

# CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, FEBRUARY 04, 2025 – 6:00 PM



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*The city council prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting.*

*Anyone wishing to address the City Council is requested to complete a card at the City Clerk's desk. Speakers are respectfully requested to abide by the following procedures:*

- |   |   |
|---|---|
| <i>*Limit your comments to three (3) minutes</i>              | <i>*No debating and rebuttals</i>               |
| <i>*Speak directly to the Mayor not staff or the audience</i> | <i>*Time cannot be allocated to others</i>      |
| <i>*No raising your hand and speaking from the audience</i>   | <i>*Only speak one (1) time per agenda item</i> |
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## AGENDA

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Invocation & Pledge of Allegiance to the Flag - **Youth Pastor Travis Ivey, Hickory Grove Baptist Church**

Roll Call

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

### AWARDS & RECOGNITION

1. Recognition of Lonnie Barr and Adam Stines - **Andy Yeager**
2. Proclamation - School Crossing Guard Appreciation Day
3. Proclamation - Black History Month
4. Proclamation - Carolyn Edwards, Executive Director of Clay County Habitat for Humanity

### PRESENTATIONS

5. FMPA - February 2025 **Bob Page**

### PUBLIC HEARINGS

6. Second and Final Reading of Ordinance O-02-2025, Provide for reduced building permit fees for private building provider services. **Michael Daniels**

### CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup

documentation and staff recommendations have been previously submitted to the city council on these items.

- [7.](#) City Council approval to purchase a 2024 Ford F250 crew cab with utility boxes and rack from Beck Auto Sales, in the amount of \$58,159.41 to replace Vehicle #635, through City of Tallahassee Contract Number #5180 and authorization to declare vehicle #635 surplus to be disposed of in the best interest of the City. **Greg Bauer**
- [8.](#) City Council approval of Minutes. **Erin West**  
Regular Session: 11/12/2024  
Special Session: 12/10/2024
- [9.](#) City Council approval of Pay Application #10 for the West Street CDBG Stormwater Improvements and Highland Sidewalk Improvements to Besch and Smith in the amount of \$109,765.69. **Greg Bauer**
- [10.](#) City Council review and approval of a street closure request and fee waiver request for a Major Event, Augusta Savage Cultural Arts Festival. **Michael Daniels**
- [11.](#) City Council approval of the Sawcross (Tender Contractor) Pay Request #9, in the amount of \$211,612.50, and authorization for the mayor to execute Disbursement Request # 24 (to follow), for construction of the Harbor Road Advanced Wastewater Treatment Facility (HRAWWTF), as part of the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420. **Scott Schultz**
- [12.](#) City Council approval of pay application #6 to Kirby Development, Inc. In the amount of \$187,760.56, for the Julia Street Stormwater Improvement Project. **Greg Bauer**
- [13.](#) City Council approval for an emergency repair to the gravity sewer system on West Street in the amount of \$458,274.65, and an exemption to the existing Purchasing Policies for normal procurement processes. **Scott Schultz**

### COUNCIL BUSINESS

14. City Manager & City Attorney Reports / Correspondence

15. City Council Reports / Correspondence

Adjournment

**The City Council meets the first and third Tuesday of each month beginning at 6:00 p.m., unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street. Video and audio recordings of the meetings are available in the City Clerk's Office upon request.**

**City may take action on any matter during this meeting, including items that are not set forth within this agenda.**

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**Minutes of the City Council meetings can be obtained from the City Clerk's office. The Meetings are usually recorded, but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.**

**Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The City is not responsible if the in-house recording is incomplete for any reason.**

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#### **ADA NOTICE**

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In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

#### **PUBLIC PARTICIPATION:**

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

#### **EXPARTE COMMUNICATIONS**

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such exchanges before a vote is taken.

