

City Manager Report

4 May 2020

Stefen Wynn, M.P.A.
City Manager



State of Emergency

COVID-19 Updates:

Roadmap to Restoring our Economy



01

Executive Orders

Executive Orders

In anticipation of the coming changes, Neptune Beach City Officials and Atlantic Beach City Officials hosted a Reopening Advisory Round Table discussion with local businesses on Tuesday, April 26th, 2020 (*See Next Page for Slides from the Presentation*). Later that week on April 29th, 2020, Governor DeSantis presented Phase I of his plan to reopen the state's economy.

With the addition of E.O. 20-112 from Governor DeSantis, there are now (28) Executive Orders that determine what's permissible and what's restricted.

02

Current Restrictions in Place for Neptune Beach Residents

The Round Table Discussion was well attended, and business owners discussed their plans for ensuring the safety of guests and patrons. I'm very impressed with how quickly the business community implemented additional safety measures for their businesses.

Current Restrictions in Place

- 1.) Gov. EO 2020-52 Declares a Public Health Emergency in the State of Florida (3/9/2020)
- 2.) Mayor Curry EO 2020-001 Declares a Public Health Emergency in Duval County (3/13/2020)
- 3.) Mayor Brown EO 2020-001 Declares a Public Health Emergency in CONB (3/14/2020)
- 4.) Gov. EO 2020-68 COVID-19 Order limiting sale of alcohol regarding bars, beaches and restaurants (3/17/2020)
- 5.) Gov. EO 2020-69 – Order allows virtual public Meeting for Council and appendant bodies (3/20/2020)
- 6.) Gov. EO 2020-70 – Order closes Broward and Palm Beach County Beaches (3/20/2020)
- 7.) Mayor Curry EO 2020-2 – Order closes Duval County Beaches (3/20/2020)
- 8.) Gov. EO 2020-71 – Order ends alcohol sales after 8PM, and closes restaurants and gyms (3/20/2020)
- 9.) Gov. EO 2020-72 – Order suspends all elective medical procedures (3/20/2020)
- 10.) Gov. EO 2020-80 – Order to screen and isolate anyone travelling from the tri-state area
- 11.) Mayor Curry EO 2020-3 – Order allows for Emergency Work from Home requirements and Remote Work is activated for NB employees (3/23/2020)
- 12.) Gov. EO 2020-82 – Order provides direction for isolating people travelling to Florida from the Tri-State Area (3/24/2020)
- 13.) Gov. EO 2020-83 – Order puts protective measures in place for elderly and vulnerable populations and further limits gathering of citizens and density of workforces (3/24/2020)
- 14.) CONB is directed to Remote Work if Possible, and work shifts are staggered (3/25/2020)
- 15.) Gov. EO 2020-85 – Order authorizes telehealth and immunizations for state group insurance (3/26/2020)
- 16.) Gov. EO 2020-86 – Additional Requirements to 2020-82 to include Louisiana, and establishes checkpoints at the border to screen visitors.
- 17.) Gov. EO 2020-87 – Vacation Rental Closures
- 18.) Mayor Curry EO 2020-4 – Orders the shutdown of all hotel, motel, and public lodging reservation restrictions, only open to (17) classifications (3/30/2020)
- 19.) Gov. EO 2020-88 – Re-employment of Essential Personnel, (3/30/2020)
- 20.) Gov. EO 2020-91 – Essential Services and Activities During COVID-19 Emergency (4/1/2020)
- 21.) Mayor Curry EO 2020-5 – Emergency Non-Essential Business Closure (4/1/2020)
- 22.) Gov. EO 2020-92 – Amends 2020-91 to Not allow Local Communities to make more/less restrictive (4/1/2020)
- 23.) Gov. EO 2020-93 – Reemployment Assistance Program (4/2/2020)
- 24.) Gov. EO 2020-94 – Mortgage Foreclosure and Eviction Relief (4/2/2020)
- 25.) Gov. EO 2020-95 – Documentary Stamps for SBA Loans (4/6/2020)
- 26.) Gov. EO 2020-103 – Vacation Rental Closure (30) day extension (4/10/2020)
- 27.) Mayor Curry EO 2020-002 – Declaration of Emergency Extension (4/12/2020)
- 28.) Gov. EO 2020-112 – Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery (4/29/2020)

DISCUSSION ON RESTORING NB & AB ECONOMY

APRIL 27, 2020 AT 3PM



What is the Current State of Emergency?

Current Restrictions
in Place...

