

BJP Finance and Project Administration Committees

Zoom Meeting Minutes April 23, 2021

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 Gillis
Greg Hayes
Ken Middleton
Jonathan Page

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
Oliver Schnusenberg

I. Welcome & Introductions

Brian Hughes

Chairperson Brian Hughes called the meeting to order at 8:33 a.m.

Ms. Checorski announced that Oliver Schnusenberg, FAC private citizen member pending City Council approval on April 27, 2021, has joined today's meeting. Mr. Greive stated that Chris Butler, Dream Finders Homes, is also pending City Council approval as a FAC private citizen member.

II. Approval of Previous Meeting Minutes

Both Committees

Due to a lack of a quorum, the January 22, 2021 meeting minutes were not approved. The minutes will be on the agenda for approval at the July 23, 2021 meeting.

III. Finance Administration Committee (FAC)

Brian Hughes

A. COJ Financial Report

Joey Greive

Mr. Greive reported that the Transportation and Infrastructure Sales Tax Revenue for the 2nd quarter is approximately 4.5%, higher than pre-pandemic levels. Local efforts have helped to get the money back out. John Pappas will review the road projects remaining on the list and meet with Brian Hughes to prioritize those projects for funding consideration. Recommendations will be presented at the next quarterly FACPAC meeting.

Mr. Greive announced that more debt is becoming attractive to re-finance. We have \$600m in outstanding debt; \$400m will be called over the next few years. We have money with low interest rates and debt structure to finish projects and hopefully sunset the program earlier.

Judith Garard added that the collections during the past quarter are based upon sales from October, November and December. The COJ financial reports are still preliminary. We are working to get the September 30, 2020 report closed and should have it by the next meeting.

The Trust Fund will provide cash for future debt service. There is \$63m in the trust fund, of which \$10m will remain as a cushion, leaving \$53m available. We had an increase of \$8.3m available in the second quarter for project construction.

Randall Barnes commented that sales tax collections are showing revenues compared to pre-COVID. Year over year, we expect to see a significant increase in revenue. This will help determine how early to execute sunseting the program.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

Mr. Greive stated that many of the committee members are aware of the legislation going through City Council on increasing the LOGT by 6 cents and the potential expansion of this committee. Proposed membership would include 4 appointments from the Mayor, 4 from City Council and 4 from JTA.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects a drop in revenue by -6.8%. Last year's revenues were down due to COVID-19 and last month (March) revenues were surprisingly low. We are seeing quite a bit of fluctuation.

Mr. Hayes reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending March 31, 2021. All projects were approved in the JTA Series 2015 Bond:

- 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 \$12,619,896 which includes \$6,033,000 in JTA real estate proceeds and \$6.5m additional JTA funding 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 \$15,071,115, up \$2m from last quarter
- Column E shows additional funding source from JTA Series 2020 Bonds \$41,100,000
- Column F indicates Total Funds available \$177,759,114
- Column G reflects Estimated Project Costs of \$175,680,981 (unchanged)
- Column H shows Funding Short Fall \$2,078,133
- Column I shows life-to-date spending of \$99,636,280
- Column J reports funds encumbered \$33,028,219
- Column K reflects spent and encumbered \$132,664,499 (up from last quarter)
- Column L shows remaining funds available of \$45,064,530
- Column M indicates 75.5% of estimated project costs as % of funds committed

C. General Discussion

None.

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

Three minutes per speaker

None.

V. Adjourn FAC – 8:49 a.m.

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

John Pappas

Chairman John Pappas called the PAC meeting to order at 8:49 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.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- ✓ Council Districts 1 through 14 (Recreation & Infrastructure) **Kim Taylor**
Ms. Taylor reported that the City Council Discretionary Fund balance ending 3/31/21 is \$98,968.99, less than 1%. No funds were expended during the last quarter.

- ✓ Environmental Clean Up **John Pappas**
For the reporting period January 1, 2021-March 31, 2021, the five active projects associated with EPA ash remediation are approximately 97% complete.

Our expectation is that the Lonnie Miller Park Contract will be awarded to the successful bidder in the next quarter of 2021. We are awaiting a Budget Transfer from Parks to cover the cost of the construction bid.

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. A remediation RFP is being prepared for the large "Calvary Mission" parcel.
 - 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 Parks funding to award contract.
 - 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.
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 there was not a lot of activity in the Fund since the last quarter. Regarding the Food Desert Program, to date, \$1,950,100 had been disbursed and \$50,000 is in the process of being encumbered for the Food Desert Programs.

Through the Non-Residential Septic and Sewer Connection Program, \$235,470 has been disbursed to grant recipients.

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Mr. Wendland reported that as of March 31, 2021, the available balance of appropriated funding in the NWJED fund was \$4,889,974.

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) Construction is complete.
4. *Hartley Road (Old St. Augustine to San Jose) Phase I is underway (drainage improvements for Arrowhead development) is 50% complete. An RFP for full design is being prepared.
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. *Old Middleburg Road (103rd to Branam Field) – Design is 50% complete; Collins signal southbound left turn lane modifications proceeding and construction is pending the TCE's.
7. *Ricker Road (Old Middleburg to Morse) Design contract is being sent to Procurement for approval.
8. Shindler Road (Collins to 103rd) Awaiting BJP cash flow
9. *Cecil Field Connector (Branam Field to Commerce Center) Developer agreement for south portion (1/2) approved. Developer is proceeding with design. Public Works is preparing an RFP for the north portion (1/2). Agreement with the developer has been finalized. The developer will manage ½ (south portion) and COJ will manage ½ (north portion). Developer will provide land for right of way and four ponds. Legislation in City Council committee week of 2/1/21.
10. *Broward/Clark Road extension – Design services are being negotiated. Awaiting Budget Transfer to proceed.
11. *Eastport (I-95 to Zoo Parkway/Pulaski Road) – Selected design consultant and negotiating scope/fee. Awaiting Budget Transfer to proceed.

