

JANUARY 18, 2022

City of Neptune Beach

All of us, working for you

City Manager Report

City of Neptune Beach, 116 1st St., Neptune Beach, FL. 32266

www.ci.neptune-beach.fl.us ; CM@nbfl.us

Detour Ahead

Stefen Wynn, M.P.A.
City Manager

Even though this is the beginning of 2022, the City just ended the 1st quarter of its fiscal year. In this year's budget there are millions programmed for designing and building infrastructure projects all throughout the City. Projects that have been planned for years are well underway in 2022.

The improvement at the Florida Boulevard culvert is well underway, a project that has been five years in the making. FDOT is completing a High-Intensity Activated Crosswalk beacon (HAWK) at Bay Street and Third Street to safely get pedestrians across A1A to the beach. As part of the project, FDOT is also making improvements to the intersection of Atlantic and Third. City staff are aware of the inconvenience that the road closures and detours are causing, and we ask for a little patience while work is being completed.

Carryover projects from 2021 are being completed in the second fiscal quarter (1st calendar quarter) of 2022, and City staff are excited to see them complete. Improvements to the courts at Jarboe Park are wrapping up and we expect them to be open on January 25th! The design of the Senior Center is nearing completion and we anticipate a late-Spring, Early-Summer opening. I'm very proud of City Staff for managing 34 ongoing projects, 10 of which are major projects made possible by ARPA funding.

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Florida Blvd. Culvert

STORMWATER IMPROVEMENTS

FLORIDA BLVD. AND 5TH STREET – ROAD CLOSURES AND DETOURS

Improvements to the stormwater culvert running underneath Florida Boulevard at the intersection of 5th Street have been planned since 2016. The City even received a state appropriation to assist with the construction in 2018. Those improvements began with the start of FY-2022 in September. Utilities have been relocated by AT&T after many meetings, submittals and requests for them to do so.

The detour and road closure has been inconvenient for Residents living near the construction. During a meeting with Residents held at the Neptune House in early January, Residents raised concerns about vehicles speeding through the neighborhood. As a result, temporary speedbumps have been installed at Bay Street between 3rd and 4th Streets, and on 7th Street between Magnolia Street and Florida Boulevard.

A Change Order has been received for the additional message sign that was requested to notify travelers of the upcoming road closure and subsequent detour. The cost for the project was budgeted including an Owner's Contingency for \$996,754.49. This Change Order is for \$7,476.60 bringing the contracted price to: \$929,231.09. This amount is less than the budgeted amount and does not result in an overall increase to the budget for the project. **CONB Bid No. 2021-03 Change Order No. 1 is found as Attachment A.**

The contracted date for substantial completion is May 1, 2022 and final completion is June 1, 2022. The contractor, AWA will continue working through the Winter and will coordinate with utilities impacted by the construction.

“... temporary speedbumps have been installed at Bay Street between 3rd and 4th Streets, and on 7th Street between Magnolia Street and Florida Boulevard.”



Land Development Code Updates

STEFEN WYNN, M.P.A.
City Manager



The City's consultants (Dover, Kohl, and Partners) through exceptional community engagement have produced an award-winning *Community Vision Plan* and *Comprehensive Plan*.

Staff ended 2021 and began 2022 by diving into the Land Development Code. Since December, staff have met (11) times with each other and have included DKP, Residents, and the Community Development Board (an opportunity for public input).

As edits to sections are completed, the Community Development Board (CDB) and Council will review sections according to the schedule below.

~~12/8 & 12/10 — 1. Unified Land Development Regulations~~

~~12/13 & 12/15 — 2. Article II. Administrative and Enforcement Bodies~~

~~1/4 & 1/6 — 3. Variances; Special Exceptions; Amending the Code; and Amending the Comprehensive Plan~~

~~1/11 & 1/13 — 4. Land Use~~

~~1/12 — CDB Meeting to discuss edits to 1 & 2~~

~~1/17 — Council Workshop to discuss edits to 1 & 2~~

~~1/19 — 4. Land Use, 5. Building Area Requirements~~

~~1/24 & 1/27 — 6. Alcoholic Beverages; Sales; Streets, Sidewalks and other Public Places; Land Uses and Cannabis Dispensing Businesses~~

~~2/1 & 2/3 — 7. Accessory Structures and Uses; Concurrency; Protection of Potable Water Wellfields~~

~~2/8 & 2/10 — 8. Tree Protection & Landscaping~~

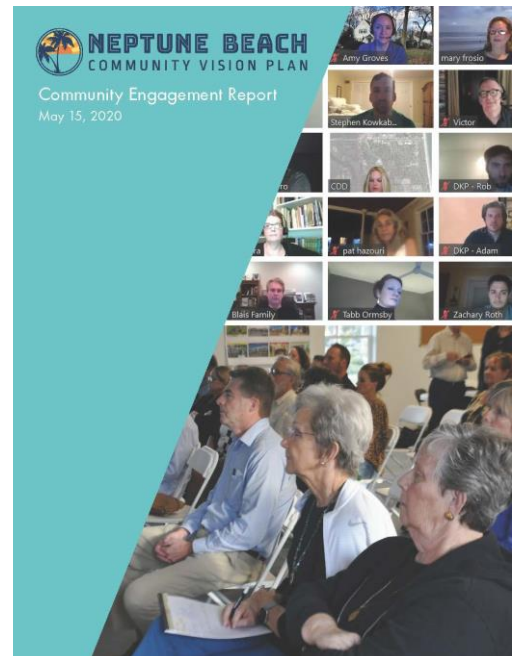
~~2/9 — CDB Meeting to discuss edits to 3, 4, 5, & 6~~

~~2/15 & 2/17 — 9. Streets, Sidewalks, and Rights of Way; Stormwater Management and Erosion Control~~

~~2/21 — Council Workshop to discuss edits to 3, 4, 5, & 6~~

~~2/22 & 2/24 — 10. Parking and Loading~~

~~3/2 & 3/4 — 11. Buildings and Building Regulations; Advertising; Nonconforming Lots, Structures, Uses and Signs~~



o Internal Review Staff Include:

- City Manager (Stefen Wynn)
- Building & Zoning (Piper Turner)
- Fire Marshal (John Ruley)
- Code Enforcement (Denzel Dehm)
- Grants and Resiliency Coordinator (Colin Moore)
- Public Works Director (Jim French)
- and Public Safety for some sections (Richard Pike)

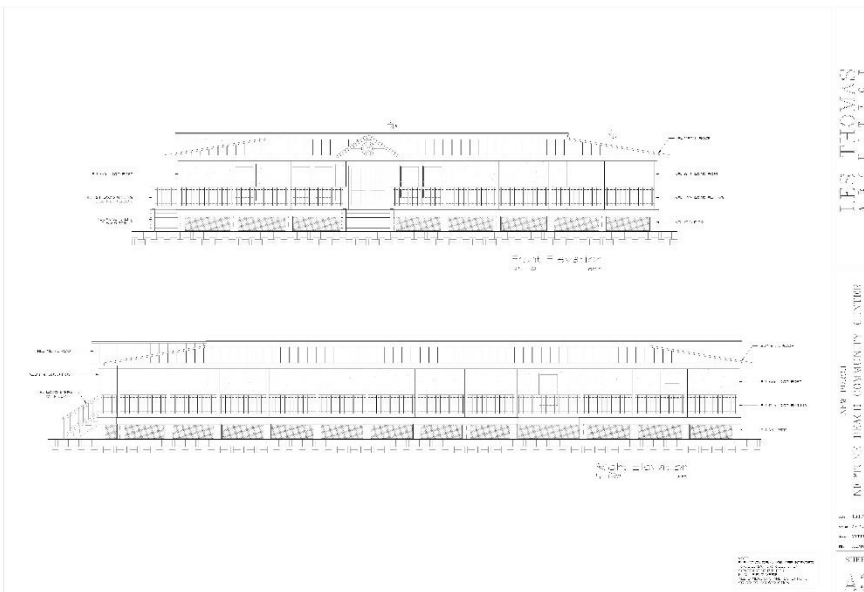
Senior Activity Center Updates

Fueled by the Resident feedback from the community meeting on 11/29, ML+H has been working on a design that will marry the Senior Center to the neighborhood. Staff meet on 1/5 to review the 30% drawings received from ML+H, and returned comments on the design.

