

A banner for the 2021 FLC Annual Conference. It features a blue background with a white sun icon and the text "2021 FLC ANNUAL CONFERENCE".

2021 FLC ANNUAL
CONFERENCE

City Manager Report

08 September 2021

Stefen Wynn, M.P.A.
City Manager



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Capital Improvement Projects

FY-2021 JARBOE PARK

Construction Schedule:

Revised Construction
Timeline and Schedule

Construction Schedule:

8/9/2021	Installation begins on court lighting, Finish Work on Courts Continues
8/13/2021	Final Shipment of court light poles scheduled
8/23/2021	Volleyball Courts receive first loads of new sand
8/25/2021	New Section of concrete poured adjacent to Neptune House
8/30/2021	Water Lines rerouted adjacent to Neptune House to accommodate next of concrete work
8/31/2021	Wire pulled for court lighting
9/2/2021	Court light poles delivered
9/6/2021	Additional loads of sand scheduled for delivery to the volleyball courts. Next section of concrete work to be formed.
9/13/2021	Installation of court lighting continues. Next section of concrete work to be poured. Final grading of volleyball courts begins.

Park Construction Coordination Meetings

*Agendas from these
meetings can be
found as:*

[Attachment A](#)

Construction Notes:

Public Works Staff will continue to form and pour concrete as weather and FY-2021 Budget permits. Public Works staff will construct an architectural screen around the HVAC electrical panels with new post caps. An electrical contractor will install conduit for an outlet adjacent to a future pickleball & tennis storage structure. (4) sections of aluminum handrailings will be installed at each end of the new access bridge at Florida Boulevard. Additional grass seed will be planted as needed in spots along the paths and as construction fencing is removed.

Park Budget

The most recent cost tracking spreadsheet shows that a balance of \$23,951.37 remains this fiscal year to complete concrete work and any demolition work as necessary. Assuming that no change orders are approved for an increase in contract price, and all existing P.A.'s and Contracts are satisfied (including the \$23,951.37 for concrete and demolition work mentioned above), the Park Budget will enjoy a surplus of over \$25,000 after Phase I improvements are completed. These numbers are unreconciled and once existing payment requests are processed; it will be updated.

The City received a generous donation from the Eckstein Foundation for the park in the middle of FY-21 that has not been included in the spreadsheet. Staff have suggested using the grant donations for sunshades and seating in various locations around the new amenities. The next step is to take staff recommendations through the parks and land use committee before going to the Council as a whole either 9/27/2021 or 10/4/2021.

In FY-2022, there hasn't been much discussion on what to expect for improvements to the park. Instead, the discussion has been on infrastructure improvements throughout the City.

Bike & Pedestrian Counters

[Attachment B](#)

Capital Improvement Projects

FY-2021 JARBOE PARK



Contract Price:
Tracking Costs

Jarboe Park Phase 1 Improvements - Project Cost Tracking - Page 1 of 2									
Asset	Original Contract Price **	Contract Price with C.O.	Current Billing Date	Current Billing Amount	Approved Balance Remaining	Total Cost **	Funding Source		
Trail, Bridge & Bridge Relocation, Site Work (Pond, Courts & Playground site work) - ACON Contract with Change Order #1 (Approved 2/16/2021 during Special Council Meeting)	\$ 279,370.98	\$ 321,192.48	5/24/2021	\$ (321,192.48)	\$ -	\$ 321,192.48	Better Jax/Recreational Trails Program Grant		
ADA Parking - Internal Work Performed by City Employees	\$ 12,000.00	N/A	3/22/2021	\$ -	\$ 12,000.00	\$ 12,000.00	Better Jax		
Playgrounds - Konpan Contract with Change Order #1 (Approved 2/16/2021 during Special Council Meeting) PAID	\$ 282,804.05	\$ 288,651.83	7/14/2021	\$ (288,651.83)	\$ -	\$ 288,651.83	Better Jax/Eckstein Foundation Grant/Donations		
7/14/21 Courts, Lighting & Fencing - Court Surfaces Contract (Approved 3/15/2021 during Special Council Meeting)	\$ 498,775.00	\$ 498,718.00	7/29/2021	\$ (274,475.00)	\$ 224,243.00	\$ 498,718.00	Better Jax		
Multi-Use Field & Landscaping - Belcorp Purchase Authorization Approved by CM within Approval Authority (Sod and Hydroseed, Additional Landscaping may come from another line item)	\$ 7,500.00	N/A	4/23/2021	\$ (4,113.36)	\$ 3,386.64	\$ 7,500.00	Better Jax		
Surveying Services - Ghiotto Surveying Contract (Approved 2/16/2021 during Special Council Meeting). Surveying	\$ 16,045.00	N/A	2/25/2021	\$ (15,092.00)	\$ 953.00	\$ 16,045.00	Better Jax		
Fill Dirt - JB Coxwell, Purchase Authorization within the FY-21 Budget Amount for Jarboe Park CIP	\$ 77,000.00	N/A	6/3/2021	\$ (70,175.00)	\$ 6,825.00	\$ 77,000.00	Better Jax		
Concrete (Sidewalks, Curbs & Parking) - Internal Work completed by City Employees. Material Cost Only. Concrete: \$18,938.32 as of 8/30/2021. Line 12, City Demolition also pulls from this line.	\$ 65,000.00	N/A	5/21/2021	\$ (18,938.32)	\$ 23,951.37	\$ 65,000.00	Public Works, Water & Sewer Svcs., Stormwater Utilities - Line Item transfers (reductions in one item to increase Jarboe Park CIP Fund) Updated: 9/5/2021		
*** 8 Item approved amount. Furnishings - Considered part of Phase 1 by Design Engineer, but will not be completed during FY-21 and will need to be budgeted in FY-22	\$ -	N/A		\$ -	\$ -	\$ -	TBD		
9 Pavilion - Removed from the scope of work for Ball Courts, and will not be completed in FY-21, and will need to be budgeted in FY-22	\$ -	N/A		\$ -	\$ -	\$ -	TBD		
10 Stormwater Improvements - Materials from Oldcastle & Allen's Culverts, Work completed by PW staff. Unanticipated work, corrected and designed by City Staff, includes: storm inlets, piping, and outfalls; Labor from Gruhn - May (\$16,268.80)	\$ 28,347.80	N/A	6/3/2021	\$ (28,282.45)	\$ 65.35	\$ 28,347.80	Stormwater Utility Fund		
11 City Demolition - Internal Work performed by PW Staff (Dumpsters, misc. concrete, etc. incl. \$2,500 Limbaugh Invoice)	\$ -	N/A	8/13/2021	\$ (22,110.31)	\$ (22,110.31)	\$ -	Pulls from Line Item 8 Concrete (Sidewalks, Curbs & Parking) for approved amounts.		
12 Phase 2 (Formerly Phase 1B & pieces of 1C) - Parking Lot on West side of 5th Street, Moving Old City, Multi-purpose Field, Furnishings & Landscaping, including trees (dependent upon COU funding) and irrigation	TBD	N/A		N/A	N/A	TBD	TBD		
13 Phase 3 (Formerly Phase 2) - Eastside Path, with significant dirt work as called out by the Design Engineer. Includes new bridges, and Parking Lot on East side of Park (on outside of the ditch)	TBD	N/A		N/A	N/A	TBD	TBD		
14									

**Total Price of Contracts/P.A.'s without C.O.'s: \$ 1,216,848.83
 ***Total Price of Contracts/P.A.'s with Approved C.O.'s: \$ 1,314,512.11

Total Billed to Date: \$ (1,043,030.75)

FY-20 + FY-21 \$1,243,088 + Change Orders \$97,665.28: \$

****Total Remaining Budget Balance: \$ 271,481.36

Remaining Approved Amounts \$ 249,314.05

(OVER)UNDER BUDGET
 Total Remaining Budget less Remaining Approved Amounts \$ 22,167.31

N/A: Not Applicable
 TBD: To Be Determined

PW Cost Tracking Spreadsheet can be found as: Attachment C

Week of August 23 Concrete Work in Jarboe Park, adjacent to the Neptune House



Capital Improvement Projects

FY-2021 Senior Activity Center

Senior Center:

Interior Finish Work Being Completed:

On 9/1/2021, Staff walked through the interior of the Senior Activity Center to verify the work completed on the interior. The final payment was made to Vanguard in accordance with the city's contractual obligations and the building is considered paid off.

Vanguard will have a crew to finish the remaining punch-list items:

- Mechanisms on both front doors need to be aligned to close;
- Men's Room-water hammer on the left toilet heard inside the wall;
- Final inside cleaning of construction debris and dust.

Budget and Costs:

With the payment of the final invoice of: \$66,050.00 from the Better Jacksonville ½ cent sales tax, the Senior Activity Center building is paid off. The entire amount for the building was approved through a FY-2020 budget amendment in September 2020. The encumbrance should be removed as the obligation has been met.

With the upcoming design of the exterior of the building and parking lot, the City can expect a total of: \$35,721.66.

Considering the amount to be spent on design, survey and permitting, the City can expect to have nearly \$150,000 from donations raised to complete the exterior of the building.

Marquis, Latimer + Halback:

ML+H has diligently worked to get the best price for the City that the firm could muster, and have received pricing back from their partners (subcontractors). Mr. Marquis is excited to get started on the project and is eager to get started. On 8/19/2021, we received an agreement to review, and sent back revision requests on 8/31/2021. Mr. Marquis included the amendments on 9/2/2021 and updated the pricing to reflect a request for geotechnical engineering as well.

ML+H is planning for (2) Community Meetings (1 virtual, 1 in person or virtual), with one of the meetings likely being a design charrette. In keeping with best practices that the City established through the Community Vision planning process (and for which the City won an APA-Florida award), we required that this level of public participation be included in the design process.

We anticipate that ML+H will start pretty quickly in scheduling and planning for the public participation meetings with the majority of the design work being performed in FY-2022. Milestones for design include: Front Porch addition with a roof designed to fit the character of the neighborhood, including addressing the egress/ingress for all building exits; parking area focused on maximizing spaces with a balance on inviting curb appeal; stormwater design throughout the site (including the road drain connections); Florida-friendly landscape design for, "curb-appeal," and buffering; irrigation plans and criteria for contractor pricing; and electrical design to include ceiling fans, pathway lighting and entry lighting.

Senior Center:
*Vanguard Finish Work,
Final Exterior Design
with ML+H*

NBSAC
Finish Work
Cost Tracking
Spreadsheet
Attachment D

Vanguard
Punch-List
Attachment E

ML+H PSA &
Design Agreement
Attachment F

City Manager Coordinated Projects

CM Meetings, Coordination Meetings

Meetings:

Various meetings with residents, visitors, vendors, and other interested parties that are a normal part of City Management. All of these meetings are equally important and only include the City Manager when the process requires it.

Meetings:

Schedule

Past Meetings:

- | | |
|-----------|--|
| 8/2/2021 | Meeting with Tyler Technologies on software implementation and solving NACHA file issue between Chase Bank and Tyler software |
| 8/3/2021 | Main Street America program meeting with Florida Department of State Division of Historical Resources, Beaches Town Center Agency, City Staff and representatives from the City of Atlantic Beach |
| 8/9/2021 | Review Departmental Budget Requests |
| 8/10/2021 | Meeting with Short-Term Rental offender on rules of the City and fines |
| 8/11/2021 | Finance Committee Meeting with Staff to discuss Departmental Budget Requests (budget requests will need to be reduced)

NFUCG Telephone conference to address items related to Orange Park letter request |
| 8/12/2021 | Florida League of Cities Annual Conference

Council Meetings That Build Trust

President's Welcome Reception |
| 8/13/2021 | Florida League of Cities Annual Conference

Advocacy: Educating, Engaging, and Energizing Citizens on Homerule

Targeted by Hackers: Cybersecurity Risks, Mitigation and Future Trends

General Session

Breaking Down the American Rescue Plan Act: What Cities Need to Know

Here Come the Jetsons: The Future of Transportation Technology is Here! |
| 8/14/2021 | Florida League of Cities Annual Conference

General Session, Legislative Priorities: Communication Services Tax Reform; Economic Development Incentives; Short-Term Rentals; Transportation Funding; and Tree Protection |
| 8/16/2021 | Council Workshop |
| 8/17/2021 | Staff Meeting |
| 8/19/2021 | BTCA Meeting on next steps and requests for FY-2022 |
| 8/20/2021 | Re-establishing bulk mail permit with USPS, meeting with American Business Systems |

City Manager Coordinated Projects

CM Meetings, Coordination Meetings, Misc.

Meetings:

Various meetings with residents, visitors, vendors, and other interested parties that are a normal part of City Management. All of these meetings are equally important and only include the City Manager when the process requires it.

Past Meetings:

- | | |
|-----------|--|
| 8/24/2021 | Finance Committee Meeting (Internal discussion on Departmental Budgets) |
| 8/25/2021 | Phase III Kickoff (Virtual) Joint meeting of CDB and Council to discuss a path forward for Land Development Code updates |
| 8/26/2021 | Discussion on Stop Work Order with Hotelier and how to move forward with permitting |
| 8/31/2021 | Staff Meeting
Ofc. Bounds Memorial Service |
| 9/1/2021 | Interior walkthrough on NBSAC punchlist items
ICMA High Performance Leadership Program Webinar |
| 9/2/2021 | Former Employee Donald Bridges Celebration of Life |
| 9/3/2021 | Budget Meetings with Police, Public Works, Grants/Resiliency and Clerk |

Upcoming Meetings:

- | | |
|-----------|---|
| 9/7/2021 | Budget Meetings with: IT, Community Development and Senior activity Center
Parks and Land Use Committee Meeting |
| 9/8/2021 | Special City Council Meeting, 1 st Budget Hearing |
| 9/9/2021 | Introductory Meeting with Steve Amos (FOP) |
| 9/13/2021 | ICMA High Performance Leadership Program Live Event |
| 9/14/2021 | Staff Meeting |
| 9/15/2021 | NFUCG Governance Discussion |
| 9/17/2021 | ICMA High Performance Leadership Program Live Event |
| 9/20/2021 | Council Workshop |
| 9/22/2021 | Staff Meeting to Discuss 510 Atlantic
Neptune Plaza Meeting with City to discuss fire suppression system design for improvements to 510 Atlantic |
| 9/24/2021 | ICMA High Performance Leadership Program Live Event |

Meetings:
*Schedule
Continued*

City Manager Coordinated Projects

FY-2022 Budget

FY-2022 Budget:

Maxine Person started with the City as the Interim CFO on 8/16/2021. She's set to task creating and working through the proposed FY-2022 budget. Her first step has been to learn the Cogsdale system and review revenues within the General Ledger. While performing the necessary learning for the General Ledger, Max has created spreadsheets to better understand the revenues and budget requests from department heads, and offer supporting documentation for salaries and benefits.

There are a number of items that Max is working through with Revenues and the General Ledger, and trying to get Cogsdale (Microsoft GP) to work correctly (it hasn't for 15 years). I plan to hire a temporary Accountant on Thursday to help input missing information in the General Ledger and correct entries that were coded to an incorrect account.

Budget Process:

On May 25, 2021, the City began discussing the FY-2022 Budget through a Roundtable Meeting. Council Members discussed many things that either need to be accomplished, or started in FY-2022. Improving and maintaining the City's infrastructure became the direction that the Council wished to pursue and Service Delivery Goals were established.

In June, the City Manager and former CFO met with each Department Head to discuss departmental goals and begin constructing anticipated expenditures for FY-2022. In July, the City Manager and former CFO met with each Department Head to discuss their final departmental goals and to understand which of the proposed expenditures for FY-2022 were necessary to fulfilling the Service Delivery Goals of the Council and Departmental Goals established by Department Heads.

In August, some time was lost with the changing of CFO's, but worksheets for revenues and expenditures were created to help identify the current financial position and estimated financial position of the City. During this meeting, you'll see a rough version of the FY-2022 Draft.

Millage Rate Discussion:

The DR-420 was filed with the Florida Department of Revenue after the August 2, 2021 Council Meeting. The millage rate for FY-2022 is set at 3.3656 mills, and is the same rate set in FY-2021. However, since it is higher than the rolled back rate of: 3.1773, the City had to advertise a, "Notice of Tax Increase," prior to this meeting.

For discussion, the City of Neptune Beach's millage rate of: 3.3656 is lower than other city's of similar size in Florida. For example, the City of Inverness (pop. 7272) has a tentative FY-2022 millage rate of: 7.8211. Duval County's millage rate for the Beaches in FY-2021 is: 8.1512 (for taxpayers within the consolidated government and not an Urban Service District, the proposed millage rate is: 11.4419). Comparatively, the City of Neptune Beach's total millage rate is: 17.5855; the City of Atlantic Beach is: 17.4484; the City of Jacksonville Beach is: 18.2146; and the Town of Baldwin is 18.6999.

The City of Neptune Beach expects to receive a number of services from Duval County in exchange for the millage rate of: 8.1512.

City Manager Coordinated Projects

FY-2022 Budget continued

FY-2022 Budget Continued:

Departmental Budget Requests

After meeting with Department Heads, it became apparent that budget cuts to requests are necessary. In some instances, requested expenditures are set to outpace revenues by millions. Most of these requests are relative to enterprise funds and infrastructure that has not received proper maintenance over decades. Unfortunately, normal maintenance, replacement and improvements are all coming due at the same time.

Over the next 5-10 years, many improvements are necessary for the existing infrastructure throughout the City. The focus of the City identified during the May, 2021 Budget Roundtable was on repairing, maintaining and improving infrastructure. Staffing level increases were requested as part of the roundtable, but this I recommend that this request be cut from the FY-2022 budget.

The following pages show the results of the Budget Roundtable from May, the 2021 Proposed millage rates for Duval County, and Departmental Budget Requests by fund.



STRENGTHS

STAFF IN THE RIGHT PLACES

INTER-LOCAL AGREEMENT

PROPERTY VALUES

PARKING PROGRAM

BEACHES TOWN CENTER

NON-PROFIT PARTNERS

NEW TECHNOLOGY (TYLER TECH.)

