

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
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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- ✓ Kim Taylor, Council Auditor, City of Jax (non-voting Member)

City Attendees:

Alice Checorski, Liaison
Randall Barnes
Aileen Cruz
Judith Garard
Joey Greive
Kirk Wendland

JTA Attendees:

Leah Brown
Khisha Dukes
Greer Johnson Gillis
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
Taylor Mejia

I. Welcome & Introductions

Brian Hughes

Vice Chairperson Brian Hughes called the meeting to order at 8:36 a.m.

II. Approval of Previous Meeting Minutes, July 24, 2020

Both Committees

Due to a lack of a quorum, the July, 2020 meeting minutes were not approved.
The minutes will be on the agenda for approval at the January 29, 2021 meeting.

III. Finance Administration Committee (FAC)

Brian Hughes

A. COJ Financial Report

Randall Barnes

Mr. Barnes reported that we still have a \$10m cushion intact. The City's fiscal year-end borrowing included refinancing of BJP Infrastructure Sales Tax bonds. BJP Special Revenue Bonds Series 2010B and 2011B were refinanced with Taxable Special Revenue Bonds Series 2020B to achieve an NPV savings of 14% - resulting in about \$325,000 per year in debt service savings through FY27. In October, the City also refinanced Transportation Revenue Bonds Series 2012A with Taxable Transportation Revenue Bonds Series 2020. The refunded bonds were issued by the City to finance various BJP road projects and pledge the half-cent transportation surtax. Once all debt service costs for the bonds are covered by the surtax, any additional surtax revenues are passed along to JTA. Therefore, debt service saving associated with the refunding directly benefit the operations of JTA. With the refinancing, the City was able to achieve an NPV savings of 14%, which translates into approximately \$21 million of NPV savings over the remaining life of the bonds. The bulk of the savings will be realized in FY28-31, where there was previously a spike in annual debt service. By applying approximately \$7.5 million per year in savings to those four years, JTA will have a much more level debt service profile.

Below is a summary of the COJ 4th Quarter Financial Reports:

• **4th Quarter FY 2020 9/30/20 Sales Tax**

- ✓ Third Quarter Sales Tax Collections are below last year-to-date by 2.05% for Transportation and Infrastructure.
- ✓ As of the 4th Quarter Sales Tax Collections are below last year-to-date by 1.86% for Transportation and Infrastructure
- ✓ The City distribution amounts for the 4th quarter are from taxable sales for the months of May, June and July. 3rd quarter collections are based on taxable sales for February, March and April.

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Finance Administration Committee (FAC) cont'd:

- **4th Quarter FY 2020 9/30/20 Financial Reports**
 - ✓ Current cash balance is \$23.8 million in project funds to finance the authorized projects. No cash transfers were made during the fiscal year-to-date to increase project funding.
 - ✓ \$2.3 million was spent on projects during the 4th quarter for a total of \$3.9 million year-to-date.
 - ✓ Inception to date Financial Reports are currently under construction and will be provided at the next meeting.
- **4th Quarter FY 2020 9/30/20 Project Reports**
 - ✓ Inception to date Financial Reports are currently under construction and will be provided at the next meeting.

A balance of \$56.5 million remains in the BJP Trust Fund (11001) to provide cash for future debt service (\$10 million) and projects (\$46.5 million).

B. JTA Financial Report

Greg Hayes

Mr. Hayes commented that the City's re-financing of the sales tax bond which JTA pays debt service on will result in significant savings for JTA and the taxpayers.

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects a drop in revenue for FY20 by -6.2%, due to COVID-19. July, August and September showed a significant recovery trend. For FY21, JTA expects the LOGT to continue to be impacted, although the trend is positive.

Mr. Hayes reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending September 30, 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 \$6.5m additional JTA funding life to date, dollars 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 \$13,665,380
- Column E shows total funds available of \$129,140,897
- Column F indicates estimated project costs of \$174,682,234, revised since last meeting due to a review of project costs. There is an \$8.3m increase on Alta, \$2.3m on Collins and \$1.1 on McDuff.
- Column G reflects a funding short fall of (\$45,541,337). \$41.1m from the net bond issue will show on the next report. This will significantly close the funding gap. The remainder will be closed through real estate proceeds.
- Column H represents total amount committed \$97,584,541 life to date (spent and encumbered, Columns K & L). Spending is up and encumbrances are down.
- Column I shows remaining funds available \$31,556,355
- Column J reports the Estimated Project Costs as % of Funds Committed at 55.9%

C. General Discussion

None.