# Proclamation

**WHEREAS**, School Crossing Guards play a vital role in ensuring the safety and well-being of our children as they travel to and from school each day; and

**WHEREAS**, these dedicated individuals serve as the first line of defense in protecting students from traffic-related dangers, fostering a safe and secure environment for pedestrians near our schools; and

**WHEREAS**, School Crossing Guards not only safeguard students but also serve as positive role models by demonstrating the importance of traffic awareness, responsibility, and community care; and

**WHEREAS**, the unwavering commitment of School Crossing Guards deserves recognition and gratitude for their daily contributions to the safety and education of our children; and

**WHEREAS**, their work often goes beyond the call of duty, with many School Crossing Guards braving harsh weather conditions and navigating challenging traffic scenarios to ensure that children and families can cross streets safely.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:**

**Section 1.** February 7, 2025, is proclaimed as “**School Crossing Guard Appreciation Day**”. and encourages all members of the community to join in expressing their heartfelt appreciation for the dedication, professionalism, and care provided by our School Crossing Guards. Let us honor these everyday heroes who play an essential role in the safety of our children and the well-being of our communities.

**Section 2.** A true copy of this Proclamation shall be spread upon the Official Minutes of the City Council of the City of Green Cove Springs.

**DONE AND PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 4TH DAY OF FEBRUARY 2025.**



**CITY OF GREEN COVE SPRINGS, FLORIDA**

  
 Steven R. Kelley, Mayor

ATTEST:

  
 Erin West, City Clerk



# Proclamation

- WHEREAS,** Dr. Carter G. Woodson, founder of the Association for the Study of Negro Life and History, initiated Negro History (ASNLH) week in 1926, which grew into Black History Month during the 1970s; and
- WHEREAS,** The ASNLH was renamed in later years to The Association for the Study of African American Life and History (ASALH). The Association for the Study of African American Life and History organization announces the 2025 Black History Theme, “African Americans and Labor”; and
- WHEREAS,** Black History Month is so designated to recognize, honor and record the historical contributions and achievements made by African Americans in the Armed Forces, Architecture, Arts, Business, Civil Rights, Economics, Education, Entertainment, Exploration, History, Law, Literature, Medicine, Music, Politics, Science and Sports; and
- WHEREAS,** February is nationally designated as Black History Month, and is annually set aside for all Americans to focus on the significant role African Americans have played in our Country’s history and in the shaping of our nation and culture; and
- WHEREAS,** the Green Cove Springs City Council wishes to maintain and promote harmonious inter-cultural relations and highlight the rich ethnic and cultural diversity throughout the City of Green Cove Springs and Clay County.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:**

- Section 1.** The City Council hereby proclaims the month of February 2025 as “**Black History Month**” in the City of Green Cove Springs and urges all citizens to join the Green Cove Springs City Council in celebrating February as Black History Month each year, and to share in the spirit of the Month and take part in related activities that reflect the goals of Black History Month.
- Section 2.** A true copy of this Proclamation shall be spread upon the Official Minutes of the City Council of the City of Green Cove Springs.

**DONE AND PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 21ST DAY OF JANUARY 2025.**

**CITY OF GREEN COVE SPRINGS, FLORIDA**



\_\_\_\_\_  
Steven R. Kelley, Mayor

ATTEST:

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Erin West, City Clerk

# Proclamation

**WHEREAS**, over the past 17 years, Carolyn Edwards has demonstrated unwavering dedication to the mission of Clay County Habitat for Humanity, Inc., serving with distinction as Family Services Coordinator for 5 years and as Executive Director for the past 12 years; and

**WHEREAS**, Carolyn has been a champion for affordable housing, advocating tirelessly for marginalized families in our community and beyond, and actively working to address housing challenges at the local and state levels; and

**WHEREAS**, she served as a State of Florida Certified Mediator for the Northeast Florida District, utilizing her skills to build bridges and foster understanding; and

**WHEREAS**, she represented our community with honor as the District 2 Representative for the Florida Affiliate State Office (ASO) of Habitat for Humanity Board of Directors, ensuring our region's voice was heard; and

**WHEREAS**, she contributed meaningfully as a member of the Clay County Affordable Housing Advisory Committee (AHAC) with the Board of County Commissioners; and

**WHEREAS**, through her leadership, Carolyn facilitated the construction of more than 60 homes for marginalized families in Clay County, transforming lives and fostering stability for generations; and

**WHEREAS**, she collaborated with local city and state governments, non-profits, and community organizations to drive affordable housing initiatives, strengthening partnerships and amplifying the impact of these efforts; and

**WHEREAS**, she engaged directly with legislators at the local, state, and federal levels, including in Tallahassee and Washington, D.C., advocating for policies and resources to expand housing opportunities; and

**WHEREAS**, after an illustrious career marked by compassion, service, and an unwavering commitment to the community, Carolyn retired from Clay County Habitat for Humanity on December 31, 2024.

**NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:**

**Section 1.** The City of Green Cove Springs hereby recognizes and celebrates Carolyn Edwards for her exemplary service, leadership, and advocacy, which have left a permanent mark on our community and set a standard of excellence for all to follow.

**Section 2.** A true copy of this Proclamation shall be spread upon the Official Minutes of the City Council of the City of Green Cove Springs.

**DONE AND PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION THIS 21ST DAY OF JANUARY 2025.**



**CITY OF GREEN COVE SPRINGS, FLORIDA**

  
Steven R. Kelley, Mayor

ATTEST:

  
Erin West, City Clerk

## **FMPA Report**

**February 2024**

### **Rate Call**

The average price of natural gas for the month was \$4.11. Cold weather has pushed natural gas prices up; they have ranged from \$3.70 to 4.32. Temperature forecasts for the next several weeks call for more moderate temperatures which will hopefully have a weakening effect on natural gas prices.

Natural gas accounted for 64% of the generation mix. Coal was 11%; nuclear was 7%. Solar generation was 2%.

The peak for the month was 4 December at 8 AM.

### **Board of Directors**

The only action item for the Board of Directors was the approval of the annual audited financial statement which was approved.

Information items were a Solar Project update and a presentation on a third party audit of OUC's project billings.

### **Executive Committee**

The Executive Committee approved three items, the annual audited financial statement, solar and natural gas pre-pays and a rate protection account.

The information agenda item covered an updated on the Balancing Authority analysis, Bartow Energy Center spare turbines, Solar Project update and a presentation on a third party audit of OUC's project billings.

### **Policy Makers Liaison Committee**

There were no action items for the committee.

Informations items were a presentation by Travis Fisher of the Cato Institute on Energy and Environment Expectations in the New Administration, a review of the natural gas price stability program and a Federal Legislative update and review.

# Data Centers/AI Driving Power Demand

*Turn Watts into Bits, Much Higher Value*

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- Demand growth from Data Centers/AI is just beginning
- Average U.S. home has 21 connected devices
- AI search uses 10x power as Google search
- Turns Watts into Bits, much higher value so power costs less relevant
- Industrial Power cost \$100/MWh reasonable
- Shortage of power not chips to run Data Centers
- 4 Majors - Amazon, Apple, Google & Microsoft – 1,000 MW site/cluster
- Low carbon desired, but gas is acceptable
- Speed to get facility served with power biggest concern

# Main Criteria for Data Centers

## *Speed for Power, Land, Labor & Community Support*

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- Main criteria is speed to quickly provide:
  - Power – 1,000 MW generation & transmission
  - Land - hundreds to thousands of acres
  - Expeditious zoning and permitting – significant community support
  - Access to skilled labor for construction and technical support thereafter
- Hurricane risk makes Florida unfavorable
- Main areas of growth:
  - Northern Virginia; Eastern Oregon; Columbus, OH, Georgia, Indiana and Mississippi
- Cluster multiple facilities in 50-mile radius for support



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council **MEETING DATE:** February 4, 2025  
**FROM:** Michael Daniels, AICP, Development Services Director  
**SUBJECT:** Second and Final Reading of Ordinance O-02-2025, Provide for reduced building permit fees for private building provider services. *Michael Daniels*

### BACKGROUND

The use of Private Building Providers is authorized by Florida Statute 553.791 (Alternative Plans Review and Inspection). This program grants the property owner the option of using a Private Provider to conduct Florida Building Code plan review and inspection duties in lieu of the Municipal Building Department personnel.

Once the Private Provider completes their registration with the City, the Building Department shall review the plans for compliance with the Florida Building Code provisions and approve or reject the plans.

### FISCAL IMPACT

Building permit and plan review fees will be reduced by 25% when private building provider services are provided.