RESIDENTS

LOCAL ARTISTS

PUBLIC SCHOOL SYSTEM



NEW SOFTWARE

IMPROVING ROUTES TO SCHOOL;
IMPACT FEES; MOBILITY FEES

REPRESENTATION ON TPO BOARDS

COLLABORATING W/ COJ

ESTABLISHING CRA

RELATIONSHIPS W/ STATE AGENCIES: FDOT, LEGISLATORS

DEVELOPING RELATIONSHIPS W/ NON-PROFITS

FLEET MANAGEMENT

DUVAL COUNTY TREE MITIGATION FUND

LOGT INCREASE; EARMARKS W/ LEG.; FEDERAL

\$'S FROM COJ; PARKING PROGRAM REVENUES;

GRANTS: DEO & DEP!

OPPORTUNITY

WEAKNESSES

NOT FULLY-STAFFED

TURNOVER IN STAFF

INTER-LOCAL AGREEMENT

FINANCIAL CONSTRAINT (FROM ILA)

OUTSOURCED BUILDING OFFICIAL

INCREASED STORM ACTIVITY & RESILIENCY

INCREASED TOURISM DUE TO THRIVING
TOWN CENTER - VICTIM OF OWN SUCCESS

LACKING FLEET MANAGEMENT

FY-22

S.W.O.T

STATE LEGISLATION (ERODING HOME-RULE)

REGULATION CHANGES

AGING INFRASTRUCTURE

INCREASED STORM ACTIVITY

FINANCIAL CONSTRAINTS

CONSENT ORDER WITH FDEP

CRITICAL: WASTEWATER TREATMENT

FACILITY IMPROVEMENTS

THREATS



**Major Purchases
& Capital Assets**

NON-UTILITY

Roof Repair at City Hall
Façade Repair (Stucco) at City Hall
Backup Generator at City Hall

SURPLUS PARKING PROGRAM FUNDS?

WATER UTILITY

Water Mains at Indian Woods
Design Plans in Place to Assist with Lobbying State & County Agencies
Use the Political Might of Council to Assist with Lobbying

WASTE WATER UTILITY

Waste Water Mains at Indian Woods
Design Plans in Place to Assist with Lobbying State & County Agencies
Use the Political Might of Council to Assist with Lobbying
**Include Storm Water Improvements

STORM WATER UTILITY

Storm Water Improvements at Indian Woods
Design Plans in Place to Assist with Lobbying State & County Agencies
Use the Political Might of Council to Assist with Lobbying
"One Trench" Approach to utility projects
Coordinate E. of 3rd Improvements with FDOT - Program SW Funds to FDOT
Resiliency Planning funded through earmarks with State Legislature?

BUILD • PRIORITIZE • COORDINATE • FUND





**Beautification Program for Beach Accesses
Public Marsh Accesses (Partnership with COJB)**

Wayfinding Signs, Banners @ 5-Way

**Shared-Use Path Demarcation: Thermoplast, Paint,
(ex. Green Paint at bike/path x'ings.)**

Murals in Crosswalks - Traffic Calming with 3D crosswalks

Public Art like Murals @ the Water Plant

Tree Mitigation Fund from Duval County

Pilot Projects to Increase Quality of Life

↳ **Speed Limit Change @ Midway**

Swale & Ditch Improvements

**Sunshades w/ Concrete Pads at Volleyball Courts &
Pickleball Courts**

STAFFING REQUESTS

INFORMATION NEEDED TO MAKE AN INFORMED DECISION:

COST ANALYSIS

What are the overtime costs for short-staffing, or turnover?

Do Collective Bargaining Agreements Allow It?

Has consideration been made for Salary & All Benefits?

WHY?

What role are you filling?

Are you requesting an increase in labor?

What's your justification for an increase?

PUBLIC SAFETY

F.T. Dispatcher Needed @ \$15.34/hour w/ Full Benefits

Need Financial Assistance from COJ to increase Beach Patrol Staff

CITY HALL

Paid Internship Program (Social Media, Planning, Clerk)

Internal Building Inspector (Salary & Benefits)

FINANCE

Accounts Payable & Accounts Receivable Clerk

Inventory & Asset Control Clerk

PARKS & REC. (NEW)

Director

Staff:
Maintenance
Instructors

PUBLIC WORKS

Six New Positions Requested as part of Creating a Succession Plan

Electrician

Mechanic

Water Plant Operator Trainees

Outsourcing Janitorial Services

OFFICE OF THE PROPERTY APPRAISER
DUVAL COUNTY, FLORIDA

2021 PROPOSED MILLAGES

DISTRICT	SCHOOLS		GOVERNMENT		URBAN SERVICE DISTRICTS		WATER MANAGEMENT DISTRICT	FLORIDA INLAND NAVIGATION	2021 PROPOSED MILLAGES
	OPERATION	BONDS	OPERATION	BONDS	OPERATION	BONDS			
GENERAL SERVICES (TOTAL) (EXC BEACHES/BALDWIN)	5.8080 5.8080	0.0000	11.4419 11.4419	0.0000	0.0000 0.0000	0.0000	0.2287	0.0320	17.5106
USD1 'OLD CITY OF JAX' (TOTAL)	5.8080 5.8080	0.0000	11.4419 11.4419	0.0000	0.0000 0.0000	0.0000	0.2287	0.0320	17.5106
USD2: JAX BEACH (TOTAL)	5.8080 5.8080	0.0000	8.1512 8.1512	0.0000	3.9947 3.9947	0.0000	0.2287	0.0320	18.2146
USD3: ATLANTIC BEACH (TOTAL)	5.8080 5.8080	0.0000	8.1512 8.1512	0.0000	3.2285 3.2285	0.0000	0.2287	0.0320	17.4484
USD4: NEPTUNE BEACH (TOTAL)	5.8080 5.8080	0.0000	8.1512 8.1512	0.0000	3.3656 3.3656	0.0000	0.2287	0.0320	17.5855
USD5: TOWN OF BALDWIN (TOTAL)	5.8080 5.8080	0.0000	9.6312 9.6312	0.0000	3.0000 3.0000	0.0000	0.2287	0.0320	18.6999

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
401-4331-531-10-12	REGULAR SALARIES	527,038.21	452,967.86	568,595.84	396,132.32	419,046.57	234,920.97	352,381.46	529,200.00
401-4331-531-10-14	OVERTIME	4,646.28	5,512.70	6,695.04	4,357.49	0.00	9,298.96	13,948.44	25,200.00
401-4331-531-10-15	SPECIAL PAY	4,573.25	3,930.00	6,000.00	4,023.00	0.00	2,061.50	3,092.25	4,100.00
401-4331-531-10-21	FICA	30,357.86	26,190.95	38,939.04	22,611.36	25,980.89	14,654.37	21,981.56	34,700.00
401-4331-531-10-22	RETIREMENT CONTRIBUTIONS	40,467.01	38,247.49	43,962.96	26,267.16	45,281.85	16,987.33	25,481.00	36,300.00
401-4331-531-10-23	LIFE & HEALTH INSURANCE	85,261.99	46,484.33	78,575.04	48,149.84	78,575.04	29,715.74	44,573.61	98,700.00
401-4331-531-10-24	WORKERS' COMPENSATION	2,795.08	2,793.67	3,000.00	568.28	3,000.00	371.04	556.56	16,800.00
401-4331-531-10-25	MEDICARE	7,099.88	6,187.57	9,107.04	5,288.26	6,076.18	3,427.16	5,140.74	8,100.00
401-4331-531-20-00	OTHER POST EMPLOYMENT BENEFIT EXPENSE	9,764.76	0.00	0.00	0.00	0.00	0.00	0.00	
401-4331-531-30-20	BOND ISSUANCE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
401-4331-531-30-31	PROFESSIONAL SERVICES	644.00	510.00	6,995.96	450.00	7,000.00	0.00	0.00	
401-4331-531-30-32	ACCOUNTING AND AUDIT	14,490.00	14,403.36	15,192.96	20,776.50	15,200.00	10,082.00	15,123.00	18,000.00
401-4331-531-30-34	OTHER CONTRACTUAL SERVICES								66,000.00
401-4331-531-30-40	TRAVEL AND PER DIEM	780.00							1,500.00
401-4331-531-30-41	COMMUNICATIONS SERVICES		655.00	528.00	480.00	600.00	320.00	480.00	800.00
401-4331-531-30-45	INSURANCE	13,282.40	15,683.67	14,700.00	14,104.16	14,700.00	12,769.79	19,154.69	15,000.00
401-4331-531-30-46	REPAIR AND MAINTENANCE	25,638.39	26,009.02	25,299.96	18,895.17	25,300.00	15,208.67	22,813.01	25,000.00
401-4331-531-30-49	OTHER CURRENT CHARGES	12,249.97	10,508.31	8,799.96	10,373.15	8,800.01	7,598.96	11,398.44	12,000.00
401-4331-531-30-51	OFFICE SUPPLIES								5,000.00
401-4331-531-30-55	EDUCATIONAL COURSES	0.00	200.00	200.04	0.00	300.00	0.00	0.00	5,000.00
401-4331-531-30-57	VEHICLE REPAIR & MAINTENANCE								5,000.00
401-4331-531-30-59	UNIFORMS	500.00	260.00	650.04	260.00	700.04	170.00	255.00	1,000.00
401-4331-531-30-60	OTHER G & A CHARGES	92.90	0.00	6,875.04	0.00	0.00	0.00	0.00	
401-4331-531-60-61	Capital Outlay-Computer Software								19,500.00
401-4331-531-60-64	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
401-4331-531-90-98	Merit Pay Increase Policy	5,945.08	0.00	9,999.96	0.00	9,999.96	0.00	0.00	
		785,627.06	650,543.93	844,120.88	572,736.69	660,560.54	357,586.49	536,379.74	926,900.00

Water & Sewer
Administration
(General Fund)

City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

WATER & SEWER GENERAL ADMINISTRATION (FUND 401 / DEPT 4331)

	Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #
1	CADD software subscription	7,500				
2	NFUCG Participation	10,000				
3	Server Replacement	7,500	Replace server that is over 5-years old and split with stormwater and streets			
4	Computer Replacements	5,000	Replace windows 7 and windows XP machines			
5	Utility Services/Suez annual fee	36,000	GST inspection and maintenance contract			
6	FDEP Fees	20,000	Surveillance and permitting fees for water and sewer			
7	Training	5,000				
8	Equipment & Vehicle Repairs and Maint.	5,000				
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12						
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20						
21						
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23						
24						
Total:		\$ 96,000				

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY2022
401-4336-536-10-12	REGULAR SALARIES	318,943.10	401,219.11	384,935.04	428,964.45	412,708.59	284,378.77	426,568.16	367,700.00
401-4336-536-10-14	OVERTIME	13,870.23	12,283.53	8,240.04	6,261.13	0.00	6,866.44	10,299.66	39,000.00
401-4336-536-10-15	SPECIAL PAY	6,887.50	7,975.00	8,625.00	6,475.00	0.00	4,762.50	7,143.75	3,600.00
401-4336-536-10-21	FICA	19,825.37	24,447.73	24,927.96	24,222.19	25,587.93	16,698.87	25,048.31	25,500.00
401-4336-536-10-22	RETIREMENT CONTRIBUTIONS	26,615.22	33,318.02	30,027.96	31,955.48	30,928.79	21,588.09	32,382.14	27,600.00
401-4336-536-10-23	LIFE & HEALTH INSURANCE	89,796.31	106,438.96	121,488.96	98,122.50	121,488.96	52,305.25	78,457.88	91,500.00
401-4336-536-10-24	WORKERS' COMPENSATION	6,055.98	6,062.94	6,695.04	4,485.10	6,695.04	2,928.37	4,392.56	12,400.00
401-4336-536-10-25	MEDICARE	4,635.65	5,717.53	5,829.96	5,664.74	5,984.27	3,905.34	5,868.01	6,000.00
401-4336-536-30-31	PROFESSIONAL SERVICES								565,000.00
401-4336-536-30-34	OTHER CONTRACTUAL SERVICES	70,843.52	37,698.76	42,000.00	45,837.90	259,999.99	31,753.95	47,630.93	495,000.00
401-4336-536-30-40	TRAVEL AND PER DIEM	0.00	0.00	249.96	0.00	300.00	0.00	0.00	1,500.00
401-4336-536-30-41	COMMUNICATIONS SERVICES	8,415.54	9,848.39	9,870.00	9,690.87	9,900.00	6,494.99	9,742.49	10,000.00
401-4336-536-30-42	POSTAGE (INC. FED EX)	8,176.43	8,270.06	10,299.96	7,581.20	10,300.01	3,950.87	5,926.31	9,000.00
401-4336-536-30-43	UTILITY SERVICES	42,505.03	42,795.29	44,000.04	53,054.73	44,099.99	25,489.95	38,234.93	45,000.00
401-4336-536-30-44	RENTALS AND LEASES	1,048.93	2,570.38	1,599.96	1,383.38	1,599.98	804.68	1,207.02	2,000.00
401-4336-536-30-45	INSURANCE	26,061.90	30,754.01	32,400.00	31,572.38	32,400.01	28,145.64	42,218.46	32,000.00
401-4336-536-30-46	REPAIR AND MAINTENANCE	100,037.61	30,295.68	65,000.04	35,900.74	33,000.00	30,803.76	46,205.64	424,500.00
401-4336-536-30-49	OTHER CURRENT CHARGES	2,170.94	2,000.00	150.00	2,300.00	200.00	0.00	0.00	5,000.00
401-4336-536-30-51	OFFICE SUPPLIES								50,000.00
401-4336-536-30-52	OPERATING SUPPLIES	37,022.74	82,616.87	50,000.04	53,379.53	50,100.02	34,509.61	51,764.42	50,000.00
401-4336-536-30-54	BOOKS, SUBSCRIPTIONS. & MEMBER	1,367.00	885.00	1,299.96	663.00	1,300.00	1,180.00	1,770.00	1,500.00
401-4336-536-30-55	EDUCATIONAL COURSES	65.00	1,681.25	2,750.04	0.00	2,799.96	1,225.00	1,837.50	10,000.00
401-4336-536-30-57	VEHICLE REPAIR & MAINTENANCE	7,287.06	9,824.35	11,025.00	8,571.55	11,100.00	2,193.95	3,290.93	30,000.00
401-4336-536-30-58	GAS, OIL, & LUBRICANTS	16,130.67	12,692.57	21,000.00	9,842.21	21,000.01	5,523.63	8,285.45	10,000.00
401-4336-536-30-59	UNIFORMS	3,677.93	2,845.78	3,024.96	4,196.47	3,100.00	2,252.31	3,378.47	2,900.00
401-4336-536-30-99	DEPRECIATION EXPENSE	339,618.84	366,865.46	0.00	386,661.15	0.00	0.00	0.00	12,000.00
401-4336-536-60-61	Capital Outlay-Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
401-4336-536-60-62	BUILDINGS	0.00	0.00	25,000.00	5,218.00	6,000.00	0.00	0.00	
401-4336-536-60-63	IMPROVEMENTS - NOT BUILDINGS	0.00	0.00	275,000.04	190,808.36	250,000.00	66,342.05	99,513.08	
401-4336-536-60-64	MACHINERY & EQUIPMENT	0.00	0.00	48,999.96	51,289.55	247,000.00	59,290.76	88,936.14	86,500.00
401-4336-536-70-60	Finance Lease	0.00	0.00	28,305.00	27,007.00	0.00	21,103.99	31,655.99	
401-4336-536-70-72	INTEREST EXPENSE	0.00	2,921.99	2,724.00	4,022.00	0.00	2,167.76	3,251.64	
		1,151,058.50	1,242,018.66	1,265,468.92	1,535,130.61	1,587,593.55	716,666.53	1,074,999.80	2,365,200.00

Water Department
(Enterprise Fund)

City of Neptune Beach
Capital Improvement Program
Projects/Equipment over \$5,000

WATER DEPARTMENT (FUND 401 / DEPT 4336)

	Capital Asset Requested	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Notes	Ref. Doc.	Funding Source	Account #
1	PW roof Replacement		25,000					2004 original - patched several times already split with public works, sewer, and storm			
2	Water main replacement	250,000	250,000	300,000	300,000	300,000	300,000	Replace old lines (\$150k for planned work and \$100k for emergency work)			
3	ground storage tanks-rehab	150,000	100,000	100,000	100,000	100,000	100,000	re-line the waster storage tanks -350k 250k gallon tanks			
4											
5	New buggy for meter reader			15,000				2009 starting to be worn out			
6	WTP Well replacement			800,000	400,000						
7	Professional Services for WTP's well design and permitting		300,000								
8	Professional Services associated with CUP Permit Renewal, Modeling, and Design		125,000								
9	Professional Services to prepare Emergency Response Plans (ERP)		80,000								
10	Water tower cell tower corral repairs		100,000								
11	Water tower catwalk repairs		100,000								
12	Professional services to rank and prioritize future water projects		60,000					Split with sewer			
13	WTP electrical upgrades				850,000						
14	Professional Services for design and permitting of WTP electrical upgrades			160,000				Replace old switch gear, main breakers, buckets, service, drives, and add additional HVAC for new loading compliant with current electrical code.			
15	PW Buidling Maintenance, repairs and painting	6,250	6,500	6,500	6,500	6,500					
16	Sandblast the water tower		250,000					Sandblast the water tower before re-painting			
17											
18											
19											
20											
21											
22											
23											
24											
	Total Capital Assets Requested	\$ 406,250	\$ 1,396,500	\$ 1,381,500	\$ 1,656,500	\$ 406,500	\$ 400,000				

City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

WATER DEPARTMENT (FUND 401 / DEPT 4336)					
Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #
1 Training	10,000				
2 Truck	20,000	Split with sewer			
3 Computer Replacements	3,000	Replace windows 7 and windows XP machines			
100 hp motor replacement for 2100 gpm pump	15,000				
Hach CL12sc back-up chlorine analyzer	4,000				
Replace chlorine analyzer with HACH CL10	7,500				
Materials to build a cover over pipe and fitting storage	10,000				
truck replacement	40,000	normal replacement			
Lab testing	15,000				
10 Electrical	30,000				
Equipment & Vehicle Repairs and Maint.	30,000				
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
Total:		\$ 184,500			

