

BJP Finance and Project Administration Committees

Meeting Minutes October 25, 2019

Approved on July 23, 2021

The current FAC Membership consists of the following:

- ✓ Brian Hughes, CAO, City of Jax
- ✓ Aaron Zahn, Executive Director, JEA (designee/Joe Orfano)
- ✓ 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:

Randall Barnes
Alice Checorski
Judith Garard
Joey Greive
Rose Nettles
Kim Taylor
Kirk Wendland

JTA Attendees:

Kendra Burton
Ken Middleton
Jonathan Page
Andy Rodgers
Jessica Shepler

The current PAC Membership consists of the following:

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

Public:

Thomas Martin

I. Welcome & Introductions

Brian Hughes

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

II. Approval of Previous Meeting Minutes, April 26, 2019 and July 26, 2019

Due to a lack of a quorum, the Finance Administration Committee (FAC) portion of the April 26, 2019 meeting minutes were not approved at the July 26, 2019 meeting. These minutes were approved at the October 25, 2019 meeting. The BJP Finance Administration Committee and Project Administration Committee (FACPAC) unanimously approved the July 26, 2019 meeting minutes.

III. Finance Administration Committee

Brian Hughes

A. COJ Financial Report

Joey Greive

Joey Greive reported that we anticipate being able to sunset the program early after completion of all projects and pay off the debt. Beyond the \$10m cushion, there is \$23.7m additional cash available in the Trust Fund.

Judie Garard stated that in preparation for the City's conversion to the new ERP system, we are reconciling both the infrastructure and transportation sales tax revenue accounts. A handout of the BJP Sub-fund Clean-up for ERP Conversion was distributed to the committee.

Ms. Garard presented the following COJ financial reports:

- **Fiscal Year-to-date 09/30 Sales Tax Graphs** pgs. 9 – 10 (Note: graph title not updated to 9/30/19)
 - ✓ Fourth quarter year-to-date Sales Tax Collections are 4.05% for Transportation and 4.04% for Infrastructure over last year-to-date collections.
- **Fiscal Year-to-date 09/30 Financial Reports** pgs. 11 – 14
 - ✓ Current cash balance is \$17.8 million in the project funds to finance the authorized projects. No cash transfers were made during the Fourth quarter to increase project funding.
 - ✓ \$196K was expended during the quarter. Cash balance did not change, due to Interest earnings of \$169K. Debt service collections from the Transportation Sales tax run a month in arrears.
- **Preliminary Fiscal Year-to-Date 09/30 Project Reports** pgs. 15 – 25 (Note: report date not updated to 9/30/19)
 - ✓ Transportation project spending y-t-d is \$402K with \$54,000 spent on Real Estate Matters as of year-end
 - ✓ Infrastructure spending y-t-d is \$1,874K

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- ✓ These reports are preliminary as revenue and expenditures are not final. Final reports will be issued at the next meeting.
- A balance of \$33.7 million remains in the BJP Trust Fund (111) to provide cash for future debt service and projects.

B. JTA Financial Report

Kendra Burton

Ms. Burton reported that the Local Option Gas Tax (LOGT) JTA Mobility Works Project Council-approved budget was \$100,550,000 in 2014. Ms. Burton reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending September 30, 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 the addition of \$2,000,000 program dollars added by JTA and Life to Date Interest in the amount of \$3,979,753, totaling \$5,979,753
- Column D shows additional funding received from JEA in the amount of \$12,616,955, an increase of approximately \$4.6m since last quarter
- Column E shows total funds available of \$127,564,810
- Column F indicates estimated project cost of \$146,624,833
- Column G reflects a funding short fall of (\$19,060,023)
- Column H shows an increase in spending of \$8.4m due to the Alta, Kernan, Collins and Mobility Corridor projects
- Column J reports the Estimated Project Costs as % of Funds Committed at 62.4%

Ms. Burton reported that the Monthly LOGT Revenue trend graph reflects a 2.6% increase over the prior year.

Action Item:

At the request of FAC Committee member Paul Sleiman, Ms. Burton agreed to provide the gross amount of increased revenue as reflected in the JTA Revenue Trend graph.

A. General Discussion

None.

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

Three minutes per speaker

None.

V. Adjourn FAC – 9:01 a.m.

VI. Project Administration Committee (PAC)

John Pappas

Chairman John Pappas called the PAC meeting to order at 9:01 a.m.