### RECOMMENDATION

**Motion** to recommend approval of Second and Final Reading of Ordinance O-2-2025, Private Building Provider Services.

## ORDINANCE NO. O-02-2025

**AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CHAPTER 14 OF THE CITY CODE ENTITLED “BUILDINGS AND BUILDING REGULATIONS” REGARDING A FEE REDUCTION FOR PROJECTS THAT ELECT TO USE PRIVATE PROVIDER SERVICES AS SET FORTH IN FLORIDA STATUTES CHAPTER 553; AMENDING SECTION 14-24, REGARDING BUILDING OR CONSTRUCTION PERMIT FEES; AMENDING SECTION 14-82 REGARDING BUILDING PERMIT FEES RELATED TO ELECTRICAL CONSTRUCTION; AMENDING SECTION 14-189 RELATED TO BUILDING PERMIT FEES RELATED TO MECHANICAL SYSTEMS; AMENDING SECTION 14-217 PROVIDING FOR BUILDING PERMIT FEES RELATED TO PLUMBING; AMENDING SECTION 14-245 RELATED TO BUILDING PERMIT FEES RELATED TO SWIMMING POOLS; PROVIDING FOR CONFLICTS, SEVERABILITY AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the City Code was adopted to promote the health, safety, morals and general welfare of the community; and

**WHEREAS**, the City Code should be evaluated on an ongoing basis to determine if the allowable uses are consistent with the Comprehensive Plan as well as state and federal requirements; and

**WHEREAS**, the use of Private Building Providers is authorized by Florida Statute 553.791 (Alternative Plans Review and Inspection). This program grants the property owner the option of using a Private Provider to conduct Florida Building Code plan review and inspection duties in lieu of the Municipal Building Department personnel pursuant to the requirements set forth in the statute; and

**WHEREAS**, the Green Cove Springs City Council has determined that this amendment is consistent with the Comprehensive Plan and State law, is in the best interest of the public, and will promote the public health, safety and welfare of the city.

**NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA AS FOLLOWS:**

**Section 1. That Chapter 14, Sec. 14-24 shall be amended as follows:**

### **Sec. 14-24. Florida Building Code and fees.**

The Florida Building Code is hereby adopted and accepted by the city. Permit fees imposed and collected pursuant to F.S. § 166.222 and this section shall be deposited in a segregated account of the city and shall be expended, as appropriated by the city council, only for the purpose of deferring the city's costs of inspection and enforcement of the provisions of this chapter. Permit fees for required permits shall be as provided in the following schedule:

- (1) *Building or construction permit fees.* For the purpose of determining fees, floor area shall be the gross overall, outside dimension, floor area of a building at each story, including all portions under roofs. Where a



building permit fee is paid for a new building or addition, separate permits and fees shall not be required for fences, walls, dwellings, roofing, awnings, masonry fence walls, site work or other components normal to building construction. Separate fees shall be paid for electrical, plumbing, mechanical, miscellaneous or other permits shown elsewhere in this Code. For the purpose of determining fees based on value, the city shall require the contract to establish value of the project.

(2) *Building division related fees.*

New residential buildings: For each \$1,000.00 of estimated value or fraction thereof; contract shall be required to establish value	\$6.00
New commercial buildings (non-single family): For each \$1,000.00 of estimated value or fraction thereof; contract shall be required to establish value	\$12.00
Renovation or modification of commercial (non-single family): For each \$1,000.00 of value or fraction thereof; contract shall be required to establish value; this includes roofing	\$12.00
Mobile home (singlewide)	\$250.00
Mobile home (doublewide)	\$275.00
Mobile home (triplewide)	\$300.00
Alterations; remodeling: For each \$1,000.00 of estimated value or fraction thereof; contract shall be required to establish value	\$6.00
Garages, accessory buildings: For each \$1,000.00 of estimated value or fraction thereof; contract shall be required to establish value	\$6.00
Carports, screen porch, barns: For each \$1,000.00 of estimated value or fraction thereof; contract shall be required to establish value	\$6.00
Roofing, or improvements (siding, interior, etc.) per \$1,000.00 value	\$10.00
Temporary or portable amusement devices per unit	\$100.00
Demolition of buildings or structures:	
For each building structure up to 5,000 square feet	\$145.00
Greater than 5,000 square feet	\$230.00
Signs:	
For the first 100 square feet	\$150.00
For every 100 square feet	\$30.00
Minimum fee for a sign	\$150.00
Minimum fee for any building permits (including amendments)	\$75.00
Safety inspection	\$100.00
Re-inspection fee (per inspection) for failed or partial inspections	\$50.00
After-hours inspection (per inspection)	\$100.00
Residential review plan fee	\$45.00
Amendments and revisions to residential permits and/or plans	\$45.00
Commercial review plan fee (based on value of job to be permitted)	Review fee
Projects under \$25,000.00	\$50.00
Projects from \$25,000.00 to \$100,000.99	\$100.00
Projects from \$100,001.00 to \$250,000.99	\$200.00
Projects from \$250,001.00 to \$500,000.99	\$300.00
Projects from \$500,001.00 to \$1,000,000.99	\$400.00
Projects in excess of \$1,000,000.00	\$600.00
Revisions (per revision)	\$50.00
Public safety division	Review fee
Projects under \$100,000.00	\$50.00
\$100,000.01 to \$500,000.00	\$100.00
\$500,000.01 to \$1,000,000.00	\$200.00

