

BOCC Meeting

Facilities Maintenance/Parks & Recreation Department

Monthly Project Update

October 2020

1041 Work Requests Assigned. **1032** Work Orders Completed.

Complete projects this reporting period.

Beach Front Security Guard Stations

Fernandina Beach Nectarine Clinic Installation of Generator Transfer Switch.

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.**
 - **Firming pricing.**

Animal Control:

- **Cattery Expansion-HVAC System- 90%**
 - **Pending Site Visit.**
- **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

Burney Park Walkover: 35%.

- **Rebuild/Replace the Board Walk-**
 - **1st Phase and 2nd Phase Complete, 3rd Phase ADA Handrails – **Materials onsite, pending installation. No Change****

Callahan Ball Park:40%

- **Drainage –Road & Bridge on opening ditches.**
- **Department reestablished old ditch to match drainage.**
- **Areas need soil, grading and engineering in low spots.**

Detention Center:

- Outside Security Upgrades – **35 %**
 - Exterior Security Gates-Upgrade Locks Main Gate/Housing Pods, Fence Gates
 - Materials on site, pending scheduling the Fabricator to mount housing for the locks.
 - **MTS to hook up the controls.**
- Cell Lighting Upgrade - (To Deter Vandalism). In House: **83%**. 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 – **Pending installation.**

Fire Rescue Headquarters

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

Goffinsville Park:

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

James S. Page Gov. Building:

- Public Board Meetings: Continue working on modifications and upgrades.
- Front Entrance Concrete Repairs – **East Side Paving Complete, West Side Pending after the elections.**
- **Office Area Modification: 25%** Provide Temporary Administration Office workspace. In Progress. **Work in progress.**

Public Service 99%

- Renovations of Planning Dept.

Maintenance Office:

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

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.

Sheriff's Office Admin Buildings: 75%

- 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. **Materials on site, pending scheduling for installation.**

Beach Front Related Items: 30% complete. No Change

- Design of New Trash/Dumpster Site Location. Potential of 2 cans with lids.
- Pad has been poured at Peters Point Park

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. **Tentative opening date in November 16.**

- **Citizens- County Rental Schedule Website:**
 - Contract Agreements submitted, pending approval.

- **Vacant Positions:**
 - Journeyman Electrician –Pending applications review and interviews.
 - Parks Manager – Position approved, Job Description to be created and position to be posted.
 - Facilities Service Operation Manager- Applications to be reviewed and interviews set.
 - Facilities Services Specialist Positions. (2) On Hold: Until COVID-19 restrictions are lifted.
 - Custodians (2) Position. (These (2) position will train with the Custodial Foreman in County Buildings to get familiar with the procedures, products, equipment etc. then will be assigned to the Ball Park locations).

- **Dude Solutions:**
 - Actively working on building Asset Essentials Data Base:
 - “Real Time Budget” Working establishing a “Real Time Budget” to track expenses.
 - **Moved forward with our Purchases being recorded in the PO portion of the program, evaluating how to obtain “Real Time Budget” balances through this process until Dude Solutions works on the actual program.**
 - On-Site Training for Facilities, Road Dept, Solid Waste Department.
 - PO Issued, and rolled into the new budget, scheduling is On Hold until COVID-19 restrictions are lifted. **Dude Solutions indicated that they are opening their calendars for On-Site Training – Pending a Schedule to be established.**
 - Citizen Portal:
 - **Updating the User information so the system so the program can be installed.**

- Department personnel are performing facility inspections to schedule preventive maintenance instead of reactive maintenance. This is an ongoing project throughout this fiscal year.

Approved Capital Improvement Projects for FY 20/21:

- Fire Rescue 70 VRV System:
- Historic Courthouse-Generator
- Justice Center-
 - Brick and Concrete
 - Front Plaza Concreate and Expansion joint Repairs
- Detention
 - ADA Bars and Seat Replacement
 - LED Lighting Conversion Interior and Exteriors
 - Shut Off Valves and Repipe
- Parks- South End Beach Front Walkover Modifications.