A. COJ Project Status Reports

- Public Facilities

Mr. Pappas reported that all Public Facilities Projects have been completed.

- Environment/Quality of Life

- ✓ Council Districts 1 through 14 (Recreation & Infrastructure)

Ms. Taylor reported that there is a small percentage of Discretionary funds remaining in the Council District accounts.

John Pappas

John Pappas
Kim Taylor

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- ✓ Environmental Clean Up **John Pappas**
For the reporting period July 1, 2019 through October 31, 2019, Project New Ground (PNG) has remediated 1,844 parcels and removed 768,111 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 City is currently working with a developer (Vestcor Family Foundation) to remediate and then redevelop the Forest Street Park. To date, 44,790 tons of contaminated soil have been excavated. The project is 75% complete with an estimated completion of November 2019.
4. **Lonnie Miller site**
 - a. **Residential** - 99% complete
 - b. **Lonnie Miller Park**
 - **Phase 1** – The City has complete engineering plans for the civil site improvements (including remediation) and 90% design plans for the proposed recreational facilities. The City plans to put out a Request for Proposal to complete the design and conduct the construction/remediation in the first quarter of 2020.
 - **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 FY2022/23. The design plans for the proposed recreational facilities will be prepared prior to that time.
5. **5th & Cleveland and Forest Street OU2 Incinerator Sites** – 99% complete. Mr. Pappas explained that this remediation is a result of residual material that was airborne and made its way onto other properties.

○ Targeted Economic Development

Kirk Wendland

✓ **Northwest Jacksonville Economic Development Fund (NWJED)**

Mr. Wendland reported that as of September 30, 2019, there available balance of the NWJED fund was \$4,691,535. This includes \$2,550,035 from the Better Jacksonville Plan / NW Pay-As-You-Go funds (SF 353) and \$2,141,500 from the NW JEDC Fund (SF 75C).

The following projects have been approved or are currently in process:

- Jessie/Rosa Wilcox (For Your Child Only) was approved for re-amortization of the outstanding loan and extending the term for a period of 7 years.
- Third and Main, LLC was approved for an extension of their existing loan term for 11 years through April 30, 2026 and interest only at 3% per annum for 24 additional months.
- A mediation session was held on March 22, 2017 for the loan with Shoppes at Norfolk, LLC. Following mediation, a settlement agreement was reached, legislation was filed, and the settlement payment of \$438,714.50 was received.

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- The Laundry Station (f.k.a. Soap Bubbles) was approved for re-amortization of the outstanding loan balance and extending the term for a period of 4 years.
- An amendment to the Economic Development Agreement and Declaration of Restrictive Covenants was approved for 2385 Corbett Street, LLC to allow for a Taproom as part of a Craft Beer Manufacturing Operation and to remove the square footage of the Taproom from the Project.
- First Coast No More Homeless Pets (FCNMHP) was approved for re-amortization of the outstanding loan for 6817 Norwood Avenue (funded in 2009) and extending the term for a period of 15 years through June 1, 2034.
- 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 in process as of 9/30/2019; however, the legislation 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 in process as of 9/30/2019; the legislation was approved by City Council on 10/22/2019.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 29-38.

1. Collins Road (Blanding to Pine Verde)
Project was below the line on JTA priority list (\$29.5m). COJ is proceeding with project design. RFP for Design Services was advertised and proposals are now being graded for award recommendation.
2. Crystal Springs Phase 2B (Ramona-Hammond to Cahoon)
Design-Build contract awarded (\$3,487,640). Design at 90% with construction to be completed by the end of 2020.
3. Hartley Road (Old St. Augustine to San Jose)
 - a. Major drainage project – early 2020 construction
 - b. Pursuing roadway design when funding becomes available.
4. Old Middleburg/103rd to Branran Field (4-lane divided, C&G, S/W, bike lanes)
Under design (30% complete). Will be moving forward with a Town Meeting. We are currently identifying property needs.
5. Ricker Road/Old Middleburg to Morse (3-lane, C&G, S/W, bike lanes) Design services advertised and proposals due 10/25/19. Grading and selecting for design underway.

Mr. Pappas reported that we are working with the property owner on one of the projects added at the last meeting, the Cecil Field Connector (back door from Branran to Commerce Center). This is a new road with undeveloped land. We anticipate receiving a development agreement to facilitate the project.