27 Executive
50 Days in a
Emergency.
5519 Newly
Service & Re
in Duval Cou



Monitored persons: people the F
of for possible monitoring becaus
from China, or were identified by
Prevention (CDC) as a part of a al

Total reports

Total persons of high, medium,
High/medium/unknown risk

Persons tested: includes test resu
from the state public health labor
hospital laboratories

Total tested

Positive

Negative

Inconclusive

Currently
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Currently
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Currently
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QUESTIONS FOR DISCUSSION:
WHAT CAN WE DO TO HELP?
WOULD YOU IMPLEMENT SAFETY
PRECAUTIONS FOR REOPENING?

Currently
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Currently
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Currently
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EO 20-91 & 20-92
'Safer at Home' Orders
expire: 4/30/2020

EO 20-68 (Bars, Restaurants) & EO 20-71
(Alcohol Sales, Restaurants) will remain in
effect through the Duration of EO 20-52
(Declaration of Emergency)

Further Direction from Governor DeSantis
May Be Given, Most Likely by Friday,
May 1, 2020.

AS RESTRICTIONS ON LOCAL BUSINESSES
ARE EASED, NB & AB
WILL WORK TOGETHER TO
COORDINATE WITH YOU.

COVID-19

GUIDANCE FROM...
GEORGIA?

REOPENING ECONOMY IN
GEORGIA

HOW
CAN
YOU
HELP?



TAKE THE SURVEY.

After this Virtual Meeting concludes, you'll get
an email with a survey attached.

The information collected will help us to better
assess your needs.

State of Emergency

COVID-19 Updates: *Roadmap to Restoring our Economy Cont.*



03

May the Fourth Be With You: No Time Restrictions for Accessing the Beach, but only for Essential Activities

No Time Restrictions for Accessing the Beach:

On May 4, 2020 at 6AM, all beaches in Duval County will be opened without time restrictions. **Social Distancing Guidelines remain in effect.** Activities allowed on the beach include participating in recreational activities consistent with social distancing guidelines.

Allowed activities: walking, biking, hiking, fishing, running, swimming and surfing.

Not Allowed: sunbathing, sitting/laying on towels or blankets, chairs, coolers (except for coolers used for fishing), grills, etc.

Beachgoers are encouraged to keep moving, and remain active in groups of (10) or fewer, and maintain a minimum of (6) feet between others groups.

Dogs are permitted on the beach from 5PM and 9AM (pending the rescission of Emergency Rules, Dogs on the Beach), but must remain on a leash.

04

May the Fourth Be With You: Businesses Reopening Guidelines

*** Effective with the beaches reopening for essential activities only, all Neptune Beach Park Amenities will also reopen. The Public Restrooms at Jarboe Park will remain closed.

The Public Restroom located near the Police Department will reopen from 8AM - 4PM and will be cleaned multiple times throughout the day.

Businesses Reopening Guidelines

On May 4, 2020 at 6AM, Restaurants are allowed to reopen, with full outdoor seating. Indoor seating is restricted to 25% of building capacity.

On-site sale and retail businesses are allowed to operate at 25% occupancy.

In anticipation of being able to reopen, Neptune Beach restaurants and retailers have already adopted safety and sanitization practices to protect their employees and customers.

Most area businesses have already sanitized and deep-cleaned their restaurants and shops. Even more, businesses have put in place cleaning practices meant to help protect anyone that utilizes their services.

Even though the Governor's Order doesn't mandate the use of masks, many businesses are requiring their employees to wear them.

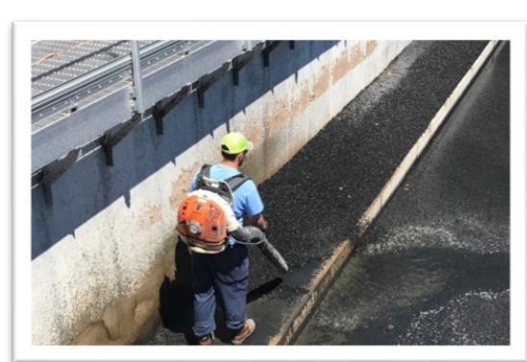
Bars, Nightclubs, and gyms are to remain closed as well as barbershops and salons (sorry, no haircuts and color, yet).

Nursing Homes and Long-Term Care Facilities remain closed. The opening of the Senior Activity Center is also being considered.

Public Works

Ongoing Projects

Update



01

Integrated Fixed Film Activated Sludge (IFAS) Repair & Cleaning

IFAS Repair & Cleaning

During a long review period of our plant operations, we have noticed a continuing increase in nutrients' and low Dissolved Oxygen (DO). We consulted with multiple Engineers on this problem and following extensive investigative research on the current situation the Lead Operator with collaboration from the Engineers decided to take the IFAS Plant of-line for Repairs.

The Repair is to consist of completely draining the IFAS tank (Approximately 100,000 gallons of Sludge and Media); Removing all media to an alternate location for later re-use and replenishment to the main tank, cleaning of sand, rags, and extraneous debris, and removing & cleaning of all diffusers.