For the record: Joe Orfano, JEA, FAC chair, joined the meeting at this time.

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

Three minutes per speaker

None.

V. Adjourn FAC – 8:51 a.m.

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
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VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

Andy Rodgers

Chairman Andy Rodgers called the PAC meeting to order at 8:53 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 9/30/20 is \$98,968.99, or .7% remaining. Ordinance 2020-0597-E appropriated \$25,952.25 from Council Discretionary funds for the Potter's House basketball court.

Alan Ridge asked what the process is by which council members request funds. Ms. Taylor replied that the department will get with the council auditor's office and provide an estimate for the project. They will make sure it is an appropriate use of the funds. The council member will work with that department head. Projects under \$100,000 can be done without going through City Council. Next, the request goes to Brian Hughes, CAO for approval.

✓ Environmental Clean Up

John Pappas

For the reporting period July 1, 2020-September 30, 2020, the overall program name, Project New Ground (PNG), is 97% complete. A total of 3,194 parcels were identified to be remediated. To date, 1,848 parcels have been remediated; upon testing, 1,247 parcels do not require remediation and 99 parcels remain. We have 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. 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.
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 City completed engineering plans for the civil site improvements (including remediation) and 90% design plans for the proposed recreational facilities. In June 2020 the City advertised a Request for Proposals to complete the design and to conduct the construction/remediation work. The Pre-bid conference was held on June 25th and the

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
Approved on July 23, 2021

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Design-Build proposals submitted are currently being evaluated. The project will be awarded by the next meeting. The Parks and Recreation Department and the Ash Remediation Team plan to work together to develop the park in conjunction with the remediation effort to eliminate double handling of materials, maximize funds, and optimize ash removal.

- 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. 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.

• **Targeted Economic Development**

Kirk Wendland

- ✓ Northwest Jacksonville Economic Development Fund (NWJEDF)

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

COVID-19 Waivers were made available to borrowers who had outstanding loans with the City of Jacksonville. Funding from the CARES Grant picked up that extension and reimbursed the NWJEDF \$100,029.

Mr. Wendland reported that as of September 30, 2020, the available balance of appropriated funding in the NWJED fund was \$4,437,319.

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. Eight projects are active.

1. Cahoon Road (Lennox to Beaver)
2. Collins Road (Blanding to Pine Verde) – Design consultant is starting.
3. Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) Under construction; 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 Glenn Kernan)
6. Old Middleburg Road (103rd to Branan Field) – Design is underway; anticipate 60% design by spring '21.
7. Ricker Road (Old Middleburg to Morse) Design consultant starting.
8. Shindler Road (Collins to 103rd)
9. Cecil Field Connector (Branan Field to Commerce Center) – “Back door” to Cecil. Agreement with the developer has been finalized and is headed to City Council.
10. Broward/Clark Road extension – Evaluating design consultant proposals.
11. Eastport (I-95 to Zoo Parkway/Pulaski Road) – Evaluating design consultant proposals; anticipate award in November.

Mr. Pappas stated that we will review the revenue dollars and identify funds we can use to finish our projects.

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
Approved on July 23, 2021

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

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.

- **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**
 - Construction of the project was completed in April 2020.
 - Closeout and project transfer to the City is underway.

- **Parramore Road Extension (to Youngerman Circle)**
 - Right-of-way acquisition is complete.
 - Design is complete and construction procurement is scheduled to begin prior to the end of the year.
 - The St. Johns River Water Management District permit was received on October 13, 2020.
 - Construction procurement is scheduled to begin later this year.

- **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:**
 - A limited Notice to Proceed was issued on September 14, 2020 for mobilization and other initial construction activities.
 - Construction contract time began on October 5, 2020. The contractor began mobilization and installation of MOT devices.
 - 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 for FDOT review.
- Construction is not currently funded; FDOT recommended not proceeding beyond 90% design.
- Staff is continuing to work with FDOT to determine the path forward for the project.