On 1/12, Staff met with the design team at ML+H to discuss our comments. ML+H had some revisions to finish and have produced a drawing that meets the City's requirements for aesthetically pleasing and capable of handling the visitors to the center. A proposal to include a 4-way stop at Forest Avenue, Strickland Road, and Trailwood Drive has been included in the design.

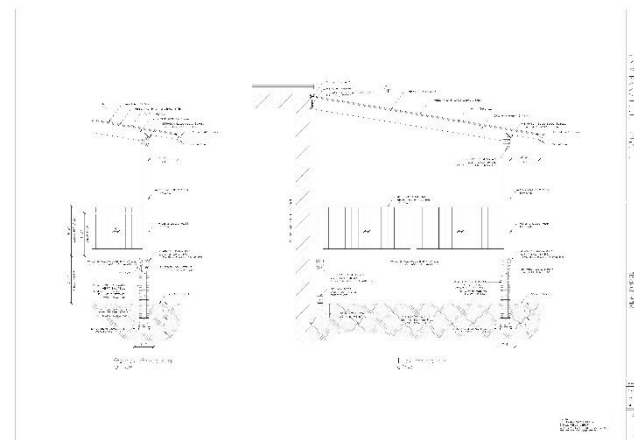
Staff anticipates final design and a probable cost of completion to be received by the beginning of February. Depending on the probable cost an RFP will be published on the probable cost to competitively select contractors to finish the exterior of the Senior Activity Center. If the probable cost is prohibitive, staff may recommend that Public Works completes the foundation, and framing, but that could delay the opening later this year.

Grand Opening of the new Senior Activity Center building is tentatively scheduled for May, 2022.



PLANT SCHEDULE						
TREES	CODE	BOTANICAL / COMMON NAME	CONT	CAL	HEIGHT	QTY
EXISTING LIVE OAK			SPECIMEN			1
L1		LAGERSTROEMIA INDICA X FAURIE 'NATCHEZ' / NATCHEZ CRAPE MYRTLE	AS NEEDED	4" MULTI	12'	8
Td		TAXODIUM DISTICHUM / BALD CYPRESS	48"-60" BOX SPECIMEN			6

REFERENCE NOTES SCHEDULE			
SYMBOL	LANDSCAPE DESCRIPTION	QTY	DETAIL
105-104	AGGREGATE - 89 ROCK	3,870 SF	
105-101	LANDSCAPE DESCRIPTION	QTY	DETAIL
105-101	TURF	12,854 SF	
105-101	LANDSCAPE BEDS	22,718 SF	
105-101	BIO-SWALE	5,998 SF	
SYMBOL	LIGHT FIXTURE DESCRIPTION	QTY	DETAIL
105-101	PATH LIGHT	12	
105-101	TREE LIGHT	6	
105-101	STREET LAMP	2	
105-101	MOON LIGHT	6	



LES THOMAS
DESIGN
1000 W. 10TH ST. SUITE 100, NEPTUNE BEACH, FLORIDA 33408

Jarboe Park Updates

Cost, Completion, & Events

Good News: *The courts are scheduled to open on January 25, 2022. The ingress/egress pathways will be finished and ready for visitors to use the courts!*

The park is nearing final completion of Phase I, once the concrete pathways are poured along the Southern-edge of the courts, construction will move into the finish work phase of construction. Grass seed and sod will be planted along the new pathways and the area along Bay Street will be re-seeded.

City staff will construct screening around the relocated HVAC attached to the Eastside of the Neptune House. Signage for the acceptable use of the courts and rules for use are being prepared and should be installed prior to the court opening on 1/25.

No Parking signs have been installed along Bay Street to discourage visitors from illegally parking on the grass. New on street parallel parking will be installed over the next couple of months along the Northern wall of the water plant.

"Where should I park when visiting?" Visitors are directed to Park on 5th Street, accessible by Bay Street from 3rd Street. A scrolling sign has been placed at the intersection of 5th Street and Bay Street directing visitors where to park.

The two additional shade structures are scheduled for installation later this month and will not impact the opening of the courts on 1/25. Concrete and a storage building are being installed on the Northwest-side of the park to store items needed for programming at the Park.

"Are golf carts allowed in the park?" No. The paths and bridge aren't meant for low-speed vehicles. Visitors should park on 5th Street.

Jarboe Park Construction Meeting Notes for December and January are found as Attachment B.



Jarboe Park Updates

Cost, Completion, & Events



The FY-2022 budget programmed expenses for an innovative approach to studying sea-level rise on our area. In partnership with SMART North Florida, the City will test new technologies that improve resiliency in infrastructure, promote transparency and economic development and drive innovation.

FY-2021 ended with the majority of the contracted work being complete. The total budget for Jarboe Park includes two change orders from ACON (trail work) and Kompan (playground equipment) for a total of \$1,340,751.28. In 2021, the City spent \$1,203,954.92 for a total spent of \$1,252,082.10. The project currently has \$62,430.01 left to spend to complete Phase I.

Updated Cost Tracking Spreadsheets are found as **Attachment C** to this report.

Jarboe Park has hosted Pop-Up Storytime with the Beaches Branch of the Library. Over five events in December, there were 325 children and parents that participated!