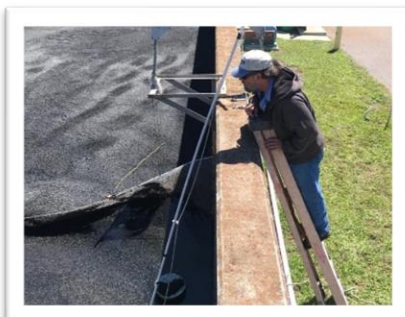
The media was removed over a 1-week process through a transfer pump. All media was stored in the west Basin which is adjacent to the IFAS tank.

Multiple city personnel climbed into the drained tank to access the job and facilitate repairs. The job was much larger than initially estimated after a thorough inspection of the tank basin. The crew had to remove all Rags and stuck on debris by hand and air lift out with 5-gallon buckets over a 2-day period. The resulting collection of debris filled a 20-yard dumpster.

We continued to pump sand through our VAC-CON system over the next 3 days removing piles of Sludge and Sand, filling another 20-yard roll-off.

Once all Rags, Sand and debris had been removed the team began the repair process. All 227 Air Diffusers were removed and cleaned by hand. Once the damaged units were identified they were replaced. At that point all units were re-installed and the IFAS system tank was ready to be filled and tested. Once the System was brought back on line our Dissolved Oxygen readings started to improve.

Currently we are in the process of transferring the media back into the tank using our transfer pump. The process is much more difficult than removal. The West Basin has a much larger surface area without compressed air to help float the media for collection. Our team has been consistently working on this over the past 6 days and we feel the job is close to completion.



Public Works

Ongoing Projects

Update Cont.



02

Wastewater Treatment Plant Improvements

Wastewater Treatment Plant Improvements

Earlier in FY-2020, the Public Works Department began the process of selecting an engineering firm to begin designing improvements to facilities. **J. Collins Engineering** was selected by the Public Works Department after an RFP process. The City Engineer, David Bolam, agrees with the most recent proposal from J. Collins, to review the current IFAS process and evaluate alternatives before the City commits to spending \$5MM to expand the process.

J. Collins Engineering's proposal includes a study that can be used to determine the best path forward for improving the plant and would provide the foundation needed to seek low interest SRF funding for future design and construction.

Specifically, the study's deliverables include: an SRF Facilities Plan which can be submitted in support of a request for inclusion in the SRF funding program; and Preliminary Design Work that can be submitted to FDEP and is a requirement to begin the permitting process.

The total proposal is \$68,700 and I plan to execute the agreement to begin evaluating improvements to the Wastewater Treatment facilities.

Task Order (1) and J. Collins Engineering's Proposal are attached to this report as Attachment 'C'

03

FDOT Projects Update:

Kings Road Bridge, Channel Work (*Drainage Ditch Improvements*)

FDOT Projects Update:

A1A Drainage Project is on schedule for completion in Fall of 2020.

- The Kings Road Bridge and the 5th Street Bridge should be open to traffic in June.
- Phase 5A and Phase 4 (channel work adjacent to Fletcher High School) should be substantially complete this spring.
- Phase 3 channel work (between Seagate Avenue and 18th Ave N) is ongoing with substantial completion anticipated in late summer/early fall.
- Work on the 15th Ave N Bridge is underway and we expect this bridge to be open to traffic in late summer/early fall.
- Phase 2 channel work (between 15th Ave N and 18th Ave N) has begun. We expect this phase to be substantially complete this fall.
- Work at 18th Ave N will resume either in May or June, contingent on whether Duval Public Schools reopen this school year. If they do not, we will focus on starting this work earlier to prevent impacts to San Pablo Elementary when school resumes later this year.
- Phase 1 channel work (between 15th Ave N and the existing box culvert near 8th Street) is expected to begin this summer and may run concurrently with phase 2 work.

Community Development Report:

April 2020



01

Virtual Charrette
Design Series: DKP
Process

Virtual Charrette Design Series:

On April 13th, 15th, and 17th we hosted the City of Neptune Beach's first Virtual Design Charrette Series. This approach and format is leading the way in terms of innovation worldwide within virtual participatory visual engagement and community visioning.

We want to thank everyone: our highly engaged citizens, elected officials, our partners at Dover, Kohl, and Partners, WGI, Hall Transportation Planning and Engineering, and our amazing staff for all of their effort to promote these events as well as for their participation and feedback. We are grateful for everyone's courage and willingness to embrace change and innovation during a global pandemic.

The first of three events was held on Monday, April 13th and featured an overview presentation, followed by the interactive design webinar focusing on the intersection at Penman Road and Florida Boulevard on Wednesday, April 15th. The final event took place on Friday, April 17th and featured a recap of a highly productive week with innovative design solutions to key properties and projects throughout our community.

