

BJP Finance and Project Administration Committees
Meeting Minutes July 23, 2021
Approved on October 22, 2021

The current FAC Membership consists of the following:

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

City Attendees:

Alice Checorski, Liaison
Randall Barnes
Judith Garard
Joey Greive
Dinah Mason
Kirk Wendland

JTA Attendees:

Kendra Burton
Greer Gillis
Greg Hayes
Ken Middleton
Jonathan Page

Public:

Thomas Martin
Taylor Mejia

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

Brian Hughes

Chairperson Brian Hughes called the meeting to order at 8:36 a.m.
The meeting start was delayed due to members held up due to a traffic accident.

II. Approval of Previous Meeting Minutes

Both Committees

Chairperson Brian Hughes asked the FACPAC members to entertain a motion to bundle the BJP FACPAC minutes still pending approval due to a lack of a quorum at previous meetings. John Pappas made a motion to move the minutes as a bundle for approval. Joe Orfano seconded the motion. The motion carried and the meeting minutes for 10/25/19, 01/24/20, 07/24/20, 10/30/20, 01/22/21 and 04/23/21 were approved unanimously.

III. Finance Administration Committee (FAC)

Brian Hughes

A. COJ Financial Report

Joey Greive

Randall Barnes reported that we are experiencing a good rebound in sales tax revenues. Not a lot of projects are using cash right now. We will be rolling out \$16m for projects.

Judie Garard reviewed the 3rd quarter FY 2021 6/30/21 Transportation Sales Tax Graph.

- Third Quarter Sales Tax Collections are above last year by 10.64% for Transportation and Infrastructure year-to-date. This is higher than the 4.46% reported at the end of the 2nd quarter.
- The City's distribution amounts for the 3rd quarter are from taxable sales for the months of February, March and April. When compared to the same time period of 2020 which included the COVID lockdown months, this increase is an anomaly and will decrease next quarter when averaged over the entire prior fiscal year.

A balance of \$70.8 million remains in the BJP Trust Fund (11001) to provide cash for future debt service (\$10 million) and projects (\$60.8 million). This is after a \$1.5 million transfer to the Infrastructure project fund in May.

Joey Greive stated we have recovered all of Pandemic losses and then some. The infrastructure one-half penny sales tax is still on target to finish in 2029-30, a little earlier than expected. We are confident we will be able to finish projects. We are considering paying off bonds and will transfer funds to some projects. Mr. Pappas said a meeting is scheduled today to discuss BJP projects. Mr. Greive concluded by saying that the sunset of the BJP half-penny infrastructure sales tax will then kick in for the pension.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

B. JTA Financial Report

Greg Hayes

Before reviewing the JTA MobilityWorks financial spreadsheet from Project to Inception for the quarter ending June 30, 2021, Mr. Hayes provided more detail for the new FAC members. In 2016, with the passage of the Local Option Gas Tax, JTA began receiving 5 cents and COJ 1 cent. The report is basically unchanged from the last quarter:

- 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 \$12,607,249 which includes \$6,033,000 in JTA real estate proceeds, \$2,000,000 additional CIP funding source provided by JTA and \$4,574,249 life to date interest through 3/31/21 from bond proceeds
- Column D shows additional funding received from JEA in the amount of \$15,071,115
- Column E shows additional funding source from JTA Series 2020 Bonds \$41,100,000
- Column F indicates Total Funds available \$177,746,467
- Column G reflects Estimated Project Costs of \$175,680,981
- Column H shows Funding Short Fall \$2,065,486
- Column I shows life-to-date spending of \$104,069,066
- Column J reports funds encumbered \$28,719,91
- Column K reflects spent and encumbered \$132,788,157 (up from last quarter)
- Column L shows remaining funds available of \$44,958,310
- Column M indicates 75.6% of estimated project costs as % of funds committed

Mr. Hayes stated the final 3 projects (Alta, San Pablo and Parramore) are just getting underway.

Mr. Schnusenbergl asked if project cost increases are anticipated due to increased costs through the supply chain, lumber, etc. Mr. Hayes expects all funds to be expended.

Mr. Butler asked what the interest rate on the bond is. Mr. Hayes said the recent rate was under 2%. Mr. Butler asked if this might be lower than the 2015 bond issuance. Mr. Hayes responded we would have to wait 10 years before we can refinance.

