

BJP Finance and Project Administration Committees
Meeting Minutes January 28, 2022
Approved on April 22, 2022

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 (designee Phillip Peterson)

City Attendees:

Alice Checorski, Liaison
Robin Adams
Paul Barrett
Teresa Eichner
Judith Garard
Joey Greive
Dinah Mason

JTA Attendees:

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/Greer Gillis)
- ✓ John Pappas, Public Works Director, City of Jax
- ✓ Joe Orfano, JEA designee
- ✓ Alan Ridge, Private Citizen Member
- ✓ Cal Walton, Private Citizen Member

I. Welcome & Introductions

Joe Orfano

Chairperson Joe Orfano called the meeting to order at 8:30 a.m.

II. Approval of Previous Meeting Minutes

Both Committees

Brian Hughes made a motion to move the minutes of the October 22, 2021 meeting. John Pappas seconded the motion. The motion carried and the meeting minutes for October 22, 2021 were approved unanimously.

III. Finance Administration Committee (FAC)

Joe Orfano

A. COJ Financial Report

Joey Greive

Joey Greive stated we are seeing strong sales tax collections two years in a row. Next quarter, we will start to contemplate closeout and wrap up the infrastructure sales tax before we begin to pay pension liabilities. The fund has \$85 million in cash. We will retain a \$10 million cushion leaving \$75 million for projects. A recent analysis shows we need about \$67 million to complete the remaining BJP projects.

Judith Garard reviewed the 1st quarter FY 2022 12/31/21 Transportation Sales Tax Graph.

- First Quarter Sales Tax Collections are above last year by 13.21% for Transportation and 13.8% for Infrastructure year-to date. This is higher than the 12.11% reported at the end of the 4th quarter.
- The City's distribution amounts for the 1st quarter are from taxable sales for the months of August, September and October.

In coordination with Public Works, a budget transfer will be filed in the coming weeks to reallocate unused BJP project budget amounts to other BJP projects currently in process (or soon to be in process). This will allow for the available cash (up to the \$67.0 million in available spending authority) to be used on those projects.

Mr. Greive stated that the additional LOGT became effective January 1, 2022. Both JTA and COJ are creating websites that will soon be ready as a resource of information to the public. We won't receive the first distribution from the Florida Department of Revenue until March.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA MobilityWorks financial spreadsheet from Project to Inception for the quarter ending December 31, 2021, Mr. Hayes stated that in 2016, with the passage of the Local Option Gas Tax, JTA began receiving 5 cents and COJ 1 cent. The JTA Report ending December 31, 2021 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 \$12,644,321 which includes \$2m in LOGT Program Management fees, \$4,611,321 life to date interest through 12/31/21 from bond proceed and \$1,466,104 from Real Estate 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 \$176,002,507
- Column G reflects Estimated Project Costs of \$175,053,325
- Column H shows Funding Short Fall which is a surplus of \$288,989
- Column I shows life-to-date spending of \$116,489,773
- Column J reports funds encumbered \$25,020,463
- Column K reflects spent and encumbered \$141,510,236
- Column L shows remaining funds available of \$34,492,271
- Column M indicates 80.8% of estimated project costs as % of funds committed

Mr. Hayes reported that the Local Option Gas Tax (LOGT) revenue graph reflects an increase of 6.7% for the first three months of the quarter.

C. General Discussion - None

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

Thomas Martin, private citizen residing at 8019 Leafcrest Drive, requested a follow up on the two items from the last meeting:

Mr. Martin stated that in the Villages of Argyle, Ordinance 1999-804 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 meet with the administration and conduct research.

V. Adjourn FAC – 8:46 a.m.

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VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

Greer Gillis

Chairperson Greer Gillis called the PAC meeting to order at 8:46 a.m.

A. COJ Project Status Reports

• **Public Facilities**

John Pappas

Mr. Pappas reported that all six of the 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 continues to evaluate 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 12/30/21 is \$98,968.99, amongst 7 different council districts; less than 1% remains. No funds were expended during the last quarter. There is legislation to add some money to be spent in Parks.

Joey Greive suggested that sizeable amounts could be used for a project. Small amounts could be used for Parks as part of the overall closure concept.

