

BJP Finance and Project Administration Committees

Zoom Meeting Minutes July 24, 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
Judith Garard
Joey Greive
Rose Nettles
Kirk Wendland

JTA Attendees:

Khisha Dukes
Greer Johnson Gillis
Greg Hayes
Peter McArdle
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
Scott Wiley, City of
Neptune Beach
Councilor

I. Welcome & Introductions

Joe Orfano

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

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

Both Committees

Due to a lack of a quorum, the Finance Administration Committee (FAC) portion of the January 24, 2020 meeting minutes were not approved. The minutes will be on the agenda for approval at the October 30, 2020 meeting. John Pappas moved to approve the Project Administration Committee (PAC) portion of the January 24, 2020 meeting minutes; Andy Rodgers seconded the motion. The PAC minutes were unanimously approved.

III. Finance Administration Committee (FAC)

Joe Orfano

A. COJ Financial Report

Joey Greive/Judith Garard

Joey Greive reported that although the 2nd quarter sales tax collections were down due to the Safe at Home order issued in March, the economy recovered in May-June as businesses are finding a way to adapt; i.e. restaurants operated with take-out service. We still have a \$10m cushion intact and we have plenty of cash to work with.

Ms. Garard presented the following COJ financial reports:

- **3rd Quarter FY 2020 6/30/20 Sales Tax**

- ✓ 2nd Quarter 3/31/20 Sales Tax Graphs for Transportation and Infrastructure Collections are 1.7% higher than the same time last year.
- ✓ 3rd Quarter Sales Tax Collections are below last year-to-date by 2.05% for Transportation and Infrastructure.
- ✓ The City distribution amounts for the 3rd quarter are from taxable sales for the months of February, March and April. The 2nd quarter collections are based on taxable sales for November, December and January.

- **3rd Quarter FY 2020 6/30/20 Financial Reports**

- ✓ Current cash balance is \$14.8 million in the project funds to finance the authorized projects. No cash transfers were made during the fiscal year-to-date to increase project funding.
- ✓ \$1.3 million was spent on projects during the 3rd quarter.
- ✓ Inception to date Financial Reports are currently under construction.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

- **3rd Quarter FY 2020 6/30/20 Project Reports**
 - ✓ Inception to date Financial Reports are currently under construction.

- A balance of \$55.4 million remains in the BJP Trust Fund (11001) to provide cash for future debt service (\$10 million) and projects (\$45.4 million).

Randall Barnes reported the City met with rating agencies on sales tax and infrastructure bonds. They were comfortable with the \$55.4 million balance in the BJP Trust Fund. We received no impact to our rating and are in good shape.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA financial spreadsheet from Project to Inception for the quarter ending June 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, an increase of \$4.5m interest through 6/30/20 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 \$129,164,191
- Column F indicates estimated project cost of \$166,688,373 revised since last meeting due to project cost increases (Parramore Road, Alta, San Pablo and McDuff)
- Column G reflects a funding short fall of (\$37,524,182) increased by \$20m as the use of real estate profits to fully fund the program is no longer viable. JTA is considering potential funding options. The JTA Board approved issuing bonds.
- Column H represents total amount committed \$96,732,195 life to date (spent and encumbered, Columns K & L)
- Column I shows remaining funds available \$32,431,995
- Column J reports the Estimated Project Costs as % of Funds Committed at 58.0%

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects a drop in revenues during March. April and May were below last year. In June, we saw a -5.9% change from the previous year. We anticipate this will improve as gasoline consumption increases.

Mr. Hayes stated JTA also met with the bond rating agencies. JTA has strong debt services coverage and will be issuing additional bonds.

C. General Discussion

Joe Orfano reported that JEA was in the market for refinancing bonds for both the Water and Sewer System, 7 times oversubscribed and Electric System, 6 times oversubscribed on July 8th and 9th. This is due to the new JEA Board and Senior Leadership Team and is good news, as JEA had not been in the bond market since December 2017.

- IV. Public Comment pursuant to §286.0114, F.S.**
Three minutes per speaker
None.

V. Adjourn FAC – 8:52 a.m.

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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. He introduced Ms. Greer Johnson Gillis, Vice President - Systems Development, JTA, the position formerly held by Carter Rohan.

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 has been acquired but Parks is still looking at park amenities.

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

Kim Taylor

The FACPAC welcomed Kim Taylor as the new Council Auditor.

Ms. Taylor reported that the City Council Discretionary Fund balance ending 6/30/20 is \$124,921.24 in all 14 Council District accounts, or .9% remaining. No funds were spent in the last quarter and all monies are available for the council members to use.

- ✓ Environmental Clean Up

John Pappas

For the reporting period April 1, 2020-June 30, 2020, Project New Ground (PNG) has remediated 1,848 parcels and 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. The City continues to pursue outstanding access agreements for the remaining 9 parcels to be remediated.
2. 5th & Cleveland Incinerator site – 95% complete; 124 parcels do not require remediation.
3. Forest Street Incinerator site
 - a. Residential - 96% complete; 116 parcels do not require remediation.
 - b. Park –The project is 100% complete; the City partnered with a charter school on the remediation.
4. Lonnie Miller site
 - a. Residential - 99% complete; 3 parcels remain.
 - b. Lonnie Miller Park
 - Phase 1 – The Ash Remediation team is partnering with the Parks and Recreation Department to facilitate remediation and improvements to the site to make it more effective for use, similar to the charter school.
 - Phase 2 – Will come later. We are still under design on this component.
5. 5th & Cleveland and Forest Street OU2 Incinerator Sites – 99% complete. Three parcels within the sites require sampling and these are owner-occupied.