The attendance was strong all three nights. We saw data indicating 35% of attendees had not attended our previously well-attended events. This indicates that our outreach was extended through the inclusion of a virtual platform and allowed us to serve a greater portion of our population.

On Wednesday, April 29 at 6 PM, we will host a public debriefing session to recap the findings collected from our first Virtual Design Charrette series to strategize next steps for June. Our benchmarks for the remainder of the process include the following:

In June, the Vision Plan draft will be presented. In July, the presentation of the final Vision Plan will occur.

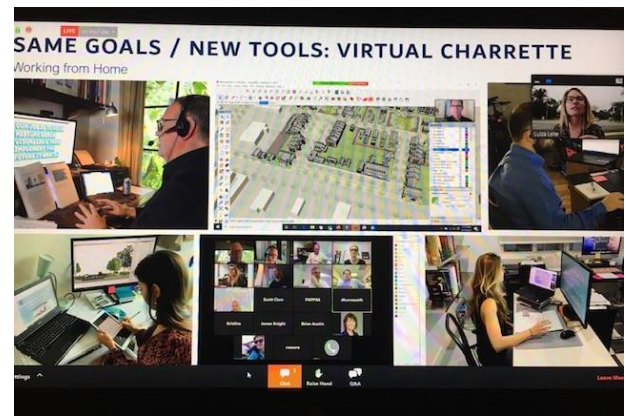
Then we will move into Phase 2, which will involve the creation of a new Comprehensive Plan for the City of Neptune Beach. In August, the Needs Assessment and a Comprehensive Plan framework will be developed to guide the process. In September through November of this year, we will work to prepare the Comprehensive Plan update. Finally, in December of this year we will receive the final Comprehensive Plan draft.

The Third and final Phase of this process will involve the creation of a new Land Development Code. This process will kick off between February and March 2021 and will involve an analysis of our existing regulations and the development of the appropriate framework for our new Land Development Code. From April through July 2021, the Land Development Code draft will be developed. From August through October 2021, the Land Development Code draft will be refined. Finally, from November through December, the land development code approval process will take place, and we will be presented with the final draft of our new Land Development Code.

Community Development will seek to help reduce costs by assuming a higher level of involvement within the comprehensive plan and Land Development Code editing process which will help our partners at Dover, Kohl and Partners to create as complete of a final draft as possible.

Community Development Report:

April 2020 *Cont.*



02

Fiscal Impact Analysis: An Evaluative Tool for Economic Development

Fiscal Impact Analysis:

Nassau County is connecting us with their Office of Management and Budget Department to provide historical development and implementation of their Fiscal Impact Analysis model.

The Northeast Florida Regional Council has also identified a key staff contact to assist with questions that may arise throughout this process.

This evaluative tool will help economize our development decisions moving forward and could supplement tools and analyses used by our partners at Dover, Kohl and Partners and could also be useful in other applications in collaboration with other departments within the city and could also help facilitate advanced intergovernmental coordination.

03

Activity in the Building Department and Code Enforcement

Activity in the Building Department and Code Enforcement:

Based on data submitted featuring October 2019 through March 2020 data as compared to the same months of the previous year, which would be October 2018 through March 2019, building permits are up on an average of approximately 10 permits a month overall. Plan reviews are up an average of approximately 21 plan reviews a month; however, overall inspections are down on an average of approximately 6 fewer inspections per month. Tree removal permits are nearly the same at -0.2 per month on average for the same timeframe.

The Case Activity Report dated 3/1-3/31 indicates that there were 13 active code enforcement cases in March. Cases included building without a permit, business tax walkthroughs, RV Parking, and livestock on city property (chickens). There were also obstructions and parking on city sidewalks, short term rental violations, business tax renewal violations, fencing concerns, signs on utility poles and the need for tree removal. In sum, 7 of the 13 cases in March have been resolved and closed.



Building Activity October 1, 2019 to September 30, 2020

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits	Valuation of work done
Oct-19	109	72	154	\$18,140.88	8	\$2,635,167
Nov-19	104	42	137	\$17,620.03	10	\$789,285
Dec-19	75	48	125	\$16,678.57	3	\$2,525,584
Jan-20	119	86	167	\$20,808.16	8	\$2,156,052
Feb-20	108	78	155	\$25,276.96	11	\$1,069,889
Mar-20	111	63	171	\$18,273.82	10	\$1,120,506
Apr-20	89	56	141	\$9,830.49	16	\$714,249
May-20						
Jun-20						
Jul-20						
Aug-20						
Sep-20						
Totals	715	445	1050	\$126,628.91	66	\$11,010,732

