**BJP Finance and Project Administration Committees**

**Meeting Minutes January 26, 2024**

**\*For Approval on April 26, 2024\***

**The current FAC Membership consists of the following: City Attendees: JTA Attendees:**

 Karen Bowling, CAO, City of Jax LaQuieta Brown, Liaison Greg Hayes

 Joe Orfano, JEA designee Chris Cicero Bill Joyce

 Chris Butler, Private Citizen Member Greg Grant Julian McKinley

 Oliver Schnusenberg, Private Citizen Member Ed Randolph Ken Middleton

 Ryan Smith, Private Citizen Member Anna Broche

 Kim Taylor, Council Auditor, City of Jax (or designee Phillip Peterson)

**Public:**

**The current PAC Membership consists of the following:** Thomas Martin

 Nat Ford, JTA Executive Director (or designee/Greer Gillis) Mollie Peterson

 Nina Sickler, 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 9:00 a.m.

**II. Approval of Previous Meeting Minutes Both Committees**

Joe Orfano made a motion to move the FAC portion of the October 27, 2023, meeting minutes.

Oliver Schnusenberg seconded the motion. The motion carried and the FAC meeting minutes for

October 27, 2023, were approved unanimously.

Ryan Smith made a motion to move the PAC portion of the October 27, 2023, meeting minutes.

**III. Finance Administration Committee (FAC)**

**A. COJ Financial Report Chris Cicero**

* **FY 2024 12/31/23 Sales Tax:**

**For the 1st quarter of FY 2024, both the Transportation and IST Sales Tax collections were basically flat with Transportation collecting $30.8 million and IST collecting $29.9 million.**

* Current year to date program financial statements are included in the package. The Transportation Project Funds have a negative cash balance due to project spending which has not been fully funded by the City’s portion of Transportation Sales Tax.
* The preliminary 12/31/2023 balance in the BJP Trust Fund (11001) is $189 million which provides $113 million for additional debt paydowns and $76 million for remaining BJP Infrastructure projects.
* **Prior BJP IST debt initiatives keeps us on track to accelerate the sunset date of the BJP Program to 12/31/2026.**
	+ All BJP IST debt now has a stated maturity date or a call date on or prior to 10/1/2026, which puts us on track to be able to pay off BJP IST debt by 10/1/2026.
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***FINANCE ADMINISTRATION COMMITTEE (FAC) CONT’D.***

**B. JTA Financial Report Raj Srinath**

Mr. Srinath reports the Local Option Gas Tax (LOGT) revenue graph reflects the JTA Mobility Works Projects, total project to Inception, with a total JTA New LOGT Funded Projects of $ 488,675,000.

The JTA LOGT-JTA MobilityWorks Project Report for the 1st quarter is as follows:

• Column A reflects the JTA Revised Program Budget (JTA Series 2015 Bond), which totals $100,550,000

• Column B shows Funding Source JtA Real Estate amounting to $6,033,001 additional funding source JTA.

• Column C shows the city Additional Funding Source total of $8,078,569.

• Column D shows additional funding received from (Other)in the amount of $7,198,539

• Column E shows additional funding source from JEA Series 2020 Bonds $13,703,449.

• Column F indicates $41,100,000 (JTA Series 2020 Bond)

• Column G reflects Total Funds Available $176,663,558.

• Column H shows Estimated Project Cost, $169,158,353.

• Column I show Funding Shortfall $7,505,205.

• Column J reports remaining Funds Available $ 15,570,653.

• Column K reflects estimated Projects costs as % of funds committed 95%.

• Column L shows LTD spending $155,160,834.

• Column M shows LTD Encumbered & 5,932,071.

**C. General Discussion - None**

**IV. Public Comment pursuant to §286.0114, F.S. - None**

**V. Adjourn FAC – 9:08 a.m.**

**VI. PROJECT ADMINISTRATION COMMITTEE (PAC) Greer Gills**

Chairperson called the PAC meeting to order at 9:08 a.m.

**A. COJ Project Status Reports Nina Sickler**

* Environmental Clean Up **Steve Long**

For the reporting period, October 1,2023 to December 31,2023, the five active projects associated.

with EPA ash remediation are approximately 97% complete. 1,848 parcels have been remediated; and removed 782,116 tons of contaminated soil.

* The final phase of the PNG program, which is the Remnant Parcel Ash Remediation will be included in the Long-Term O&M contract and remediation will be done as funds allow.