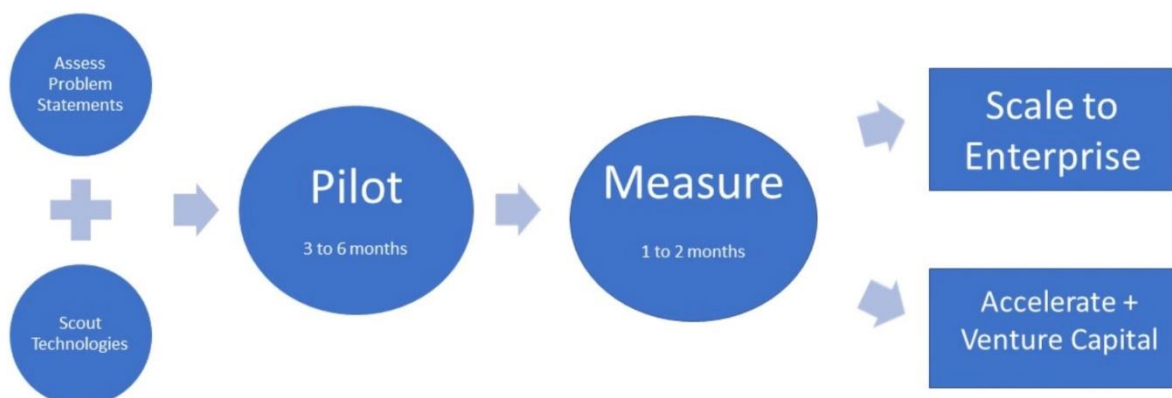


City of Neptune Beach Resiliency Lab

Project Mission

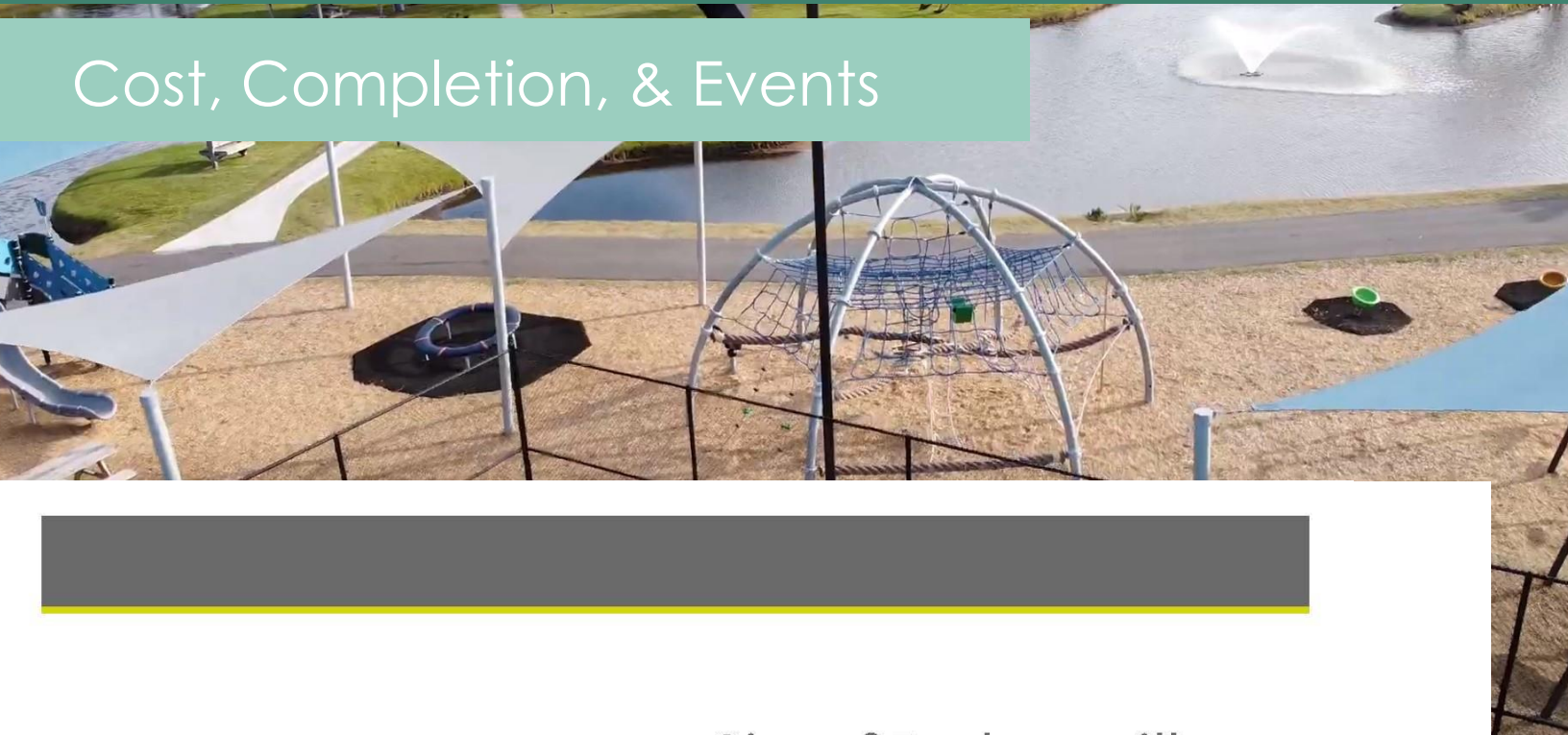
- Drive Innovation in the Resiliency space for Neptune Beach
- Promote economic development
- Improve Resiliency infrastructure
- Promote investment transparency through the use of coordinated data

Resiliency Lab Process



Jarboe Park Updates

Cost, Completion, & Events



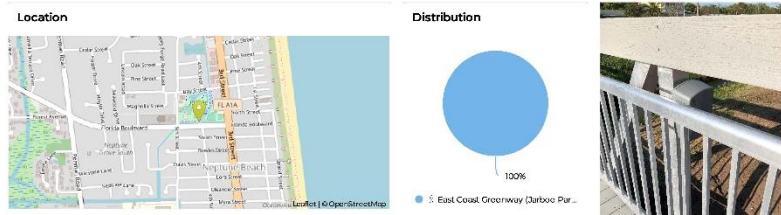
City of Jacksonville - Transportation



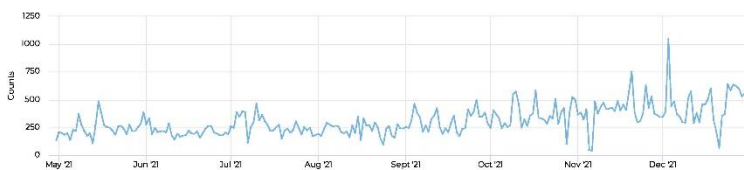
Colin Moore
01/12/2022

East Coast Greenway (Jarboe Park)

January 1, 2021 - December 31, 2021

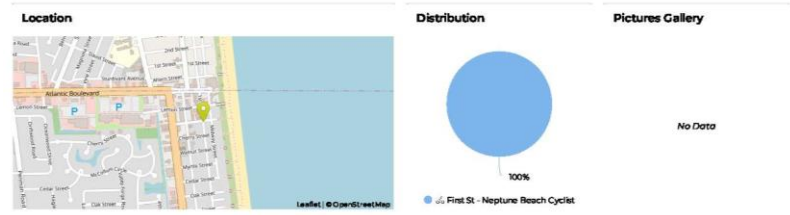


Daily traffic

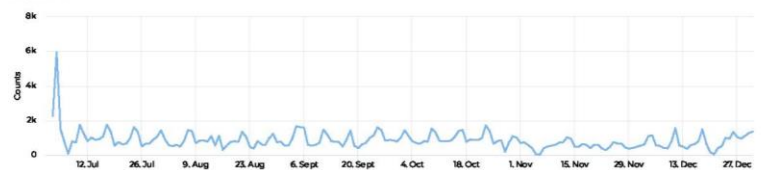


First St - Neptune Beach

January 1, 2021 - December 31, 2021



Daily traffic



Street Improvements

3rd Street (FDOT), Kings Road, Penman Road



Photo Cred: Mike Cynecki, accessed: safety.fhwa.dot.gov

Kings Road RRFB

In early-December, 2021, the City of Jacksonville installed a Rectangular Rapid-Flashing Beacon (RRFB) at the intersection of Kings Road and Florida Boulevard. This installation is meant to improve the safety of pedestrians crossing at the intersection. This will also help students get to and from Neptune Beach Elementary.

3rd Street Improvements – Bay Street & Atlantic Blvd.

FDOT is beginning a series of pedestrian crossing improvements along the 3rd Street corridor. These improvements are a direct-result of the Community Vision plan and Comprehensive Plan. Residents resoundingly voiced concerns about being able to safely access the beach while using alternatives to automobiles to cross 3rd Street.

Safety improvements are being installed at Bay Street. A High-Intensity Activated Crosswalk Beacon (HAWK) will be installed that allows pedestrians to safely cross A-1-A.

The intersection of Atlantic & 3rd has been the site of many accidents. Improvements are being installed that will make it safer for all using the intersection to safely access the Town Center Area.