As stated during the FAC portion of the meeting, Joey Greive and Brian Hughes will be meeting with John Pappas to prioritize PAC road projects.

C. JTA Road Program/JTA Mobility Works

Andy Rodgers

Andy Rodgers 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 bids have been received and a contract award will be presented for JTA Board approval on April 29, 2021.
 - A project groundbreaking event is anticipated in May and Notice-to-Proceed is expected to be issued by June 1, 2021.
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**
 - Construction of the project was completed in 2019.

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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 are complete and construction is pending funding.
 - **University/Merrill Roundabout:**
 - The contractor is nearing completion of 8" water main installation.
 - Temporary signals are expected to be installed during the week of April 26, 2021.
 - All unforeseen utility impacts that affected early progress on drainage installation are now clear and drainage installation is expected to be completed in early May.
 - Construction completion is anticipated in late 2021.
 - **Lenox Avenue:** Design plans are complete and construction is pending funding.

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)

- A virtual groundbreaking ceremony was held on February 9, 2021.
- Notice to Proceed was issued on March 15, 2021.
- Site clearing operations began in late March and are continuing. Over the first year of construction, work will primarily focus on the segment between I-295 and Faye Road.
- A gopher tortoise survey was performed, and 19 active nests were located. The contractor will comply with Florida Department of Transportation (FDOT) requirements and apply for a relocation permit.
- The contractor is coordinating with CSX on the railroad crossing installation at Faye Road, which is expected to be constructed in late summer 2021.
- 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.
- Traffic was shifted from the north roadway to the south roadway on March 25, 2021 to allow for the final phase of reconstruction and widening from Shindler Drive to Rampart Road.
- Groundwater issues identified during construction have required rework of some areas of the roadway to incorporate asphalt base, underdrain and edge drains.
- Contract time has been extended to January 2022 for delays experienced by utilities and weather days issued to date.

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San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- Right-of-way acquisition is continuing. Eminent domain suit have been filed on 15 parcels owned by 10 different individuals.
- A total of 25 out of 42 parcels have been acquired, which is updated since the report was prepared.
- Plans were submitted through the 10 Set process on April 8, 2021.
- Permit applications were submitted to the United States Army Corps of Engineers and St. Johns River Water Management District on April 15, 2021.
- Procurement documents are being finalized for advertisement.
- Construction is expected to be initiated in July 2021, with project completion in fall 2024.

McDuff Avenue / 5th Street (Phase III)

- Installation of water main and new laterals to adjacent residences is continuing.
- Water main installation is expected to be completed in May and roadway reconstruction to begin in June 2021.
- Construction is anticipated to be completed in February 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** **Joey Greive**
Mr. Greive reported on behalf of Dinah Mason. BJP expenditures within the JSEB program have totaled \$1.2 billion over the years. Approximately \$180,000,000 went to the City's JSEBs in life-to-date expenditures, or 14.46%.

Mr. Greive stated that the City Council has been reviewing the JSEB program over the past 5 month. We expect to have more details in the next quarter.

- **JTA** **Ken Middleton**
For the 2nd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$2,914,237, 28.9% minority participation with a life to date total of 7.6%.

Total expenditures for Professional Services during the 2nd quarter were \$546,416, 20.2% 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 \$1,369,392.79 minority participation for the 2nd quarter, life to date 18.0%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures of \$89,987 for Professional Services of minority participation for the 2nd quarter, life to date 100%.

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E. General Discussion

PAC member Alan Ridge asked Mr. Greive about the potential of an early sunset of the program. Mr. Greive responded that a conservative estimate is 2030. If project costs stay the same, the finances are trending in a way that would have us sunset 1-2 years early. We will continue to work closely with Brian Hughes and John Pappas on a game plan going forward. Project costs were developed years ago.

Brian Hughes stated it is the Mayor's intent that we can sunset early. An aggressive estimate would be 2028.

Mr. Ridge said that on the project side, some of the more expensive projects tend to get delayed so that those projects ready to go can get done. At some point, if we are working toward an early sunset, on the project side, do we want to have a master schedule for the project side with some target dates with a goal of 2028?

Mr. Pappas said that we are starting earlier on Old Middleburg Road, which is one of the largest projects. We are currently well into design. We are looking very closely with Brian and Joey on how the cash flow comes in. All elements will go into the plan forward.

Joe Orfano stated that JEA is looking at re-funding opportunities as the call dates approach. We are looking at opportunities particularly on the back end to defease bonds since cash isn't earning a lot of money.

Randall Barnes reported we are trying to get a handle on all of the projects that can be put on the street now so that we can get the money out quickly. There is a significant number of projects that need to be funded. We are looking at the cost estimates in place to determine how aggressive we can be. We are trying to be very strategic about it.

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

Thomas Martin, 8019 Leafcrest Drive, asked if the northern part of the Cecil Connector is within the airport. The second half of the project for the north section will be put out to bid separately.

Mr. Martin stated that on Old Middleburg South, the Planning Commission approved a development east of the corner of Old Middleburg Road. There might be an issue with the sewer lines and he hopes they don't have to dig up the road again. It looks like part of the development might be in the wetland area. He is concerned about stormwater going onto Collins Road, Watermill, and Ridge Creek Drive, which all had flooding from the pond overflowing. Taylor Mejia, the Southern Group, said they are working with the City's Engineering Division on the road work in the area.

IX. Adjourn PAC – 9:29 am