

# City of Neptune Beach



**Stefen Wynn, M.P.A.**  
City Manager

Hon. Mayor & City Council  
116 1<sup>st</sup> St.  
Neptune Beach, FL. 32266  
**RE: October 2021 City Manager Report**

October 1<sup>st</sup>, 2021

Mayor & Council –

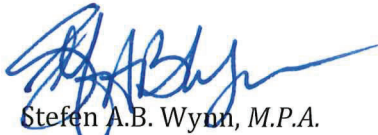
Please accept this letter and attached documents as the City Manager's Report for October 2021. This report deviates from normal monthly City Manager Reports due to additional activities that myself and staff are completing.

Currently, we're submitting the FY-2020 Audit (due 6/30/2021), completing the FY-2020 AFR (due 6/30/2021), implementing the FY-2022 Budget (due 10/1/2021), beginning the FY-2021 Year-end Closeout (due 10/15/2021), preparing the FY-2021 Budget Amendment (due by 11/30/2021), preparing for the FY-2021 Audit (due 6/30/2022), and interviewing CFO Candidates (due 11/1/2021).

Attachments Include:

- A. Jarboe Park Phase 1 Improvements – Project Cost Tracking\_Rev. 10\_1\_2021
- B. Demo Cost – Jarboe Park 10\_1\_2021
- C. Jarboe Park Construction Update Notes 9.30.21
- D. Bike Count Report – First St 9.30.21
- E. Eco-Counter Report – Jarboe Park 9.30.21
- F. September 2021 PW Report
- G. Building Activity Report 2020-2021

In Public Service,

  
Stefen A.B. Wynn, M.P.A.  
Neptune Beach City Manager  
116 First Street  
Neptune Beach, Fl. 32266  
[cm@nbfl.us](mailto:cm@nbfl.us)  
M: (904) 302-8097



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	\$ 232,804.06	\$ 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)	\$ 498,776.90	\$ 498,718.00	7/29/2021	\$ (292,164.71)	\$ 206,553.29	\$ 498,718.00	Better Jax
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	\$ 16,045.00	N/A	2/25/2021	\$ (15,092.00)	\$ 953.00	\$ 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	6/3/2021	\$ (70,175.00)	\$ 6,825.00	\$ 77,000.00	Better Jax
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	5/21/2021	\$ (21,341.04)	\$ 14,910.98	\$ 65,000.00	Public Works, Water & Sewer Svcs., Stormwater Utilities - Line item transfers (reductions in one fund to increase Jarboe Park CIP Fund) Updated: 10/1/2021
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) Updated 10/1/2021	\$ -	N/A	8/13/2021	\$ (28,747.98)	\$ (28,747.98)	\$ -	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 other side 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: \$ (1,069,760.85)

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:	\$ 244,751.26

Remaining Approved Amounts \$ 215,946.28

(OVER)/UNDER BUDGET

Total Remaining Budget less Remaining Approved Amounts \$ 28,804.98



Jarboe Park Phase 1 Improvements - Project Cost Tracking - Page 2 of 2

FY-20 + FY-21 Approved Budgets: \$ 1,243,088.00  
ACON Change Order #1 Amount: \$ 41,812.50  
Kompan Change Order #1 Amount: \$ 55,860.78  
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 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
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