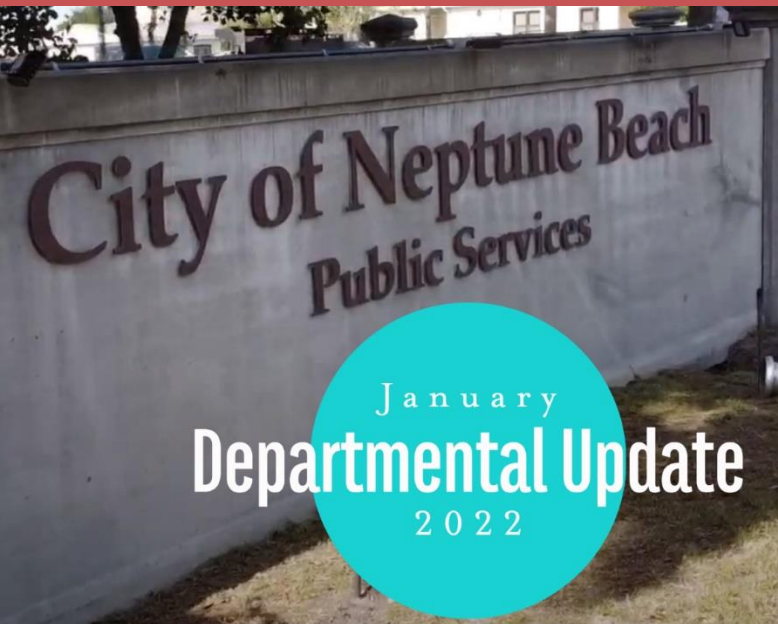
Penman Road

On December 15, 2021 the City of Jacksonville hosted a kick-off meeting for the Penman Road Study. The City will resubmit its complete streets request to the City of Jacksonville now that the Vision Plan has been

approved. As more information becomes available from the City of Jacksonville and the study progresses, Staff will keep Council and Residents apprised any updates.

The City's Vision Plan discusses improvements to Penman Road in depth in Chapter 4.

<https://www.neptunebeachvisionplan.com/>



Sewer Repairs, Emergency Response Plan, PW Report

Emergency Sewer Repairs

There is a sewer main near the intersection of Strickland Road and Forest Avenue that is danger of failing. This is one of the main influent lines to the Wastewater Treatment Facility.

Work is scheduled to begin on Monday, January 17, 2022 and will last 4 – 5 days. While the contractor is completing the work the intersection of Forest and Strickland will be closed. The intersection of Forest and Kings Road will include intermittent shutdowns to a single lane of traffic. This is the project approved late last year (but within FY-2022) that includes pipe-bursting technology.

Public Works completed a notice last week to notify Residents of the road closures and is found as Attachment D.

America's Water Infrastructure Act of 2018

The EPA requires that Water suppliers complete an Emergency Response Plan that is in compliance with the requirements of AWIA. The Public Works Department completed and certified the plan on December 17, 2021.

The Certification of Community Water System ERP in Compliance with the AWIA can be found as Attachment E.



Public Works Report

The Director of Public Works submitted a report on the activities of the Public Works Department. Rather than parse and reformat the report, it's included as an attachment.

Director, Public Works Report can be found as Attachment F.

Staff Spotlight



Staff Highlights – Monique Waymer

Unless you've visited the Finance Department, you may not know about Monique, the City's Staff Accountant and Payroll Clerk. Monique has really shined during the transitional period while we search for a new CFO. With her help, the City has been able to continue moving forward with audits, reconciliations, budget amendments, journal entries, and making sure that our bills are paid. Even with the added duties, Monique continues to get the job done – she's an unsung hero hidden in a back office that is instrumental in the daily operations of the City. Well done, Monique!

Staff Highlights – Megan Steward

Megan recently completed the training and passed the certification exam to become a *Certified Parking Professional*.

The certification is offered by the National Parking Association and the successful passage of the exam demonstrates a level of knowledge that promotes professionalism within the parking industry. Congratulations Megan!



CHANGE ORDER NO.: 1**Owner:** City of Neptune Beach**Contractor:** A.W.A. Contracting Co., Inc.**Bid No.:** CONB Bid No. 2021-03**Project:** Florida Blvd. Culvert Replacement**Contract Issued:** August 10, 2021**Effective Date of Change Order:** January 5, 2021

The Contract is modified as follows upon execution of this Change Order:

Description: Additional Maintenance of Traffic

The following work is added:

Description	Unit	Quantity	Unit Bid Cost	Extended Cost
Work Zone Signage	Each Day	260	\$0.85	\$221.00
Portable Changeable Message Sign	Each Day	85	\$85.36	\$7255.60
Total not to exceed amount:				\$7476.60

Attachments: A.W.A. Construction Co, Inc. Change Order Request Form

Change in Contract Price		Change in Contract Times	
Original Contract Price: \$921,754.49		Original Contract Times: Substantial Completion – May 1, 2022 Final Completion – June 1, 2022	
Increase this Change Order: \$7,476.60		Increase this Change Order:	0
Decrease this Change Order: \$0		Decrease this Change Order:	0
Net Change Resulting from This Change Order: \$7,476.60		Net Change Resulting from This Change Order:	0
Contract Price incorporating this Change Order: \$929,231.09		Contract Times with all approved Change Orders:	Substantial Completion – May 1, 2022 Final Completion – June 1, 2022

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Recommended by the Department Head

By: _____
 Title: Public Works Director
 Date: 1/4/2022

Accepted by Seller:

Accepted by Owner

By: _____
 Title: City Manager
 Date: _____

Accepted by Funding Agency (if applicable)

SECTION 00660

Change Order Request Form

Project No.: CONB Bid No. 2021-03

Project: Florida Blvd. Culvert Replacement

Change Order No.: 1

Change in Contract Times

	(Days)
Original Contract time:	<u>May 1, 2022</u>
Increased from previous C.O.:	
Decreased from previous C.O.:	
Contract time prior to this C.O.:	
Increase in time on this C.O.:	
Decrease in time on this C.O.:	
Contract time with all approved C.O.s:	

(Days)

Ready for Final Payment:	
Ready for Final Payment:	
Ready for Final Payment:	
Ready for Final Payment:	
Ready for Final Payment:	
Ready for Final Payment:	
Ready for Final Payment:	

Change in Contract Price

Original Contract Price:	<u>921,754.49</u>
Increased from previously approved C.O.:	
Decreased from previously approved C.O.:	
Increase in Contract price this C.O.:	<u>7,476.60</u>
Decrease in Contract price this C.O.:	
Contract price with all approved C.O.s:	<u>929,231.09</u>

The undersigned Seller certifies to the best of my knowledge and belief: (1) all items and amounts shown above are correct; (2) all Work performed and Reimbursable Expenses fully comply with the terms and conditions of the Contract Documents; (3) all previous progress payments received from Buyer, on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of the Seller incurred in connection with Work covered by prior Applications for Payment; (4) title to all materials and deliverables incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to the Buyer at the time of payment clear of all liens, claims, security interests and encumbrances; (5) payment is due and has not been previously requested for these amounts; (6) no markup has been applied to reimbursable expenses.

A.W.A. CONTRACTING CO., INC., ARTHUR ALLEN, PRESIDENT

Seller Name and Title

00660-1

CHANGE ORDER REQUEST FORM
April 2021

CONB Bid No. 2021-03
Florida Blvd. Culvert Replacement

SECTION 00660

Change Order Request Form

Cost Break Down Form: (instructions: use a separate form for each individual work item)

Description	Unit	Quantity	Unit Cost	Extended Cost
Maintenance of Traffic				\$ -
Work Zone Signage	Ea Day	260	.85	\$ 221.00
Channelizing Device, Type III, 6'				\$
Channelizing Device, Pedestrian LCD				\$
Portable Changeable Message Sign, Temporary	Ea Day	85	85.36	\$ 7,255.60
				\$
				\$
				\$
				\$
Total firm fixed cost not to exceed amount:				\$ 7,476.60


Note: attached supporting documentation

RFI No. initiating the change: Request made per the City of Neptune Beach & Neptune Beach Police Dept.

Description: Per the request of Richard Pike we were requested to keep the MOT Message Boards an additional week. Per the request of Gary Snyder a new MOT plan (attached) was created by the Neptune Beach Police Department.