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGE FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
401-4335-535-10-12	REGULAR SALARIES	366,011.24	344,776.74	455,391.96	396,000.26	379,412.15	221,256.73	331,885.10	579,500.00
401-4335-535-10-14	OVERTIME	12,426.48	9,333.88	5,664.96	8,666.13	0.00	14,062.09	21,093.14	35,400.00
401-4335-535-10-15	SPECIAL PAY	3,412.50	2,050.00	4,550.04	2,100.00	0.00	1,662.50	2,493.75	6,100.00
401-4335-535-10-21	FICA	25,342.58	23,150.71	28,875.96	24,177.17	23,523.55	15,129.69	22,694.54	38,600.00
401-4335-535-10-22	RETIREMENT CONTRIBUTIONS	24,756.67	23,752.55	32,601.96	22,455.47	33,580.02	14,221.64	21,332.46	38,300.00
401-4335-535-10-23	LIFE & HEALTH INSURANCE	79,830.81	82,256.41	79,902.00	77,151.37	79,902.01	33,981.71	50,972.57	143,900.00
401-4335-535-10-24	WORKERS' COMPENSATION	6,521.84	6,518.57	7,209.96	5,347.85	7,209.96	3,491.67	5,237.51	19,700.00
401-4335-535-10-25	MEDICARE	5,926.16	5,414.40	6,753.00	5,654.42	5,501.47	3,538.43	5,307.65	9,100.00
401-4335-535-30-31	PROFESSIONAL SERVICES	3,422.55	2,883.25	8,600.04	1,027.00	8,700.00	3,469.00	5,203.50	454,700.00
401-4335-535-30-34	OTHER CONTRACTUAL SERVICES	140,828.51	142,532.96	106,700.04	149,587.00	106,800.01	123,935.57	185,903.36	501,903.36
401-4335-535-30-40	TRAVEL AND PER DIEM	0.00	373.00	450.00	1,938.29	500.01	476.00	714.00	1,000.00
401-4335-535-30-41	COMMUNICATIONS SERVICES	2,684.27	2,298.25	4,100.04	2,318.13	4,200.00	1,497.07	2,245.61	4,200.00
401-4335-535-30-42	POSTAGE & SHIPPING	10,653.12	9,181.98	12,500.04	7,581.20	12,600.00	4,394.32	6,591.48	13,000.00
401-4335-535-30-43	UTILITY SERVICES	177,574.86	155,816.44	215,499.96	172,362.76	215,500.00	114,552.08	171,828.12	215,000.00
401-4335-535-30-44	RENTALS AND LEASES	1,048.86	2,370.64	1,500.00	1,285.78	1,500.02	781.17	1,171.76	1,500.00
401-4335-535-30-45	INSURANCE	37,868.47	43,463.85	45,600.00	44,237.35	45,599.99	39,612.40	59,418.60	60,000.00
401-4335-535-30-46	REPAIR AND MAINTENANCE	108,979.10	58,167.24	75,000.00	58,134.64	81,250.01	34,665.95	51,998.93	1,931,500.00
401-4335-535-30-49	OTHER CURRENT CHARGES	5,000.00	7,564.04	3,500.04	647.00	3,600.00	0.00	0.00	3,600.00
401-4335-535-30-51	OFFICE SUPPLIES								5,000.00
401-4335-535-30-52	OPERATING SUPPLIES	94,935.07	116,581.14	78,750.00	135,716.62	78,799.99	76,452.91	114,679.37	95,100.00
401-4335-535-30-54	BOOKS, SUBSCRIPTIONS, & MEMBER	409.99	330.00	525.00	430.00	600.00	623.00	934.50	700.00
401-4335-535-30-55	EDUCATIONAL COURSES	490.00	2,164.00	3,200.04	2,187.35	3,300.00	1,292.58	1,938.87	10,000.00
401-4335-535-30-57	VEHICLE REPAIR & MAINTENANCE	3,535.93	3,275.62	6,999.96	7,386.46	7,000.00	3,054.75	4,582.13	30,000.00
401-4335-535-30-58	GAS, OIL, & LUBRICANTS	12,212.98	12,356.17	10,500.00	10,379.67	10,500.00	5,923.13	8,884.70	10,500.00
401-4335-535-30-59	UNIFORMS	3,864.28	2,629.48	2,750.04	5,283.38	2,800.02	3,026.27	4,539.41	5,200.00
401-4335-535-60-61	Capital Outlay-Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,000.00
401-4335-535-60-62	Improvements - Buildings	0.00	0.00	935,000.04	86,958.72	956,000.04	98,087.96	147,131.94	-
401-4335-535-60-63	IMPROVEMENTS - NOT BUILDINGS	0.00	0.00	0.00	0.00	0.00	354.75	532.13	75,000.00
401-4335-535-60-64	MACHINERY & EQUIPMENT	0.00	0.00	33,999.96	90,640.83	85,000.00	25,908.33	38,862.50	143,000.00
401-4335-535-70-60	Finance Lease	0.00	0.00	28,305.00	27,007.00	0.00	21,103.99	31,655.99	27,500.00
401-4335-535-70-71	Water & Sewer Fund- Debt Service - Principle	0.00	0.00	0.00	255,000.00	0.00	0.00	0.00	255,000.00
401-4335-535-70-72	INTEREST EXPENSE	0.00	2,921.99	2,724.00	47,823.27	0.00	2,167.76	3,251.64	50,000.00
		1,127,736.27	1,062,163.31	2,197,154.04	1,649,485.12	2,153,379.25	868,723.45	1,303,085.18	4,799,003.36

**Wastewater
Department**
(Enterprise Fund)

**City of Neptune Beach
Capital Improvement Program
Projects/Equipment over \$5,000**

WASTEWATER DEPARTMENT (FUND 401 / DEPARTMENT 4335)										
	Capital Asset Requested	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Notes	Ref. Doc.	Account #
1	WWTF Improvements to address Consent Order		800,000	900,000				Improvements to address consent order, replace the rake arms and skimmer arms in the clarifiers, and grit system rehab/replacement (Beyond its useful life, outdated, has been refurbished several times. Vital piece of equipment)		
2	Professional Services for design and permitting of WWTF improvements to address Consent Order		306,000							
2	Forcemain					750,000		at capacity		
3	WWTP plant upgrades					4,000,000		Plant capacity upgrades		
4	Professional Services for design and permitting of WWTF upgrades				750,000					
5	sewer dept truck replacement				30,000			Normal Replacement		
6	Sewer line replacement	350,000	300,000	350,000	750,000	350,000		Replace old lines (\$200k for planned work, \$100k for emergency work)		
7	Belt press replacement		250,000					1994 equipment - key piece of equipment and needed to run the plant		
8	Influent Screens rehab		100,000					Vital plant equipment needed to run the plant that are showing signs of deterioration		
9	Influent pump repairs	20,000	25,000	25,000	40,000	\$40,000		Over 20 years old/need replacement - essential equipment to operate the plant		
10										
11	RAS Pump	7,000	20,000					Over 20 years old - need replacement		
12	Plant 2 air line header replacement		200,000					Airline has had holes in it for years. The need to run both blowers to keep up with the leaking. Has been previously requested going back to 2017 and needs to be replaced.		
13	Blower replacements		15,000							
14	Anoxic Mixer	20,000						Essential piece of equipment for the plant to operate correctly.		
15	PW Building Maintenance, repairs and painting		6,500	6,500	6,500	6,500	6,500	No maintenance done since building built		
16	PW roof Replacement		25,000					2004 original - patched several times already split with public works, water, and storm		
17										
18	Septic to sewer (South Of Kings bridge)						2,000,000	Need to get residents off Septic tanks		
19	Manhole rehabilitation		100,000	100,000	100,000	100,000	100,000			
20	Lift station rehabilitation/repairs		50,000	50,000	50,000	50,000	50,000			
21	Professional services to rank and prioritize future sewer projects		60,000					Split the total amount of \$120,000 with water		
22	Professional services to plan to eliminate WWTF surface water discharges		80,000					Evaluate nonbeneficial surface water discharges, ecological or public water supply benefits, review financial feasibility and prepare a plan for removing surface water discharges to submit to the FDEP as required by SB 64.		
23	Beaches combined outfall improvements by COAB		40,000					CONB share is 13.7% of the total cost		
24	WWTF Generator replacement			125,000				Replace old obsolete generator that is hard to get parts		
25	Truck			50,000				Replace old vehicles		
26	Tank inspections, cleaning, and rehab		150,000							
27										
	Total Capital Assets Requested	\$ 397,000	\$ 2,527,500	\$ 1,606,500	\$ 1,726,500	\$ 5,296,500	\$ 2,156,500			

City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

WASTEWATER DEPARTMENT (FUND 401 / DEPARTMENT 4335)

	Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #
1	Computer Replacements	10,000	Replace windows 7 and windows XP machines including two scada computers			
2	Training	10,000	Replace windows 7 and windows XP machines including two scada computers			
3	Crane attachment for utility bed	30,000				
4	Zero Turn riding mower	8,000				
5	Truck	20,000	Split with water			
6	HACH annual maintenance	30,000				
7	Portable 6" pump	40,000	replace old 6" trailer mounted pump			
8	Materials to build covers over chemical storage and equipment	15,000				
9	Laboratory Testing	56,000				
10	Electrical	50,000				
11	Equipment & Vehicle Repairs and Maint.	30,000				
12	Instrumentation & Control integration	30,000				
13	Operating Supplies					
14	Bleach	31200				
15	Munox	7000				
16	Carbon	10800				
17	Lab Supplies	12000				
18	Granulated hypochlorite	800				
19	Chlorine tabs	6,400				
20	Sodium bisulfate	14,400				
21	Replacement lab equipment	5,000				
22	Miscellaneous (gloves, tools, grease, lubricants, filters, etc.)	7,500				
23						
24						
25						
26						
27						
	Total:	\$ 424,100				

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
111-0000-335-12-20	8TH CENT GASOLINE TAX	(62,059.98)	(63,536.07)	(64,660.00)	(64,623.80)	(49,500.00)	(37,996.40)	(56,994.60)	
111-0000-361-10-00	INTEREST ON INVESTMENTS	(1,545.18)	(1,874.28)	(1,050.00)	0.00	(1,900.00)	0.00	0.00	0.00
111-0000-361-20-00	STATE BOARD ADMIN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
111-0000-369-90-00	OTHER MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
111-0000-381-00-00	Interfund Transfers	0.00	0.00	0.00	0.00	(300,000.00)	0.00	0.00	0.00
111-0000-381-10-00	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	(86,500.00)	0.00	0.00	0.00
111-0000-389-10-00	APPROPRIATED FUND BALANCE	0.00	0.00	(122,026.00)	0.00	0.00	0.00	0.00	0.00
111-1441-541-30-34	OTHER CONTRACTUAL SERVICES	0.00	0.00	0.00	(6,228.06)	0.00	737.45	1,106.18	1,500.00
111-1441-541-30-43	UTILITY SERVICES	0.00	0.00	0.00	6,440.58	0.00	2,339.14	3,508.71	3,500.00
111-1441-541-30-46	REPAIR AND MAINTENANCE								26,500.00
111-1441-541-30-47	TOWN CENTER EXPENDITURES	48,126.30	38,425.18	48,467.04	36,956.23	48,500.00	4,252.48	6,378.72	50,000.00
111-1441-541-30-50	MAYPORT FLYOVER EXPENDITURE	11,883.37	12,431.00	23,853.96	6,731.50	23,900.00	1,195.00	1,792.50	10,000.00
111-1441-541-30-53	ROAD MATERIALS & SUPPLIES	31,610.65	21,920.84	65,415.00	53,120.50	65,500.00	13,679.23	20,518.85	445,000.00
111-1441-541-30-61	Capital Outlay-Computer Software								12,000.00
111-1441-541-60-63	IMPROVEMENTS - NO BUILDINGS	0.00	17,838.33	0.00	7,930.75	300,000.00	0.00	0.00	5,500.00
111-1441-541-60-64	MACHINERY & EQUIPMENT	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	150,000.00
		28,015.16	25,205.00	0.00	50,327.70	0.00	(15,793.10)	(23,689.65)	704,000.00

- Formerly fund 302

Street Improvements
(Special Revenue Fund)

City of Neptune Beach
5 Year Capital Improvement Program
Projects/Equipment over \$5,000

STREET IMPROVEMENT DEPARTMENT (FUND 111 / DEPT 1441)

	Capital Asset Requested	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Notes	Funding Source	Account #
1	Road Paving		300,000	300,000	300,000	300,000	300,000		Better Jax	111-1441-541-60-63 / 109-1119-519-90-10
2	Street parking adjacent to Jarboe Park		45,000	45,000						
3	PW Buidling Maintenance, repairs and painting		6,500	6,500	6,500	6,500	6,500	No maintenance done since building built		
4	PW roof Replacement		20,000					2004 original - patched several times already split with public works, sewer, and storm		
5	City Sidewalk Repairs & installation		50,000	50,000	50,000	50,000	50,000			
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	Total:	\$ -	\$ 421,500	\$ 401,500	\$ 356,500	\$ 356,500	\$ 356,500			

City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

STREET IMPROVEMENT DEPARTMENT (FUND 111 / DEPT 1441)							
	Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #	
1	Street sweeper	100,000	\$300,000 total to replace old and worn out street sweeper (identify lease purchase options and put \$100k in better jax 1/2 cent sales tax and \$100k in stormwater))				
2	Computer Replacements	3,000		Replace windows 7 and windows XP machines			
3	Server Replacement	2,500		Replace server that is over 5-years old and split with stormwater and water & sewer admin			
4	Roller Compactor	50,000		Small 5,400 LB Double Drum Roller to replace old roller			
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	Total:	\$ 155,500					

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
441-0000-337-20-20	Emergency Management Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-0000-343-71-10	STORMWATER UTILITY FEES	(299,480.39)	(440,459.70)	(399,999.96)	(1,154,188.66)	(1,105,300.00)	(777,667.80)	(1,166,501.70)	
441-0000-361-10-00	Interest Income	(2,906.60)	(5,102.64)	(1,875.00)	0.00	0.00	0.00	0.00	
441-0000-361-20-00	STATE BOARD ADMIN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-0000-381-64-00	TRANSFER FROM GAS TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-0000-389-10-00	APPROPRIATED RESERVES - DO NOT USE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-1441-541-10-12	REGULAR SALARIES	77,022.90	85,524.47	96,084.96	87,685.69	83,465.39	58,124.27	87,186.41	292,800.00
441-1441-541-10-14	OVERTIME	169.92	0.00	1,545.00	0.00	0.00	452.71	679.07	13,000.00
441-1441-541-10-15	SPECIAL PAY	2,563.75	3,028.75	2,790.00	3,885.00	0.00	2,615.00	3,922.50	2,800.00
441-1441-541-10-21	FICA	5,408.21	5,044.89	6,231.00	5,076.61	5,174.84	3,510.35	5,265.53	19,200.00
441-1441-541-10-22	RETIREMENT CONTRIBUTIONS	7,113.72	7,435.49	8,558.04	8,453.20	8,814.78	5,660.96	8,491.44	21,400.00
441-1441-541-10-23	LIFE & HEALTH INSURANCE	19,691.43	21,691.77	28,542.00	26,593.56	28,541.99	14,114.79	21,172.19	48,400.00
441-1441-541-10-24	WORKERS' COMPENSATION	1,868.04	1,867.10	2,064.96	1,141.28	2,064.96	745.15	1,117.73	9,300.00
441-1441-541-10-25	MEDICARE	1,264.75	1,179.80	1,361.04	1,187.15	1,210.26	821.01	1,231.52	4,500.00
441-1441-541-20-00	OTHER POST EMPLOYMENT BENEFIT EXPENSE	619.18	393.52	0.00	(696.58)	0.00	0.00	0.00	700.00
441-1441-541-30-31	PROFESSIONAL SERVICES	24,930.25	78,137.42	15,000.00	0.00	15,000.00	66,000.00	99,000.00	730,000.00
441-1441-541-30-32	ACCOUNTING & AUDIT	322.00	646.52	800.04	719.50	900.00	196.00	294.00	900.00
441-1441-541-30-34	OTHER CONTRACTUAL SERVICES.	48,712.93	53,422.81	24,000.00	71,796.51	24,000.00	24,361.82	36,542.73	45,000.00
441-1441-541-30-40	TRAVEL & PER DIEM	0.00	0.00	50.04	0.00	99.96	0.00	0.00	500.00
441-1441-541-30-41	COMMUNICATIONS SERVICES	631.95	632.45	900.00	667.08	899.99	446.96	670.44	1,000.00
441-1441-541-30-42	POSTAGE (INC. FED EX)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
441-1441-541-30-44	RENTALS AND LEASES	0.00	0.00	0.00	0.00	0.00	216.57	324.86	1,000.00
441-1441-541-30-45	INSURANCE	7,368.18	8,322.83	8,400.00	8,545.17	8,400.00	7,297.03	10,945.55	8,500.00
441-1441-541-30-46	REPAIR AND MAINTENANCE	21,188.99	13,467.04	22,500.00	15,762.69	28,750.01	13,791.86	20,687.79	240,000.00
441-1441-541-30-49	OTHER CURRENT CHARGES	324.00	992.13	1,250.04	871.00	1,299.99	539.00	808.50	1,000.00
441-1441-541-30-51	OFFICE SUPPLIES								5,000.00
441-1441-541-30-52	OPERATING SUPPLIES	2,874.99	7,465.78	6,336.00	9,215.12	6,399.99	1,959.28	2,938.92	7,500.00
441-1441-541-30-55	EDUCATIONAL COURSES	519.26	238.00	999.96	1,018.00	1,000.00	0.00	0.00	4,000.00
441-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE	3,549.11	3,007.79	4,500.00	4,441.85	4,500.00	3,679.46	5,519.19	104,500.00
441-1441-541-30-58	GAS, OIL & LUBRICANTS	3,881.44	8,975.84	4,950.00	9,774.06	5,000.00	5,448.65	8,172.98	8,500.00
441-1441-541-30-59	UNIFORMS	2,017.37	966.25	960.00	2,714.01	1,000.00	662.97	994.46	1,300.00
441-1441-541-30-99	DEPRECIATION EXPENSE	40,655.60	51,876.40	0.00	52,517.88	0.00	0.00	0.00	12,000.00
441-1441-541-60-61	Capital Outlay-Computer Software								
441-1441-541-60-62	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-1441-541-60-63	IMPROVEMENTS, NOT BUILDINGS	0.00	0.00	0.00	214,099.94	1,100,000.00	84,428.30	126,642.45	
441-1441-541-60-64	MACHINERY & EQUIPMENT	0.00	0.00	9,000.00	6,500.00	140,500.00	118,840.00	178,260.00	154,500.00
441-1441-541-60-69	Contra-Capital Outlay	0.00	0.00	0.00	(220,599.94)	0.00	0.00	0.00	
441-1441-541-90-10	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
441-1441-582-70-60	Finance Lease	0.00	0.01	28,305.00	27,007.00	0.00	21,104.00	31,656.00	43,500.00
441-1441-582-70-72	INTEREST EXPENSE	0.00	2,922.02	2,724.00	4,021.99	2,799.99	2,167.75	3,251.63	
441-4381-581-90-10	TRANSFER TO GENERAL FUND	(29,689.02)	(88,323.26)	(74,022.88)	(761,790.89)	359,322.19	(340,483.91)	(510,725.87)	1,780,800.00