Total    \$54,519.02

Concrete	\$21,341.04
Demolition	\$28,747.98
Stormwater	\$4,430.00



## Jarboe Park Construction Update

**Date:** September 30, 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"> <li>Two forecasts</li> <li>Critical milestones</li> <li>Critical deliveries</li> </ul>	<ul style="list-style-type: none"> <li>Week of 9/13/2021:               <ul style="list-style-type: none"> <li>Installation of court lighting begins</li> <li>Coordination with COJ Urban Forester concerning trees – will follow up in October with update on construction progress</li> </ul> </li> <li>Week of 9/20/2021:               <ul style="list-style-type: none"> <li>Additional load of volleyball court sand delivered on 9/20</li> <li>Installation of court lighting continues</li> <li>Next section of concrete work adjacent to Neptune House formed</li> </ul> </li> <li>Week of 9/27/2021:               <ul style="list-style-type: none"> <li>Fitness equipment installation begins</li> <li>Court painting begins</li> <li>Final installation of court lighting and first test on 9/28</li> <li>Sand transferred to volleyball court on 9/29</li> </ul> </li> <li>Week of 10/3/2021:               <ul style="list-style-type: none"> <li>Second test of court lighting night of 9/27</li> <li>Fitness equipment installation continues</li> <li>Court painting continues</li> <li>Final adjustments of court lighting</li> <li>Next section of sidewalk formed</li> <li>Final grading of volleyball court</li> </ul> </li> </ul>
Requests for information	
Contingency Items	
Submittals	
Contractor coordination <ul style="list-style-type: none"> <li>ACON</li> <li>KOMPAN</li> <li>Court Surfaces</li> <li>Irrigation (TBD)</li> <li>Landscaping (TBD)</li> </ul>	<ul style="list-style-type: none"> <li>City will continue concrete work in October</li> <li>City constructing fence around HVAC electrical with new post caps</li> <li>Court Surface electrical contractor will install conduit on 10/5 for outlet adjacent to planned pickleball storage structure</li> </ul>

<ul style="list-style-type: none"> <li>• Paving (TBD)</li> <li>• Path lighting (TBD)</li> <li>• HVAC</li> </ul>	
Contractor Items	
City Items <ul style="list-style-type: none"> <li>• Purchase Authorizations</li> <li>• Coordination needs</li> </ul>	<ul style="list-style-type: none"> <li>• Plan next sections of concrete work</li> <li>• Spread additional grass seed where needed</li> </ul>
Pay requests	Court Surfaces – Pay request for 60% of court finishing work received on 8/23, payment in current batch of checks per AP
Change Orders	
Action Item Notes 9/30/2021	<ul style="list-style-type: none"> <li>• Assistance from Public Works in excavating 2 additional fitness equipment pits</li> </ul>