Building Activity October 1, 2018 to September 30, 2019

Month	# of permits issued	Plan review	inspections completed	cash receipts	tree removal permits	Valuation of work done	
Oct-18	129	52	178	\$23,496.88	7	\$2,253,157	a/s400
Nov-18	93	21	162	\$12,271.32	4	\$1,402,700	a/s400
Dec-18	69	22	139	\$14,741.96	6	\$1,740,646	a/s400
Jan-19	86	29	157	\$14,668.10	5	\$1,046,901	a/s400
Feb-19	93	30	166	\$14,402.54	11	\$1,022,422	a/s400
Mar-19	126	57	141	\$15,620.65	18	\$1,064,046	a/s400
Apr-19	88	54	174	\$22,115.17	12	\$2,493,720	*Iworqs implemented
May-19							
Jun-19							
Jul-19							
Aug-19							
Sep-19							
Totals	684	265	1117	\$117,316.62	63	\$11,023,592	
Difference	31	180	-67	\$9,312.29	3	-\$12,860	

**CITY OF NEPTUNE BEACH
CITY MANAGER ACTION LIST**

Attachment B

ISSUE	STATUS	PROJECTED COMPLETION DATE
CITY MANAGER'S OFFICE		
Waste Pro Liquidated Damages	Monitoring resident trash collection complaints on a monthly basis	On-going
FINANCE DEPARTMENT		
Fiscal Year 2019 Closing	Preparing and Posting Journal Entries to close fiscal 2019 year.	COMPLETED
Fiscal Year 2019 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.	Estimated 03/30/2020.
Duval County Public Schools - Storm water fees in question	Requesting reimbursement of storm water fees since Jan 2018 in the amount of approximately \$23,000. Addressed the issue with the Ansbacher Law Firm.	Uncertain.
FEMA Disaster Relief Request	Preparing spreadsheet to support administrative expenditures for Hurricane Irma.	COMPLETED
FEMA Disaster Relief Request	Preparing documentation for to be submitted for Hurricane Dorian. FEMA opened disaster relief portal.	COMPLETED
PLANNING AND COMMUNITY DEVELOPMENT		
Code Enforcement (see attached for March 2020)	In progress	On-going
Dover, Kohl, and Partners	Roundabout Workshop 4/7 from 6-8 PM at Neptune Baptist	Apr-20
Dover, Kohl, and Partners	Open Design Studios 4/13-4/17	Apr-20
500 Atlantic	Request for Extension 4/6 City Council Meeting	Apr-20
DEP Trails Grant for Jarboe Park	DEP Approved--finalizing minor changes	Apr-20
POLICE DEPARTMENT		
DOJ JAG grant #2017-JAGD-1741 and DOJ JAG grant #2018- JAGD	Funds from both DOJ Jag Grants should be available soon.	Equipment upgrades and training equipment will be purchased as needed with approval from the City Manager.
Several Felony Arrests	Seizure of money, vehicles and narcotics for the forfeiture fund.	On Going
Animal Control Enforcement	3 Animal Control Citations and 1 warnings were issued in the month of Febuary.	On Going
Outreach Programs.	Continue to seek and offer Outreach Programs for citizens and schools.	On Going

**CITY OF NEPTUNE BEACH
CITY MANAGER ACTION LIST**

Attachment B

ISSUE	STATUS	PROJECTED COMPLETION DATE
Special Events, City Events and Outreach Programs	School year 2019/2020 is underway. The Police Department is involved in the School Safety Liaison Program at Neptune Beach Elementary, Fletcher Senior High School and Beaches Chapel K-12.	Ongoing through school year 2019/2020
Events scheduled for Spring of 2020.	Planning is underway for Dancin in the Streets, Easter in the Park, A Chief's Walk, Movies With The Mayor and Earth Day.	Spring of 2020.
PUBLIC SERVICES DEPARTMENT		
Water Plant	Routine maintenance for water plant and all lift stations / Order and take delivery of chlorine as needed / pull multiple chlorine residuals throughout city / Take reads on well meters - master meter - chlorine tank levels and hour meter reads for all 27 pumps in the lift stations 7 days a week / Weed eat and mow all city lift stations - Fl. blvd. water tower - water plant - and lake neptune banks multiple times / Pull two sets of Bacteriological samples monthly. Had a meeting at the water tower with Utility Services Sprint, Verizon & T-mobile on the upcoming work to be done on water tower. Started the demolition on the abandoned AT&T building in preparation for temporary radio tower to be installed by Telecom Tower Rentals. Met Joe with Lucas Tree Service to schedule the removal of four trees at the water tower.	Work performed in March 2020
W.W.T.P	4 loads on the Belt Press, monthly reports to FDEP, Daily calibrations on all lab equipment, Lab testing on MLSS, SVI and Settleometers, Plant samples processed by A.E.L. Cleaning of NOVA cartridge daily and the NOVA Filters minimum 3 times per week. Process Control adjustments to WWTP, Weed Eating and Edging around WWTP. Jay checking LS daily and Week-ends. Spreading HTH and hosing 3 clarifiers. Cleaned and checked Hach WWTP probes. Generators run once a week, Ordered SBS, CL2 /Chlorine Glycerin/Micro-C Lab supplies BP cleane. Added 25 bags Lime to digester to maintain proper Alkalinity/pH, maintained cl2 analyzer and reagents. Refueled Diesel pump all month waiting on Anoxic mixer, Zabatt installing new water pump on plant generator. Brock cleaned INF station daily. Alarm found on INF station #2 - Bad Starter, Limbaugh called to repair. Attended PW meeting about Covid 19, Daily Anti-Virus cleaning of Operations Center. Sean fished 8" piece of wood out of Decant line. Crew cleaned duckweed and debris from West basin. Replaced belt on Sludge pump in BP room. Crew cleaned sludge & grease from Contact chamber.	Work performed in March 2020
City-Wide Water Meter Replacement	4 water meters replaced in March 2020	On-going
PUBLIC SERVICES DEPARTMENT		