**Stormwater
Department
(Enterprise Fund)**

City of Neptune Beach
5 Year Capital Outlay and Capital Improvement Requests
Projects/Equipment over \$5,000

Stormwater Department Capital Requests (FUND 441)										
Capital Asset Requested	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Notes	Ref. Doc.	Funding Source	Account #
1 Replace Culvert @ Florida Blvd.	950,000		-	-	-	-	Choke Point (estimated \$1,201,843.70 Mill/\$350 Grant)			
2 Replace Culvert @ Davis Street	-		1,200,000	-	-	-	Choke Point			
3 Replace Culvert @ Bay Street	-		-	1,200,000	-	-	Choke Point			
4 Replace Culvert @ Forest/Hopkins	-	-	-	-	1,200,000	-	Choke Point			
5 East of 3rd Street drainage improvements				18,000,000			Undersized/old pipe			
6 Public Works Roof Replacement		20,000					Split with water, sewer, and public works			
7 Storm pipe renewal/replacement		175,000	175,000	175,000	175,000	175,000				
8 Professional Services to design and permit drainage improvements east of 3rd St.		500,000	300,000	300,000	500,000		4-major 3rd Street crossings: Lemon Street, (Cherry St. & Walnut St.), Pine St., (North St. & Bowles St.) that could phase into multi-year design: - Yr 1: North St. & Bowles St.- \$500k - Yr 2: Pine St.- \$200k - Yr 3: Cherry St. & Walnut St.- \$300k - Yr 4: Lemon St.- \$500k			
9 Professional Services to design and permit stormwater improvements in Indian Woods			120,000				Add positive drainage			
10 Professional Services to design and permit drainage improvements on the 400 block of Myra St.		80,000								
11 PW roof Replacement		25,000					2004 original - patched several times already split with water, sewer, and sewer			
12 PW Building Maintenance, repairs and painting		6,500	6,500	6,500	6,500	6,500				
13 Professional Services to design and permit drainage improvements for the Davis Street Culvert		150,000								
14 Professional Services to design and permit drainage improvements for the Bay Street Culvert			150,000							
15 Mini TrackHoe Excavator			120,000							
16 Mini Dump truck			50,000							
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Total Capital Assets Requested	\$ 950,000	\$ 956,500	\$ 2,121,500	\$ 19,681,500	\$ 1,881,500	\$ 181,500				

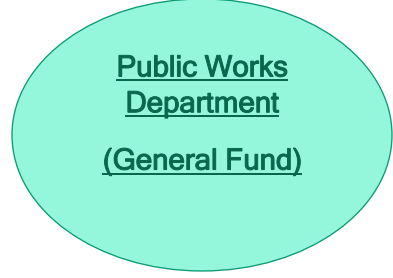
City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

STORMWATER DEPARTMENT (FUND 441)					
Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #
1 Street sweeper	100,000	\$300,000 total to replace old and worn out street sweeper (identify lease purchase options and put \$100k in better jax 1/2 cent sales tax & \$100k in Streets))			
2 Menzi Muck (Lease Purchase)	43,500				
3 Boom mower replacement arm & mowerhead	80,000				
4					
5 4" Trailer Mounted Vacuum Assited Priming Pump	40,000				
6 Zero Turn riding Mower	8,000				
7 Equipment & Vehicle Repairs and Maint.	20,000				
8 Training	4,000				
9 Server Replacement	5,000	Replace server that is over 5-years old and split with water and sewer.			
10 Computer Replacements	1,500	Replace windows 7 and windows XP machines			
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24					
25					
Total:		\$ 302,000			

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
430-0000-343-41-42	GARBAGE PICKUP	(1,399,277.64)	(1,337,986.01)	(1,432,524.00)	(1,400,562.44)	(1,292,499.99)	(845,884.23)	(1,268,826.35)	
430-0000-343-41-43	RECYCLING FEES	(7.15)	(100.00)	0.00	(200.00)	0.00	(50.00)	(75.00)	
430-0000-343-41-45	TIPPING FEES	(38,225.39)	(33,369.69)	(39,999.96)	(27,166.23)	(26,700.01)	(15,512.45)	(23,268.68)	
430-0000-361-10-00	INTEREST ON INVESTMENTS	(2,055.49)	(643.49)	(2,100.00)	0.00	(699.96)	0.00	0.00	
430-0000-361-20-00	STATE BOARD ADMIN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-0000-369-90-00	OTHER MISC. REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-0000-389-10-00	APPROPRIATED FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-10-12	REGULAR SALARIES	168,135.88	160,118.27	176,607.96	154,348.41	163,105.70	92,203.65	138,305.48	73,800.00
430-4334-534-10-14	OVERTIME	1,225.96	1,753.55	2,574.96	1,045.06	0.00	4,017.77	6,026.66	22,300.00
430-4334-534-10-15	SPECIAL PAY	1,383.00	1,376.25	1,475.04	1,407.00	0.00	608.50	912.75	1,100.00
430-4334-534-10-21	FICA	10,357.94	9,622.07	11,202.96	9,173.08	10,112.56	5,734.04	8,601.06	6,100.00
430-4334-534-10-22	RETIREMENT CONTRIBUTIONS	14,174.71	13,993.48	14,456.04	10,718.84	14,889.73	6,479.45	9,719.18	5,400.00
430-4334-534-10-23	LIFE & HEALTH INSURANCE	27,899.07	21,622.60	24,399.96	19,652.68	24,399.98	11,093.66	16,640.49	13,300.00
430-4334-534-10-24	WORKERS' COMPENSATION	1,700.32	1,699.48	1,880.04	0.00	1,880.04	0.00	0.00	3,000.00
430-4334-534-10-25	MEDICARE	1,908.99	1,729.37	2,468.04	1,623.45	2,365.04	1,023.92	1,535.88	1,500.00
430-4334-534-20-00	OTHER POST EMPLOYMENT BENEFIT EXPENSE	1,325.55	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-30-31	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-30-32	ACCOUNTING & AUDIT	3,542.00	4,203.54	4,650.00	5,394.50	4,650.00	2,531.00	3,796.50	
430-4334-534-30-33	WASTE HAULING FEE - TIPPING	0.00	0.00	1,192,709.04	0.00	0.00	0.00	0.00	
430-4334-534-30-34	OTHER CONTRACTUAL SERVICES.	1,172,063.27	1,198,258.85	0.00	1,193,756.35	1,198,300.01	812,422.99	1,218,634.49	
430-4334-534-30-41	COMMUNICATIONS SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-30-42	POSTAGE (INC. FED EX)	4,639.98	5,655.47	7,200.00	5,310.02	7,199.99	3,544.98	5,317.47	
430-4334-534-30-45	INSURANCE	12,298.51	14,003.29	13,125.00	12,592.98	13,200.00	11,444.54	17,166.81	
430-4334-534-30-46	REPAIR AND MAINTENANCE	8,698.44	9,647.31	9,810.00	7,347.63	9,900.00	13,436.63	20,154.95	
430-4334-534-30-49	OTHER CURRENT CHARGES	12,076.03	10,329.98	9,000.00	9,439.12	9,000.01	6,916.96	10,375.44	
430-4334-534-30-52	OPERATING SUPPLIES	8,319.00	328.05	2,274.96	0.00	0.00	0.00	0.00	
430-4334-534-30-59	UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350
430-4334-534-30-99	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-60-61	Capital Outlay-Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-60-64	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4334-534-60-69	Contra-Capital Outlay	97,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
430-4381-581-41-00	TO CAPITAL PROJECTS FUND	107,182.98	82,242.37	(789.96)	3,880.45	139,103.10	110,011.41	165,017.12	138,850.00

Sanitation
(Enterprise Fund)

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	FY 2022
001-1441-541-10-12	REGULAR SALARIES	223,681.99	239,778.98	246,974.04	286,026.47	238,292.90	168,626.25	252,939.38	283,400.00
001-1441-541-10-14	OVERTIME	5,501.07	3,499.21	2,799.96	3,832.58	0.00	1,761.72	2,642.58	20,500.00
001-1441-541-10-15	SPECIAL PAY	3,500.00	3,647.50	3,650.04	4,218.75	0.00	1,618.75	2,428.13	28,400.00
001-1441-541-10-21	FICA	13,908.05	15,310.02	15,768.96	17,413.30	14,774.16	10,393.46	15,590.19	19,100.00
001-1441-541-10-22	RETIREMENT CONTRIBUTIONS	16,399.88	19,752.79	20,346.96	22,292.26	20,957.37	12,349.04	18,523.56	20,700.00
001-1441-541-10-23	LIFE & HEALTH INSURANCE	35,674.75	40,192.81	41,498.04	50,069.22	41,498.02	15,688.70	23,533.05	51,600.00
001-1441-541-10-24	WORKERS' COMPENSATION	4,798.20	4,795.80	5,150.04	5,745.34	5,150.04	3,751.19	5,626.79	9,250.00
001-1441-541-10-25	MEDICARE	3,268.69	3,577.23	3,687.96	4,072.66	3,455.26	2,430.86	3,646.29	4,500.00
001-1441-541-30-31	PROFESSIONAL SERVICES	448.00	250.00	0.00	0.00	0.00	0.00	0.00	1,000.00
001-1441-541-30-34	OTHER CONTRACTUAL SERVICES	13,631.14	28,360.39	17,049.96	15,637.53	17,049.96	13,853.89	20,780.84	18,000.00
001-1441-541-30-40	TRAVEL & PER DIEM	162.40	769.68	300.00	559.98	300.00	1,611.83	2,417.75	1,800.00
001-1441-541-30-41	COMMUNICATIONS SERVICES	5,842.81	5,292.02	5,199.96	5,318.19	5,199.96	3,182.69	4,774.04	5,000.00
001-1441-541-30-43	UTILITY SERVICES	113,156.23	101,824.30	128,000.04	107,832.90	128,000.05	72,280.07	108,420.11	118,000.00
001-1441-541-30-44	RENTALS & LEASES	10,936.75	5,467.76	8,499.96	2,839.02	8,499.97	1,319.86	1,979.79	8,500.00
001-1441-541-30-45	INSURANCE	13,479.17	15,347.60	15,069.96	14,459.16	15,069.96	13,091.20	19,636.80	16,000.00
001-1441-541-30-46	REPAIR & MAINTENANCE	44,051.74	42,141.94	35,750.04	58,563.43	35,750.04	15,759.66	23,639.49	99,500.00
001-1441-541-30-51	OFFICE SUPPLIES	1,494.94	1,467.87	1,125.00	2,977.77	1,124.99	594.50	891.75	1,500.00
001-1441-541-30-52	OPERATING SUPPLIES	51,800.35	37,705.19	28,599.96	22,829.79	28,599.96	12,073.19	18,109.79	28,500.00
001-1441-541-30-54	BOOKS, SUBSCRIPTIONS, & MEMBER	1,328.60	225.00	399.96	220.67	399.96	80.94	121.41	500.00
001-1441-541-30-55	EDUCATIONAL COURSES	803.88	98.01	384.96	1,619.95	384.95	0.00	0.00	6,000.00
001-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE	17,953.41	21,857.26	15,600.00	27,921.84	15,600.00	5,092.67	7,639.01	65,000.00
001-1441-541-30-58	GAS, OIL & LUBRICANTS	22,890.99	17,660.58	20,000.04	12,595.61	20,000.05	6,711.52	10,067.28	20,000.00
001-1441-541-30-59	UNIFORMS	4,009.65	2,359.99	1,800.00	3,810.20	1,800.00	1,505.50	2,258.25	1,900.00
001-1441-541-60-61	Capital Outlay-Computer Software								29,000.00
001-1441-541-60-62	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	6,249.96	0.00	0.00	-
001-1441-541-60-63	IMPROVEMENTS, NOT BUILDINGS	0.00	0.00	0.00	0.00	85,000.00	9,611.31	14,416.97	15,000.00
001-1441-541-60-64	MACHINERY & EQUIPMENT	8,578.00	0.00	14,499.96	81,959.93	10,000.00	15,108.70	22,663.05	74,850.00
001-1441-541-80-20	A1A LANDSCAPING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
		617,300.69	611,381.93	632,155.80	752,806.55	703,157.56	388,497.50	582,746.25	947,500.00



City of Neptune Beach
5 Year Capital Outlay and Capital Improvement Requests
Projects/Equipment over \$5,000

PUBLIC WORKS DEPARTMENT (FUND 001 / DEPT 1441)

	Capital Asset Requested	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Notes	Ref. Doc.	Funding Source	Account #
1	PW Building Repairs	6,250	6,500	6,500	6,500	6,500	6,500	Building Maintenance, painting, roof repairs			
2	PW roof Replacement		25,000					2004 original - patched several times already split with water, sewer, and storm			
3	Roll-up door repairs		10,000					Repair welding bay and equipment roll-up doors			
4	Dune Crossover replacement	35,000	20,000	25,000	25,000	25,000	25,000				
5											
6	Replacement yard debris loader crane loader				150,000			Replace the 2017 lighting loader			
7											
8											
9											
10											
11											
12											
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17											
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23											
24											
25											
	Total:	\$ 41,250	\$ 61,500	\$ 31,500	\$ 181,500	\$ 31,500	\$ 31,500				

City of Neptune Beach
Non-Capital Requests
Subscriptions/Training/Furnishings/Professional Services/Repair & Maintenance/Equipment under \$5,000

PUBLIC WORKS DEPARTMENT (FUND 001 / DEPT 1441)					
Operational Requested	FY 2022	Notes	Ref. Doc.	Funding Source	Account #
1 Claw truck maintenance	45,000	Overhaul the boom on the 2017 lighting loader			
2 Chain saw	850	stihl 28 " PRO CHAIN SAW 77CC 6HP			
3 Water wagon	20,000	EXPRESS 1025 GALLON water wagon to replace the old water trailer			
4 Training	6,000				
5 Road grading software subscription	10,000	Roadbotics			
6 Server Replacement	5,000	Replace server that is over 5-years old and split with water and sewer.			
7 Computer Replacements	4,000	Replace windows 7 and windows XP machines			
8 Equipment & Vehicle Repairs and Maint.	20,000				
9 Road sign inventory software	7,000	Roadway plus			
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Total:		\$ 117,850			

Account	Description	ACTUAL FY 2018	ACTUAL FY 2019	AMENDED BUDGET FY 2020	ACTUAL FY 2020	AMENDED BUDGET FY 2021	ACTUAL 5/31/2021	PROJECTED FY 2021	PROJECTED FY 2022
107-0000-312-40-00	LOCAL OPTION GAS TAX/ALT FUEL	(259,561.58)	(264,884.76)	(272,076.00)	(239,400.81)	(264,999.99)	(136,312.57)	(204,468.86)	
107-0000-361-10-00	INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-361-20-00	STATE BOARD ADMIN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-367-20-00	UNREALIZED GAIN (LOSS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-367-40-00	REALIZED GAIN (LOSS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-369-90-00	OTHER MISC. REVENUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-381-00-00	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-0000-389-10-00	APPROPRIATED FUND BALANCE	0.00	0.00	(16,816.92)	0.00	0.00	0.00	0.00	
107-1441-541-10-12	REGULAR SALARIES	159,496.24	174,702.92	198,906.96	167,525.62	126,015.94	116,855.39	175,283.09	202,100.00
107-1441-541-10-14	OVERTIME	5,283.19	12,116.29	3,273.00	13,111.77	0.00	8,582.04	12,873.06	18,700.00
107-1441-541-10-15	SPECIAL PAY	1,800.00	2,290.00	2,400.00	1,856.25	0.00	1,306.25	1,959.38	2,250.00
107-1441-541-10-21	FICA	10,240.82	11,196.93	12,504.00	10,711.42	7,812.98	7,948.75	11,923.13	13,900.00
107-1441-541-10-22	RETIREMENT CONTRIBUTIONS	9,182.70	12,496.64	10,503.96	11,625.79	10,819.07	8,028.65	12,042.98	15,600.00
107-1441-541-10-23	LIFE & HEALTH INSURANCE	37,073.62	28,333.23	37,071.00	26,366.17	37,070.98	14,462.73	21,694.10	27,900.00
107-1441-541-10-24	WORKERS' COMPENSATION	3,680.16	3,678.33	3,594.96	1,427.57	3,594.96	932.07	1,398.11	6,700.00
107-1441-541-10-25	MEDICARE	2,381.05	2,622.24	2,649.00	2,505.07	1,827.23	1,858.93	2,788.40	3,300.00
107-1441-541-30-31	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-34	OTHER CONTRACTUAL SERVICES.	0.00	0.00	0.00	121.44	0.00	602.77	904.16	
107-1441-541-30-41	COMMUNICATIONS SERVICES	480.00	2,425.00	480.00	0.00	500.04	0.00	0.00	
107-1441-541-30-44	RENTALS & LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00
107-1441-541-30-45	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-46	REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-48	PROMOTIONAL & ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-52	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-53	ROAD MATERIALS & SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-55	EDUCATIONAL COURSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-58	GAS, OIL & LUBRICANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-30-59	UNIFORMS	380.00	532.00	680.04	520.00	700.04	340.00	510.00	
107-1441-541-60-62	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-60-63	IMPROVEMENTS - NO BLDGS	0.00	0.00	0.00	0.00	76,658.76	0.00	0.00	
107-1441-541-60-64	MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
107-1441-541-90-10	TRANSFER TO OTHER FUNDS	0.00	0.00	16,830.00	16,830.00	0.00	0.00	0.00	
107-1441-541-90-64	TRANSFER TO STORMWATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		(29,563.80)	(14,491.18)	0.00	13,200.29	0.01	24,605.01	36,907.52	292,150.00

