertised in January 2023. Bids will be evaluated by the end of February 2023 and we expect to be ready to issue the Notice To Proceed in early 2023.
- The Long-Term Observation and Maintenance (O&M) RFP is ready and we expect to issue that by April of 2023.
- The final phase of the PNG program which is the Remnant Parcel Ash Remediation will be included in the Long-Term O&M contract and remediation will be done as funds allow.

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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, which require access agreements.
2. 5th & 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. We are still pursuing access agreements.
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. We are pursuing access agreements for all 33.
 - b. Park –The project is 100% complete. The Forest Street Charter School completed the remediation.
4. Lonnie Miller site
There are two components:
 - a. Residential - 99% complete. 3 parcels remain.
 - b. Lonnie Miller Park - Remediation is being done as part of the City's Park Improvement Project
 - Phase 1 – Lonnie Miller Park Design-Build is complete. It incorporates the Parks Department improvements at the same time. The bid came in very high; we will put it back out this month.
 - Phase 2 – Design is 95% complete. Currently, the effort to conduct the site improvements are in the 5-year plan. The design plans for the proposed recreational facilities will be prepared prior to that time.
5. 5th & Cleveland and Forest Street OU2 Incinerator Sites – . Out of 703 total parcels, 99% complete.

McCoys Creek Restoration

The City's consultant for this project is Wood Environment & Infrastructure Solutions, Inc. They prepared a restoration plan for McCoys Creek to reduce flooding of infrastructure and private properties, provide a robust creek-side recreational trail thereby connecting adjacent neighborhoods to downtown and increasing economic value and re-development opportunities, and utilize a variety of multi-disciplinary goals and resources to achieve a model project. The project includes the following components:

- Channel Improvement/Restoration
- Bulkhead Restoration
- Boulevard Closures
- Greenway Creation
- Creek Remediation/Restoration
- Parcel Remediation

The project has now completed the Phase 1 work and the ash remediation of the creek parcels work will begin by the end of December, 2022.

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○ **Targeted Economic Development**

Kirk Wendland

- ✓ Northwest Jacksonville Economic Development Fund (NWJEDF)
Mr. Wendland reported that \$1,000,000 was set aside for the Non-Residential Septic and Sewer Connection Program. To date, \$550,120 has been disbursed to grant recipients.

Sports Addix, LLC, was approved by the NWJEDF Advisory Board and City Council to receive a \$50,000 small business development initiative grant to offset renovation and site improvement costs needed to establish a new silk-screening and manufacturing facility.

Project Cashew, a global food manufacturer with an existing presence in the Jacksonville area was approved to receive a \$500,000 large-scale economic development fund grant to assist with expansion of its manufacturing operations.

The Clara White Mission, Inc.-White Harvest Farms grant should be closed out this quarter.

Mr. Wendland reported that the program's available balance was \$3,720,215. This includes \$2,102,945 from BJP/NW Pay-As-You-Go funds (Fund 35103) and \$1,617,270 from the NWJED fund (Fund 00117).

B. COJ Roadway and Infrastructure Improvements

Steve Long

Mr. Long reviewed the COJ Roadway Project Status Report, pages 33-43, noting that 10 COJ projects and 7 JTA MobilityWorks projects remain from the BJP list. Three projects are awaiting funding through a Budget Transfer (BT). There are 7 active (*) COJ projects:

1. Cahoon Road (Lenox to Beaver) Pending BT
2. *Collins Road (Blanding to Pine Verde) – COJ proceeding with project design. Design consultant services have been defined and negotiated. Awaiting BT to re-establish project and allocate funding.
3. *Hartley Road (Old St. Augustine to San Jose) Phase I (drainage) is complete. COJ proceeding with project design. Design consultant service have been defined and negotiated. Awaiting BT to re-establish project and allocate funding.
4. Kernan Blvd./UNF (JTB to Glen Kernan) Below the line on JTA priority list.
5. *Old Middleburg Road (103rd to Branan Field)
Under design: Phase 1 – North Section (Parman Road to 103rd) 90% complete.
Phase 2 – South Section (Argyle Forest Blvd. to Parman Road) 60% complete.
Significant real estate acquisition underway for both phases.
Phase 1 anticipate construction start Fall '23; Phase II Summer '24
Old Middleburg & Collins intersection interim improvements completed.
6. *Ricker Road (Old Middleburg to Morse) Under design. 60% design plans due February '23. Delay due to changes in JEA watermain plans. Looking to reduce time between 60% and 90% plans.
7. Shindler Road (Collins to 103rd) Awaiting BT.
8. *Cecil Field Connector (Branan Field to Commerce Center)
Contract executed for COJ northern portion. 30% design underway.
Construction substantially complete on southern portion.
9. *Clark Road extension to Broward Road – COJ proceeding with project design. Design consultant services have been defined and negotiated. Awaiting BT to re-establish COJ project and allocate budget.
10. *Eastport (I-95 to Zoo Parkway/Pulaski Road, part of east-west corridor improvements (Main to New Berlin) – Design consultant services have been defined and negotiated; awaiting BT to e-establish COJ project and allocate budget.