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph shows much improvement from the last quarter, about a 3% increase year over year. Last year, we were down 6%. The LOGT was extended and expanded through City Council approval adding an additional 6 cents which will start the first of the year. It will be an even split between COJ and JTA.

Mr. Hughes stated this committee will now be expanded with the passage of the new LOGT Ordinance. We will need to determine how to report the difference between the two revenues.

C. General Discussion - None

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

Thomas Martin, private citizen residing at 8019 Leafcrest Drive, asked if the City received any mitigation funds from the State for the Branan Field-Chaffee through 103rd Street project that is now part of the First Coast Expressway. Brian Hughes said we would get back to Mr. Martin.

Mr. Martin stated that within the same roadway, the developer of the Villages of Argyle provided 4.2 miles, part in Clay and part in Duval (COJ). The DRI specifies a freeway rather than a toll road. There are two \$.50 tolls; it is not a freeway, it is a toll road. Mr. Pappas will follow up with Mr. Martin.

V. Adjourn FAC – 8:56 a.m.

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VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

John Pappas

Chairman John Pappas called the PAC meeting to order at 8:56 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)

Phillip Peterson

Mr. Peterson reported that the City Council Discretionary Fund balance ending 6/30/21 is \$98,968.99, amongst 7 different council districts; less than 1% remains. No funds were expended during the last quarter.

Joey Greive would like to coordinate finding one community-wide project to commit to utilizing the remaining funds.

✓ Environmental Clean Up

John Pappas

For the reporting period April 1, 2021 – June 30, 2021, the five active projects associated with EPA ash remediation are approximately 97% complete. Out of approximately 3,200 parcels, 1,850 have been remediated; 1,250 do not require remediation. 99 parcels remain. Access agreements from the property owners are needed.

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. 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 have access agreements for 10 of these.
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 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 (ACON); awaiting executed contract to proceed.
 - Phase 2 – Design is 95% complete. 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.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

5. 5th & 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. We are pursuing access agreements for those 5 parcels.

- **Targeted Economic Development**

Kirk Wendland

- ✓ Northwest Jacksonville Economic Development Fund (NWJEDF)

Mr. Wendland reported that program began with \$25m.

To date, \$1,950,100 had been disbursed and \$50,000 is encumbered for the Food Desert Programs.

Through the Non-Residential Septic and Sewer Connection Program, \$259,083 has been disbursed to grant recipients.

Legislation for a new project, Eastern Wire Products, Inc. will be introduced to City Council on July 27, 2021.

Mr. Wendland reported that as of June 30, 2021, the available balance of appropriated funding in the NWJED fund was \$4,903,962.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 30-40, 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 (Osiris 9).
3. *Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) Project is complete.
4. *Hartley Road (Old St. Augustine to San Jose) Phase I (drainage) construction is 80% complete. An RFP for full road is being prepared.
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. *Old Middleburg Road (103rd to Branan Field) – Design is 50% complete. Extensive real estate acquisition effort is being initiated. Old Middleburg and Collins Road signal design is being modified to eliminate property acquisition needs. Intersection construction is anticipated in October 2021.
7. *Ricker Road (Old Middleburg to Morse) Design contract awarded; awaiting executed contract.
8. Shindler Road (Collins to 103rd) Awaiting BJP cash flow
9. *Cecil Field Connector (Branan Field to Commerce Center) Developer agreement for south portion (1/2) approved. Developer is finalizing design. Public Works is preparing an RFP for the north portion (1/2).
10. *Broward/Clark Road extension – Design consultant selected. Awaiting Budget Transfer to proceed.
11. *Eastport (I-95 to Zoo Parkway/Pulaski Road) – Design consultant selected. Awaiting Budget Transfer to proceed.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

C. JTA Road Program/JTA Mobility Works

Andy Rodgers

Andy Rodgers reviewed the JTA Mobility 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)**
 - A final public meeting was held on June 3, 2021.
 - The groundbreaking ceremony was held on June 21, 2021.
 - Notice to Proceed was issued to the contractor on July 12, 2021 and the project completion is expected in Summer 2022.
- **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 under the JTA Mobility Works program. The project is being incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Design plans were completed under the JTA Mobility Works program and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion.
 - **University/Merrill Roundabout:**
 - Construction of the new water main and drainage system is complete.
 - The contractor is continuing work on the multiuse path, driveway reconstructions and lighting installation.
 - Construction completion is anticipated in late 2021.
 - **Lenox Avenue:** Design plans were completed under the JTA Mobility Works program and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas tax expansion.