LOGT
(Special Revenue Fund)

Item Number: 1 (Multi-Year): Computer Aided Dispatch Project – CAD (Year 2 of 2)	
Problem & Scope:	The PD began a project in FY20 to integrate with the county-wide computer aided dispatch (CAD) system. This system allows the immediate sharing of call information with other responding agencies. This project is under contractual obligation.
Budget Narrative:	\$55,000 for full implementation over 2 years. (YR1: \$20,000 / YR2: \$35,000)
Total:	\$35,000
Item Number: 2 (Multi-Year): TASER Refresh (Year 3 of 5)	
Problem & Scope:	The PD identified the need for a complete refresh of its TASER weaponry in FY19. In YR2, an additional 3 TASERs were purchased which slightly increased the cost. This project is under contractual obligation.
Budget Narrative:	'TASER 7' refresh broken-down into 5 payments for 5 years of \$16,850 per year (0% APR).
Total:	\$16,850
Item Number: 3 (Multi-Year): Patrol Rifle Refresh – 4 Rifles Per Year (Year 2 of 4)	
Problem & Scope:	The PD identified the need to refresh it's current patrol rifles, which were in excess of 15 years of age. While the rifles are inspected by armorers each year, they have surpassed their life expectancy for safe usage. A complete refresh of patrol rifles is needed over the course of 4 years.
Budget Narrative:	4 AR-15 Rifle and associated equipment: \$1,250.00
Total:	\$5,000
Item Number: 4 (Multi-Year): BWC & In-Car Camera/ALPR – (Year 3 of 5)	
Problem & Scope:	Prior to project initiation in FY21, the PD did not have a Body Worn Camera (BWC) or In-Car Camera/ALPR program. The investment increases officer safety and is beneficial for court proceedings. Implementation included the purchase of 4 devices (2 BWC & 2 ALPR) for each of the DUI Traffic Enforcement Officers. This project is under contractual obligation.
Budget Narrative:	BWC (AB3): \$2,756.00. In-Car Camera/ALPR ('Fleet3'): \$4,992.00
Total:	\$7,748.00
Total Multi-Year Items	
Subtotal:	\$64,598
Item Number: 5 (New Item): 2 Police Vehicles – Critical	
Problem & Scope:	Current assessment have identified the need to purchase two new police vehicles to keep up with an aging fleet. Aging fleets are both a risk to public safety and a cost liability. Repairs leave police vehicles down for extended periods of time and are often extremely expensive, especially without a City Mechanic which forces the agency to outsource repairs. Vehicle and equipment purchases will be made through government contracts and approved vendors.
Budget Narrative:	Projected Florida Sheriff's Association Contract costs: \$37,500. Upfitting Emergency Equipment Costs: \$15,500. Graphics: \$550. Police Radio: 3,900. Total per unit: \$57,450. Note: Each year, the vehicle rotation plan dictates at minimum three new vehicles and three vehicles being moved out-of-service. However, after receiving donated funds in FY21 to purchase a fourth vehicle, the upcoming budget year will only require two vehicles. .
Total:	\$114,900
Item Number: 6 (New Item): Forecasted Changes in Salaries ('Career Tracks' Program) – CONTRACT	
Problem & Scope:	Potential increase through the 'Career Tracks' program will increase the salary line item in budget.
Budget Narrative:	Forecasted increase in salary budget. (Increase: Ofc. Camacho \$21,221, Ofc. Carlson \$3,363, Ofc. Dzamko \$3,772, Ofc. Stucki \$3,772, Ofc. Torres \$3,636 = 35,764. Decrease: Ofc. Waldrep \$79,000 (retire), Ofc. Bounds \$61,000 (retire) less a new officer @ \$40k = 60,000)
Total:	\$24,236

Item Number: 7 (New Item): I.T. Upgrades: Server and VPN – Mandatory CJIS Requirement*	
Problem & Scope:	In FY21, the PD conducted a required technical audit as mandated by FDLE. The current NBPB server is out of compliance and must be updated to a newer model. Further, the current configuration of our system does not include an internal Virtual Private Network (VPN) to function within a secure manner. Current discussions are taking place with the JSO and a VPN vendor used by that organization to determine if the current server can be upgraded or an entire new system is required.
Budget Narrative:	Active / Pending Quotes
Total:	TBD / Likely to be from \$5,000 to \$25,000 depending upon variables
Item Number: 8 (New Item): Services Division – Salary Increases	
Problem & Scope:	Non-sworn member's salaries are no longer competitive amongst other municipalities and unlike police officers, are not able to participate in the Career Tracks Program. These employees are members of the collective bargaining agreement, therefore salary changes are contingent on contract negotiations.
Budget Narrative:	Pending Contract Negotiations
Total:	TBD
Item Number: 9 (New Item): Life Scan	
Problem & Scope:	LifeScan Wellness Programs provide an integrated medical approach to providing annual on-site lifesaving examinations to public safety personnel. With cancer and cardiovascular disease so prevalent in public safety, this program is essential to keep our police officers healthy. Ultimately, the cost may be offset by diagnostically identifying an underlying illness in the early stages, thus limiting the cost of sick leave, or backfilling personnel shortages caused by an illness. Many municipal insurance carriers offer lower premiums for wellness programs. The program offers the following: Public Safety Physicals, Early Detection Ultrasound Screening, Cardiopulmonary and Fitness Exam.
Budget Narrative:	\$430 ea. x23 = \$9,890
Total:	\$9,890
Item Number: 10 (New Item): Protective Equipment: Helmet Shields, Gas Masks, OC Crowd Canisters	
Problem & Scope:	Current societal changes and issues have forced the agency to examine equipment to deal with large crowds and/or riots. NBPB Officers currently have ballistics helmets, therefore the project would include purchasing retrofit face shields and rails for them to mount to the helmet to protect officers. Each officer would be outfitted with large crowd-control canisters of OC spray (pepper spray)
Budget Narrative:	Gas Masks x25 @ \$650 ea.= \$16,250. Retrofit Face Shields x25 @ \$130 ea.= \$3,250. Retrofit Helmet Rails x25 @ \$125 ea. = \$3,125. Crowd Canister OC Spray x25 @ \$45 ea.= \$1,125
Total:	\$23,750
Item Number: 11 (New Item): Protective Equipment: Outer Carriers	
Problem & Scope:	The outer carrier vest is designed to have the appearance of a uniform shirt however incorporates the officers ballistic vest and the ability to carry multiple pieces of equipment. Officers who carry most of their equipment – which often weighs close to 30 pounds – on vests rather than duty belts experience significantly less hip and lower-back pain, the studies have found. While it is impossible to eliminate all the health-related challenges that police officers face, the vest does address issues with lower-back pain, which is among the most common health problem reported by officers, especially patrol officers. Not every officer may want to take the opportunity to acquire this piece of equipment, however with that said, officers who are issued the outer carrier vest will be required to wear it. officers will wear duty belts, but they will hold only guns and TASERs. The radio, handcuffs, flashlight and other equipment will be carried on the vests thus eliminating substantial weight on the officer's hips and back.
Budget Narrative:	\$550 ea. X 16 = \$8,800
Total:	\$8,800
Item Number: 12 (New Item): Increase in Budget Line: Uniforms - Ballistic Vests	
Problem & Scope:	Ballistic vests expired after 5 years of service. Each year, we average 5 ballistic vest purchases to replace those that have expired. This would increase our budget line in Uniforms to accommodate for these expected purchases. Peripherals= \$500.
Budget Narrative:	Ballistic vest x5 @ \$900 ea.= \$4,500

Total:	\$5,000
Item Number: 13 (New Item): New Position: Dispatcher	
Problem & Scope:	The addition of one full-time dispatcher will assist in filling in shift gaps due to sick leave, personal leave or an employee leaving the agency. This would greatly help reduce the need to have a sworn Police Officer cover dispatch shifts during leave and openings due to an employee leaving the agency. This will also reduce the need to have a dispatcher work overtime during special events. The creation of a new dispatch position would be on a floating schedule used to cover unexpected vacancies.
Budget Narrative:	Salary & benefits
Total:	\$55,000
Item Number: 14 (New Item): NBOR Pay Increase	
Problem & Scope:	NBOR currently has 26 positions and the starting salary is less than the new proposed minimum wage. They have filled 23 of those positions this year and are still struggling to fill the rest. They are in competition with all forms of employment, including fast food, and other Lifeguard agencies who pay more during the summer season. Having a competitive wage has always been a long-term goal. Lifeguarding agencies are in a unique position because employees are seasonal, and most are either college or high school students.
Budget Narrative:	Proposal to increase minimal starting salary to \$14.25 hourly.
Total:	Pending
Item Number: 15 (New Item): NBOR Building Renovation	
Problem & Scope:	The condition of the lifeguard station from a structural and practical standpoint is in desperate need of rehabilitation. Plans should include determining if a new building is appropriate or to simply renovate the current structure. Space is needed to hold a UTV and PWC with a dedicated first aid room for medical situations. Two years ago there were plans designed with this in mind but the plans never went into motion. Those plans are still maintained by this agency.
Budget Narrative:	TBD
Total:	Pending



Jarboe Park Construction Update

Date: September 3, 2021

Time: 9:00am

Location: Neptune House

Distribution	CONB: Colin Moore, Stefen Wynn, Jim French, Robert Hughes, Paul Williams, Jeffrey Paul
Review previous meeting notes	
Project schedule updates: <ul style="list-style-type: none">• Two forecasts• Critical milestones• Critical deliveries	<ul style="list-style-type: none">• Week of 8/23/2021:<ul style="list-style-type: none">○ Next section of concrete work adjacent to Neptune House completed on 8/25○ First loads of sand transferred to volleyball court• Week of 8/30/2021:<ul style="list-style-type: none">○ Water lines rerouted adjacent to Neptune House to accommodate next section of concrete work○ Wire pulled for court lighting○ Poles for court lighting delivered 9/2• Week of 9/6/2021:<ul style="list-style-type: none">○ Additional loads of volleyball court sand scheduled to be delivered○ Installation of court lighting begins○ Next section of concrete work formed• Week of 9/13/2021:<ul style="list-style-type: none">○ Installation of court lighting continues○ Next section section of concrete work○ Final grading of volleyball court
Requests for information	
Contingency Items	
Submittals	
Contractor coordination <ul style="list-style-type: none">• ACON• KOMPAN• Court Surfaces• Irrigation (TBD)• Landscaping (TBD)• Paving (TBD)• Path lighting (TBD)• HVAC	<ul style="list-style-type: none">• City will continue concrete work in September• City constructing fence around HVAC electrical with new post caps• Electrical contractor will install conduit for outlet adjacent to planned pickleball storage structure

Contractor Items	
City Items <ul style="list-style-type: none"> • Purchase Authorizations • Coordination needs 	<ul style="list-style-type: none"> • Plan next sections of concrete work • Additional railing for bridge • Spread additional grass seed where needed
Pay requests	Court Surfaces – Pay request for 60% of court finishing work received on 8/23
Change Orders	
Action Item Notes 9/3/2021	<ul style="list-style-type: none"> • Assistance from Public Works with volleyball court sand



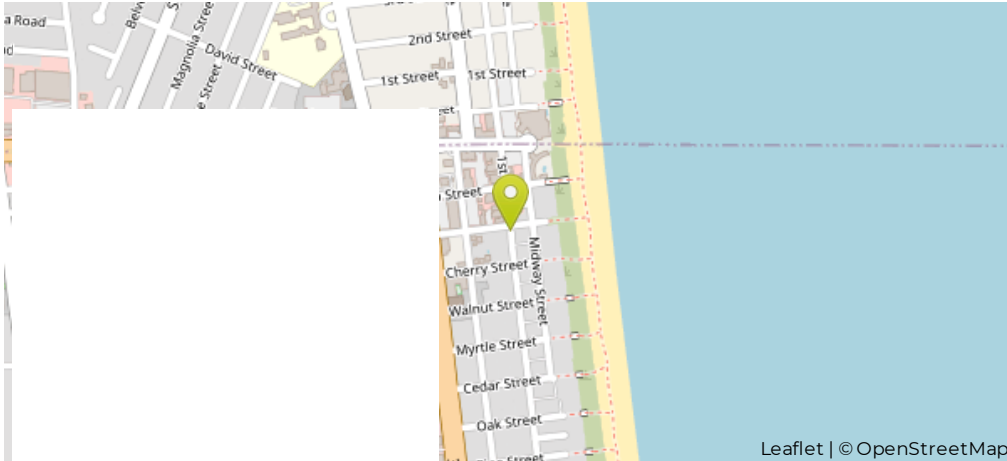
City of Jacksonville - Transportation

Colin Moore
09/02/2021

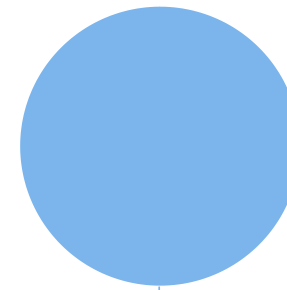
First St - Neptune Beach

January 1, 2021 → September 2, 2021

Location



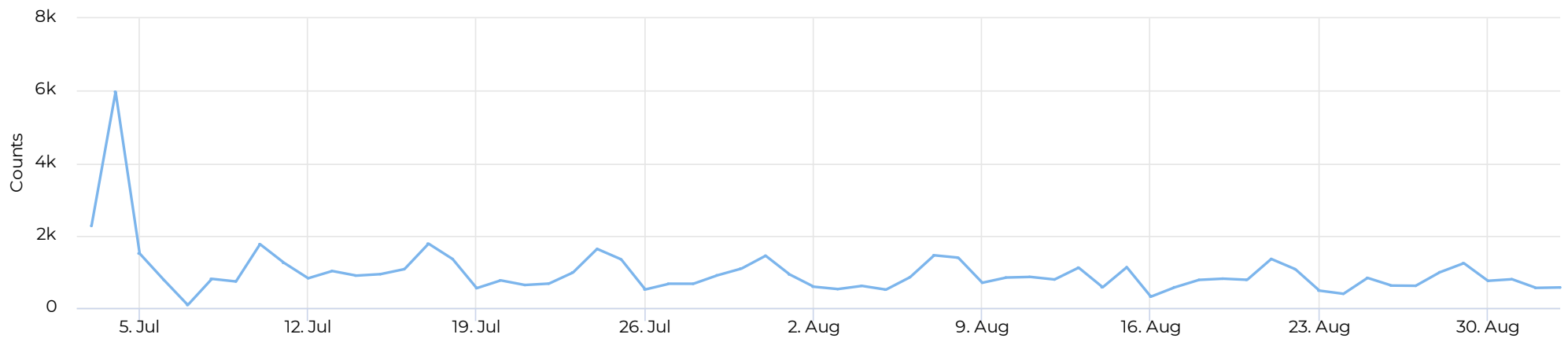
Distribution



100%

● 🚲 First St - Neptune Beach Cyclist

Time Series



First St - Neptune Beach

January 1, 2021 → September 2, 2021

Key Figures Summary

Site	Total	Average	Peak Count	Peak Period
First St - Neptune Beach Cyclist	61,089	985	5,970	Sun Jul 4, 2021



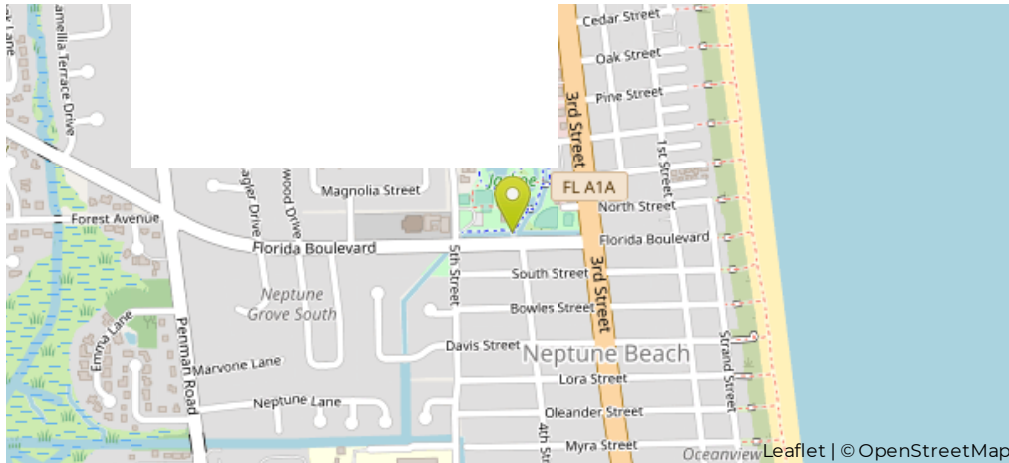
City of Jacksonville - Transportation

Colin Moore
09/02/2021

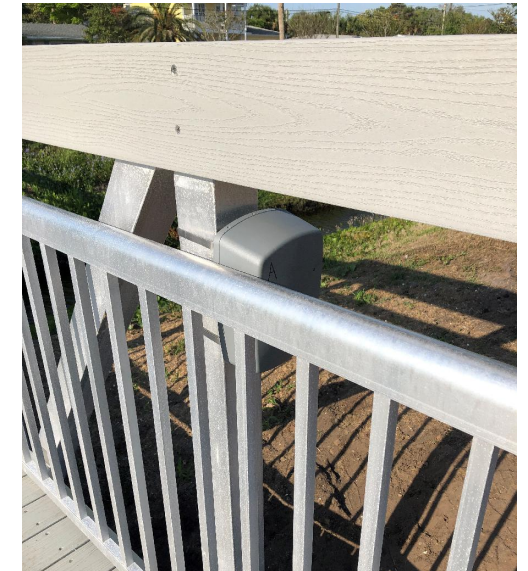
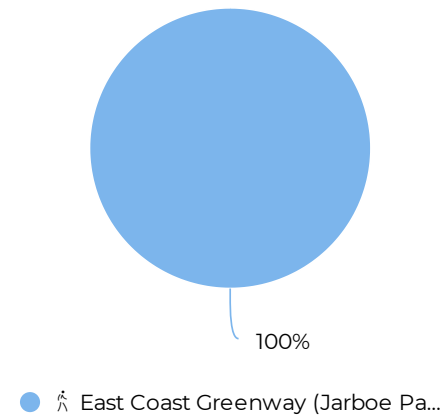
East Coast Greenway (Jarboe Park)