\$1,000,000.01 or greater	\$300.00
Revision (per revision) between \$0.00 and \$500,000.00	\$50.00
Revision (per revision) \$500,000.01 or greater	\$100.00
Annual license fee	\$25.00
Change in qualifying agent	\$50.00

- a. *Penalties.* Where work for which a permit is required herein or in the Florida Building Code is commenced prior to obtaining a permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any person from fully complying with the requirements of this Code in the execution of the work nor from any other penalties as prescribed by law.
  - b. *Work exempt from permit.* The city hereby adopts and includes as part of this Code the prescribed language expressed in the Florida Building Code contained in section 105.2, work exempt from permit, as amended.
  - c. The fee owner of a building or structure that chooses to use a private provider to provide building code services pursuant to Sec. 553.791, Florida Statutes, for plans review, inspections, or both, shall pay reduced permit and plan review fees for administrative services, as applicable, as follows:
    1. Plan Review only: 25% reduction of the plan review fee calculated in Section 14-24(2)
    2. Inspection only: 25% of the permit fee calculated in Section 14-24(2).
    3. Plan Review and Inspection: 25% reduction of the permit fee and plan review fee calculated in Section 14-24(2)
- (3) *Requirements.* The city hereby adopts the requirements specified in the Florida Building Code, to require payment of prescribed fees for buildings, structures, electrical, gas, mechanical and plumbing systems or alterations requiring a permit. A fee for each permit shall be paid as required in accordance with the schedule established by ordinance or resolution of the city council of the city.

**Section 2. That Chapter 14, Sec. 14-82 shall be amended as follows:**

**Sec. 14-82. Permit and inspection fees.**

- (a) For all electrical construction requiring a permit, there shall be paid to the city by the party obtaining the permit the following permit and inspection fees:

New residential construction and mobile homes (includes temporary service):	\$130.00
Temporary service pole, installation of (for construction and farm use only)	\$ 75.00
Reconnect existing mobile home	\$ 60.00
Pool wire	\$ 60.00
Electrical sub feeds	\$ 60.00
Existing residential units and mobile homes:	
Air conditioning or electrical heat (each)	\$ 25.00
Minimum fee	\$ 60.00
Commercial buildings (new construction):	
0—300 ampere service	\$ 130.00
301—400 ampere service	\$ 150.00
401—600 ampere service	\$ 175.00
601 and above ampere service	\$ 200.00
For each outlet, including lighting requiring electrical connection	\$ 0.50
For each appliance, fixed or stationary, air conditioning and/or heating amperes requiring circuit capacity above 30	\$35.00

Temporary pole	\$75.00
Minimum fee	\$60.00
Existing commercial structures:	
Increase in additional ampere service, each additional ampere	\$0.40
Additions or alterations requiring service from panel (home run)	\$1.60
For each outlet, including lighting requiring electrical connection	\$0.40
Circuits requiring capacity above 30 amperes, each	\$25.00

(b) The fee owner of a building or structure that chooses to use a private provider to provide building code services pursuant to Sec. 553.791, Florida Statutes, for both plan review and inspection, shall pay reduced permit fees for administrative services, as applicable, as follows:

1. Plan Review and Inspection: 25% reduction of the permit fee for fees calculated in Sec. 14-82(a).

**Section 3. That Chapter 14, Sec. 14-189 shall be amended as follows:**

**Sec. 14-189. Inspections, permits, and other provisions.**

The following fees for mechanical permits and inspections shall be charged:

- (1) *Mechanical permits.*

Residential and Commercial	
Up to 3½ tons	\$105.00
Four tons	\$110.00
Five tons	\$115.00
Each additional ton greater than 5 tons	\$ 10.00

- (2) *Mobile homes or change outs.*

Up to three tons	\$60.00
3½ tons	\$70.00
Four tons	\$75.00
Five tons	\$80.00
Each additional Ton greater than 5 tons	\$10.00

- (3) *Additional mechanical fees.*

Gas Burner (each)	\$8.00
Underground tank (for each \$1,000.00 of value)	\$8.00
Boilers (including heating element) for the first 500,000 BTU per hours input of fuel used or fractional part thereof	\$40.00
Air conditioning and refrigeration (total capacity in single installation) for each ton capacity or fractional part	\$10.00
Range hood (for each \$1,000.00 of value)	\$8.00
Oil furnace	\$10.00
Minimum fee	\$10.00

- (4) *Miscellaneous provisions.*

- a. All mechanical installations, regardless of type, which constitute a hazard to human life, health, or welfare are hereby declared illegal and shall be abated by repair and rehabilitation or by demolition in accordance with the procedure as outlined in article VIII of this chapter.
- b. Any person, firm or corporation or agent who shall violate a provision of this Code, or fail to comply therewith or with any of the provisions thereof, or violate a detailed statement or plans submitted and approved thereunder, shall be punished as provided by section 1-14.

- (5) The fee owner of a building or structure that chooses to use a private provider to provide building code services pursuant to Sec. 553.791, Florida Statutes, for both plan review and inspection, shall pay reduced permit fees for administrative services, as applicable, as follows:

- a. Plan Review and Inspection: 25% reduction of the permit fee for fees calculated in Section 14-189(1-3).

**Section 4. That Chapter 14, Sec. 14-217 shall be amended as follows:**

**Sec. 14-217. Inspections, permits, and miscellaneous provisions.**

- (a) *Plumbing inspection and permit fees.*

- (1) *Residential and mobile homes.*

Up to 3 baths	\$120.00
Each bath thereafter	\$20.00
Each additional fixture	\$10.00
Minimum fee	\$60.00

- (2) *Commercial buildings.*

Each fixture having a water supply and/or waste outlet, including floor drains and roof drains (each)	\$20.00
Minimum fee	\$60.00

- (3) *Irrigation.*

Minimum fee	\$60.00
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- (b) *Unsanitary plumbing installations.* All plumbing installations, regardless of type, which are unsanitary or which constitute a hazard to human life, health or welfare are hereby declared illegal and shall be abated by repair and rehabilitated or abated by demolition in accordance with article VIII of this chapter.
- (c) *Traps.* All nonresidential interceptors required by this Code shall be designed and installed in accordance with Exhibits A and B below.