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C. JTA Road Program/JTA Mobility Works

Andy Rodgers

Andy Rodgers reviewed the JTA Mobility 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.

- **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**
 - Construction is approximately 73% complete.
The design-build contractor is continuing limerock and drainage installation along the eastside of the roadway. Stormwater pond excavation is continuing at Pond C-3 and base stabilization is ongoing from Ashley Melisse Boulevard to the north. Installation of light poles and mast arms are underway and continuing throughout the project.

- **Parramore Road Extension (to Youngerman Circle)**
 - Ninety percent design plans have been completed for the project.
JTA's legal team is continuing to work with the 295 Venture developer's attorney in an effort to obtain a joint-use pond agreement for the project.

- **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**
 - Construction was completed earlier this year and staff is working to complete project closeout and transfer of project documents to the City.
Liquidated damages are being assessed on the final payment to the contractor.

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 earlier this year. The project is being incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Final plans have been completed and permits are in hand. Construction procurement is underway and a contract award is expected to be presented for Board approval in December 2019.
 - **University/Merrill Roundabout:** Final plans have been completed. Construction procurement is underway and a contract award is expected to be presented for Board approval in December 2019. Completion of the planned right-of-way transfer from FDOT to the City must be completed prior to construction. FDOT has indicated the transfer is expected to be completed prior to the end of the year.
 - **Lenox Avenue:** Final plans have been completed. Construction procurement is on track to begin prior the end of the year.

- **Blanding Boulevard Intersection Improvements**
 - Ninety percent design plans have been completed for the intersections of Blanding at Collins Road and Blanding at 103rd Street.
 - The project is funded for design only through the Local Option Gas Tax.
 - Staff is continuing to discuss potential construction funding opportunities with FDOT. However, no funding for construction has been identified to date.

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- **Soutel Transit Hub**
 - Construction of the project is complete.
- **Alta Drive (South of Faye Road to Burkit Lane)**
 - One hundred percent design plans have been completed.
 - Right-of-way acquisition is underway and orders of taking dates have been set. JTA's legal team is continuing to negotiate with property owners to settle parcels where possible prior to the scheduled court dates. Through September, JTA has closed on 30 of 111 total parcels.
 - The Pearsall developer has indicated they are moving forward with the planned right-of-way transfer from the Pearsall developer to FDOT is moving forward.
- **Collins Road (Old Middleburg Road to Rampart Road)**
 - Construction is progressing well and is approximately 50% complete.
 - Staff worked with Public Works staff to obtain approval of a planned closure of Collins Road to install drainage along the McGirts Creek Bridge. The closure is scheduled for one day and is expected to take place on the Saturday prior to Thanksgiving.
- **San Pablo Road (Beach Boulevard to Atlantic Boulevard)**
 - One hundred percent design plans have been completed for the project.
 - Notices were sent to impacted property owners in September 2019 and right-of-way acquisition efforts will begin once property appraisals have been updated.
- **McDuff Avenue / 5th Street (Phase III)**
 - One hundred percent design plans have been completed for the project.
 - Construction procurement is underway and a contract award is expected to be presented for Board approval in December 2019.
 - **Collins Road (Blanding Boulevard to Pine Verde Lane)**
 - A PD&E study was completed and transferred to the City for future implementation.
- **Southside Boulevard / Atlantic Boulevard Intersection Improvements**
 - The project is included as a design option in JTA's contract with HNTB.
 - The project is not included in FDOT's published future work program.
- **Tinseltown Intersection Improvements**
 - The project is included as a design option in JTA's contract with HNTB.
 - The project is not included in FDOT's published future work program.

D. EBO/JSEB/DBE

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

Ms. Nettles reported there has been no activity by Small Emerging and Minority Businesses during the 4th quarter of the fiscal year.
- **JTA** **Ken Middleton**

Mr. Middleton reported that for the 4th quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$4,097,340, 27.7% minority participation with a life to date total of 17.0%.

Total expenditures for Professional Services during the 4th quarter were \$816,023, 19.7% minority participation with a life to date total of 28%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$0, 0% minority participation for the 4th 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 4th quarter, life to date 100%.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

E. General Discussion

None

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

Thomas Martin, 8019 Leafcrest Drive, commented that work has been ongoing for over a year on the east-bound side of the bridge on Old Middleburg Road and the First Coast Expressway.

IX. Adjourn PAC – 9:27 am