

**BJP Finance and Project Administration Committees**  
**Meeting Minutes October 22, 2021**  
**\*Approved on January 28, 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 Heather Reber)

**City Attendees:**

- Alice Checorski, Liaison
- Randall Barnes
- Paul Crawford
- Judith Garard
- Joey Greive

**JTA Attendees:**

- 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
- ✓ Cal Walton, Private Citizen Member

**Public:**

- Thomas Martin
- Taylor Mejia

**I. Welcome & Introductions**

**Brian Hughes**

Chairperson Brian Hughes called the meeting to order at 8:33 a.m.  
John Pappas introduced Cal Walton, new member of the Project Administration Committee (PAC).

**II. Approval of Previous Meeting Minutes**

**Both Committees**

John Pappas made a motion to move the minutes of the July 23, 2021 meeting. Joe Orfano seconded the motion. The motion carried and the meeting minutes for July 23, 2021 were approved unanimously.

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

**Brian Hughes**

**A. COJ Financial Report**

**Joey Greive**

Joey Greive reported that with the enactment of the new LOGT legislation effective in January, he met with Greg Hayes, JTA to discuss fiscal agreement updates. They updated the excel spreadsheet to show distribution of the funds. Additionally, Interlocal agreements were sent to the Beaches and Baldwin so they can begin collecting the tax.

We are making good progress with closing out the current fiscal year in the Accounting Division. There are no major issues with the financials that have been closed through July. Quarterly financial reports should be available at the next meeting or the one after that.

Randall Barnes reviewed the 4<sup>th</sup> quarter FY 2021 9/30/21 Transportation Sales Tax Graph.

- Fourth Quarter Sales Tax Collections are above last year by 12.11% for Transportation and Infrastructure year-to date. This is higher than the 10.64% reported at the end of the 3rd quarter.
- The City's distribution amounts for the 4th quarter are from taxable sales for the months of May, June and July.

A balance of \$79 million remains in the BJP Trust Fund (11001) to provide cash for future debt service (\$10 million) and projects (\$69 million).

Additionally, we are working with the CIP Manager to determine how we can close out this program as we get closer. We should have a report at the next meeting.

Randall Barnes reported that we are experiencing a good rebound in sales tax revenues. Not a lot of projects are using cash right now. We will be rolling out \$16m for projects.

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**FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.**

**B. JTA Financial Report**

**Greg Hayes**

Before reviewing the JTA MobilityWorks financial spreadsheet from Project to Inception for the quarter ending September 30, 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 September 30, 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 \$12,630,949 which includes \$4,597,949 life to date interest through 9/31/21 from bond proceeds
- Column D shows additional funding received from JEA in the amount of \$15,071,115
- Column E shows additional funding source from JTA Series 2020 Bonds \$41,100,000
- Column F indicates Total Funds available \$177,746,467
- Column G reflects Estimated Project Costs of \$175,373,984
- Column H shows Funding Short Fall which is an excess of \$2,396,183
- Column I shows life-to-date spending of \$112,313,750
- Column J reports funds encumbered \$28,049,993
- Column K reflects spent and encumbered \$140,363,743 (up from last quarter)
- Column L shows remaining funds available of \$37,406,424
- Column M indicates 80% of estimated project costs as % of funds committed

Mr. Hayes reported that the Local Option Gas Tax (LOGT) graph reflects the highest increase we have seen over the last several years. August through September shows more than 12% better than 2020. We are back to pre-Covid levels in revenue.

**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 asked if the City received any mitigation funds from the State for the Branan Field-Chaffee through 103<sup>rd</sup> Street project that is now part of the First Coast Expressway.

Mr. Martin stated that within the same roadway, the developer of the Villages of Argyle 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 follow up with Mr. Martin.

**V. Adjourn FAC – 8:49 a.m.**

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**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.

The Main Library was a BJP project under Public Facilities. Mr. Hughes stated that for the past 2 ½ months, the Main Library Conference Center has been used as a Regeneron Clinic, with the Library being closed. We are in the process of working with the State to re-open the Library.

• **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)

**Heather Reber**

Ms. Reber reported that the City Council Discretionary Fund balance ending 9/30/21 is \$98,968.99, amongst 7 different council districts; less than 1% remains. No funds were expended during the last quarter.

Joey Greive asked if the Council Auditor's office is aware of any coordinated effort to find one community-wide project to commit to utilizing the remaining funds.

✓ Environmental Clean Up

**John Pappas**

For the reporting period July 1, 2021 – September 30, 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. 5<sup>th</sup> & 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 –The Design-build contractor has been selected (ACON); awaiting Parks funding BT to award contract.
    - 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. 5<sup>th</sup> & 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**

**Paul Crawford**

- ✓ Northwest Jacksonville Economic Development Fund (NWJEDF)

Mr. Crawford reported that program balance as of September 30, 2021 is \$4,607,424.00.

Two projects have been encumbered but not spent for the Food Desert Program, \$25,000 each for Overflow Health Alliance and the JTA Door to Store program.

Through the Non-Residential Septic and Sewer Connection Program, \$277,425 has been disbursed to grant recipients.

Funding for two new projects has been approved by City Council: Eastern Wire Products, Inc., .a \$100,000 infrastructure grant and a \$150,000 loan and Regional Food Bank of Northeast Florida (dba Feeding Northeast Florida, a \$1,200,000 grant, \$200,000 of which is funded through the NWJEDF.