Justification for the request: Changes made to the MOT plan per the Neptune Beach Police Department

State the firm fixed cost not to exceed amount in words:

Seller's Signature: 

Date: 12.22.2021

Printed Name: ARTHUR W. ALLEN

Title: PRESIDENT

00660-2

11/9/2021 thru
11/30/2021

TOTAL \$1,952.72

OK *[Signature]*
12-21-2021

RE: Florida Blvd. Culvert Replacement project - M.O.T.

Gary Snyder <garysnyder@nbfl.us>

To: artie@AWAcontractingcoinc.com **Copy** Richard Pike

11/2/2021 2:36 PM 

Reply Reply all Forward Delete 

 2 attachments  View Download Save to Drive

Artie,

Please see the attached maps and drop list for Acme. We will deploy our sign at Florida Blvd & Penman, but will need the additional at 3rd & Florida at the Hard closure. We really need to make every effort to get this done today. The current hard closures on site obviously should remain in place with exception to Florida & 4th Street.

Commander Gary Snyder

Police Operations/Special Events
Neptune Beach Police Department
Office: 904-270-2413



From: artie@AWAcontractingcoinc.com <artie@AWAcontractingcoinc.com>

Sent: Tuesday, November 2, 2021 9:39 AM

To: Gary Snyder <garysnyder@nbfl.us>

Cc: stephanie <stephanie@awacontractingcoinc.com>

Subject: RE: Florida Blvd. Culvert Replacement project - M.O.T.

Hi Gary,

Please see plans attached. Page (21) begins the MOT.

On November 2, 2021 9:33 AM Gary Snyder <garysnyder@nbfl.us> wrote:

Please send your MOT map

Commander Gary Snyder

Police Operations/Special Events
Neptune Beach Police Department
Office: 904-270-2413





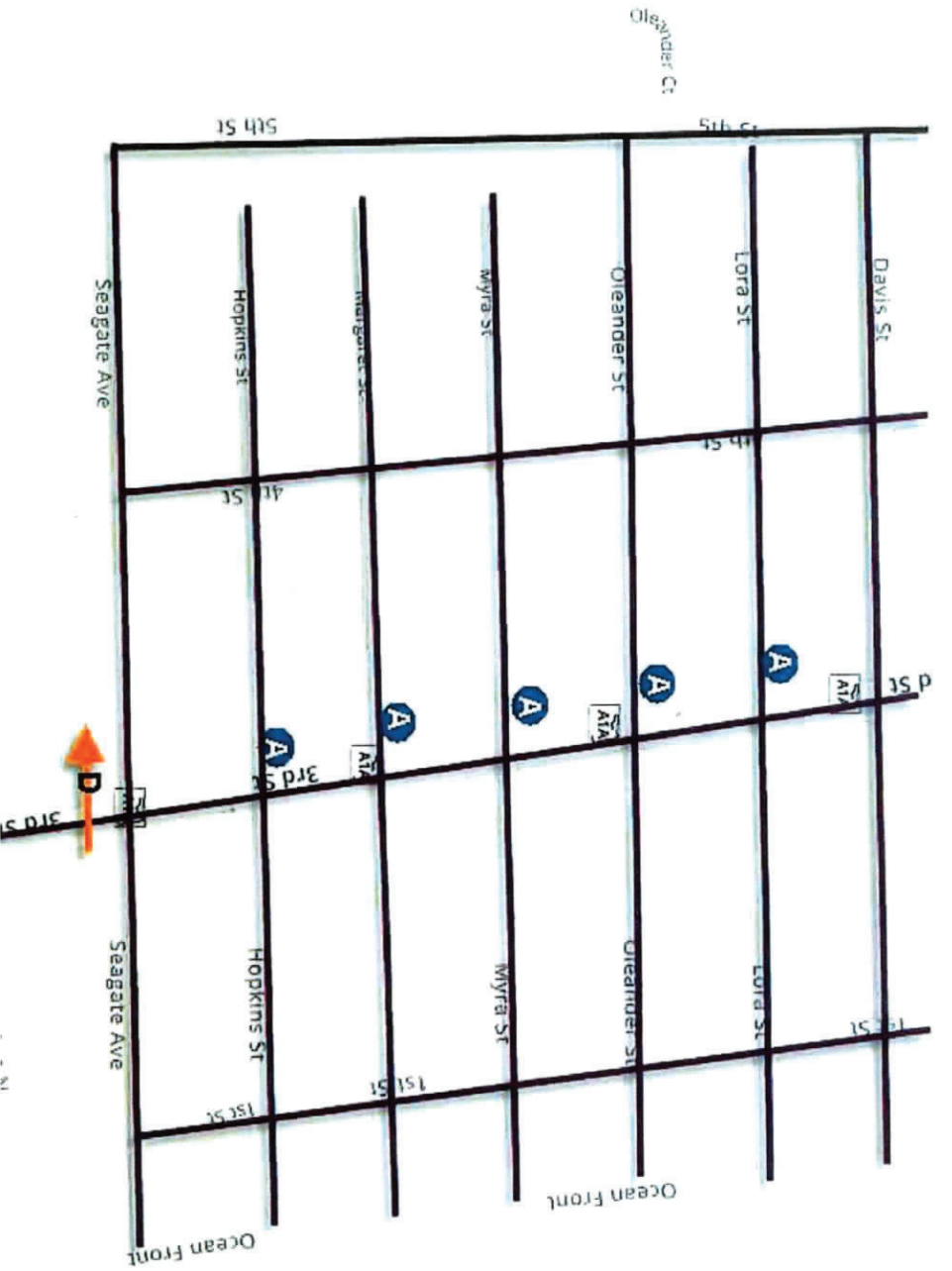
**ROAD CLOSED
NO OUTLET
USE ATL BLVD
(Center of Road)**

**ROAD CLOSED
NO OUTLET
USE
ATL BLVD or
SEAGATE**



Fletcher
High School

20th Ave N



BARRICADE DROP LIST

LARGE ROAD CLOSED (H-STYLE-Sandbagged)

1. Oleander & 5th Street + 4 TRAFFIC DRUMS (NB Lane before intersection)
2. Florida Blvd & Penman Road + 8 TRAFFIC DRUMS (See Diagram)
3. Florida Blvd & 3rd Street (EB & WB lanes-West Side of St) + 5 TRAF DRUMS)
4. 4th Street & South Street + 4 TRAFFIC DRUMS (NB Lane after Intersection)
5. 5th Street & Bay Street + 4 TRAFIC DRUMS (Southbound Lane)

ROAD CLOSED (A-Frame Style)

1. Florida Blvd & 7th Street
2. Florida Blvd. Neptune Grove East
3. Florida Blvd. & Neptune Grove West (On Corner at each location)
4. Florida Blvd. & Tree Split Lane
5. Florida Blvd. & Seawood Court
6. Florida Blvd. & Hagler Drive

NO OUTLET (A-Frame Style)

- 3RD Street & Bay Street (Westside)
- 3rd Street & South Street (Westside)
- 3rd Street & Bowles Street (Westside)
- 3rd Street & Davis Street (Westside)
- 3rd Street & Lora Street (Westside)
- 3rd Street & Oleander Street (Westside)
- 3rd Street & Myra Street (Westside)
- 3rd Street & Margaret Street (Westside)
- 3rd Street & Hopkins Street (Westside)

DETOUR SIGNS

A-Frame Style Sign

1. Florida Blvd & Penman- Detour South (See Map)
Detour North
2. 3rd Street & Florida Blvd- Detour South (On Westside near Road Closed Signs)
Detour North
3. 3rd Street & Seagate Ave (Southwest Corner pointing West)

MESSAGE BOARDS

3rd Street & Florida Blvd at Hard Closure. (See map for message info)