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***PROJECT ADMINISTRATION COMMITTEE (PAC) CONT’D.***

There are currently five active areas:

1. Brown’s Dumpsite – 98% complete. 223 have been remediated to date and 266 parcels do not require remediation and 7 parcels remain, which require access agreements.
2. 5th & Cleveland Incinerator site – 95% complete. Out of 933 total parcels, 720 have been remediated to date; 124 do not require remediation and 41 parcels remain. We are still 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. 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 Design-Build is complete. It incorporates the Parks Department improvements at the same time. The bid came in very high; we will put it back out this month.

 Phase 2 – Design is 90% complete. Currently, the effort to conduct the site improvements is in the 5-year plan. The design plans for the proposed recreational facilities will be prepared prior to that time.

5. 5th & Cleveland and Forest Street OU2 Incinerator Sites. Out of 703 total parcels, 99% complete.

**McCoys Creek Restoration**

The City’s consultant for this project is Wood Environment & Infrastructure Solutions, Inc. They prepared a restoration plan for McCoys Creek to reduce flooding of infrastructure and private properties, provide a robust creek-side recreational trail thereby connecting adjacent neighborhoods to downtown and increasing economic value and re-development opportunities, and utilize a variety of multi-disciplinary goals and resources to achieve a model project. The project is 43.3% complete. The project includes the following components, some of which are active.

Channel Improvement/Restoration

Bulkhead Restoration

Boulevard Closures

Greenway Creation

Creek Remediation/Restoration

Parcel Remediation

The project has now completed Phase 1.

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***PROJECT ADMINISTRATION COMMITTEE (PAC) CONT’D.***

o **Targeted Economic Development Ed Randolph**

Northwest Jacksonville Economic Development Fund (NWJEDF)

reported since the program’s restart in October 2014, twenty-six (26) projects and/or programs have been approved by council.

First Coast No More Homeless Pets (FCNMHP) was approved for a $400,000 loan and a $183,587 grant to fund the acquisition and renovation of the property at 464 Cassat Ave to create a Veterinary clinic.

$3,000,000 was appropriated for OED to procure a consultant to develop a Food Desert program to incentivize the new operations of supermarkets and healthy food programs in NW Jacksonville.

**B. COJ Roadway and Infrastructure Improvements Steve Long**

Mr. Long reviewed the COJ Roadway Project Status Report, pages 33-43, noting that 8 COJ projects remain from the BJP list.

1. **Cahoon Road** (Lenox to Beaver) Contract awarded, Scope and Fee submitted, reviewed and comments returned to consultant. Currently trying to complete scope and fee negotiations and submit for PSEC January 2024.

2. \***Collins Road** (Blanding to Pine Verde) – Field data collection complete. 30% plans have been submitted and commencing review by engineering. Planning the Bike/Ped Coordinator and RW&SW Maintenance.

3. **\*Hartley Road** (Old St. Augustine to San Jose) Phase I (drainage) is complete. Field survey and geotechnical investigations complete. Technical Memo Development in progress, expected 04/02/24. Project to be presented at BPAC meeting 01/11/24.

4. \***Old Middleburg Road** (103rd to Branan Field)

Phase 1 – plans 100% complete and all permits have been obtained. Bid Specs are submitted for procurement review. Working through right of way acquisitions and right of way will advertise for bids once close to finishing ROW acquisitions process.

Phase 2 – 90% of the plans have been completed and submitted for SJRWMD and COJ Permits. Still working through ROW acquisitions, which will be the critical path for the project schedule.

 Old Middleburg & Collins intersection interim improvements completed.

5. \***Ricker Road** (Old Middleburg to Morse) Consultant provided draft drawings that removed the bike lanes from the roadway and widened one sidewalk to provide a 12-foot multi -use path. Still need to determine what impacts this will have on the design cost, R/W acquisitions and design schedule. Consultant preparing a scope and fee proposal to revise the plans.

6. **Shindler Road** (Collins to 103rd) Design NTP was issued on 01/08/24. Preliminary Engineering design tasks (field survey, traffic counts, etc.) are commencing.

7. \***Cecil Field Connector** (Branan Field to Commerce Center) Plans are 100% complete and consultant is working with the permitting agencies to determine the final mitigation credits needed. KB Homes is in the process of transferring the ROW and pond properties to the City.

8. \***Eastport** (I-95 to Zoo Parkway/Pulaski Road, part of east-west corridor improvements (Main to New Berlin) – Design proceeding, 30% design review/comment underway. Coordinating with RE&SM, TE and Develop Management Group. Awaiting scope /fee from HDR for ROW acquisition services.