**CITY OF NEPTUNE BEACH
CITY MANAGER ACTION LIST**

Attachment B

ISSUE	STATUS	PROJECTED COMPLETION DATE
Water & Sewer	Summary: 6 water breaks repaired, 1 water services installed, 3 Water main installation, 4 fire hydrants flushed, 0 fire hydrant repair, 0 fire hydrant replaced, 1335 LF of sanitary sewer main cleaned, 4 sewer point repair, 24 LF of sewer pipe installation, 103 sanitary sewer manholes inspected, 5 manhole repaired, 0 manhole replaced, 18 water meters installed, 89 underground utility locate responses. After hours water turn ons from non-payments. Housekeeping at PW Yard areas. Helped Water Plant demo old ATT building at water tower. Installed pavers after water break at The Local restaurant. Repairs for Pine St beach access crossover.	Work performed in March 2020
Parks & Streets	Summary: 4 parks mowing cycles, 7 City R-O-W mowing cycles, 17 cycles of collecting refuse from parks, beaches and Towncenter, 19 signs repaired/replaced, 3900 LF of sidewalk, 4 citywide trees trimmed, 0 LF of paving, 0 pothole repairs, 0 driveway repair, 0 LF of curb repairs/added, 3 locations of herbicide application sprayed. Florida Blvd sidewalk project ongoing. Palm trees watered on First St. Hopkins Creek beach access cleaned. Buried 2 deceased sea turtles found on beach. City yard & Police pistol range mowed & maintained.	Work performed in March 2020
SENIOR ACTIVITY CENTER		
CDBG 2019-2020 Contract Submitted	Grant Request \$44,895.00	APPROVED IN THE AMOUNT OF \$44,895.00
450 Atlantic Blvd. Temporary location	Month to month-new lease agreement is \$3,000/mo.	April 30, 2020 is the end of the active agreement; options
CDBG 2020-2021 Application in process	Pending approval anticipated July 2020	Requesting \$44,895.00
Planning, Scheduling, and Conducting Senior Interests	Daily	On going
Fundraising Goal for 2019-2020 (previously reported adjusted)	Goal of \$59,146.00	YTD 2020 \$41,575.06; 70.3% of goal-02/29/2020
Travel Night Presentation with Collette Travel	Tuesday, March 17 @ 5:30pm	Fundraiser-CANCELLED-to be rescheduled
Tea & Fashion Show/Partnership with JBWC & Petunia Patch	Anticipate 50 attendees	Fundraiser-March 12
AARP SAFE DRIVING CLASS	ANTICIPATE 25 PERSONS	April 18 & 19, 2020

**CITY OF NEPTUNE BEACH
CITY MANAGER ACTION LIST**

Attachment B

ISSUE	STATUS	PROJECTED COMPLETION DATE
AARP Tax Wise	February 7-April 10, 2020	Anticipate 180 Tax returns to be filed
March 10 @ noon Lunch & Learn with Jack	A Companion for Your Journey-Help with Life Difficulties	Extended dates for appt. /Health & Happiness
New Classes developed for 2020	Line Dancing and Beginning Bridge	Anticipate additional 25-40 people
Direct Benefit- Persons served	CDBG contract amount for 1250 persons	747 individual persons served to date-60%; 02/29/2020
Surf Camp 2020-partnership with Sunrise Surf Shop & Volcom	June -August, 2020	Fundraiser
Easter in the Park	Jarboe Park April 10 @ 10am	Community event
Submitted by the City Manager on April 20, 2020		