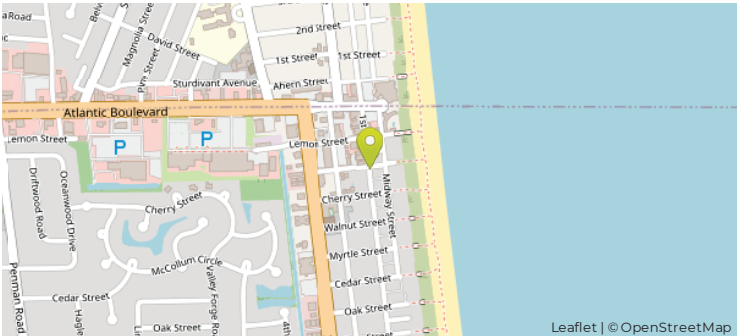
# City of Jacksonville - Transportation

Colin Moore  
09/26/2021

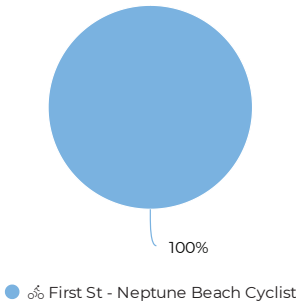
# First St - Neptune Beach

January 1, 2021 → September 29, 2021

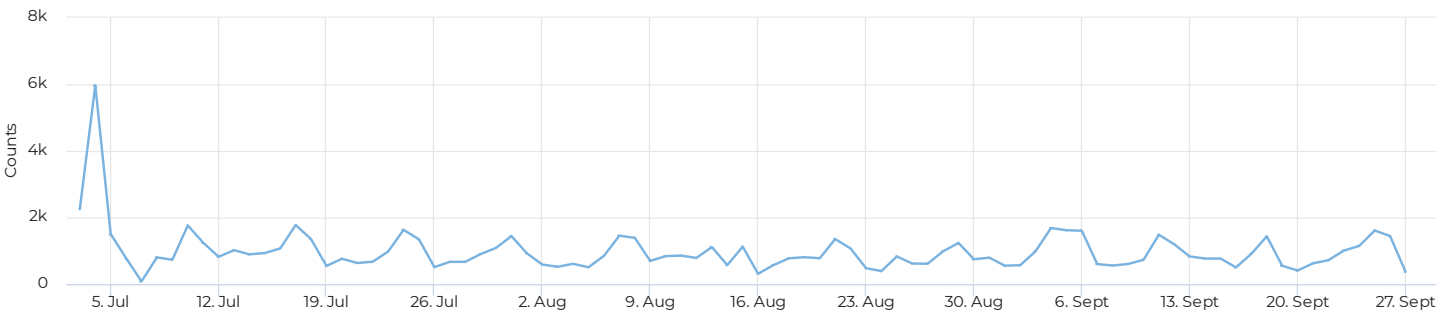
## Location



## Distribution



## Time Series



# First St - Neptune Beach

January 1, 2021 → September 29, 2021

## Key Figures Summary

Site	Total	Average	Peak Count	Peak Period
First St - Neptune Beach Cyclist	85,219	980	5,970	Sun Jul 4, 2021



# City of Jacksonville - Transportation

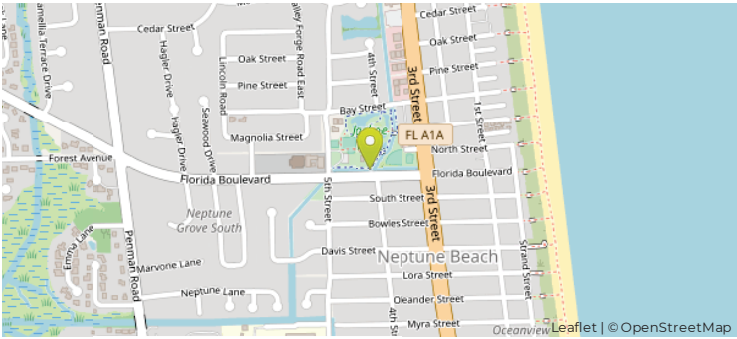
Colin Moore  
09/26/2021



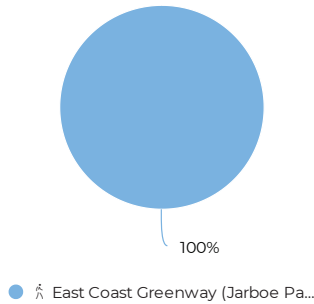
# East Coast Greenway (Jarboe Park)

January 1, 2021 → September 29, 2021

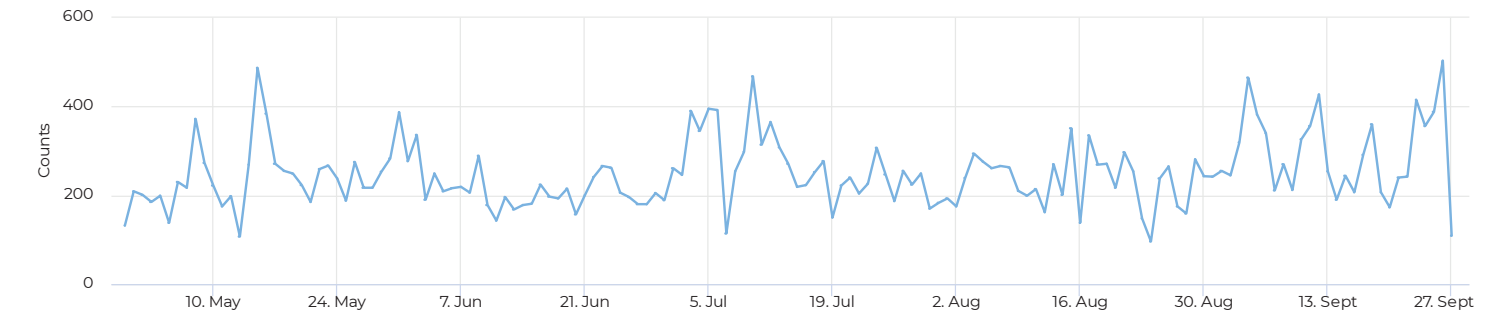
## Location



## Distribution



## Time Series



# East Coast Greenway (Jarboe Park)

January 1, 2021 → September 29, 2021

## Key Figures Summary

Site	Total	Average	Peak Count	Peak Period
East Coast Greenway (Jarboe Park)	37,556	249	503	Sun Sep 26, 2021