Jarboe Park Construction Update

Date: December 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 11/15/2021: <ul style="list-style-type: none"> Court Shade Structures meeting on 11/16 Fencing adjusted to accommodate new section of concrete path Preparation for Jarboe Park 90th Anniversary Week of 11/22/2021: <ul style="list-style-type: none"> Final adjustments to court nets Padding installed on basketball goal posts Lines installed on volleyball courts Padding installed on pickleball court divider fence Week of 11/29/2021: <ul style="list-style-type: none"> New bolts installed on light pole base covers Coordination with COJ about park tree project Preparation for Christmas in the Park Week of 12/6/2021: <ul style="list-style-type: none"> Forming for next section of concrete path and pads for the shade structure and storage building Poles for shade structures to be installed after pads are formed Finalize court signage
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) 	<ul style="list-style-type: none"> City will continue concrete work in December City constructing fence around HVAC electrical with new post caps

<ul style="list-style-type: none"> • HVAC 	
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 • Spread additional grass seed where needed
Pay requests	Court Surfaces – Most recent request paid on 12/3
Change Orders	
Action Item Notes 12/3/2021	<ul style="list-style-type: none"> • Construction entrance gate needs to be re-welded



Jarboe Park Construction Update

Date: January 5, 2022

Time: 1:30pm

Location: Neptune House

Distribution	CONB: Colin Moore, Stefen Wynn, Jim French, Chief Pike, Commander Snyder, 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"> December 2021: <ul style="list-style-type: none"> Forming for next section of concrete path Fiber optic cable pulled to Neptune House Park tree planting plan approved by COJ Tree Commission on 12/15 Construction entrance gate re-welded Repair of basketball hoop on 12/28 Week of 1/3/2022: <ul style="list-style-type: none"> Fiber optic cable reinstalled to Neptune House router/security cameras No parking signage installed on Bay St Additional forming for next sections of concrete path Additional signage to be ordered regarding parking/golf carts Week of 1/10/2022: <ul style="list-style-type: none"> Additional grass seed for Bay St depending on rain forecast Concrete pour scheduled for 1/12 Forming of pads after concrete pour Installation of poles for shade structures by KOMPAN within pad forms Week of 1/17/2022: <ul style="list-style-type: none"> Additional grass seed for Bay St depending on rain forecast Concrete pour scheduled for 1/19 Landscaping around paths on 1/20-1/24 Moving of fencing and opening of courts by 1/25
Requests for information	
Contingency Items	
Submittals	
Contractor coordination	<ul style="list-style-type: none"> Pole installation of shade structures Storage building installation

<ul style="list-style-type: none"> • ACON • KOMPAN • Court Surfaces • Irrigation (TBD) • Landscaping (TBD) • Paving (TBD) • Path lighting (TBD) • HVAC 	
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 • Spread additional grass seed where needed • City will continue concrete work in January • City constructing fence around HVAC electrical with new post caps
Pay requests	Court Surfaces – Final request submitted on 12/27
Change Orders	
Action Item Notes 1/5/2022	<ul style="list-style-type: none"> • Discussion of Park Rules, location for signage • Discussion concerning proposed railing adjacent to bridge • Discussion about landscaping around courts



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
1	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)	\$ 279,379.98	\$ 321,192.48	5/24/2021	\$ (321,192.48)	\$ -	\$ 321,192.48	Better Jax/Recreational Trails Program Grant
2	ADA Parking - Internal Work Performed by City Employees	\$ 12,000.00	N/A	3/22/2021	\$ -	\$ 12,000.00	\$ 12,000.00	Better Jax
3	Playgrounds - Kompan contract with Change Order #1 (Approved 2/16/2021 during Special Council Meeting) PAID 7/14/21	\$ 232,801.05	\$ 288,651.83	7/14/2021	\$ (288,651.83)	\$ -	\$ 288,651.83	Better Jax/Eckstein Foundation Grant/Donations
4	Courts, Lighting & Fencing - Court Surfaces Contract (Approved 3/15/2021 during Special Council Meeting)	\$ 498,775.00	\$ 498,718.00	10/1/2021	\$ (464,757.10)	\$ 33,960.90	\$ 498,718.00	Better Jax - Updated 12/03/2021
5	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
6	Surveying Services - Ghiotto Surveying Contract (Approved 2/16/2021 during Special Council Meeting), Surveying, Parsons As built (\$657.00) updated 1/17/2022, within approved budget.	\$ 16,045.00	N/A	2/25/2021	\$ (15,767.00)	\$ 278.00	\$ 16,045.00	Better Jax
7	Fill Dirt - JB Coxwell, Purchase Authorization within the FY-21 Budget Amount for Jarboe Park CIP	\$ 77,000.00	N/A	7/6/2021	\$ (72,625.00)	\$ 4,375.00	\$ 77,000.00	Better Jax - Updated 10/29/2021
*** 8	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 item approved amount.	\$ 65,000.00	N/A	10/1/2021	\$ (24,647.29)	\$ 8,307.12	\$ 65,000.00	Public Works, Water & Sewer Svcs., Stormwater Utilities - Line item transfers (reductions in one fund to increase Jarboe Park CIP Fund) Updated: 10/29/2021
9	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
10	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
11	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
12	City Demolition - Internal Work performed by PW Staff (Dumpsters, misc. concrete, etc. incl. \$2,500 Limbaugh Invoice for moving electrical, not shown on PW spreadsheet) Updated 10/29/2021	\$ -	N/A	10/1/2021	\$ (32,045.59)	\$ (32,045.59)	\$ -	Pulls from Line Item 8 Concrete (Sidewalks, Curbs & Parking) for approved amounts.
13	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 COJ funding) and irrigation.	TBD	N/A	TBD	N/A	N/A	TBD	TBD
14	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 otherside of the ditch)	TBD	N/A	TBD	N/A	N/A	TBD	TBD

**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: \$ (1,252,082.10)

N/A: Not Applicable
TBD: To Be Determined

FY-20 + FY-21 \$1,243,088 + Change Orders \$97,663.28: \$ 1,340,751.28

****Total Remaining Budget Balance: \$ 62,430.01

Remaining Approved Amounts \$ 62,373.01

(OVER)/UNDER BUDGET

Total Remaining Budget less Remaining Approved Amounts \$ 57.00



FY-20 + FY-21 Approved Budgets: \$ 1,243,088.00
ACON Change Order #1 Amount: \$ 41,812.50
Kompan Change Order #1 Amount: \$ 55,850.78
Total Amount of Approved Change Orders: \$ 97,663.28
Total Council Approved Amounts w/Change Orders: \$ 1,340,751.28

* Unless otherwise noted, work is performed by a contract or Purchase Authorization (There are instances where material cost alone is estimated, and labor not considered, since City Employees would perform the work)

** Assumes that the entire contract or Purchase Authorization is used

*** This Amount is anticipated to above the FY-20 & FY-21 Budgeted Amounts and will require transfers to the Jarboe Park CIP from Public Works Funds

**** The Total without including Change Orders into the Calculation of Budget Remaining is: \$899,818.38

Parsons Estimates (received 10/30/20)			
Phase 1	\$ 2,223,946.00	\$	2,223,946.00
Phase 2		\$ 586,018.83	\$ 586,018.83
Parsons Phase 1 and 2 Total Estimate:		\$	2,809,964.83

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 Fl 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
8/14/2021	Denali Materials	Sand for Volleyball Courts	\$4,785.33
8/18/2021	Roundtree Sod	Bahia	\$250.00
8/23/2021	Pine Castle	Boards for forming	\$97.23
8/25/2021	Argos	Concrete Pours	\$2,186.25