January 1, 2021 → September 2, 2021

Location



Distribution



Time Series



East Coast Greenway (Jarboe Park)

January 1, 2021 → September 2, 2021

Key Figures Summary

Site	Total	Average	Peak Count	Peak Period
East Coast Greenway (Jarboe Park)	30,069	239	487	Sat May 15, 2021

Jarboe Park Demo Expenses

Date	Location	Description	Cost
10/26/2020	Home Depot	100ft Orange Safety Fence, rebar caps	\$404.67
10/27/2020	Berman Bros Inc	Carbon Steel Rebar	\$183.30
10/27/2020	Ace	pliers 7", Cableties, gardner bender, no trespassing signs	\$126.76
10/30/2020	Home Depot	Fence items	\$68.05
10/30/2020	Home Depot	Galvanized fence post, eye anchor	\$68.05
11/2/2020	Home Depot	Fence items	\$307.61
11/4/2020	Ace	Fasteners	\$10.36
11/9/2020	WastePro Invoice #0000469042	Disposal	\$424.15
11/9/2020	Home Depot	Fence items	\$88.50
11/9/2020	Home Depot	tie wire	\$88.50
11/10/2020	Home Depot	Chain link fence	\$4,311.30
11/12/2020	Home Depot	Fence Items	\$146.08
11/16/2020	WastePro Invoice #0000469195	Disposal	\$1,102.42
11/19/2020	Home Depot	Permit Box (2)	\$79.94
11/20/2020	Home Depot	Bit Set, driver set, post mix	\$94.38
11/24/2020	United -Invoice 56390	Concrete Disposal	\$1,200.00
11/30/2020	United - Invoice 56525	Concrete Disposal	\$900.00
12/4/2020	United- Invoice 56626	Concrete Disposal	\$900.00
2/5/2021	United- Invoice 58161	Concrete Disposal	\$750.00
2/8/2021	United- Invoice 58210	Concrete Disposal	\$450.00
2/11/2021	Allen's Culvert- PA9640	Culvert piping for drainage	\$4,430.00
2/11/2021	United- Invoice 58299	Concrete Disposal	\$300.00
2/12/2021	United- Invoice 58335	Hauling Asphalt Millings	\$127.50
2/22/2021	United- Invoice 58558	Hauling Asphalt Millings	\$616.25
2/26/2021	United- Invoice 58687	Hauling Asphalt Millings	\$510.00
2/3/2021	Home Depot	Fence items	\$205.00
3/9/2021	Tucker Equipment	Georgia Buggy for Concrete	\$92.91
3/9/2021	Limbaugh Electrical	Relocate main service for new bridge footer	\$2,173.21
3/17/2021	Ace Hardware	Nails to form concrete pour	\$19.99
3/10/2021	Argos	Concrete Pours	\$5,911.41
3/23/2021	Home Depot	Sakrete Expansion Joint	\$102.80

3/17/2021	Argos	Concrete Pours	\$1,849.69
3/29/2021	Ace	Foamboard, Liquid Nails	\$21.96
3/31/2021	Ace	Concrete Mix	\$36.72
3/24/2021	Argos	Concrete Pours	\$2,959.50
3/31/2021	Argos	Concrete Pours	\$1,479.75
4/6/2021	Ace	plumbing parts for water to tennis and volleyball courts	\$85.51
4/6/2021	Ferguson	plumbing parts for water to tennis and volleyball courts	\$260.00
4/20/2021	Pine Castle	Boards for forming	\$81.03
4/22/2021	United- Invoice 60264	Disposal	\$150.00
4/26/2021	United- Invoice 60422	Disposal	\$1,256.25
5/7/2021	Harrington- Invoice 037D1206	conduit supplies	\$1,456.00
5/7/2021	Harrington- Invoice 037D1205	conduit supplies	\$1,698.70
5/12/2021	Ace	conduit supplies	\$12.12
5/12/2021	Argos	Concrete Pours	\$853.02
5/12/2021	City Electric Supply	conduit for fiber to Neptune House and future power to well	\$181.22
6/1/2021	City Electric Supply	conduit for fiber to Neptune House and future power to well	\$11.08
6/15/2021	Roundtree Sod	bahia grass for edges of tennis courts	\$250.00
7/1/2021	North FI Feed & Farm Supply Inv-40321	bahia grass	\$539.60
7/14/2021	Argos	Concrete Pours	\$3,190.10
7/20/2021	Econo Signs	Jarboe Park Trail Grant Signs	\$73.80
7/28/2021	Argos	Concrete Pours	\$723.50
8/3/2021	Home Depot	Boards for forming	\$116.04
8/5/2021	Roundtree Sod	Bahia	\$250.00
8/10/2021	Ace Hardware	Concrete mix to finish area	\$52.90
8/10/2021	Argos	Concrete Pours	\$1,447.00
8/13/2021	Roundtree Sod	Bahia	\$250.00

Total \$45,478.63

Concrete	\$18,938.32
Demolition	\$22,110.31
Stormwater	\$4,430.00

NB-SAC Exterior Finishes		
NBSAC Donation Fund		
Beginning Balance	\$	170,994.24
10/1/2019 - 3/25/2021		
HVAC - Buehler A/C, New Ground Units & Handlers		
	\$	(30,108.00)
		<u>Approved at Special Council Meeting on :</u> 3/15/2021
Electrical - Limbaugh Electric, Energizing the Building & Installing a Transformer and Master Panel		
	\$	(31,369.80)
		<u>Approved at Special Council Meeting on :</u> 3/15/2021
Plumbing - Advantage Plumbing, Final Connection of all Plumbing penetrations for connection to Public Utilities		
	\$	(3,925.00)
		<u>Approved at Special Council Meeting on:</u> 3/15/2021
Additional Materials - CO#1 Vanguard, Materials to close openings caused by removing BARD HVAC systems.		
	\$	(6,050.00)
		<u>Approved by City Manager on:</u> 3/25/2021
Additional Funding - COJ funded the Senior Activity Center		
	\$	75,000.00
		<u>Approved by COJ at May Council Meeting</u>
Additional Funding - Eckstein Foundation Grant		
	\$	10,000.00
		<u>Contract Returned and Check Received on</u> <u>7/19/2021</u>
Additional Funding - Carla Medley for mirrors in dance/fitness room, in memory of Bob Medley		
	\$	2,000.00
		<u>Donation Received by check in May</u>

Additional Materials - <i>drywall for encasing the air handlers at the Sr. Center</i>			
	\$	(260.64)	<u>From ESCO received by Leslie on 6/30/2021</u>
Additional Funding - <i>Delores Barr Weaver Foundation for outfitting the kitchen</i>			
	\$	5,000.00	<u>Check Received 6/21/2021</u>
Additional Materials - <i>Home Depot bi-fold doors for Air Handler Closets</i>			
	\$	(309.68)	<u>From Home Depot purchased on 5/25/2021</u>
Additional Materials - <i>Lumber for HVAC Air Handler Closets</i>			
	\$	(545.83)	<u>From Home Depot Purchased on 5/26/2021</u>
Furnishings - Porch <i>rocking chairs</i>			
	\$	(1,941.20)	<u>From Polywood purchased on 7/9/2021</u>
ML+H Final Design - <i>Cost for final design, surveying, geotechnical and permitting</i>			
	\$	(35,721.66)	<u>Per Agreement signed on 9/7/2021</u>

Donation Balance: \$ 152,762.43



Project Name: Senior Activity Center

Contractor: Vanguard Modular

Engineer/Architect: N/A

Owner: City of Neptune Beach

PROJECT COMPLETION PUNCH LIST

Item Description	Work Needed & Location	STATUS	Review	
			Notes	Date
Broken Flange	Repair Broken Flange for Urinal inside wall & all applicable drywall repair	Completed		8/24/2021
Broken Flange	Repair broken toilet flange	Completed		8/24/2021
Ceiling tile rails	loose or bent	Completed		8/24/2021
Ceiling tiles	5 missing ceiling tiles	Completed		8/24/2021
Ceiling tiles	Discolored ceiling tiles from roof leaks	Completed		8/24/2021
Ceiling tiles	4 damaged ceiling tiles	Completed		8/24/2021
Mop sink	missing faucet	Completed		8/24/2021
Janitors closet	opening to the public, no door shown on the plans?	Completed		8/24/2021
Roof	various roof leaks	Completed		8/24/2021
Men's bathroom wall	Patch hole in wall with old wiring from thermostat near electrical panel	Completed		8/24/2021
Window trim	repair damaged and loose trim around windows	Completed		8/24/2021
Flooring	Discolored, scratched, loose, lumpy, pop-ups, and humps in VCT flooring	Completed		8/24/2021
Floor plates	plastic plates in floor should be brass	Completed		8/24/2021

Ceiling	exposed wood in ceiling at the according door location	Completed		8/24/2021
Accordion door	missing door	Completed		8/24/2021
Kitchen Cabinets	Missing bottom under sink, drawer tight and hard to open	Completed		8/24/2021
Interior doors	several interior door are either hard to close or will not close and latch, discoloration/blemish found on doors.	Completed		8/24/2021
Base boards	Base boards are wavy, loose, and peeling off through out the building	Completed		8/24/2021
Exterior	Remove tape left on exterior	Completed		8/24/2021
Siding	Crack in siding above front window	Completed		8/24/2021
Siding	nail pop-outs	Completed		8/24/2021
Kitchen Sink	missing boots on the plumbing under the sink	Completed		8/24/2021
Interior corners	Take the interior corner trim all the way down to the flooring, stops at the base board trim in places	Completed		8/24/2021
Skirting	Install skirting	Completed		8/24/2021
Cleaning	Remove debris and clean-up after construction	Open	Needs contruction clean-up	
Ladies Room	RSF mirror needs to be readjusted	Open	Molding still torn	
	LSF interior cove moldoing torn by the door			
Mens Room	Cove moldong by air handler ripped Handicap partition not attached Door mechanism difficult to open	Open	Door still hard to open	
Cracked Window	RSF front window	Open	?	
Front Door	Mechanisms on both doors need to be aligned to close	Open	Door hardware still rubbing	

Kitchen	Bow in countertop at the front of the sink	Open	Repaired, but still small bow in countertop	
Mens Bathroom	when flushing the urinal a noticable water hammer sound occurs	Open		
Exterior	The light blocked by the EFIS next to the rear door was not relocated	Open		
Interior and Exterior	Construction cleaning	Open		
Men's bathroom stalls	tighten hardware and repair loose wall hanger	Open	Some hardware still loose to the touch	
Interior Walls	Fingerprints and spots, wavy or unstraight wall	Open	Building needs a construction clean	
Siding	Missing caulking on u-channeling, corners, joints, holes, gaps, etc.	Open	Still missing in areas	
Exterior	Final painting	Open	Found white spots, miscolored patch paint, gaps in the field blue not being edged to the white EFIS, etc.	
Siding	foam or glue on the siding from the EFIS installation	Open	Still present	
Smoke detectors	no smoke detectors found in the front rooms, bathrooms, or kitchen	Open	not found	



C. SCHEDULE OF WORK: All services and duties shall be conducted and performed by the Consultant diligently, completely and in accordance with professional standards of conduct and performance. The Consultant acknowledges the importance

of the City's schedules and agrees to put forth its reasonable professional efforts in performing the services under this Agreement with due diligence to achieve the mutually agreed upon schedules. The Consultant agrees to employ, engage, retain and/or assign an adequate number of personnel throughout the period of this Agreement so that all Supplemental Agreement(s) and Scope(s) will be provided, performed and completed in a timely and diligent manner throughout. Should the Consultant be obstructed or delayed in the prosecution or completion of its obligations under this Agreement and its Supplemental Agreement(s) as a result of causes beyond the control of the Consultant, or its subconsultant(s) and/or subcontractor(s), and not due to its fault or neglect, the Consultant shall notify the City in writing, within five (5) calendar days after the commencement of such delay, stating the cause(s) thereof and requesting an extension of the Consultant's time performance. Upon receipt of the Consultant's request for an extension of time, the City will begin determination with the Consultant of the length of extension and legitimacy of cause.

- D. ADDITIONAL SERVICES: "*Additional Services*" (herein so called) beyond the work identified in the Agreement Scope shall only be authorized to be performed or provided by the Consultant when agreed to in writing in advance by both parties in the form of a Supplemental Agreement. In any case in which the Consultant deems that additional compensation is due for its services or materials which is not expressly covered in the Scope, or not specifically authorized in writing by the City, the Consultant shall notify the City in writing and must receive prior written approval therefrom the City. If the Consultant does not provide its written notice or does not receive the City's written approval prior to performing or providing any Additional Services, the Consultant shall not receive any additional compensation for the same. When requested, by the City, the Consultant shall prepare a detailed Scope, list of deliverables, schedule, work hour budget and a not to exceed fee budget for the associated work needed to complete the Supplemental Agreement for the City's review and approval prior to beginning any work. Fees shall be based on the established contract Rate Schedule.
- E. QUALITY CONTROL: The Consultant shall perform Quality Control (hereinafter referred to as "QC") review for all deliverables and supporting work prepared by the Consultant upon which those documents are based. The Consultant shall provide the City with a summary of each QC reviewed document which identifies the document reviewed and the QC review steps that were performed. The Consultant shall keep the original or copy of each QC reviewed document bearing distinguishable markings that identify the QC review steps that were performed by whom and when for the Duration of this Agreement and in accordance with the Retention of Documents section of this Agreement. The Consultant shall provide copies of the QC documents to the City upon request.
- F. STANDARD OF CARE: The Consultant shall put forth its reasonable professional efforts to comply with applicable laws, codes, rules and regulations in effect as of the date of the execution of this Agreement and the date of deliverables or submissions. In providing services the Consultant shall perform in a manner which, at a minimum, is consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Consultant is responsible for the quality, accuracy, completeness, and coordination of all deliverables and other services the Consultant or its subconsultants, subcontractors, or vendors provide.
- G. ESTIMATES OF PROBABLE CONSTRUCTION COST: In providing estimates of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or a contractor's pricing, and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the Consultant's estimate of probable construction cost.
- H. CERTIFY, CERTIFICATION: A statement of the Consultant's opinion, based on its own observation of conditions, to the best of the Consultant's professional knowledge, information and belief. Such statement of opinion does not constitute a warranty or guarantee, either express or implied.
- I. PERMITS AND APPROVALS: The Consultant shall assist the City in preparing, coordinating, applying and submitting for those permits, approvals and extensions required by law and rule for projects similar to the one for which the Consultant's services are being engaged. This assistance shall consist of completing and submitting forms and other supportive information necessary to the appropriate regulatory agencies having jurisdiction over the Consultant's documents and other services normally provided by the Consultant and shall be included in the Scope and Supplemental Agreement(s).
- J. LICENSES: The Consultant agrees to obtain and maintain throughout the period this Agreement is in effect, all such licenses as are required to do business in the State of Florida, including but not limited to licenses required by the respective State Board(s) and other governmental agencies responsible for regulating and licensing the professional services provided and performed by the Consultant pursuant to this Agreement and the Scope and services provided therein.
- K. RESPONSIBILITY TO CORRECT: In accordance with the generally accepted standards of the Consultant's profession, the Consultant agrees to be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, surveys, designs, specifications, calculations, estimates, plans, drawings, construction

documents, photographs, reports, memoranda, other documents and instruments, and other services, work and materials performed, provided and/or furnished by Consultant or by any subconsultant(s) and/or subcontractor(s) retained or engaged by the Consultant pursuant to this Agreement (hereinafter referred to as "*Work Products*"). The Consultant shall, without additional compensation, correct, revise, or have corrected or revised any errors, omissions and other deficiencies in such Work Products resulting from Consultant or any subconsultant(s), vendor(s) or subcontractor(s) engaged by the Consultant.

2. COMPENSATION:

- A. **OVERHEAD AND PROFIT RATES:** Proposed overhead rates shall conform to Federal Acquisition Regulations as established by a governmental audit or certified to by a Certified Public Accountant. Fees to the Consultant shall be established based on raw hourly salary rates plus a not to exceed overhead and profit rate factor of 2.15 for a combined hourly multiplier of 3.10 for services. Profit rates shall only be applied to direct labor plus overhead. If the City determines that multipliers charged by any Consultant exceeded the rates supported by audit, Consultant shall be required to reimburse such funds to the City within thirty (30) days of written notification. No markup or profit shall be paid on non-labor related job costs, reimbursables, or on services provided by subconsultants, vendors or others. Any work or professional services subcontracted for by the Consultant for which the City has agreed to reimburse the Consultant shall not be marked-up, but shall be payable by the City only in the exact amount reasonably incurred by the Consultant. No other such subcontracted services shall be reimbursed.
- B. **COMPLETION:** Payment of the entire fee or lump sum amount is contingent upon Consultant's final completion of the entire Scope as specified in this Agreement. Such final completion of the Scope must be acceptable to and accepted by the City. Such acceptance by the City may not be unreasonably denied. In the event the Consultant does not complete the entire Scope, then the lump sum amount will be pro-rated using the ratio that the amount actually completed, and which is acceptable to and accepted by the City bears to the entire Scope. Unless otherwise set forth in this Agreement the Consultant shall be responsible for providing and performing whatever services, work, equipment, material, personnel, supplies, facilities, transportation and administrative support that are necessary and required to complete all of the Scope and conformance with the provisions of this Agreement.
- C. **INVOICE PROCEDURE:** Invoices shall be submitted by the Consultant monthly on an "as incurred" basis, and shall be made by the City in accordance with the Florida Statute Chapter 218 Local Government Prompt Payment Act (the "Act"). Upon receipt of a proper statement, invoice or draw request the City shall have the number of days provided in the Act in which to make payment. Invoices shall be in a form and containing such documentation as reasonably required by the City. Each such invoice shall include project name, project number, breakdown of charges, description of service(s), work provided and/or performed, supportive documentation, the amount of payment requested, the amount previously paid, the total contract value, the percent completed since the last invoice, the total percent completed to date, and any other such information as may be reasonable and necessary to secure the written approval of the invoice by the City. Each invoice shall contain a statement that it is made subject to the provisions and penalty of Section 837.06, Florida Statutes. If the City objects to any portion of an invoice, the City shall so notify the Consultant. The City shall identify specific cause of the disagreement and the amount in dispute and request revision. Any dispute over invoiced amounts due which cannot be resolved within thirty (30) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved in accordance with the Dispute Resolution provision of this Agreement.
- D. **PROMPT PAYMENT TO SUBCONSULTANTS AND VENDORS:** The Consultant as a condition precedent to progress and final payments to the Consultant, the Consultant shall provide to the City, with its requisition for payment, documentation that sufficiently demonstrates that the Consultant has made proper payments to its subconsultants and vendors from all prior payments that Consultant has received from the City. The Consultant shall not unreasonably withhold payments to subconsultants and vendors if such payments have been made to the Consultant. If the Consultant withholds payment to its subconsultants and vendors, which payment has been made by the City to the Consultant, the Consultant shall return said payment to the City. The Consultant's failure to pay undisputed amounts to the subconsultants and vendors within thirty (30) business days, after the Consultant receives payment from the City, shall be a breach of this Agreement and may result in termination of this Agreement in the discretion of the City.
- E. **PAYMENT WHEN SERVICES ARE TERMINATED AT THE CONVENIENCE OF CITY:** In the event of termination of this Agreement at the convenience of the City, and not due to the fault of the Consultant, the City shall compensate the Consultant only for: (1) all services performed prior to the effective date of termination, including the overhead and profit allocable to the services performed; (2) reimbursable expenses then due; and (3) reasonable expenses incurred by the Consultant in affecting the termination of services and work, and incurred by the Consultant's submittal to the City of drawings, plans, data, and other documents therefor.
- F. **PAYMENT WHEN SERVICES ARE SUSPENDED:** In the event the City suspends the Consultant's services of work on all or part of the services required to be provided and performed by the Consultant pursuant to this Agreement, the City shall

compensate the Consultant only for services performed prior to the effective date of suspension, including the overhead and profit allocable to the services performed, and reimbursable expenses then due and any reasonable expenses incurred or associated with, or as a result of such suspension.