### EXHIBIT A

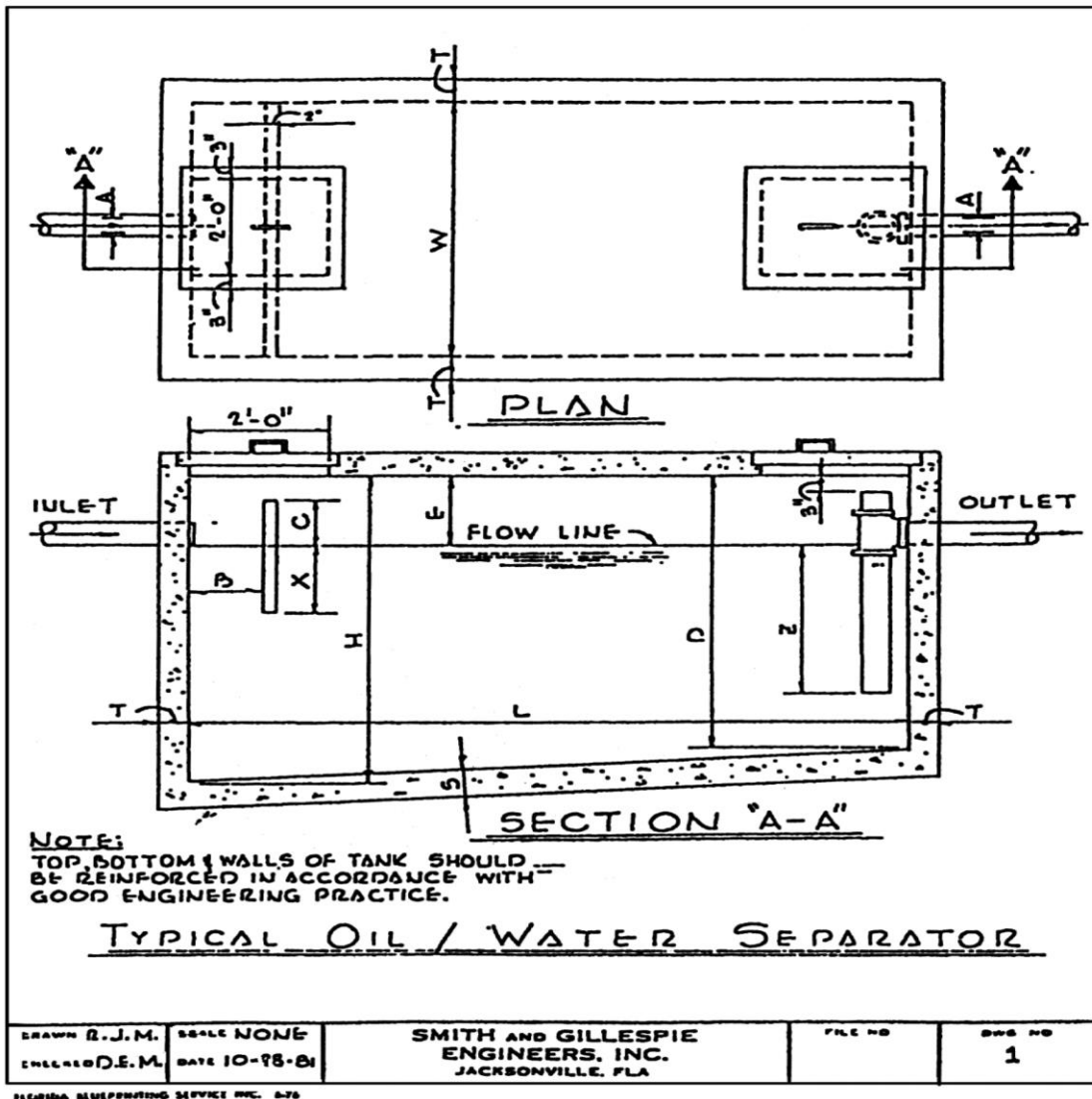


EXHIBIT B. OIL/WATER SEPARATOR CAPACITIES SUGGESTED FOR VARIOUS WATER METER SIZES

Recommended Separator Tank Dimensions

Water Meter Size (Inches)	Approx. No. of Gallons	A	L	W	H	D	B	C	X	Z	E	S	T	Average Depth	Actual Capacity
¾	750	6"	7-6	3-4	5-6	4-6	15"	6"	18"	2-6	12"	4"	4"	4-0	750
1	900	6"	8-0	3-9	5-6	4-6	15"	6"	18"	2-6	12"	4"	4"	4-0	900
1½	1,800	6"	10-4	5-2	6-0	5-0	15"	6"	18"	3-0	12"	4½"	4½"	4-6	1,801
2	2,800	6"	12-10	6-5	6-0	5-0	15"	6"	18"	3-0	12"	5"	5"	4-6	2,779

3	8,000	6"	17-6	8-9	8-9	7-9	15"	9"	24"	3-0	15"	6"	6"	7-0	8,018
4	17,000	6"	22-6	11-3	10-9	9-9	15"	9"	24"	4-0	15"	6"	6"	9-0	17,085
6	50,000	6"	32-0	16-0	14-10	13-10	18"	12"	30"	6-0	18"	6"	6"	12-10	49,280