✓ Environmental Clean Up

John Pappas

For the reporting period October 1, 2021-December 31, 2021, 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.

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 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. 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 – Lonnie Miller Park bids had to be rejected due to delays in award and escalation of costs. Rebidding is expected in spring 2022.
 - 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.

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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 of the \$3,000,000 appropriated for a Food Desert Program, \$2,025,100 has been disbursed to date.

Through the Non-Residential Septic and Sewer Connection Program, \$304,267 has been disbursed to grant recipients.

The DPC Jax, LLC (dba Driver Performance Center) project authorization period expired and the project was cancelled. The \$80,000 appropriated for this project is now available.

Concept Development, Inc. was approved for a grant not to exceed \$300,000 to develop a portion of the property at 1040 E. 8th Street as a Dollar General.

The Clara White Mission – White Harvest Farms project completion was extended; however, work is going on and it is hoped to be completed before the next meeting.

Mr. Wendland reported that program balance as of December 31, 2021 is \$4,381,136.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 33-43, noting that 11 COJ projects and 7 JTA MobilityWorks projects remain from the BJP list. Three projects are awaiting for funding through a Budget Transfer (BT). 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). Awaiting BT.
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 substantially complete. Awaiting BT and RFP for full project.
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. *Old Middleburg Road (103rd to Branan Field) – 60% Design and Real Estate Acquisition effort underway. Old Middleburg and Collins intersection improvements are complete. The left-turn lane is complete; we made adjustments to the signal going north and are monitoring it.
7. *Ricker Road (Old Middleburg to Morse) Design contract awarded.
8. Shindler Road (Collins to 103rd) Awaiting BJP cash flow.
9. *Cecil Field Connector (Branan Field to Commerce Center) Development agreement for southern segment - under construction with an estimated completion of mid-2022. COJ selected Design Consultant and we are negotiating scope/fee for the northern portion.
10. *Broward/Clark Road extension – Design consultant services being negotiated. Awaiting Budget Transfer to reestablish COJ project and allocate budget.
11. *Eastport (I-95 to Zoo Parkway/Pulaski Road) – Design consultant services defined and negotiated. Awaiting Budget Transfer to reestablish COJ project and allocate budget.

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Both committees discussed the impact of materials being unavailable or delayed. Agencies are competing for contractors. Additionally, prices are not being held as long. DBE's are also being impacted.

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)**
 - The contractor obtained the permit from the City on August 4, 2021 and began clearing and grubbing the site.
 - Installation of underground storm piping and structures is nearing completion.
 - The installation of water line and fire hydrants is progressing.
 - Coordination of underground utility conflicts is progressing in preparation for the construction of three (3) drilled shafts.
 - The contractor has constructed one (1) of the two (2) gravity walls required at the tie in of the new roadway with the existing roadway at the northern limits of the project.
 - Some existing storm piping had unknown pre-existing damage. Resolutions have been proposed and approved but have resulted in cost and schedule impacts.
 - The acquisition of the mast arms has been challenging. There is a recent delay of two weeks to the delivery of the mast arms, currently scheduled for the week of March 7, 2022.
 - Construction completion is now anticipated for June 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 JTAMobilityWorks program. The project is being incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Design plans were completed under the JTAMobilityWorks program and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion.
 - **University/Merrill Turbo Roundabout:**
 - Contractor has completed construction of the roundabout.
 - Substantial completion site walkthrough was completed on December 13, 2021.
 - Installation of final friction course, striping and permanent signage was completed on December 27, 2021.
 - Contractor currently working on finalizing punch list items.
 - Final inspection site walkthrough was held on January 6, 2022.

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- Contractor will install JU second monument/north entrance sign after sign waiver and permitting is completed in February 2022.
- Ribbon cutting is scheduled for February 10, 2022.

Mr. Pappas stated that the turbo roundabout is the first in the county. We have received positive comments during Councilwoman Morgan's Town Hall meeting.

Ms. Gillis reported that JTA prepared an educational video on how to navigate the turbo roundabout, which was also provided to Councilwoman Morgan for constituents.

Mr. Pappas mentioned there is proposed artwork for the roundabout. Ms. Gillis said that JU is commissioned for the artwork, which is not yet finalized.