- G. **NON-ENTITLEMENT TO ANTICIPATED FEES:** In the event the services required pursuant to this Agreement are terminated, eliminated, cancelled, or decreased due to: termination; suspension in whole or in part; and and/or are modified by the subsequent issuance of Supplemental Agreement(s) other than receiving the compensation set forth in Sections 2.E and 2.F above, the Consultant shall not be entitled to receive compensation for anticipated professional fees, profit, general and administrative overhead expenses or for any other anticipated income or expense which may be associated with the services which are terminated, suspended, eliminated, cancelled or decreased.
- H. **TRAVEL:** The City shall not be billed or invoiced for time spent traveling to and from the Consultant's offices or other points of dispatch of its subcontractors, employees, officers or agents in connection with the services being rendered, other than as provided for in this Agreement. If and only if travel and per diem expenses are addressed in the contract or agreement in a manner which expressly provides for the City to reimburse the Consultant for the same, then the City shall reimburse the Consultant only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes. In the event the Consultant has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Consultant for its reasonable expense incurred thereby provided prior approval of the Executive Director of the City, or its designee, is obtained.
- I. **REIMBURSIBLE:** The City shall not be liable to reimburse the Consultant for any courier service, telephone, facsimile, copying expenses or postage charges incurred by the Consultant.

3. PERSONNEL:

- A. **QUALIFIED PERSONNEL:** The Consultant agrees when the services to be provided and performed relate to a professional service(s) which, under Florida Statutes, requires a license, certificate of authorization or other form of legal entitlement to practice such services, to employ and/or retain only qualified personnel to be in responsible charge of all Scope to be provided pursuant to this Agreement.
- B. **CONSULTANT'S PROJECT MANAGER:** The Consultant agrees to employ and designate, in writing, a qualified and, if required by law, a licensed professional to serve as the "*Consultant's Project Manager*" (herein so called). The Consultant's Project Manager shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the Scope to be provided and performed under this Agreement, Scope, and Supplemental Agreement(s) thereto. The Consultant's Project Manager shall have full authority to bind and obligate the Consultant on any matter arising under this Agreement, Scope, and Supplemental Agreement(s) unless substitute arrangements have been furnished in advance to the City by the Consultant in writing. The Consultant agrees that the Consultant's Project Manager shall devote whatever time is required to satisfactorily direct, supervise and manage the Scope and services provided and performed by the Consultant throughout the entire period this Agreement is in effect.

- 4. **RETENTION OF DOCUMENTS:** The Consultant agrees to maintain all documents, including electronic documents, related to the Project for a period of not less than five (5) years, in a reasonably accessible manner consistent with the Consultant's internal document retention policy.
 - A. **REASONABLY ACCESSIBLE:** In order to be considered reasonably accessible, such documents must not be deleted or totally destroyed such that they cannot be reproduced or only be restored at a significant cost.
 - B. **DOCUMENT RETENTION POLICY:** A written policy by which each employee, subcontractor, and subconsultant and its subcontractors or subconsultants of any tier, follows the same protocol to retain all required documents related to a project in a consistent, organized manner sufficient to allow efficient retrieval of same.
- 5. **PUBLIC FUNDS:** The City's performance of this Agreement shall be contingent upon and subject to the existence of lawfully appropriated public funds for each fiscal year (i.e., October 1 through and including the next following September 30) of the City.
- 6. **EXTENT OF AGREEMENT:** This Agreement, together with the Request for Qualifications ("*RFQ*"), Addendums, Consultant's response submittal to the RFQ, all attachments and forms, Scope of Services, and the Consultant's Basis of Estimate represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. Any pre-printed provisions of the Consultant's written materials, contract forms, or documents to the contrary notwithstanding, no transportation surcharges shall apply, and no policies of the Consultant available on the Consultant's website or retained in the Consultant's office are incorporated by reference nor shall be deemed to be part of this Agreement, unless the same is attached this Agreement, and separately signed by the duly authorized signor for the City.

7. **E-VERIFY REQUIREMENT:** Any consultant acknowledges and agrees that any contract will include a requirement that the bidder register with and use the E-Verify System as provided in Fla. Stat. §448.095. Further, the bidder acknowledges and agrees that if the bidder enters into a contract with a subcontractor, the subcontractor must provide the bidder with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
8. **INSURANCE:** The Consultant will be expected to obtain and maintain the following insurance coverage during the term of this Agreement and present a certificate verifying the same:

<u>Insurance:</u>	<u>Minimum Limits:</u>
General Liability	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Damage to rented premises	\$1,000,000.00
Medical Expense (Any one person)	\$10,000.00
Personal and Advertising Injury	\$1,000,000.00
General Aggregate	\$1,000,000.00
Products and Completed Operations Aggregate	\$1,000,000.00
Automobile (hired, non-owned, and owned vehicles)	\$1,000,000.00
Combined single limit	
Workers Compensation	\$1,000,000.00
Each Accident	Per Statutory limits in compliance with State and Federal Laws
Disease – Each Employee	\$1,000,000.00
Disease – Policy Limit	\$1,000,000.00
Professional Liability (Error and Omissions)	\$1,000,000.00
Per claim	\$1,000,000.00
Annual Aggregate	\$1,000,000.00
	\$1,000,000.00

The Consultant shall procure and maintain insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. The above insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes. Such insurance shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the City. **Note: The City shall be designated as an Additional Insured on the General Liability policy. The City shall also be listed as a named insurance certificate holder by the successful Consultant prior to beginning work.** (This requirement is excepted for Worker's Compensation Insurance). Such insurance shall be written by an insurer with an A.M. Best Rating of A- or better. The Consultant shall procure and maintain, at its sole expense for the period of design and construction of any project improvements contemplated by the Scope and for a period of no less than three (3) years following substantial completion, insurance of the types and in the minimum amounts stated above. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement. Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

9. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** The City shall retain ownership of all Work Products including electronic files, field data, pictures, notes and other documents and instruments prepared by the Consultant as instruments of service. The Consultant shall not be liable for any re-use of such documents for other than the specific purpose intended without the Consultant's written verification or adaptation thereof.
10. **NON-RENEW:** Any pre-printed provisions of the Consultant's written materials, contract forms or documents to the contrary notwithstanding, the same shall not automatically renew but shall be renewed only upon subsequent written agreement of the parties.
11. **STATUS:** Any pre-printed provisions of the Consultant's written materials, contract forms, or documents to the contrary notwithstanding, the City's entry into the contract or agreement with Consultant does not give Consultant any preferential status, "most favored nations" status, nor right of first refusal to any renewal or for any other contract or agreement to provide other goods and/or services to the City.
12. **TERMINATION AND SUSPENSION:** The City or the Consultant may terminate this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished Work Products prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates this Agreement prior to completion without cause, Consultant may complete such analyses and records as may be necessary to place its files in order. This Agreement shall be terminated, with twenty-four (24) hour notice to the Consultant in the event that funds become unavailable to the City for any reason whatsoever. This Agreement, or any portion hereof, may be suspended from time to time for various periods of time or during any of the Consultant's performance of the Scope or Supplemental Agreement(s) proposed hereunder, permanently or temporarily, by action of the City.

13. **INDEPENDENT CONTRACTOR:** Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that it is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all local, state, and federal laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on the Consultant as a result of its status as an independent contractor. Consultant is responsible for providing the office space and administrative support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.
14. **CONFLICT OF INTEREST:** The Consultant represents that to the best of its knowledge and belief it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. The Consultant further agrees that no person having any such interest shall be employed or engaged by the Consultant for said performance. If Consultant, for itself and on behalf of its subconsultants, is about to engage in representing another client, which it in good faith believes could result in a conflict of interest with the work being performed by the Consultant or such subconsultant under this Agreement, then it will promptly bring such conflict of interest to the City's attention, in writing. The City will advise the Consultant, in writing, within ten (10) business days if such a conflict of interest exists. If the City determines that there is a conflict of interest, Consultant or such subconsultant shall decline the representation upon written notice by the City. If the City determines that there is no such conflict of interest, then the City shall give its written consent to such representation. If Consultant or subconsultant accepts such a representation, without obtaining the City's prior written consent, and if the City subsequently determines that there is a conflict of interest between such representation and the work being performed by Consultant or such subconsultant under this Agreement, then the Consultant or such subconsultant agrees to promptly terminate such representation. Consultant shall require each of such subconsultants to comply with the provisions of this Section. Should the Consultant fail to advise or notify the City as provided herein above of representation which could, or does, result in a conflict of interest, or should the Consultant fail to discontinue such representation, the City may consider such failure as justifiable cause to terminate this Agreement.
15. **CITY'S APPROVAL:** Neither review, approval, or acceptance by the City of services or Work Products furnished by the Consultant, or any subconsultant(s), vendor(s) or subcontractor(s) engaged by the Consultant, shall not in any way relieve Consultant of responsibility for the adequacy, completeness and accuracy of its services or Work Products or any and all of its subconsultant(s), vendor(s) and/or subcontractor(s) engaged by the Consultant to provide and perform services in connection with this Agreement. Neither the City's review, approval or acceptance of, nor payment for, any of the Consultant's services or Work Products shall be construed to operate as a waiver of any of the City's rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.
16. **CONFIDENTIALITY AND PUBLIC RECORDS COMPLAINT:** The Consultant agrees, during the term of this Agreement, to comply with Chapter 119.071(3), Florida Statutes, and not to divulge, furnish or make available to any third person, firm or organization, without the City's prior written consent, or unless incident to the proper performance of the Consultant's obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by the Consultant or any subconsultant(s) or subcontractor(s), pursuant to this Agreement. Subject to the foregoing provisions and law applicable to confidential information, the Consultant will keep and maintain public records required by the City, which is a public agency, in order for the Consultant to perform the services and the work required by the Scope, and upon request from the City's custodian of public records, Contractor shall provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119.07, Florida Statutes, or as otherwise provided by law. The Consultant shall require all of its employees, subconsultant(s) and subcontractor(s) to comply with provisions of this paragraph. IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY CLERK, AT (904) 270-2400, CLERK@NBFL.US, 116 1ST STREET, NEPTUNE BEACH, FLORIDA 32266.
17. **PROPERTY DAMAGE:** The Consultant agrees to promptly repair and/or replace, or cause to have repaired and/or replaced, at its sole cost and expense and in a manner acceptable to and approved by the City, any property damage arising out of, or caused by, the willful or intentional misconduct or negligent acts of the Consultant, or its subconsultants and/or subcontractors. The Consultant's obligation under this subsection does not apply to property damage caused in whole or in part by any other consultant or contractor engaged directly by the City. The City reserves the right, should the Consultant fail to make such repairs and/or replacement within a reasonable period of time, to cause such repairs and/or replacement to be made by others and for all costs and expenses associated with having such repairs and/or replacement done to be paid for by the Consultant's compensation fund or by the Consultant reimbursing the City directly for all such costs and expenses.
18. **NONDISCRIMINATION AND EQUAL OPORTUNITY:** The Consultant shall comply with all state and federal laws, as currently

written or hereafter amended, or other applicable laws prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in or as otherwise permitted by other applicable laws. Consultant's or its subconsultants, subcontractors and/or vendors shall be certified as minority business enterprise as defined in Section 288.703, Florida Statutes, to count towards participation goals or requirements. The failure of the Consultant to adhere to relevant stated requirements shall subject the Consultant to any sanctions which may be imposed upon the City.

19. **PROHIBITION AGAINST CONTINGENT FEES:** The Consultant shall not have employed or retained any company or person, other than an employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than an employee working for the Consultant, any fee, commission percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For the breach or violation of these provisions, the City shall have the right to terminate this Agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such a fee, commission, percentage, gift or consideration.
20. **INDEMNIFICATION:** The Consultant shall indemnify and hold harmless the City, and the City's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Agreement. All indemnification provisions contained this Agreement are separate and apart from, and are in no way limited by, any insurance provided pursuant to this Agreement or otherwise. All indemnification provisions of this Agreement, relating to Indemnification shall survive the term of this Agreement, and any holdover and/or Agreement extensions thereto, whether such term expires naturally by the passage of time or is earlier terminated earlier pursuant to the provisions of this Agreement. With respect to any indemnification by the City provided under the contract or agreement, any such indemnification shall be subject to and within the limitations set forth in Section 768.28, Florida Statutes, and to any other limitations, restrictions and prohibitions that may be provided by law, and shall not be deemed to operate as a waiver of the City's sovereign immunity.
21. **GOVERNING LAW:** The City and the Consultant agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of Clay County, Florida without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the City and the Consultant arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in Clay County, Florida.
22. **DISPUTE RESOLUTION:** In an effort to resolve any conflicts that arise during or relate to the Consultant's performance of the Agreement, the City and the Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation. The Consultant further agrees to include a similar mediation provision in all agreements with independent subcontractors and subconsultants retained by the Consultant for this Agreement, Scope, or any Supplemental Agreement(s), and to require all independent subcontractors and subconsultants also to include a similar mediation provision in all agreements with its subcontractors, subconsultants, suppliers, vendors and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements. The City shall not be bound by any provision requiring binding arbitration or binding mediation of disputes. If a dispute arises either party shall follow the following provisions: provide written explanation of the dispute a minimum 30 days' notice to the other party prior to mediation, the mediator shall be a member of the National Academy of Distinguished Neutrals ("NADN"), if an impasse is reached there shall be a sixty (60) day cooling off period required, a minimum 30 days written notice shall be provided to the other party prior to filing suit in any court after the cooling off period.
23. **THIRD-PARTY BENEFICIARIES:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the City or the Consultant. The Consultant's services under this Agreement are being performed solely for the City's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The City and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Agreement, Scope, or Supplemental Agreement(s) to carry out the intent of this provision.
24. **TRUTH IN NEGOTIATION CERTIFICATE:** The Consultant understands and agrees that execution of this Agreement by the Consultant shall be deemed to be simultaneous execution of a truth-in-negotiation certificate under this provision to the same extent as if such certificate had been executed apart from this Agreement, such certificate being required by Section 287.055, Florida Statutes. Pursuant to such certificate, the Consultant hereby states that the wage rates and other factual unit costs supporting the compensation hereunder are accurate, complete and current at the time of contracting. Further the Consultant agrees that the compensation hereunder shall be adjusted to exclude any significant sums where the City determines the Compensation was increased due to inaccurate, incomplete or noncurrent wage rates and other factual unit costs, provided that any and all such adjustments shall be made within one (1) year following the completion date of this Agreement, Scope, or Supplemental Agreement(s).

25. **AMENDMENTS:** This Agreement may be amended only by written instrument specifically referring to this Agreement and executed with the same formalities as this Agreement.
26. **ASSIGNMENT:** Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by the Consultant as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.
27. **ATTORNEY'S FEES:** In any action involving the enforcement or interpretation of this Agreement, each party, whether the City or the Consultant, shall be responsible for its own respective attorneys' fees and costs.
28. **WAIVER:** The failure of either party to exercise any of its rights is not a waiver of those rights. A party waives only those rights specified in writing and signed by the party waiving its rights. Oral modification or rescission of this Agreement by an employee or agent of either party, shall not release either party of its obligations under this Agreement, shall not be deemed a waiver of any rights of either party to insist upon strict performance hereof, or of either party's rights or remedies under this Agreement or by law, and shall not operate as a waiver of any of the provisions hereof.
29. **SURVIVAL OF REMEDIES:** The parties' remedies shall survive the termination of this Agreement.
30. **PROVISIONS SEVERABLE:** In the event any of the provisions of this agreement should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
31. **FINANCIAL CONSEQUENCES:** Should the Consultant fail to comply with any term of this Agreement, the City shall take one or more of the following actions, as appropriate in the circumstances:
- Temporarily withhold payments pending correction of the deficiency,
 - Disallow all or part of the cost of the activity or action not in compliance,
 - Wholly or partially suspend or terminate this Agreement,
 - Withhold further awards to the Consultant, and/or
 - Take further remedies that may be legally or equitably available.
32. **NOTICES BY CONSULTANT TO CITY:** All notices required or permitted hereunder by the Consultant to the City shall be in writing and shall be served on the City at the following address:

City of Neptune Beach
Attn: Stefen Wynn, City Manager
116 1st Street
Neptune Beach, FL 32266
e-mail: cm@nbfl.us

All notices required and/or made pursuant to this Agreement to be given by the Consultant to the City may be sent by U.S. certified mail, return receipt requested, or by nationally recognized overnight courier service, or by e-mail, and notices shall be deemed delivered upon actual receipt, provided, however, that if delivery is refused or a notice is unclaimed, notice shall be deemed received (i) if mailed, three (3) days after mailing, or (ii) if overnight courier service, one (1) business day after deposit with the courier service, or (iii) if by e-mail, upon receipt. The above address may be changed by the City's written notice to the Consultant; provided, however, that no notice of a change of address shall be effective until actual receipt of such written notice.

