

# **BOCC Meeting**

## **Facilities Maintenance/Parks & Recreation Department**

### **Monthly Project Update**

**SEPTEMBER 2020**

**1041** Work Requests Assigned. **1050** Work Orders Completed.

**12,783 Total Work orders for FY 19-20**

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### **Complete projects this reporting period.**

- ✓ James S. Page Gov. Bldg- Chambers: Replaced HVAC Unit
- ✓ Historic Courthouse: Replaced (2) HVAC Units
- ✓ Emergency Operations Center: War Room HVAC Unit and Deficiency VRV System
- ✓ Public Service: Generator installed
- ✓ Detention Center: Replace Kitchen Equipment

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### **Projects assigned and/or in progress.**

#### **Generator Installation:**

- **Multi-Use Facilities: Generator: – 30% Completed. No change.**
- **Detention Center: Generator: Purchase and Installation**
  - **Unit has been purchased, working on the enclosure; the Switch Gear and conduit is on site. Department getting quotations for pipe work and pad.**

#### **Animal Control:**

- **Cattery Expansion-HVAC System- 80 %**
  - **Project has been extended due to equipment manufacturing time.**
- **K-9 Play Yard: Site planning for K9- walk & play yard. Still Pending.**
  - **Staked out area, to be cleared, Solid Waste will schedule. No Change**

#### **Beach Front Parks**

- **Beach Front Security Guard Stations-**
  - **Guard Shacks- Shacks are on sight, pending permits and installation.**

#### **Burney Park Walkover: 35%.**

- **Rebuild/Replace the Board Walk-**
  - **1<sup>st</sup> Phase and 2<sup>nd</sup> Phase Complete, 3<sup>rd</sup> Phase ADA Handrails – **Materials onsite, pending installation.****

### **Callahan Ball Park: 30%**

- Drainage –Road & Bridge on opening ditches.
- Department reestablished old ditch to match drainage.

### **Detention Center:**

- Outside Security Upgrades – **35 %**
  - Exterior Security Gates-Upgrade Locks Main Gate/Housing Pods, Fence Gates
    - Materials on site, pending scheduling with the Fabricator to mount housing for the locks.
- Cell Lighting Upgrade - (To Deter Vandalism). In House: **80%**. In progress
- Climate Control Ceiling -Attic Roof- **60%**
  - HVAC Installation and Walls to be constructed portion complete.
  - Insulation of the Attic –
    - **Pulled batting and preparing for the Foam insulations.**
- Plumbing Chase- In-House Project: **60%**
  - Access Upgrade. In process – Footers in place, (area to wet to access with the recent rain), pending Fabricator schedule.
- Ventilation Controls Upgrade – Louvers Drives and Controls-Exterior **90%**
  - Louver Drives and Controls – **On-site pending installation.**

### **Fire Rescue Headquarters**

- Storage Building:
  - Bids to high, revised Scope of Work, pending to be rebid. .
  - (Materials for power are on hold.)

### **Goffinsville Park:**

- Park Lighting: **55%**. Poles and Conduit installed, project is underway,
- Water Flow Study of the Boat Ramp: **Pending Water Flow Study Report.**

### **Fernandina Beach – Nectarine Clinic 75%**

- **Installation of Generator Transfer Switch.**

### **James S. Page Gov. Building:**

- Public Board Meetings: Continue working on modifications and upgrades.
- Front Entrance Concrete Repairs – **East Side Paving schedule 9/29, West Side Pending.**
- **Office Area Modification: 20%** Provide Temporary Administration Office workspace. In Progress. **Work to be completed the end of October 2020.**

### **Minor Road -County Extension Office & Training Center:**

- Building Shell -Purchase order issued.
  - **Pending Manufacture drawings.**
- Site Plans for Foundation - **Pending Permit**
- Parking site- **Area prep.**
- Curbs- Layout
- Site Plans for Utilities – Scheduling Site Layout for Base Prep.
  - Utilities, Sewer and Water
- Started Utility Piping – In Design -Site Plan revisited.
- Retention Pond and First Elevation Grade Completed. Second Elevation Grade Pending

### **Parking Lots Coating, Stripping and repaint the ADA Parking Space**

- County Facilities and Parks/Walkover: on-going project as needed
  - **James Page Gov. Complex will be done after the paving project.**
  - **Staff gathering list of locations to be scheduled, adding Sheriff's Office to list.**

### **Parks/ Walkover:**

- Fencing and Safety Netting replaces as needed. – Evaluating locations for replacement.
  - **Callahan Soccer Post and Netting, obtaining supplies.**
- Board Walk-Handrails repair and upgrade. Schedule of maintenance in process.
- Items Pending on Hold FY20/21
  - Picnic Tables-Upgrade to Composite Tables- On Hold-
  - Upgrade Non-Compliant Sports Field Bleachers with shade structures-On Hold

### **Maintenance Office:**

- Garage-Equipment Cover (16 ft x 70 ft). In-House Project: **Materials are on site.**

### **Sheriff's Office Admin Buildings: 40%**

- Sheriff's Office Storage Building - Permits and plans for foundation.
- Site Work Clearing and Foundation work Complete
- Building delivered, and under construction.

### **Yulee Road Dept:**

- Recycle Center Relocate the former Baily Road Recycling Center to Yulee – Site Prep underway. **In progress; work is done in house.**

### **Yulee Sports Complex:**

- Outdoor Basketball Court Lighting Upgrade, Lighting on a timer. **Checking availability for materials.**

**Beach Front Related Items:** 30% complete. **No Change**

- Design of New Trash/Dumpster Site Location. Potential of 2 cans.
- Pad has been poured at Peters Point Park
- Staff will get information on Dumpster and Toppers.

**Facilities Maintenance Administration:**

**County Rental Facilities Scheduling:**

- Moved “In-House” January 2020. Currently County Rental - Activities are On Hold until COVID-19 restrictions are lift. No Change.
- **Citizens County Rental Schedule Website:**
  - Contract Agreements are being submitted to move forward.
- **Vacant Positions:**
  - Journeyman Electrician –Pending applications review and interviews.
  - Facilities Service Operation Manager- Applications to be reviewed and interviews set.
  - Facilities Services Specialist Positions. (2) On Hold: Until COVID-19 restrictions are lifted.
  - Custodian – Vacant Position will be filled by a Union Employee from Nassau Amelia Utilities
  - Parks Manager – Position approved, Job Description to be created and position to be posted.
  - Custodians (2) Position. (1) will be filled by a Union Employee from Nassau Amelia Utilities and the other position will be posted. (These (2) position will train with the Custodial Foreman in County Buildings to get familiar with the procedures, products, equipment etc.
- **Dude Solutions:**
  - Actively working on building Asset Essentials Data Base:
  - “Real Time Budget” Working establishing a “Real Time Budget” to track expenses. Reviewing a Financial Tracking application to get closer to a “Real Time Budget”. Received a list of questions relating to chargebacks for cost centers staff will address these and move forward.
  - On-Site Training for Facilities, Road Dept, Solid Waste Department.
    - PO Issued- scheduling is On Hold until COVID-19 restrictions are lifted.
- Department personnel are performing facility inspections to schedule preventive maintenance instead of reactive maintenance. This is an ongoing project throughout this fiscal year.