## September 2021 Report

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### Public Works Department

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#### Week of August 30:

- Stormwater repairing ditch bank behind 701 & 705 Neptune Lane going to the Fletcher Ditch



- D&C repaired a sewer line in Indian Woods.



- Streets Department picked up yard debris missed by WastePro at the end of 4<sup>th</sup> Street.





- Parks re-painted the blue dot at 2117 Oleander Place for handicap garbage pick-up.



- Budget meeting with Maxine Person to review PW budget sheets.

**Week of September 7, 2021:**

- Facilities forming concrete at the WWTF to be able to wheel the dumpsters out for WastePro pickup.



- D&C installed the water line at Neptune House in Jarboe Park.
- D&C locating underground utilities for the new trees proposed from the Beatification Committee.
- D&C cleaning the manhole on Strickland Road near the intersection with Strickland Road to keep the sewer running until the line is repaired.
- D&C set a sewer clean-out cap and RT box on a sewer lateral at 1717 Strand St.
- D&C catching up on work orders changing meters and leaking curb stops.
- Stormwater regrading unpaved section of Nightfall Drive that is holding water to drain.
- Parks mowing Jarboe Park and helping to catch up mowing at the City's lift stations.



#### **Week of September 13:**

- D&C installing a sewer lateral on Forest Oaks.





- Wastewater with help from Facilities, Streets, a D&C poured concrete at the headworks of the WWTF so that Wastewater could wheel dumpsters out for WastePro pickup without tipping.



- Streets taking down a dead tree in the R-O-W at 220 South Street.





- The Water Plant cleaned inside the west aerator.



- The FDEP conducted a sanitary survey at the City's WTP.
- Streets is trimming sidewalks and low limbs including the tree that fell into the Penman R-O-W from 1049 Florida Blvd.
- D&C cleaning the manhole on Strickland Road near the intersection with Strickland Road to keep the sewer running until the line is repaired.
- D&C catching up on work orders changing meters and leaking curb stops.
- Streets mowing the Police Department lawn.



- Wastewater is conducting maintenance on the effluent disk filter replacing two broken membranes and installing a prefilter screen to keep the wash down spray nozzles from clogging.
- Budget meeting with Maxine Person to work on the PW budget.
- The Water Plant and D&C worked to repair the Emma Lane lift station with ragged up pumps.



- D&C locating sewer lateral at 114 South Street.



- Wastewater repaired the grit system that stopped working earlier in the day including replacing the drive motor, control relay, and repriming the pump.
- D&C assisting wastewater by setting a new manhole for rerouting flow from the equalization tank back into the plant.



**Week of September 21, 2021:**

- Sanitary Sewer Overflow (SSO) on Forest Ave. at Hopkins Creek after heavy rainfall. Reported to State Warning Point and FDEP.
- WWTF keeping influent level low at the plant to help the SSO at the manhole on Forest Avenue.
- D&C ran the sewer line downstream of the SSO on Forest Ave. and pulling manhole lids to check for blockages. No blockages were found.





- SSO at the WWTF after an equipment malfunction. The intermediate pump is not working that caused an overflow of the equalization basins. Reported to State Warning Point and FDEP.
- Cleaning gutters and inlets around the City.
- Stormwater lowered a spot in the gravel road on Poinciana Road to get drainage out of the cabinet shop property. Maked spot to call in locates to install pipe crossing in the future.



- Stormwater pumped down Myra St.
- Stormwater working to address drainage concerns around the City.
- The water department pulled the pumps on Lighty Lane to remove rags from the pumps.