Soutel Transit Hub

- Construction of the project was completed in 2016.

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
Approved on July 23, 2021

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Alta Drive (South of Faye Road to Burkit Lane)

- Construction procurement began in June 2020. Initial bids were received on July 31st. The initial low bid was more than \$3 million above the cost estimate.
- The project team took action to reduce costs, which included extending the procurement process to allow bidders an opportunity to submit revised pricing with some changes to the project requirements. The changes include a detour of Alta Drive from Faye Road to Port Jacksonville Parkway for a period of 60 days. Temporary traffic control improvements will be made at key intersections along the detour route to improve traffic flow during the duration of the detour.
- Two revised bids were received in October 2020. The low bid brings the estimated total project cost to \$38.4 million, approximately \$1.6 million below the bid received in July 2020.
- A contract award to Watson Civil Construction was approved by the JTA Board on October 29, 2020.
- Preconstruction activities are expected to continue into early February followed by physical construction, which is expected to be completed in Spring 2023.

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 continued earthwork operations along the right side of the roadway of the eastern segment of the project and began installation of drainage along the left side of the roadway.
- The contractor set drainage structure tops and continued placement of drainage pipe. Bridge crews placed expansion material on the cap surfaces between Bent 1 and Bent 4 along with installation of the safety rail.
- Staff is working with the Engineer of Record to identify the root cause of and solutions to the high water table issues encountered in completed sections of the project (along the western segment).
- Contract completion is currently scheduled for June 2021.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- One hundred percent design plans have been completed and right of way acquisition is underway.
- Right-of-way is continuing and is expected to be complete in Spring 2021.
- The design team is continuing work on modifications to the drainage design and coordinating with the St. Johns River Water Management District.
- The developer of a planned charter school across from Alimacani Elementary School has requested that their design and construction of a turn lane and associated tie-in be incorporated into the project. A draft agreement has been prepared for review by the developer that would require the developer to pay for the associated design and construction.

McDuff Avenue / 5th Street (Phase III)

- A construction contract has been awarded to MAER Construction. Staff is continuing to work through final preconstruction activities and NTP is expected to be issued by early December 2020 and construction is expected to be completed in late 2021.

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. The project is not included in FDOT's future work program.

Tinseltown Intersection Improvements

- Design has been awarded but is on hold. The project is not included in FDOT's future work program.

BJP Finance and Project Administration Committees
Zoom Meeting Minutes October 30, 2020
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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

D. EBO/JSEB/DBE

- **COJ** **Aileen Cruz**
Ms. Cruz reported there has been no activity by Small Emerging and Minority Businesses during the 4th quarter of the fiscal year.

- **JTA** **Ken Middleton**
For the 4th quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$1,130.912, 9.4% minority participation with a life to date total of 6.6%.

Total expenditures for Professional Services during the 4th quarter were \$592,885, 15.5% minority participation with a life to date total of 26.2%.

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%.

E. General Discussion

Mr. Pappas stated that at the last BJP FACPAC meeting, Mr. Martin asked about Oakleaf Park, which is not a BJP project. Mr. Pappas provided an update that the Parks Department is working with the developer to obtain the expansion parcel. The Planning Department and OGC are also involved. We should have more information at the next meeting.

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

Thomas Martin, 8019 Leafcrest Drive, had several questions for the committee:

1. **Blanding & Collins Road intersection improvements:** It was suggested during the Planning Commission meeting that the location of the northbound bus stop be placed on the southbound side of Collins Road instead.
Andy Rodgers, JTA said that the TPO suggested locating the bus stop on the southbound side. JTA will look into that. They are coordinating with FDOT.
2. **Collins Road: Shindler to Rampart:** It looks like it is lagging behind. Eastbound lanes have not been completed.
Andy Rodgers, JTA replied that the contractor's schedule called for a June completion of Collins Road but weather challenges caused delays. JTA is monitoring the project.
3. **Old Middleburg Road:** When do we expect construction to start?
John Pappas, COJ, replied there is a lot of real estate acquisition needed near 103rd Street. Design is proceeding. This is one of the projects Mr. Pappas plans to discuss with Mr. Hughes for funding allocation. We are at least one year away from bidding the project.

IX. Adjourn PAC – 9:24 am