8/31/2021	Limbaugh Electrical	Install circuits for HVAC equipment	\$1,602.34
9/15/2021	Ace Hardware	concrete materials	\$55.40
9/27/2021	Home Depot	Boards for forming	\$63.84
9/25/2021	Denali Materials	Sand for Volleyball Courts	\$797.61
10/12/2021	Argos	Concrete Pours	\$3,306.25
10/26/2021	Home Depot	concrete materials	\$59.33
10/28/2021	Home Depot	concrete materials	\$112.27
11/2/2021	Home Depot	Fence items	\$34.75
10/27/2021	Argos	Concrete Pours	\$2,875.00
11/5/2021	Home Depot	Boards for forming	\$65.52
11/9/2021	Ace Hardware	conduit, pvc elbow, couplings	\$14.17
11/15/2021	Tucker Equipment	diamond blades concrete	\$80.00
11/17/2021	Ace Hardware	annual winter rye seed	\$49.99
11/16/2021	Standard Feed	bales of coastal bermuda hay	\$120.00
11/19/2021	Argos	Concrete Pours	\$2,875.00
12/3/201	Parsons Transportation Group	Trail Master Plan	\$657.00

Total \$65,565.91

Concrete	\$30,714.41
Demolition	\$30,407.33
Stormwater	\$4,430.00



**PUBLIC SERVICES OFFICE
2010 FOREST AVENUE
NEPTUNE BEACH, FLORIDA 32266**

MEMORANDUM

Date: 1-12-2022
From: Robert Hughes (Collection/Distribution Supervisor)
To: Jarboe Lane & Strickland Rd. & Forest Ave. Residents
Subj: Emergency Sewer Main Repairs

Dear Residents,

We have a failing sewer main near the intersection of Strickland Road and Forest Avenue. The City's contractor will start the sewer main repair work on Monday January 17, 2022. The sewer repair work in your area should last 4 to 5 days. The project will also include road closures and rerouting of traffic to accommodate the needed repairs.

We will need to close the intersection at Forest Avenue and Strickland Road starting Monday January 17, 2022 for 4 to 5 days. Residents on Strickland Road near Forest Avenue will still have access to their homes from Jarboe Lane or Strickland Road from Kings Road. The intersection of Forest Avenue and Kings Road will include intermittent shutdowns to a single lane allowing through traffic during construction.

We will schedule restoration activities after the City's Contractor completes the necessary sewer main repairs.

We apologize for the inconvenience and appreciate your patience while we make these necessary repairs. If you have any questions, do not hesitate to call me at the Neptune Beach Public Works Department (904) 270-2423.

Thanks

Robert Hughes *RSH*

Certification of Community Water System Emergency Response Plan in Compliance with America's Water Infrastructure Act of 2018

Part (A): Community Water System Identification

Community Water System Name: City of Neptune Beach W.T.P.

Community Water System Complete Mailing Address: 2010 Forest Ave., Neptune Beach, FL 32266

Public Water System Identification Number: PWS 2160206

Population Served: 7040

Part (B): Certification Date

Date of the certification: 12/17/2021

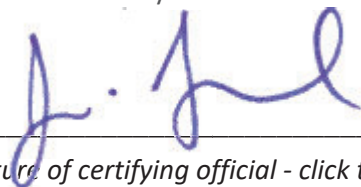
Part (C): Certification Statement

I, Jim French. Director of Public Works

[Name of certifying official]

hereby certify that the community water system named under Part A has completed an emergency response plan that incorporates findings of the risk and resilience assessment conducted under Section 2013(a) of America's Water Infrastructure Act of 2018 for such system (and any revisions thereto). This emergency response plan includes:

1. Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
2. Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
3. Actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers; and
4. Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.



12/17/2021

[Signature of certifying official - click to add a digital signature, or print and sign]



December 2021 Report

Public Works Department

Integrity, Respect, Service

Week of November 30:

- Stormwater and D&C installed the inlet on Bowles and 3rd Street.
- Jacksonville installed the new pedestrian signal on Florida Blvd at Kings Road.



- Clean-up around the Jarboe Park during and after the weekend's activities.

Week of December 6:

- Stormwater sweeping streets.



- Stormwater mowing.



- The Streets Department cleaned sand off the Hopkins Street dune cross over.



- D&C filled the sink hole on Forest Avenue as a temporary measure for safety until the deep sewer main can get scheduled for repairs.



- During the December 6, 2021, meeting Council approved Supplemental Agreement No. 2 (SA#2) with Jones Edmunds & Associates for Stormwater Study and Design services. After the council meeting staff routed SA#2 for execution.
- During the December 6, 2021, meeting Council approved Supplemental Agreement No. 1 (SA#1) with Dewberry | Hydro for Phase 1 WWTF Consent Order Compliance services. After the council meeting staff routed SA#1 for execution.
- Meeting with Kimley-Horn and Associates, Inc. to begin scope discussions for CUP renewal and well design services.
- Attend APWA Public Works Directors roundtable meeting.
- D&C working on work orders including meter change outs, turns and tun offs, curb stop changes, etc.
- D&C working on locate tickets.
- Streets Department picking up litter on Florida Blvd near the intersection with Kings Road.
- Streets Department picked up landscape debris near Atlantic Blvd and Florida Blvd.

- Streets Department forming for sidewalks in Jarboe Park.
- The City's contractor (A.W.A. Contracting) milling for AT&T's contractor to relocate AT&T's utilities out of conflict with the City's road project.



- Gruhn May installing water main and services on Indianwoods.



- The Streets Department mowed the Public Works Facility.
- The Streets Department changed a stop sign and added white stop bars on McCullum.
- All Departments worked on clean-up day at the Public Works Facility as indicated in good housekeeping requirements in the SWPPP needed in the Facility's Multi-Sector Generic Permit.

Week of December 13:

- Wastewater pulling backing plates on the Bay Street lift station to removed rags that are binding the pump.



- D&C replaced a manhole ring and cover at 1725 Hamlet Lane to reduce resident complaints regarding odor issues.



- Water department meeting with Jones Edmunds to review progress on the AWIA required Emergency Response Plan development.
- D&C working on work orders including meter change outs, turns and tun offs, curb stop changes, etc.
- D&C working on locate tickets.
- Grun May, Inc. paving Indianwoods after installing the new water main.