J. COLLINS ENGINEERING ASSOCIATES, LLC

Attachment C

Mr. Leon Smith
Director of Public Services
City of Neptune Beach
116 First Street
Neptune Beach, FL 32266

April 17, 2020

Subject: Fee Proposal for Task 1 - City of Neptune Beach Wastewater Treatment Plant Facility Plan

Dear Mr. Smith:

J. Collins Engineering Associates, LLC (JCEA) are excited about the opportunity to work for the City of Neptune Beach and we have enclosed our fee proposal for "[Wastewater Treatment Plant Facility Plan](#)". This planning document will fully evaluate options for expansion and upgrade of the Wastewater Treatment Facility (WWTP). The study and evaluation include the comprehensive assessment of the existing and all new processes, equipment and electrical systems at the WWTP. The WWTP alternatives will include the associated costs to evaluate the most cost-effective alternative for the City as well as the best plan for implementation. JCEA will work closely with City operating, technical and administrative staff to develop the WWTP Facility Plan and then the next phase of permitting, design and construction administrative services to upgrade the WWTP.

JCEA will provide assistance in the area of FDEP permitting as well as the procurement of State of Florida and Federal Grants and Loans for Utility Infrastructure. The WWTP Facility Plan will be prepared in SRF format for funding purposes.

Thank you for the opportunity to perform these utility engineering services for the City of Neptune Beach.

Sincerely,

John E. Collins, Jr., P.E.
President/Project Manager



J. COLLINS ENGINEERING ASSOCIATES, LLC

TASK 1- NEPTUNE BEACH WASTEWATER TREATMENT PLANT FACILITY PLAN

SCOPE OF WORK

PROJECT NAME: City of Neptune Beach – Task 1 - Wastewater Treatment Plant Facility Plan

PART 1.0 PROJECT PURPOSE: City prepared a Request for Qualification #19-02 to obtain an Engineering Firm to evaluate, plan, design and perform construction administration services to upgrade and expand the City' Wastewater Treatment Plant (WWTP). The scope of work for this project is a SRF planning document – Task 1 - Wastewater Treatment Plant Facility Plan.

PART 2.0 SCOPE OF SERVICES: The scope of services includes:

Report preparation and planning services for the Wastewater Treatment Plant Facility Plan which includes:

Work Item I – Evaluation & Study Phase

- Historical Documents Search- Obtain and review current and existing Wastewater Treatment documents including preliminary studies, permits, plans, Monthly Operational Records; Operation & Maintenance Manual; historical and maintenance records on the wastewater system. In addition, previous studies, planning documents or reports (Comprehensive Plan, CUP, Capacity Analysis Reports, etc) that address population growth, development projections, or change in land use shall be provided.
- Develop Future Population Projections/Wastewater Demands. Initial proposed capacity increase would expand the WWTP to 1.6 MGD.
- Determine Need/Timing - Wastewater Treatment Facilities Expansion
- Conduct multiple WWTP field trips to investigate current operations, assess equipment and structures and to meet with operational staff as well as engineering or administration staff as needed.
- Investigate the current WWTP process and prepare a BioWin Process model of current conditions. Meet with operating staff to discuss details of the treatment process. Develop three process alternatives for the WWTP. Develop conceptual costs of each alternative.
- Based on Results of Process Modeling, develop concepts/ layouts and siting of each process.
- Electrical system assessment of the current WWTP. New electrical loads for the proposed WWTP upgrades is expected to exceed both the existing electrical service capacity and the existing standby power capacity. To accommodate the new electrical loads, a new electrical service and standby generator is anticipated to be required.
- Attend up to four (4) City meetings for purposes to include but not limited to: review with city personnel of preliminary results of the WWTP evaluation; process model results;

**J. COLLINS ENGINEERING ASSOCIATES, LLC**

process alternatives; reusing, repurposing or demolition of equipment or structures, discuss capital costs etc.

Work Item II –Final Report

- Develop & Summarize Wastewater Treatment Plant Facility Plant. Information and format will comply with SRF guidelines for funding assistance.
- Summarize & Prioritization of Wastewater Treatment Plant Alternatives for upgrading process and treatment capacity.
- Develop costs for the City's WWTP Capital Improvement Program
- Issue Draft Report & Conduct One City Review Meeting
- Address City Comments and Issue Final Report
- Provide 6 Printed copies and one CD digital copy
- Meet with FDEP as needed to discuss alternatives or to address Consent Order
- Assist City with grant or loans for WWTP Capital Improvement Program from the State of Florida (SRF) and Federal Government
- Attend City Council meeting as needed

Fee

See attached Fee (Lump Sum Proposal)