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C. JTA Road Program/JTA Mobility Works

Greer Gillis

Greer Gillis 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)**
 - Construction – Construction 100 percent complete.
 - Ribbon cutting event scheduled for November 17, 2022.
 - Construction Operations complete.
 - Project team working on close out documentation.
 - Preparing COJ acceptance package for submission.
- **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:** A preliminary engineering study was developed. The project will be incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Design plans were completed and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion. The scope of work is complete and the JTA looks to procure the design of the 8th Street corridor this Spring 2023
 - **University/Merrill Turbo Roundabout:** Project is complete and JTA is working with the City of Final Acceptance of the project.
 - **Lenox Avenue:** Design plans were completed and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas tax expansion. The JTA is planning to procure this project in FY2038.

Blanding Boulevard Intersection Improvements

- All scheduled JTA work is complete. Ninety percent design plans were completed for the intersections of Blanding at Collins Road and Blanding at 103rd Street. The design plans were submitted to FDOT for use with future implementation.
- FDOT has incorporated the bus queue jump lanes project (to support the JTA's First Coast Flyer Bus Rapid Transit Southwest operations) into their FY24 Work Program pending approval by the state legislature. FDOT plans to begin the design project in July 2023.

Soutel Transit Hub

- Construction of the project was completed in 2016.

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Alta Drive (South of Faye Road to Burkit Lane)

- Construction completion percentage is 65%.
- The contractor has completed lighting directional bores, and sheet pile installation.
- Contractor completed embankment, subgrade, and lime rock base course throughout the corridor for paving left roadway.
- Contractor continues to form and pour sidewalk, curb, and planned driveways throughout the project limits.
- Contractor completed the new railroad crossing arms and gates at the CSX rail crossing.
- FDOT portion of Alta Drive between I-295 to Faye road was completed September 12, 2022.
- There is a 60-day detour of Alta Drive between Faye Road and Port of Jacksonville Parkway that is tentatively scheduled for February 15, 2023.
- Construction is still anticipated for completion in the Fall of 2023.

Collins Road (Old Middleburg Road to Rampart Road)

- Construction – 100 percent complete
- JTA has received the final acceptance letter for the project from the City of Jacksonville.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- Construction is 35% complete.
- JTA continues to reach out to HOAs, property owners and local schools to keep them informed and address any concerns.
- Utility relocations and JEA utility installations are underway.
- Erosion control devices and silt fences are in place.
- Contractor is working on constructing the temporary widening to the west, which will allow traffic to be shifted and work to begin on the permanent improvements.
- Temporary pavement widening and temporary drainage are being constructed.
- Construction is still anticipated for completion in the Fall of 2024.

McDuff Avenue / 5th Street (Phase III)

- All work completed with project team working on project close out and COJ acceptance package.
- Ribbon cutting was held on December 19, 2023

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.

Local Option Gas Tax / Jobs for Jax
JTA MobilityWorks II Program Status

8th Street NW

- The scope of work is complete and the JTA looks to procure the design of the 8th Street corridor this Spring 2023.

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University Blvd / Merrill Road Complete Street

- JTA finalized the scope of work for the project, and prepared scoring requirements for the procurement effort.
- JTA looks to procure the design project in Spring 2023.

University Blvd from Arlington Road to Arlington Blvd Complete Street

- JTA finalized the scope of work for the project, and prepared scoring requirements for the procurement effort.
- JTA looks to procure the design project in Spring 2023.

Emerald Trail

- The JTA, COJ and Groundwork Jacksonville are final discussions to move towards a 3-way MOU.
- The JTA and GWJax have submitted for the USDOT Reconnecting Communities grant seeking funds to begin PD&E efforts.

D. EBO/JSEB/DBE

○ **COJ**

Sandy Simpson

Ms. Simpson reported the COJ JSEB 1st quarter expenditures:

1. Capital Improvement: \$3,296.13
2. Professional Services: \$854,949.50
3. Contractual Supply & Services: \$0

The total JSEB 1st quarter Payment: \$858,245.50.
Life-to-Date Expenditures total \$1,007,155,808.50.

○ **JTA**

Ken Middleton

For the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$3,079,545, 14.4% minority participation with a life to date total of 11.1%.

Total expenditures for Professional Services during the 1st quarter were \$1,039,634.00, 33.1% minority participation with a life to date total of 26.2%.

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Capital (construction) improvement for the 1st quarter, life to date total of 16.1%

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Professional Services of minority participation for the 1st quarter, life to date 100%.

Mr. Middleton announced that the RFP for Phase 5 of the Ferry project will be going out soon.

E. General Discussion – None

VIII. Public Comment pursuant to §286.0114, F.S. - None

IX. Adjourn PAC – 9:08 am