

BOCC Meeting

Facilities Maintenance/Parks & Recreation Department

Monthly Project Update

November 2020

879 Work Requests Assigned. 855 Work Orders Completed.

Complete this reporting period.

- Facilities Service Operation Manager- Filled by John Cox.

Projects assigned and/or in progress.

Generator Installation:

- **Multi-Use Facilities: Generator: – 30% Completed. No change.**
- **Detention Center: Generator: Purchase and Installation**
 - **Equipment has been purchased; installation Contractor is on site.**

Animal Control:

- **Cattery Expansion-HVAC System- 98%**
 - **Contractor is complete. Final bill is with ASA Gillette. Sink is ordered and will be installed in house.**
- **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% Installation is scheduled to begin after Station 70 floor.

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

Callahan Ball Park: 60% Spoke with Darren Marsh, going to meet on-site to discuss what still needs to be done. (Tentatively next week 12/7-12/11).

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

Courthouse:

- **Historic Courthouse-Generator – PO issued.**
- **Justice Center-**
 - **Brick and Concrete – Scope of work prepared and is being reviewed.**
 - **Front Plaza Concrete and Expansion joint Repairs – Scope of work in process.**

Detention Center:

- Outside Security Upgrades **40 %**
 - 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. Roll gate controls have been hooked up and are working.**
- Cell Lighting Upgrade - (To Deter Vandalism). In House: **87% completed.**
 - **About 60 fixtures left to convert to LED**
- Climate Control Ceiling -Attic Roof- **65%**
 - HVAC Installation and Walls to be constructed portion complete.
 - Insulation of the Attic –
 - Pulled batting and preparing for the Foam insulations. **– Insulation contractor is on site working on C-Pod section of Attic to prep for Foam application.**
- Plumbing Chase- In-House Project: **75%**
 - Access Upgrade. In process – Footers in place, (area to wet to access with the recent rain), pending Fabricator schedule. **Outside platform is installed. 2 smaller interior units to be done as an onsite fabrication and materials are already purchased. Just need Jimmie to get time to install.**
- Ventilation Controls Upgrade – Louvers Drives and Controls-Exterior **90%**
 - Louver Drives and Controls – **Pending installation. Scaffolding is scheduled to be placed for install of louvers on January 4th for safe access to remove and replace louvers with new units already onsite.**
- ADA Bars and Seat Replacement
 - **Preparing list of seats and grab bars to send out for bid.**
- Shut Off Valves and Repipe
 - **Scope of work prepared and is being reviewed.**

Fire Rescue Headquarters

- Storage Building:
 - Bids to high, revised Scope of Work, pending to be rebid.
 - (Materials for power are on hold.)
 - **Reviewing Scope. The scope is written, John will prepare for Contracts Management so it can be rebid.**
- Fire Rescue 70 VRV System- **revisited sight on 11-30-20 with Brooks Building Solutions to update quote and submit with NCPA Backup.**

Goffinsville Park: 90% All the parking lot lights are lit. The pavilions are all that is left.

- 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 Complete, West Side Dec 7**
- **Office Area Modification: 95%** Co. Manager and Staff moved workspace.

Public Service 99%

- Renovations of Planning Dept.: One door left to hang.

Maintenance Office:

- Garage-Equipment Cover (16 ft x 70 ft). In-House Project: Materials are on site.
- No change, planning on construction after handrails at Burney Park.**

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
- **Plans going back to the County with Final Markup**

Parking Lots Coating, Stripping and repaint the ADA Parking Space No change since last meeting.

- 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

- South End Beach Front Walkover Modifications.
 - Agenda will be prepared to reallocate project elements.

Parks/ Walkover:

- Fencing and Safety Netting replaces as needed. – Evaluating locations for replacement.
 - **Callahan Soccer Post and Netting, obtaining supplies.**
 - **No Poles available Jeff will follow-up.**
- 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.
- **Roll Up Doors pending, Punch List items pending.**

Yulee Road Dept:

- Recycle Center Relocate the former Baily Road Recycling Center to Yulee – Site Prep underway. **In progress; work is done in house. PO received; First pour will be during the week of 12-7-20**

Yulee Sports Complex:

- Outdoor Basketball Court Lighting Upgrade, Lighting on a timer. **Materials on site, pending scheduling for installation. No change since last meeting.**

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

Design of New Trash/Dumpster Site Location. Potential of 2 cans with lids.

- **Meridian rep Marty is going to research and advise service to provide.**
 - Pad has been poured at Peters Point Park

Facilities Maintenance Administration:

County Rental Facilities Scheduling:

- Moved “In-House” January 2020. Currently County Rental – Rentals are being accepted with required COVID-19 restrictions with Limited Occupancy.
- **WIFI Lock Boxes are being programed.**
- **Citizens- County Rental Schedule Website:**
 - Contract Agreements submitted, pending approval.
- **Vacant Positions:**
 - Assistant Director -Posted
 - Parks Manager –Posted.
 - Journeyman Electrician –Posted
 - Custodians (2) Position. Posted
 - Facilities Services Specialist Positions. (2) On Hold: Until COVID-19 restrictions are lifted. Schedule to be determined.
- **Dude Solutions:**
 - Actively working on building Asset Essentials Data Base:
 - “Real Time Budget” Working establishing a “Real Time Budget” to track expenses.
 - **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 **Onsite Training scheduled the week of 12/7/20**
 - Citizen Portal; **Updating Username to Email addresses- In process**
- Department personnel are performing facility inspections to schedule preventive maintenance instead of reactive maintenance. This is an ongoing project throughout this fiscal year.