33. **NOTICES BY THE CITY TO CONSULTANT:** All notices required pursuant or permitted hereunder by the City to the Consultant shall be in writing and shall be served on the Consultant at the following address:

Marquis Latimer + Halback, Inc.

(Consultant's Business Name)

34 Cordova Street, Suite A

(Street Address)

St. Augustine, Florida 32084

(City, State, Zip)

Jeremy Marquis, CEO + Principal

(Attention)

jeremy@halback.com

(e-mail)

All notices required and/or made pursuant to this Agreement to be given by the City to the Consultant may be sent by U.S. certified mail, return receipt requested, or by nationally recognized overnight courier service, or by e-mail, and notices shall be deemed delivered upon actual receipt, provided, however, that if delivery is refused or a notice is unclaimed, notice shall be deemed received (i) if mailed, three (3) days after mailing, or (ii) if overnight courier service, one (1) business day after deposit with the courier service, or (iii) if by e-mail, upon receipt. The above address may be changed by the Consultant's written notice to the City; provided, however, that no notice of a change of address shall be effective until actual receipt of such written notice.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the day and year first written above.


City of Neptune Beach

Marquis Latimer + Halback, Inc.

(Name of Firm)

By: _____

Stefen Wynn
City Manager

By: 

Print Name: Jeremy Marquis

Title: CEO + Principal

Date: _____

Date: 1 September 2021

City of Neptune Beach Senior Activity Center Exterior + Landscaping Design

Scope of Services // 09.02.21 version 3

1.0 PROJECT LOCATION AND DESCRIPTION

1.1 PROJECT LOCATION:

The proposed project is to be located at 2004 Forest Avenue (portion of parcel 177490 0000) Neptune Beach, Florida 32266. The lot is approximately 0.74 acres. Plans shall be in compliance with the jurisdiction (City of Neptune Beach, St. Johns River Water Management District) requirements.

Self permitting anticipated for SJRWMD. If permitting is more involved, Consultant will coordinate with City and may request an additional service.

1.2 PROJECT DESCRIPTION:

The objective of the assignment is to develop landscape architectural and site improvement plans for the property listed above, to include the following program elements:

- A. "Front Porch" addition on the existing pre-manufactured building. The design is generally assumed to be on the south side and/or wrapping the southeast corner. It is assumed to be a stand-alone structure that appears to be connected. Roof to be designed to fit into character of neighborhood. Address ingress / egress from all building exits (stairs assumed).
- B. Parking area focused on maximizing spaces balanced with an inviting "curb appeal". Lot shall include ADA accessibility, required handicapped parking spaces, and applicable routes.
- C. Stormwater design including site, parking, and building roof drain connections.
- D. Florida-friendly landscape design for "curb appeal" and buffering.
- E. Irrigation plans and criteria for contractor pricing and implementation.
- F. Electrical to include ceiling fans, pathway lighting, and entry lighting.
- G. Two (2) community meetings (1 virtual, 1 in person or virtual) with one (1) likely being a design charette.

- 1.3 The Consultant shall generally be responsible for all professional services listed herein, including assistance with site planning, assistance with public participation, hardscape/site features design, landscape planting design, etc. Service phases may include schematics through construction observation.

Note that Consultant is responsible for survey, geotechnical engineering, civil engineering, architectural / structural, and landscape architectural services to facilitate the above described improvements.

- 1.4 The Consultant Team shall include:

- A. Marquis Latimer + Halback, Inc. - project management and landscape architecture
- B. Les Thomas, RA - Architecture
- C. Maverick Engineering - Civil Engineering + Geotech Coordination
- D. Boatwright Land Surveyors - Surveying

E. Jackson Geotechnical - Geotechnical

- 1.5 The proposed improvements will be developed using floor plans as provided by the Client along with any additional base information currently available. Additionally, a new survey is included (per Boatwright) and geotechnical engineering for design, permitting, and construction of the project.
- 1.6 The Consultant shall be responsible for all milestones printing of required submittals. The Consultant shall provide the Client with one (1) digital copy and one (1) hard copy of each milestone submittal. Additional printing shall be per item 3.3 "Reimbursable Expenses" below.
- 1.7 Services not included and deemed an additional service are: engineering services not otherwise identified in the Scope; meetings above and beyond those listed below; other items if applicable; etc.

2.0 SCOPE OF WORK

2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT

- 2.1. 1 **Kickoff:** The Consultant shall coordinate and conduct **one (1) virtual kick-off meeting** with the Client and Client's team to assess the existing site, review available information, and develop program requirements. Coordinate with other consultants as needed during kickoff.
- 2.1. 2 **Base Sheet:** Consultant shall develop a base sheet/as-built plans suitable for the Master Plan / Schematic Design Phase. Other sources of information utilized may include aerials and as-built materials easily obtained. A cursory on-site review of the base sheet will be provided to field truth the existing conditions. Other site inventory elements shall include:
 - A. **Codes:** Applicable local, state and federal guidelines and codes that may affect the development as it relates to the current use, will be reviewed and documented. Prepare a memo for the Client of findings.
 - B. **Budget / Schedule:** Assist the Client in establishing budgets and schedule for the project.
 - C. **Case Studies:** Case studies and similar facilities will be researched and documented. Special emphasis on elements identified in Item 1.0 will be provided.
- 2.1. 3 **Framework Plan + Concepts:** The Consultant shall develop a **framework plan and two (2) conceptual diagrams with character images** that illustrate elements such as pedestrian connections, parking, drainage, areas of special features, landscaping, interactive areas, etc. Design theme and character will also be studied.
- 2.1. 4 **Community Charette:** The Consultant shall lead a design workshop not to exceed one (1) meeting to present the site inventory, framework and conceptual diagrams, in graphics and text, to the Client and Community. Suggested to have virtual or outside, in-person charette due to COVID protocols.
- 2.1. 5 **Schematic Design:** Based on the approved conceptual diagram and program, the Consultant shall develop a final Master Plan / Schematic Design presentation document, in text and graphics, comprised of the following elements:
 - A. **Illustrative Site Plan,** site plan in color, showing all existing and proposed features.
 - B. **Theme and Character Details** in plan, section or elevation to include general material selections.
 - C. **Opinion of Probable Construction Cost + Phasing / Schedule:** Consultant shall prepare an opinion of probable construction cost for all landscape and hardscape elements. Additionally, Consultant shall provide guidance on schedule and phases.
- 2.1. 5 **Community Concept Review:** The Consultant Team shall attend one (1) presentation meeting of the conceptual Master Plan / Schematic Design to the stakeholders noted in item 1.2 for each project. This is suggested to be a virtual meeting.

2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)

Not applicable. Continue to CDs.

2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)

- 2.3. 1 **Construction Documents:** Based upon the Client approved design development documents and any further adjustments in the scope of the project or in the project budget, the Consultant shall prepare **construction documents** consisting of **drawings, technical specifications and material selections** that sets forth in detail the requirements for the construction of the project. Milestone submittals shall include 60% and 100% complete documents. The Consultant shall attend and present plans at **two virtual (2) Client / Consultant team meetings**.
- 2.3. 2 **Signed and Sealed + Permitting:** All services provided shall comply with all federal and local codes and agencies having jurisdiction over the project. **All drawings shall be sealed and signed as required by jurisdictional agencies in order to obtain a Development Order and a building permit.**
- 2.3. 3 **Other Consultant Coordination:** All documents shall include complete integration of other Client consultant elements including civil, structural, and electrical engineering as applicable to the project.
- 2.3. 4 **Site Demolition and Utility Infrastructure Design:** The Consultant shall prepare documents and specifications for site preparation including demolition, grading, drainage, stormwater management systems, and schematic utility connections.
- 2.3. 5 **Front Porch Design:** The Consultant (specifically Les Thomas, architect) shall prepare construction documents and specifications for the front porch. Documents shall address layout, finishing requirements, and construction detailing. Documents shall include electrical.
- 2.3. 6 **Hardscape and Site Features Design:** The Consultant shall prepare construction documents and specifications for all hardscape elements including walkways, specialty paving areas, fences, monument placement, and signage. Documents shall address layout, finishing requirements, and construction detailing. Documents shall include ADA accessibility and landscape drainage.
- 2.3. 7 **Landscape Planting Design:** The Consultant shall prepare construction documents and specifications including planting plans, lists, details and technical specifications.
- 2.3. 8 **Landscape Irrigation Design:** The Consultant shall prepare construction documents and specifications for an underground, automatic irrigation system serviced from domestic water. The Consultant shall provide source locations, clock locations and flow and pressure requirements. The Consultant shall be responsible for verifying that all sleeves, including sizes are coordinated properly.

- 2.3. 9 **(OPTIONAL - NOT INCLUDED) Site and Landscape Lighting / Site Furnishings:** The Consultant shall provide final site and landscape lighting fixture selection and make any required layout modifications. Electrical engineering for the lighting will be coordinated. The Consultant shall supply all detailed catalogs and ordering information for the site furnishings included in the design development documents.

- 2.3. 10 Update **opinion of probable construction costs** for all construction document items at 60%.

2.4 BIDDING AND NEGOTIATION PHASE

- 2.4. 1 The Consultant will provide reproducible copies of all **bid documents** to the Client for printing and distribution to bidders.
- 2.4. 2 **Pre-Bid Meeting:** The Consultant shall attend pre-bid meeting and issue addenda and clarifications as appropriate.
- 2.4. 3 **Bid Review:** The Consultant will review bids and issue recommendations and comments as required prior to award.
- 2.4. 4 **Value Engineering Recommendations:** In the event of budget problems, the Consultant will review and offer "value engineering" recommendations to bring bids into budgetary parameters.

2.5 CONSTRUCTION OBSERVATION PHASE

- 2.5 1 **Pre-Construction Meeting:** The Consultant will attend the pre-construction meeting.
- 2.5 2 **Submittals + Shop Drawings:** The Consultant will review for approval in a timely manner all shop drawings, submittals and samples. All shop drawing review shall be completed within ten (10) days from receipt of shop drawing.
- 2.5 3 **Change Orders:** The Consultant will prepare change orders and substitutions when directed by the Owner, along with reviews of contractor initiated change order requests. The Consultant will review and comment on contractor Certificate of Payments.

- 2.5 4 **Requests for Information (RFIs):** The Consultant shall provide responses in writing to the Owner representative, the contractor or other consultant's questions and/or requests for information (RFI). Responses, which resolve the issue under consideration, shall be completed with reasonable promptness so as to cause no delay. Maximum response time shall be five (5) working days from receipt of request.
- 2.5 5 **Clarifications:** The Consultant will consult with contractor for clarification of documents.
- 2.5 6 **Site Visits:** The Consultant will provide on-site inspections of all design elements to ensure quality, proper progress of the work and conformity to the documents and the design intent. Construction assumes 3 months with 1 visit per month. The Consultant will also provide one combined substantial/final inspections and prepare a punch list(s) for all items of work within the scope of these design services.

TOTAL NUMBER OF SITE VISITS:**4**

2.0 SCOPE OF WORK - ESTIMATED LEVEL OF EFFORT (HOURS)

NOTE: ACTUAL HOURS MAY VARY. SEE ITEM 3.0 FOR FULL TERMS.

2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT

1

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.1. 1	Kickoff	0	1	1	0	1	1
2.1. 2	Base Sheet	0	0	0	0	2	4
A.	Codes	0	0	0.5	0	1	0
B.	Budget	0	0	0.5	0	1	0
C.	Case Studies	0	0	0.5	0	2	0
2.1. 3	Conceptual Plans	0	1	2	0	8	4
2.1. 4	Comm. Charette	0	6	6	0	6	0
2.1. 5	Schematic Design						
A.	Illustrative	0	0.5	4	0	4	2
B.	Theme and Character	0	0.5	0.5	0	4	0
C.	Opinion of Probable Const. Costs	0	0.5	0.5	0	1	1
2.1. 5	Concepts Review	0	1	1	0	0	0
		0	10.5	16.5	0	30	12
		\$ -	\$ 1,973	\$ 2,249	\$ -	\$ 2,818	\$ 1,800
		SUBS					ML+H SUBTOTAL
		<i>allowance</i>					Les Thomas, RA \$ 600.00
							Maverick Engineering \$ 1,800.00

<i>allowance</i>	Boatwright Land Surveyors	\$	-
TASK SUBTOTAL		\$	9,439.92

2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)

Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
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2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.3. 1	CDs and Two (2) meetings	0	2	2	0	2	2
2.3. 2	Signed and Sealed	0	2	2	0	0	4
2.3. 3	Coordination	Note	Note	Note	Note	Note	Note
2.3. 4	Site Demo	0	0	2	0	2	8
2.3. 5	Front Porch Design	0	0	4	0	0	0
2.3. 6	Hardscape and Site Features	0	0	2	0	6	8
2.3. 7	Landscape Planting	0	0	2	0	8	0
2.3. 8	Irrigation Design	0	0	1	6	0	0

2.3. 9	Site / LS Lighting + Site Furniture	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)
2.3. 10	OPCC	0	0	1	0	1	1
		0	4	16	6	19	23
		\$ -	\$ 752	\$ 2,181	\$ 752	\$ 1,784	\$ 3,450
		SUBS					ML+H SUBTOTAL
							\$ 5,469.14
							\$ 5,000.00
							\$ 3,450.00
							\$ -
							\$ 13,919.14

2.4 BIDDING AND NEGOTIATION PHASE

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.4. 1	Bidding	0	0	1	0	1	1
2.4. 2	Pre-Bid	0	0	4	0	4	3
2.4. 3	Bid Review	0	0	2	0	1	0
2.4. 4	Value Engineering Rec.	0	0	2	0	0	0
		0	0	9	0	6	4
		\$ -	\$ -	\$ 1,227	\$ -	\$ 564	\$ 600
		SUBS					ML+H SUBTOTAL
							\$ 1,790.22
							Hourly
							\$ 600.00
							Not Incd.
							\$ 2,390.22

2.5 CONSTRUCTION OBSERVATION PHASE

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.4. 1	Bidding	0	0	3	0	0	3
2.4. 2	Site Visits	0	0	4	0	0	4
2.4. 3	Shop Dwgs + Submittals	Note	Note	Note	Note	Note	Note

0	0	25	0	14	25	ML+H SUBTOTAL							
\$	-	\$	-	\$	3,408	\$	-	\$	1,315	\$	3,750	\$	4,722.38
SUBS						Les Thomas, RA	Hourly						
allowance						Maverick Engineering	\$	3,750.00					
allowance						Boatwright Land Surveyors	Not Incd.						
TASK SUBTOTAL						\$	8,472.38						

3.0 SCHEDULE OF FEES, HOURLY RATES, AND REIMBURSABLE EXPENSES

3.1 The Client agrees to pay the Consultant the **lump sum fees** listed below as compensation for services. The Consultant shall make monthly billings. The fees do not include additional reimbursable expenses. The Consultant shall be paid within fifteen (15) days of receipt of a detailed invoice.

A.	SURVEY		\$	2,134.00
	Marquis Latimer + Halback (+10%)	\$	194.00	
	Boatwright (Topo + Tree)	\$	1,240.00	
	Boatwright (Utilities, after 811)	\$	700.00	
A.	2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT		\$	9,439.92
	Marquis Latimer + Halback	\$	7,039.92	
	Les Thomas, RA	\$	600.00	
	Maverick Engineering	\$	1,800.00	
	Boatwright Land Surveyors	\$	-	
B.	2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)			Not included.
C.	2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)		\$	15,419.14
	Marquis Latimer + Halback	\$	5,469.14	
	Les Thomas, RA	\$	5,000.00	
	Maverick Engineering	\$	3,450.00	
	Boatwright Land Surveyors	\$	-	
	Geotechnical (allowance)	\$	1,500.00	
D.	2.4 BIDDING AND NEGOTIATION PHASE		\$	2,390.22
	Marquis Latimer + Halback	\$	1,790.22	
	Les Thomas, RA	\$	-	Hourly
	Maverick Engineering	\$	600.00	
	Boatwright Land Surveyors		Not Incl.	
E.	2.5 CONSTRUCTION OBSERVATION PHASE		\$	8,472.38
	Marquis Latimer + Halback	\$	4,722.38	
	Les Thomas, RA	\$	-	Hourly
	Maverick Engineering	\$	3,750.00	
	Boatwright Land Surveyors		Not Incl.	
	Geotechnical (allowance)	\$	-	Hourly
LUMP SUM TOTAL \$				35,721.66

3.2 Hourly Rates: The Consultant shall provide **additional or hourly services** at the hourly rates listed below.

A.	Marquis Latimer + Halback, Inc.	
1.	Senior Principal	\$298.2/hour
2.	Principal	\$187.94/hour
3.	Project Manager	\$136.3/hour
4.	Senior Associate	\$125.35/hour
5.	Associate	\$93.92/hour

- | | | |
|----|----------------------|------------|
| B. | Les Thomas, RA | |
| 1. | Principal | \$150/hour |
| C. | Maverick Engineering | |
| 1. | Principal | \$150/hour |

3.3 Reimbursable Expenses

The Consultant shall provide **one (1) digital file and one (1) hard copy** as the deliverable at each milestone task. All **additional** printing, reproduction, etc. and other out-of-pocket costs shall be in addition to the fees stated above. Additional reimbursable expense, if approved in writing by the Owner, shall be as follows:

- | | |
|----|--|
| A. | <ol style="list-style-type: none"> 1. The Consultant shall be reimbursed for additional printing, approved postage / deliveries, automobile travel outside of St. Johns County at IRS mileage rate for applicable calendar year of invoicing, and other travel expenses at cost. 2. The Consultant shall be reimbursed for any permit or application fees at cost. |
|----|--|