Schedule

The project schedule is to be complete by September 30, 2020

Work or Items Provided by the City:

- Wastewater treatment plant plans, asbuilts, historical records and reports
- Provide access and if required guided staff assistance to the City Wastewater Treatment Facilities
- City staff provide any potential list of capital projects; known repairs or maintenance items that are required for the Wastewater Treatment Facilities



J. COLLINS ENGINEERING ASSOCIATES, LLC

MANHOURLY & REIMBURSEABLES BREAKDOWN

April 17, 2020

City of Neptune Beach, FL -Task 1 - WWTP Facility Plan

LABOR COSTS WORK BREAKDOWN Hourly Rate	Man Hours/Labor Rates					TOTAL
	Principle \$158.00	PM \$158.00	Elec Eng \$155.00	Senior Cad \$85.00	Tech/Clerical \$45.00	
Work Item 1 – Evaluation & Study Phase						
1. Review Exist. Reports - Water Demand/Supply/ Quality; Population Data & Future Growth Projections	4	8	4	0	4	\$2,696.00
2. Develop Future Population Projections/Water Demands	1	5	0	1	8	\$1,393.00
3. Determine Need/Timing - WWTP	2	3	0	0	3	\$925.00
4. Field Investigations /Equipment & Structures for Wastewater Treatment Facilities Upgrades	8	16	6	2	2	\$4,982.00
5. Process Assessment/Biowin Model Setup/Meet w/ Operators/Develop Alternates & Cost	8	24	4	2	2	\$5,936.00
6. Develop Layouts & Siting	2	6	2	12	0	\$2,594.00
7. Electrical Assessment of Current WWTP	0	1	16	2	0	\$2,808.00
8. City Meetings (4)	9	9	6	0	2	\$3,864.00
Work Item II –Final Report						
1. Develop & Summarize WWTP Facility Plan	8	30	4	6	0	\$7,134.00
2. Summarize & Priorization of WWTP Alternatives	4	10	2	2	0	\$2,692.00
3. Develop Construction Costs	6	9	2	0	3	\$2,815.00
4. Issue Draft Report & City Review Meeting	6	9	0	0	3	\$2,505.00
5. Final Report	4	4	2	0	6	\$1,844.00
6. Assistance with FDEP, Consent Order & Loans/Grants	5	8	0	0	6	\$2,324.00
Totals	67	142	48	27	39	\$44,512.00
Process Engineer - Work Item I -Evaluation & Biowin Model						\$10,000.00
Process Engineer - Work Item II - Final Report						\$13,000.00
Total						\$23,000.00
SUBTOTAL LABOR						\$67,512.00
TOTAL LUMP FEE - LABOR						\$67,500
ESTIMATE OF REIMBURSABLE COSTS	Quantity	Unit	Price			
Mileage	850	MI	\$0.55			\$467.50
Postage	1		\$50.00			\$50.00
Copying	1	LS	\$200.00			\$200.00
Plotting	50	SHTS	\$3.00			\$150.00
Final Report Preparation	1	LS	\$300.00			\$300.00
SUBTOTAL REIMBURSABLE COSTS						\$1,167.50
ALLOWANCE FOR REIBURSEABLES						\$1,200.00
TOTAL AMOUNT - LUMP SUM & ALLOWANCE						\$68,700

City of Neptune Beach Wastewater System Plant Facility Plan

Task Order No. 1 Prepare Wastewater Treatment Facility Plan

Engineer: J. Collins Engineering Associates., LLC
 12412 San Jose Blvd.; Suite 204
 Jacksonville, FL 32223
 904-262-4121 (O)
 904-716-6282 (C)

Owner: City of Neptune Beach
 116 First Street
 Neptune Beach, FL 3226

Date:

4/20/2020

ITEM	DESCRIPTION OF TASKS		CONTRACT PRICE
1	Prepare SRF Facility Planning Document for upgrading and expanding the wastewater treatment facility		\$67,500.00
2	Reimbursible Costs including mileage, postage, printing and copying.		\$1,200.00
TOTAL LUMP SUM AMOUNT FOR TASK ORDER 1			\$68,700.00
ORIGINAL CONTRACT BASE PRICE			\$0.00
CONTRACT PRICE PRIOR TO THIS TASK ORDER			\$0.00
NET INCREASE RESULTING FROM THIS TASK ORDER			\$68,700.00
CONTRACT PRICE INCLUDING THIS TASK ORDER			\$68,700.00

The date provided for completion of Task Order 1 is September 30, 2020.

The Scope of Work for this task order is attached as Exhibit A.

This document shall become an amendment to the Agreement dated _____, 2020 and all provisions of the contract will apply hereto.

Accepted by: _____
 Engineer

Date: _____

Accepted by: _____
 Owner

Date: _____