**B. COJ Roadway and Infrastructure Improvements**

**John Pappas**

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 32-42, 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). 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 complete. Awaiting BT and RFP for full project.
5. Kernan Blvd. Phase 6 (JTB to Glen Kernan)
6. \*Old Middleburg Road (103<sup>rd</sup> to Branan Field) – 60% Design is due the end of December 2021. Collins Road intersection is under construction. Completion anticipated by end of 2021.
7. \*Ricker Road (Old Middleburg to Morse) Design contract awarded.
8. Shindler Road (Collins to 103<sup>rd</sup>) Awaiting BJP cash flow
9. \*Cecil Field Connector (Branan Field to Commerce Center) Developer for south portion (1/2) is under construction 15% complete. RFP for the northern portion (1/2) is being prepared.
10. \*Broward/Clark Road extension – Design consultant selected. Awaiting Budget Transfer to proceed.
11. \*Eastport (I-95 to Zoo Parkway/Pulaski Road) – Design consultant awarded. Awaiting Budget Transfer to proceed.

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

**Andy Rodgers**

Andy Rodgers reviewed the JTA Mobility 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 began clearing and grubbing in August 2021. Clearing and grubbing is complete.
  - Unsuitable materials have been removed and roadway base preparation is underway.
  - The contractor is continuing installation of water line, drainage line, and drainage structures.
  - Construction completion is anticipated in May 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 JTA Mobility Works program. The project is being incorporated into JTA's U2C program for future implementation.
  - **8th Street:** Design plans were completed under the JTA Mobility Works program and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion.
  - **University/Merrill Roundabout:**
    - Daily set up and removal of lane closures continues.
    - The contractor completed installation of the 18" reinforced concrete pipe, and completed cut, grading and compaction of installed limerock base in preparation for placement of structural asphalt pavement.
    - Light poles have been installed and installation of sod is complete at various locations along the project.
    - Construction completion is anticipated in December 2021.
  - **Lenox Avenue:** Design plans were completed under the JTA Mobility Works 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 103<sup>rd</sup> Street and submitted to FDOT for use with future implementation.

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**Soutel Transit Hub**

- Construction of the project was completed in 2016.

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

- The first CSX railroad crossing and detour at Faye was completed on October 8, 2021. Associated water and sewer improvements will be completed through a separate crossing closure, which is expected to occur in early 2022.
- The contractor is continuing installation of storm drainage and utility installations. Demucking is continuing in the area near Daylily Drive to ensure associated work can be completed during the approved 60 day detour, which will be implemented in 2022.
- Grading, subgrade preparation and embankment continues throughout the corridor.
- The contractor is focusing work activities on completing Phase I, which is the segment from I-295 to Faye Road. The segment is scheduled to be substantially complete in March 2022 pending resolution of AT&T relocations. Public Works staff has been assisting with efforts to push AT&T to complete the relocations without further delay.
- Staff is coordinating with the contractor and Public Works staff for a detour of Port Jacksonville Parkway from December 3, 2021 to December 6, 2021. The detour be implemented for weekend work to reconstruct the intersection.
- Construction completion is anticipated in spring 2023.

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

- All required utility relocations are complete. The contractor continued roadway stabilization and drainage pipe installation on the north (future westbound) lanes from Settlers Landing Road to Shindler Drive. Subgrade preparation is continuing in the area for installation of sidewalk, median and black base. Guardrail installation is complete throughout the project.
- Contract time has been extended to March 2022 as a result of days added to the contract during the quarter, including time for utility delays. Construction is progressing towards an earlier completion.

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

- The final public meeting was held on July 29, 2021.
- All properties required for construction have been obtained through negotiation or Order of Taking.
- A construction contract was executed on September 13, 2021.
- The FDOT Construction Agreement was executed on September 29, 2021.
- Staff is continuing coordination for final permits. The Saint Johns River Water Management District permit was issued on September 3, 2021.
- Staff is pursuing a construction start date prior to the end of the year, contingent on permitting.

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

- The contractor has completed the water main installation and is pursuing final signoff from JEA to place it into service. The drainage trunk line is complete from Melson Street to Detroit Street and St. Claire Street to Huron Street. Sanitary sewer installation is underway.
- Construction is anticipated to be completed in March 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.

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**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**

**Joey Greive**

Staff was not present, but the COJ report is included in the meeting packet.

○ **JTA**

**Ken Middleton**

For the 4th quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$5,343,309, 16.4% minority participation with a life to date total of 8.5%.

Total expenditures for Professional Services during the 4th quarter were \$699,983.00, 36.6% minority participation with a life to date total of 26.2%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$1,353,291.00, 7.3% minority participation for the 4th quarter, life to date 17.2%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures of \$88,779.00 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.**

Thomas Martin, 8019 Leafcrest Drive, expressed concern that the ditches and drainage on the old Argyle Forest Blvd. project have now eroded and the sidewalks are in danger of failing. He said the DRI and PD&E calls for 40' closed ditches. Mr. Pappas could not address Mr. Martin's DRI statement, but did report that Public Works maintenance teams have been out there and identified that the sidewalks are undermining. Some are stormwater treatment facilities and not drainage ditches. We will continue to monitor and address challenges in the area.

**IX. Adjourn PAC – 9:15 am**