- **Targeted Economic Development**

Kirk Wendland

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

Mr. Wendland reported that as of June 30, 2020, the available balance of the NWJED fund was \$4,498,251. This includes \$2,550,035 from the Better Jacksonville Plan / NW Pay-As-You-Go funds (SF 353) and \$1,948,216 from the NW JEDC Fund (SF 75C).

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Mr. Wendland reported Council approved a \$100,000 Business Infrastructure Grant to help fund a portion of the infrastructure upgrades needed for the Flying W. Plastics FL., Inc., which is a new manufacturing facility at 109 Stevens Street.

B. COJ Roadway and Infrastructure Improvements

John Pappas

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 30-39, noting that 11 projects remain from the BJP list. Seven of the 11 are active. Seven projects outside of the list became JTA projects.

1. Collins Road (Blanding to Pine Verde) – Design consultant selected.
2. Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) Under construction; completion scheduled for June '21.
3. Hartley Road (Old St. Augustine to San Jose)
 - a. Major drainage project – Moving forward (drainage improvements for Arrowhead development)
 - b. Roadway design –Developing RFP.
4. Old Middleburg/103rd to Branam Field (4-lane divided, C&G, S/W, bike lanes) - Under design (30% complete).
5. Ricker Road/Old Middleburg to Morse (3-lane, C&G, S/W, bike lanes) Design consultant selected; Negotiating fee.
6. Cecil Field Connector (back door from Branam to Commerce Center) – Working with developer who owns the property our road will be going through.
7. Clark Road extension to Broward Road Evaluating design consultant proposals.

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)**
 - The project was completed in April, months ahead of schedule.
 - A ribbon-cutting ceremony was held on May 14, 2020.
 - Project closeout is underway.
- **Parramore Road Extension (to Youngerman Circle)**
 - 100% design plans were completed in April 2020.
 - Right-of-way agreements were approved by the JTA Board in May 2020.
 - Staff is awaiting the permit from the St. Johns River Water management District.
 - 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**
 - Project closeout is underway for final stops completed.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- **Complete Streets**

- **Mandarin Road:** Construction is complete.
- **Main Street:** The project is being incorporated into JTA's U2C program for future implementation.
- **8th Street:** Final plans are complete and construction is pending funding.
- **University/Merrill Roundabout:** A construction contract has been awarded. The right-of-way transfer from FDOT to the City is expected to be complete in the coming weeks; construction is expected to begin in August.
- **Lenox Avenue:** Final 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.

Soutel Transit Hub

- Construction of the project was completed in 2016.

Alta Drive (South of Faye Road to Burkit Lane)

- Design plans have been completed for the project and the construction procurement is currently advertised. Bids are expected to be received on July 31, 2020.

Collins Road (Old Middleburg Road to Rampart Road)

- The segment from Old Middleburg to Shindler is complete and work continues from Shindler to Rampart. The contractor is currently focusing on construction of the McGirts Creek bridge.
- The project schedule calls for completion by June 2021. The contractor is currently tracking ahead of schedule.

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 expected to be acquired in early 2021; construction is forecasted to begin in late Spring 2021.

McDuff Avenue / 5th Street (Phase III)

- Bids have been received and a construction contract was awarded.
- Staff is continuing to work through final preconstruction activities and construction is expected to begin in August 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.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

D. EBO/JSEB/DBE

- **COJ** **Rose Nettles**
Ms. Nettles reported there has been no activity by Small Emerging and Minority Businesses during the 2nd or 3rd quarter of the fiscal year.

- **JTA** **Ken Middleton**
Mr. Middleton included the 2nd quarter report in the meeting packet since there was no April meeting due to Covid-19.
For the 3rd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$3,086,247, 14% minority participation with a life to date total of 6.5%.

Total expenditures for Professional Services during the 3rd quarter were \$754,443.00, 10.2% minority participation with a life to date total of 26.6%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$0, 0% minority participation for the 3rd 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 3rd quarter, life to date 100%.

E. General Discussion

None

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

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

1. **Parramore Road:** When will construction start?
Andy Rodgers, JTA, replied early 2021. It will go out for bid later this year.
2. **Collins Road:** When will eastbound lanes be completed?
Andy Rodgers, JTA, replied we are ahead of the contractor's schedule.
3. **Old Middleburg Road:** When do we expect construction to start?
John Pappas, COJ, replied close to 2 years due to right of way acquisition.
We are working with FDOT to make both alignment connections.
4. **Oakleaf Park:** Status of acquisition
John Pappas, COJ, will follow up with Parks. (This is not a BJP project).

Chairman Rodgers thanked Mr. Martin for his continued support of the BJP projects in his area.

IX. Adjourn PAC – 9:24 am