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 and submitted to FDOT for use with future implementation.

Soutel Transit Hub

- Construction of the project was completed in 2016.

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Alta Drive (South of Faye Road to Burkit Lane)

- Clearing and grubbing is complete and three of the five stormwater ponds have been excavated.
- A gopher tortoise relocation permit was obtained and relocations were completed.
- The contractor is focusing work activities on completing Phase 1, which is the segment from I-295 to Faye Road. The segment is scheduled to be substantially complete in March 2022.
- Demucking will require a 60-day detour to complete. The detour is anticipated in the 1st quarter of 2022. We will continue to coordinate with Public Works as we move closer to the detour.
- Staff continued to coordinate with CSX relative to the railroad crossing reconstruction. CSX has committed to begin construction in September 2021. The crossing is expected to be closed by CSX for 10 days to complete the work. Associated water and sewer improvements will be completed through a separate crossing closure, which is expected to occur in early 2022.
- Construction completion anticipated in spring 2023.

Collins Road (Old Middleburg Road to Rampart Road)

- Final inspection of the western segment (Old Middleburg Road to Shindler Drive) was held on March 15, 2021. Closeout documents were sent to the City for final signoff on July 15, 2021.
- The contractor is continuing work on the final phase of widening from Shindler Drive to Rampart Road and has completed subgrade preparation and utility construction. Construction of curbing and medians is underway.
- Due to the groundwater issues identified during construction that led to additional re-work in the previous phase and the results of the groundwater monitoring, the contractor will be installing black base instead of limerock for the final phase of widening.
- Contract time has been extended to February 2022 as a result of weather days added to the contract during the quarter.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- Order of Taking proceedings were held in June 2021 for required right-of-way parcels that had not previously closed.
- One bid for construction was received in June 2021. The bid was approximately \$6 million above the construction budget. The project team is evaluating value engineering options in an effort to reduce the cost. A recommended contract award will be presented for Board approval on July 27, 2021.
- A final public meeting is scheduled for July 29, 2021 at Alimacani Elementary School.

McDuff Avenue / 5th Street (Phase III)

- A detour is in place and water main installation is nearing completion. The contractor has begun installation of storm drainage.
- Construction is anticipated to be completed in March 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.

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FAC member Chris Butler asked if there is a document showing projects and timeline for completion. Mr. Rodgers responded that JTA can prepare that information.

FAC member Oliver Schnusenberg asked who assigns the projects. Mr. Pappas stated that he recently met with JTA representatives Andy Rodgers and Greer Gillis to discuss and plan coordination of LOGT projects.

D. EBO/JSEB/DBE

- **COJ** **Dinah Mason**
Ms. Mason reported that the City's JSEB expenditures increased from last quarter by .2% for a total of \$180,206.70, with a life to date 14.46%.

- **JTA** **Ken Middleton**
For the 3rd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$3,421,479, 12.9% minority participation with a life to date total of 7.9%.

Total expenditures for Professional Services during the 3rd quarter were \$508,466.00, 26.2% minority participation with a life to date total of 25.7%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$2,162,798.00 minority participation for the 3rd quarter, life to date 18.9%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures of \$122,081.00 for Professional Services of minority participation for the 3rd quarter, life to date 100%.

E. General Discussion

Mr. Greive took this time to introduce the new FAC committee appointees, Chris Butler and Oliver Schnusenberg. Each member spoke briefly about his background.

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

Thomas Martin, 8019 Leafcrest Drive, expressed concerns about the Collins Road intersection due to new development in the area. He also stated that the ditches and drainage on the old Argyle Forest Blvd. project have now eroded and the sidewalks are in danger of failing. Mr. Pappas stated that the area has been identified for stormwater treatment as they are not really ditches. He will look into it.

IX. Adjourn PAC – 9:32 am