- **Lenox Avenue:** Design plans were completed under the JTAMobilityWorks 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.

Alta Drive (South of Faye Road to Burkit Lane)

- Construction – 35 percent complete.
- The contractor continues storm drainpipe installation and utility installations throughout the project limits.
- Contractor continues to grade and prepare embankment, subgrade, spread and compact lime rock base course throughout the corridor for paving.
- Contractor continues to form and pour sidewalk, curb and planned driveways throughout the project limits.
- Construction completion is now anticipated in summer 2023.

Collins Road (Old Middleburg Road to Rampart Road)

- Construction – 95 percent complete.
- The contractor completed the placement of the asphalt base.
- The contractor completed the placement of the structural lift of asphalt.
- The contractor began paving the final surface course of asphalt.
- The contractor completed the signalization improvements at Westport Road.
- The contractor continues with final completion of all fence relocations, curb ramp installations and final signage installation.
- Construction is anticipated for completion in February 2022.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- The construction contract for the project was executed on September 13, 2021.
- Permits from regulatory agencies: Army Corps of Engineers and Florida Department of Environmental Protection have taken longer than normal. (6 months v 3 months)
- JTA continues pursuit of the final permit necessary to construct the project from the FDEP.

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- JTA has determined it is not advantageous to begin the project in areas not restricted by the FDEP permit.
- FDEP site visit completed on December 3, 2021. Expecting permit issuance in February after completion of public notice requirements.
- JTA continues to reach out to HOAs and property owners to keep them informed and address any concerns.
- We are finalizing the final remaining UWS with AT&T. AT&T will need to start utility relocation/removal ahead of contractor in January/February timeframe. AT&T has stated their intent to permit this work with the City in January/February and begin immediately upon receipt of permit(s).
- JTA is working with the Contractor to ensure a coordinated start by having shop drawings and materials pre-approved and have begun reviewing preliminary construction schedules.
- A Pre-Construction conference occurred on January 26, 2022, and we expect to issue Notice to Proceed when the FDEP permit is obtained.
- Construction is anticipated for completion summer 2024.

McDuff Avenue / 5th Street (Phase III)

- Construction – 45 percent complete.
- The contractor has completed the water main installation and it is now in service from Melson Street to Detroit Street and St. Claire to Huron and has been installing the drainage laterals in these areas.
- The sanitary sewer main installation is complete from Detroit Street to Huron Street. Final testing is required for acceptance and to begin service tie-ins.
- Sanitary sewer main from Detroit Street to Melson Avenue began January 3, 2022.
- Construction is now anticipated to be completed in May 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.

D. EBO/JSEB/DBE

- **COJ** **Dinah Mason**
Ms. Mason reported that COJ JSEB 1st quarter expenditures were \$131,195, 7.29%. Life-to-Date Expenditures total \$180,609,112, 14.46%.
- **JTA** **Ken Middleton**
For the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$722,958, 64.7% minority participation with a life to date total of 9%.

Total expenditures for Professional Services during the 1st quarter were \$240,625, 38.7% minority participation with a life to date total of 26.3%.

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The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$751,427, 1.6% minority participation for the 1st quarter, life to date 16.6%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures of \$76,507 for Professional Services of minority participation for the 1st quarter, life to date 100%.

E. General Discussion – None

Regarding the sunset of the program, Alan Ridge asked if we are establishing goal dates for the projects and should we prepare a spreadsheet of those goals?

Mr. Greive stated that on the financial side, our legal analysis indicates that as long as we have the funding allocated to those projects we can sunset the program. From the project completion standpoint, there is a commitment but the legal commitment is the funding allocation. By 2030, we will need a timeline for those projects. We will need to be prepared to talk about the project timeline (as COJ, instead of BJP). Our plan is to take the full list on to completion. We have debt service to be paid. We will take our cash flow that exceeds \$67m in project needs. BJP cannot sunset until debt service is paid (about \$786m). We are bringing in \$100m per year. Next quarter we will have a better model.

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

Thomas Martin, 8019 Leafcrest Drive, stated he hoped that we do not drop the Shindler Drive Phase 2 project. He asked that when we do Old Middleburg Road, we do not do Shindler at the same time.

IX. Adjourn PAC – 9:36 am