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***PROJECT ADMINISTRATION COMMITTEE (PAC) CONT’D.***

**C. JTA Road Program/JTA Mobility Works Greer Gillis**

Greer Gillis reviewed the JTAMobility Works project status and activity for the third quarter of this fiscal year.

 **Old St. Augustine Road / Greenland Road Intersection Improvements**

o Construction of the project was completed in 2016.

 **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**

o Construction of the project was completed in 2020.

 **Parramore Road Extension (to Youngerman Circle)**

o Construction – Construction 100 percent complete.

o Ribbon cutting event scheduled for November 17, 2022.

o COJ Acceptance Letter Received October 31, 2023.

 **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**

o Construction of the project was completed in 2019.

**Mobility Corridors**

 **Transit Enhancements**

o All planned work is complete on all corridors.

 **Complete Streets**

o **Mandarin Road**: Construction is complete.

o **Main Street**: A preliminary engineering study was developed.

The project will be revisited in the future. All planned JTAMobility work is complete.

o **8th Street**: Construction will be funded through the Jobs for Jax Mobility Works 2.0 program.

o **University/Merrill Turbo Roundabout**:

Project is complete and JTA is working with the City of Final Acceptance of the project.

o **Lenox Avenue**: Construction funding will be provided through the future “Jobs for Jax” MobilityWorks 2.0 Program.

**Blanding Boulevard Intersection Improvements**

o All scheduled JTA work is complete. Ninety percent of design plans were completed and submitted to FDOT for their use in future design and construction.

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**Soutel Transit Hub**

• Construction of the project was completed in 2016.

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***PROJECT ADMINISTRATION COMMITTEE (PAC) CONT’D.***

**Alta Drive (South of Faye Road to Burkit Lane)**

•

**Collins Road (Old Middleburg Road to Rampart Road)**

• Construction – 100 percent complete

**San Pablo Road (Beach Boulevard to Atlantic Boulevard)**

• Construction is 65% complete.

• Contractor is performing drainage pipe and structure installation on the East side of San Pablo Road for construction phase 2A and 2B simultaneously.

• Sheet pipe wall and bulkhead installation at the intracoastal canal has been completed.

• Contractor is planning to shift traffic to the East side of San Pablo Road by April 2024.

**McDuff Avenue / 5th Street (Phase III)**

• All work completed with project team awaiting COJ acceptance letter.

• Ribbon cutting was held on December 19, 2022

**Collins Road (Blanding Boulevard to Pine Verde Lane) Project Completed.**

• The PD&E Study is complete. The study was provided to the city for use with design of future improvements.

**Southside Boulevard / Atlantic Boulevard Intersection Improvements**

• There is no activity underway. Funding has been transferred to other projects. FDOT will handle future design and construction.

**Tinseltown Intersection Improvements**

• There is no activity underway. Funding has been transferred to other projects. FDOT will handle future design and construction.

**Local Option Gas Tax / Jobs for Jax**

**JTA MobilityWorks II Program Status**

**8th Street NW**

• Preliminary Study complete.

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***PROJECT ADMINISTRATION COMMITTEE (PAC) CONT’D***

**University Blvd / Merrill Road Complete Street**

• Construction Complete.

**University Blvd from Arlington Road to Arlington Blvd Complete Street**

• Construction Complete.

**Emerald Trail**

• Segment 3 PD&E and 30% Design has begun.

• MOU executed, Neighborhood Access and Equity Grant application submitted.

**D. EBO/JSEB/DBE**

o **COJ Greg Grant**

Mr. Grant reported the COJ JSEB 4th quarter expenditures:

1. Capital Improvement: $0

2. Professional Services: $36,105.56.

3. Contractual Supply & Services: $0

The total JSEB 1st Quarter Payment: $36,105.56

Life-to-Date Expenditures total $1,008,259,113.27

o **JTA Ken Middleton**

For the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of $4,674,525, 49.7% minority participation with a life to

date total of 103,328,822 13.8%

Total expenditure for Professional Services during the 4th quarter was $1,237,929.00, 34.4% minority participation with a life to date total of 23,726,890 27.2%.

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Capital (construction)

improvement for the 4th quarter, life to date total of 16.1%

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Professional Services of

minority participation for the 4th quarter, life to date 100%.

**E. General Discussion – None**

**VIII. Public Comment pursuant to §286.0114, F.S. – Ken Grady Private Citizen**

Mr. Grady brought to the attention of the BJP committee his need to rectify a few issues he is facing with the development of several townhomes within the NW quadrant. He was given contact information for the CAO and Director of Public works for a meeting request to discuss his needs further.

**IX. Adjourn PAC – 9:40 am**