

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
Approved on July 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 (teleconference)
- ✓ 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
- Randall Barnes
- Joey Greive
- Dinah Mason
- Kirk Wendland

JTA Attendees:

- Greg Hayes
- Ken Middleton
- Jonathan Page
- Reynold Peterson

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 8:33 a.m.

II. Approval of Previous Meeting Minutes

Both Committees

Mr. Pappas made a motion to move the minutes of the January 28, 2022 meeting. Dinah Mason seconded the motion. The motion carried and the meeting minutes for January 28, 2022 were approved unanimously.

III. Finance Administration Committee (FAC)

Joe Orfano

A. COJ Financial Report

Joey Greive

Joey Greive stated we had a strong 2nd quarter in sales tax collection with 16% growth. With the program in a healthy position, we believe it is now fully funded from a project standpoint. This will potentially allow us to sunset the program in 2027, a few years early.

Randall Barnes reported:

- Second Quarter Sales Tax Collections are above last year by 16.04% for Transportation and 16.01% for Infrastructure year-to date. This is higher than the 13.21% reported at the end of the 1st quarter.
- The City's distribution amounts for the 2nd quarter are from taxable sales for the months of November, December, and January including Holiday Sales.

A balance of \$99.7 million remains in the BJP Trust Fund (11001) to provide cash for future debt service (\$10 million) and projects (\$89.7 million). There were no transfers to the project fund during the quarter.

Treasury has worked with OGC to determine what constitutes "early termination" of the program. The ordinance says the surtax can be terminated early when the Plan:

- Has been "fully funded," and
- All debt "pledging The Better Jacksonville ½ Cent Sales Surtax has been paid."

The amount to be spent on the projects was capped at \$1.5 billion. To date, approximately \$1.433 billion has been spent on BJP Infrastructure projects authorized by the legislation.

The \$99.7 million BJP Trust Fund balance is sufficient to provide funding for the remaining \$67 million allowable under the Plan cap.

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

All BJP Infrastructure revenues above the cap can be used to cover debt service and pay down debt early when possible.

Two BJP Infrastructure bond issues become callable on 10/1/22. Treasury is working to refinance those bonds in a way that achieves savings through lower borrowing costs and by providing the ability to pay debt down sooner as revenues become available over the coming years. We have initiated a public offering process, but are also polling financial institutions to see if there is a private placement approach that makes sense. The private placement would likely happen sooner, reducing the risk that interest rates might go up before the public offering option is able to price.

Preliminary models indicate that under conservative scenarios the debt may be able to be paid off as early as 10/1/26, with the new Pension Liability Surtax able to commence on 1/1/27 – four years early.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA MobilityWorks financial spreadsheet from Project to Inception for the quarter ending March 31, 2022. 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 for the 2nd quarter 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 \$12,644,322 which includes \$2m in LOGT Program Management, \$4,611,321 life to date interest through 12/31/21 from bond proceeds and \$1,446,104 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 \$176,002,508
- Column G reflects Estimated Project Costs of \$175,373,983
- Column H shows Funding Short Fall which is a surplus of \$288,991
- Column I shows life-to-date spending of \$121,169,782
- Column J reports funds encumbered \$32,274,389
- Column K reflects spent and encumbered \$153,444,170
- Column L shows remaining funds available of \$24,309,285
- Column M indicates 87.5% of estimated project costs as % of funds committed

Mr. Hayes reported that the Local Option Gas Tax (LOGT) revenue graph reflects an increase of 6.3% for the second quarter, indicating a healthy trend.

C. General Discussion - None

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

V. Adjourn FAC – 9:03 a.m.

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
For Approval on July 22, 2022

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

Greer Gillis

Chairperson Greer Gillis called the PAC meeting to order at 9:03 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. The Director of Parks is identifying enhancements for the remaining funds.

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

Kim Taylor

Ms. Taylor reported that the City Council Discretionary Fund balance ending 3/31/22 was \$214,880.89; the increase was due to account balances in 1Cloud.

✓ **Environmental Clean Up**

John Pappas

For the reporting period January 1, 2022-March 31, 2022, 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 Design-Build contract is awaiting award. We had to wait for Parks' funding budget transfer.
 - 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.
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.

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
For Approval on July 22, 2022

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

○ **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. Additionally, \$650,000 is encumbered for a grant to Lift Jax, Inc. to renovate and expand the former Deb's Store.

Through the Non-Residential Septic and Sewer Connection Program, \$341,944 has been disbursed to grant recipients.

Mr. Wendland reported that the program's available balance as of March 31, 2022 was \$4,321,182. This includes \$2,350,035 from BJP/NW Pay-As-You-Go funds (Fund 35103) and \$1,971,147 from the NWJEDC Fund (Fund 00117).

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 funding through a Budget Transfer (BT). There are 7 active (*) COJ projects:

1. Cahoon Road (Lenox to Beaver)
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) is complete. RFP advertised for full design. Proposals due May 11, 2022.
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. *Old Middleburg Road (103rd to Branam Field) – 70% Design. Significant real estate acquisition underway. Old Middleburg and Collins intersection improvements: construction completed.
7. *Ricker Road (Old Middleburg to Morse) Under design. 30% complete with 60% design plans due summer 2022.
8. Shindler Road (Collins to 103rd)
9. *Cecil Field Connector (Branam Field to Commerce Center) South segment under construction, 50% complete through development agreement. Northern segment design consultant selected and pending design scope/fee negotiation and contract to start design services
10. *Broward/Clark Road extension – Design consultant selected. Contract is awaiting BT.
11. *Eastport (I-95 to Zoo Parkway/Pulaski Road, part of east-west corridor (Main to New Berlin) – Design consultant contract awaiting BT.