- Picked up an old head wall on Kings Circle left by a contractor in the R-O-W:





- D&C digging out areas for the installation of the exercise equipment at Jarboe Park.
- Parks mowing at Jarboe Park:



- Parks mowed down Forest Ave. R-O-W and at Stevens Park.



- Parks mowed down Florida Blvd. R-O-W.



- Streets department picking up yard debris left behind by WastePro.

**Week of September 27, 2021:**

- D&C digging out areas for the installation of the exercise equipment at Jarboe Park.
- Wastewater repairing the intermediate pump after the part arrived on Tuesday morning.



- D&C cleaning the sewer line on Strickland Road near the intersection with Strickland Road to keep the sewer running until the line is repaired.
- D&C catching up on work orders changing meters and leaking curb stops.
- Meeting with the FDEP on sanitary sewer collection system operation and maintenance and the Sanitary Sewer Overflows from last week.
- Sampling Hopkins Creek and Intercoastal for both the SSOs.
- Streets mowing down Atlantic Blvd.
- Stormwater swept streets including Lincoln Street in Bal Harbour to reduce slime build up in the curbing.
- Parks mowing lift stations, Florida Blvd, and parks.
- Wastewater submitted August's ezDMR report to the FDEP.
- A clarifier drive stopped working at the WWTF and wastewater determined that it is no longer repairable. Purchase Authorization #9637 with Ovivo for \$62,456 already purchased the replacement equipment. The replacement equipment arrived after this year's hurricane/rainy season started, and draining the clarifier would be difficult. Wastewater coordinated with Ovivo to arrive Monday October 4, 2021 to begin replacement of the drive mechanism included within PA#9637. Wastewater took the clarifier offline and drained it in preparation for Ovivo's arrival on Monday.



- Stormwater mowed ditches including the City's portion of the 5<sup>th</sup> Street ditch south of Oleander. Public Works also requested the FDOT mow its ditch and between the fences along 5<sup>th</sup> Street.



Building Activity October 1, 2020 to September 30, 2021						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-20	84	58	151	\$13,016.40	6	\$2,168,231
Nov-20	92	66	91	\$12,601.91	4	\$1,973,657
Dec-20	98	64	115	\$12,967.22	3	\$1,192,593
Jan-21	97	52	112	\$16,389.85	9	\$1,400,891
Feb-21	112	95	139	\$22,409.82	11	\$2,442,996
Mar-21	148	95	199	\$19,042.59	10	\$2,598,077
Apr-21	121	66	181	\$16,500.07	6	\$1,276,435
May-21	136	72	200	\$21,496.35	15	\$2,097,499
Jun-21	115	87	116	\$18,324.92	10	\$1,425,360
Jul-21	79	59	133	\$14,807.19	3	\$1,398,807
Aug-21	103	88	151	\$41,210.26	3	\$10,317,496
Sep-21	93	84	132	\$26,720.21	5	\$2,383,780
<b>Totals</b>	1278	886	1720	\$235,486.79	85	\$30,675,822

Building Activity October 1, 2019 to September 30, 2020						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-19	109	72	154	\$18,140.88	8	\$2,635,167
Nov-19	104	42	137	\$17,620.03	10	\$789,285
Dec-19	75	48	125	\$16,678.57	3	\$2,525,584
Jan-20	119	86	167	\$20,808.16	8	\$2,156,052
Feb-20	108	78	155	\$25,276.96	11	\$1,069,889
Mar-20	111	63	171	\$18,273.82	10	\$1,120,506
Apr-20	89	56	141	\$9,830.49	16	\$714,249
May-20	93	42	141	\$12,256.98	7	\$1,151,998
Jun-20	120	95	131	\$13,684.31	13	\$1,862,633
Jul-20	122	110	139	\$17,946.49	13	\$953,545
Aug-20	86	62	111	\$10,139.38	9	\$678,797
Sep-20	109	79	115	\$14,504.56	14	\$1,243,987
<b>Totals</b>	1245	833	1687	\$195,160.63	122	\$16,901,692
<b>Difference</b>	33	53	33	\$40,326.16	-37	\$13,774,130