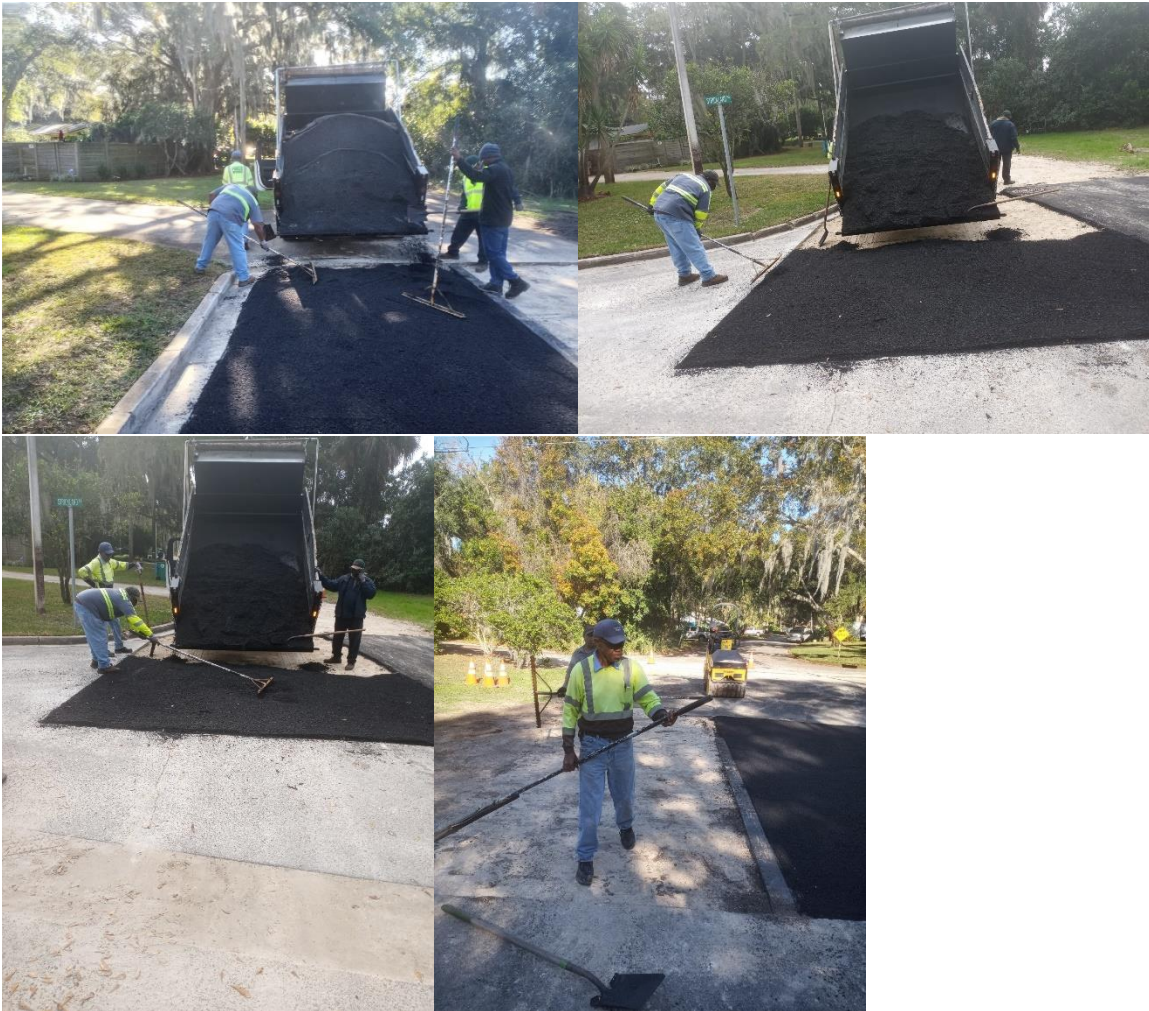
- Stormwater and D&C installed a replacement inlet at 1515 Strand.



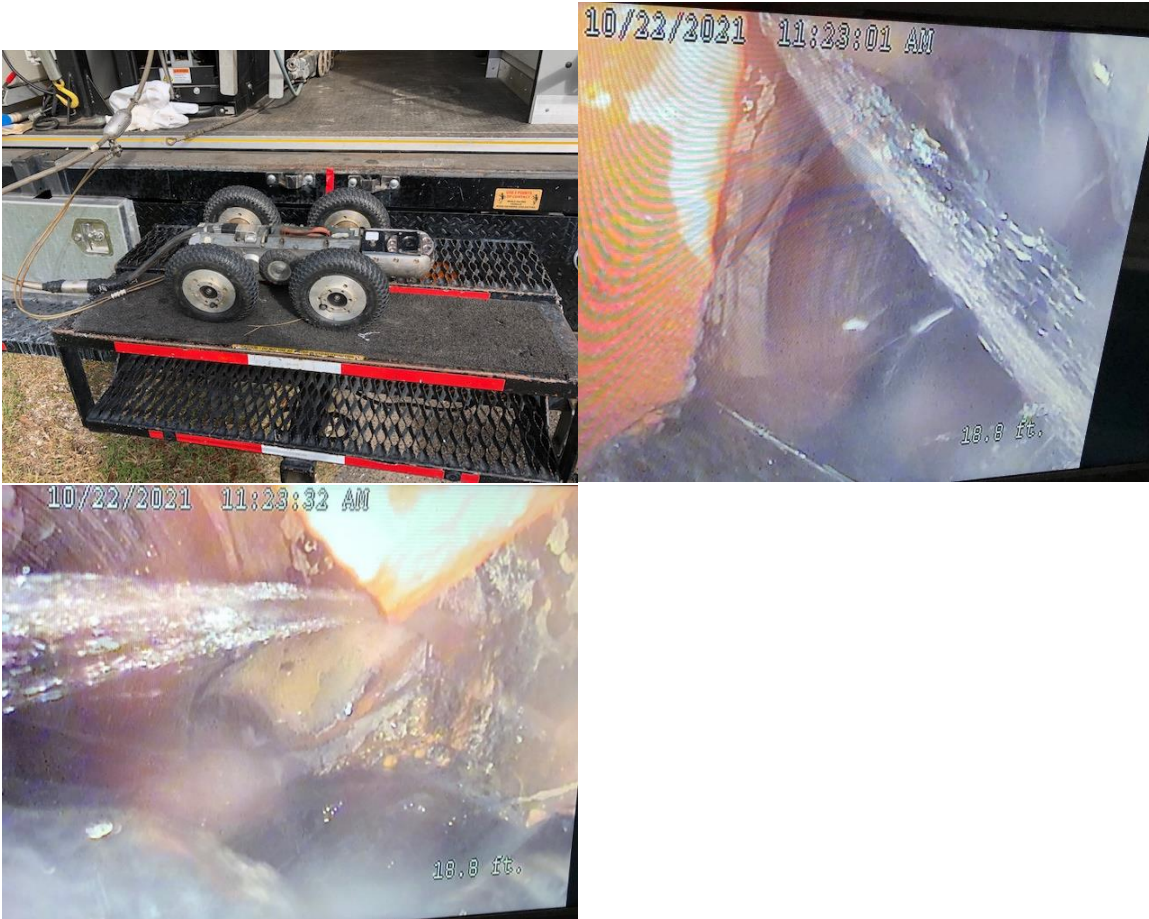
- Public Works organized and hosted the staff holiday luncheon funded by staff donations.



- Facilities repaired the doors at the Animal Control building.
- Facilities ran the fiber optic cable in the conduits to Neptune House.
- The Streets Department patched the road on Strickland from the sewer work.



- D&C prepared two Purchase Authorizations (PA) for the emergency sewer repair work on Forest Ave. after comparing the costs to pipe burst and open cutting. Pipe bursting is less than half the cost, and the PA was prepared for pipe bursting procured from another government approved contract using JEA Contract number 197193.



- The Water Department certified the final draft WTP emergency response plan to the EPA as required by the AWIA. The Water Department will continue to work with Jones Edmunds & Associates to have the final documents completed early next calendar year.

Week of December 20:

- The Streets Department installed the Eddie Bounds street sign at the north east corner of 3rd Street and Seagate Ave.



- AT&T's contractor moving duct bank at the Florida Blvd and 5th Street intersection. While onsite, AT&T's contractor notified me about a concrete encased duct bank that they found while excavating. We identified that it may be a Beaches Energy's and contacted them. A representative from Beaches Energy quickly met us onsite and confirmed that it was Beaches Energy's. Beaches Energy also confirmed that it is an old abandoned/retired in place duct bank and can be removed. Beaches Energy is going to cut the old conductors that run through the duct bank to make sure the conductors are not energized. We also confirmed that one of the AT&T bores now has cable in it.





- Stormwater and D&C adjusting the new inlet at 1515 Strand.
- D&C cleaned the damaged sewer main on Forest Avenue running into the WWTF before the holiday weekend.



November 2021 Data

Description	Amount
Gallons of water Produced at the WTP	22.207 MG
Gallons of water treated at the WWTF	20.629 MG
No. of Water meters replaced	11
No. of water main/lateral repairs	7
No. of sewer main/lateral repairs	2
No. of fire hydrants tested	4
No. of water services installed	5
Length of sewer pipe cleaned	2285 ft
No. of Manholes inspected	49
No. of manholes repaired/replaced	5
No of locate responses	85
Miles of streets swept	35
No. of catch basins inspected	851