C. JTA Road Program/JTA Mobility Works

Greer Gillis

Greer Gillis reviewed the JTAMobility Works project status and activity for the second 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.

BJP Finance and Project Administration Committees

Meeting Minutes April 22, 2022

For Approval on July 22, 2022

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

- **Parramore Road Extension (to Youngerman Circle)**
 - Construction is 60 percent complete.
 - Installation of water main and fire hydrants is complete.
 - Installation of underground storm piping continues.
 - There was resolution of the underground utility conflicts and thus, three (3) of the four (4) drilled shafts are complete.
 - We received the delivery of the mast arms and their installation is complete.
 - The contractor has constructed 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.
 - Curbing and roadway base construction are nearing completion.
 - Sidewalks and lighting installation has begun.
 - 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 and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion. As part of the new LOGT program, we have begun the project. We met with the North Florida TPO and the City's Planning Department to discuss their planning project along the same corridor. We will collaborate on the project to incorporate their planning recommendations into the final project.
 - **University/Merrill Turbo Roundabout:**
 - Construction of the roundabout is complete, and the ribbon cutting was held on February 10, 2022.
 - The contractor completed the punch list items, and we are awaiting the closeout documents for final payment.
 - The JTA is coordinating with the City on Final Acceptance of the project.

Ms. Gillis reported that JTA prepared an educational video on how to navigate the turbo roundabout. A link will be sent to the FACPAC members.

- **Lenox Avenue:** Design plans were completed 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. The design plans were submitted to FDOT for use with future implementation.
- Discussions have begun with FDOT to determine the timeline for implementation of the queue jump lane to support the JTA's First Coast Flyer Bus Rapid Transit Southwest operations.

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
For Approval on July 22, 2022

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

Soutel Transit Hub

- Construction of the project was completed in 2016.

Alta Drive (South of Faye Road to Burkit Lane)

- Construction is 40 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.
 - Form and pour sidewalk, curb and planned driveways throughout the project limits.
- The AT&T issues have been resolved, and now the Contractor can focus on work from 295 to Faye Road, which is scheduled for completion in August 2022.
- Contractor completed the reconstruction of the intersection of Alta Drive and Port Jacksonville Parkway.
- Construction completion is anticipated in summer 2023.

Collins Road (Old Middleburg Road to Rampart Road)

- Construction is complete, and the ribbon cutting was held on March 24, 2022.
- The contractor completed the punch list items, and we are awaiting the closeout documents for final payment.
- The JTA is coordinating with the City on Final Acceptance of the project.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- The construction contract for the project was executed on September 13, 2021.
- JTA continues to outreach to HOAs and property owners to keep them informed of the project progress and address any concerns.
- Utility work schedules were completed and utility relocation is underway.
- The FDEP permit was issued on March 6, 2022.
- Notice to Proceed was issued on March 7, 2022.
- Groundbreaking ceremonies were held on April 7, 2022.
- The Contractor began clearing & grubbing activities and erosion control installation during the week of April 18, 2022 (this week).
- Construction is anticipated for completion in the Fall of 2024.

McDuff Avenue / 5th Street (Phase III)

- Construction is 60 percent complete.
- The contractor has completed water main installations and it was placed into service January 2022.
- The contractor has completed the drainage system.
- The sanitary sewer main installation was completed and placed into service.
- Installation of the sanitary sewer services have begun.
- Placing and grading embankment material to reconstruct the roadway has begun.
- Due to the delays in water main installations, construction is now anticipated for completion in June 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.

BJP Finance and Project Administration Committees
Meeting Minutes April 22, 2022
For Approval on July 22, 2022

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

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 2nd quarter expenditures were \$104,829, 12.76%. Life-to-Date Expenditures total \$180,713,941, 14.46%.

○ **JTA**

Ken Middleton

For the 2nd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$3,444,412, 34.2% minority participation with a life to date total of 10.2%.

Total expenditures for Professional Services during the 2nd quarter were \$845,859, 25.1% minority participation with a life to date total of 26.3%.

PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$508,834, 0% minority participation for the 2nd quarter, life to date 16.1%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures of \$76,507 for Professional Services of minority participation for the 2nd quarter, life to date 100%.

E. General Discussion – None

Ms. Checorski advised the FACPAC that members are required to complete Mandatory Ethics training. She will send the meeting schedule to those members who need to participate.

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

Thomas Martin, 8019 Leafcrest Drive, reported there were some drainage issues on Collins Road between Schindler and Old Middleburg Road as a result of the past hurricane. Chimney Lakes/Watermill was flooded. He asked if the drainage has improved. Mr. Pappas stated that significant ponds will be installed in that corridor to address those challenges. We will make sure the design teams are aware. Ms. Gillis said that the north section is still JTA and they will check for any drainage issues.

IX. Adjourn PAC – 9:41 am