- (d) The fee owner of a building or structure that chooses to use a private provider to provide building code services pursuant to Sec. 553.791, Florida Statutes, for both plan review and inspections, shall pay reduced permit review fees for administrative services, as applicable, as follows:

1. Plan Review and Inspection: 25% reduction of the permit fee for fees calculated in Section 14-217(a-c).

**Section 5. That Chapter 14, Sec. 14-245 shall be amended as follows:**

**Sec. 14-245. Inspections, permits, and miscellaneous provisions.**

- (a) Pool permits fees are hereby established as follows:

Minimum fee for first 15,000 gallons	\$120.00
For each additional 1,000 gallons	\$5.00
Re-marcite	\$80.00

(Code 1983, § 5-143; Code 2001, § 14-243; Ord. No. O-11-2012, art. 8, 10-16-2012; Ord. No. O-10-2014, § 5, 10-21-2014; Ord. No. O-14-2020, § 8, 10-20-2020)

State law reference(s)—Adoption of land development regulations, F.S. § 163.3194; state regulation of swimming pool contractors, F.S. § 489.101 et seq.; swimming pools, F.S. ch. 515.

- (b) The fee owner of a building or structure that chooses to use a private provider to provide building code inspection services pursuant to Sec. 553.791, Florida Statutes, for both plans review and inspections, or both, shall pay reduced permit and plan review fees for administrative services, as applicable, as follows:

1. Plan Review and Inspection: 25% reduction of the permit fee for fees calculated in Sec 14-245(a).

**Section 6. Conflicts.** If any portion of this Ordinance is in conflict with any other ordinance, then the provisions of this Ordinance shall govern.

**Section 7. Severability.** If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

**Section 8. Effective Date.** Upon its adoption by the City Council, this ordinance shall become effective.

**INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING  
BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON  
THIS 21<sup>st</sup> DAY OF JANUARY 2025.**

**CITY OF GREEN COVE SPRINGS, FLORIDA**

---

Steven R. Kelley, Mayor

ATTEST:

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Erin West, City Clerk

**PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE  
CITY OF GREEN COVE SPRINGS, FLORIDA, THIS 4<sup>th</sup> DAY OF FEBRUARY 2025.**

**CITY OF GREEN COVE SPRINGS, FLORIDA**

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Steven R. Kelley, Mayor

ATTEST:

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Erin West, City Clerk

APPROVED AS TO FORM:

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L. J. Arnold, III, City Attorney



Select Year: 2024 ▼ Go

## The 2024 Florida Statutes

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Title XXXIII  
REGULATION OF TRADE, COMMERCE, INVESTMENTS, AND  
SOLICITATIONS

Chapter 553  
BUILDING CONSTRUCTION  
STANDARDS

[View Entire  
Chapter](#)

**553.791 Alternative plans review and inspection.—**

(1) As used in this section, the term:

(a) “Applicable codes” means the Florida Building Code and any local technical amendments to the Florida Building Code but does not include the applicable minimum fire prevention and firesafety codes adopted pursuant to chapter 633.

(b) “Audit” means the process to confirm that the building code inspection services have been performed by the private provider, including ensuring that the required affidavit for the plan review has been properly completed and submitted with the permit documents and that the minimum mandatory inspections required under the building code have been performed and properly recorded. The local building official may not replicate the plan review or inspection being performed by the private provider, unless expressly authorized by this section.

(c) “Building” means any construction, erection, alteration, demolition, or improvement of, or addition to, any structure or site work for which permitting by a local enforcement agency is required.

(d) “Building code inspection services” means those services described in s. [468.603](#)(5) and (8) involving the review of building plans as well as those services involving the review of site plans and site work engineering plans or their functional equivalent, to determine compliance with applicable codes and those inspections required by law, conducted either in person or virtually, of each phase of construction for which permitting by a local enforcement agency is required to determine compliance with applicable codes.

(e) “Deliver” or “delivery” means any method of delivery used in conventional business or commercial practice, including delivery by electronic transmissions.

(f) “Duly authorized representative” means an agent of the private provider identified in the permit application who reviews plans or performs inspections as provided by this section and who is licensed as an engineer under chapter 471 or as an architect under chapter 481 or who holds a standard or provisional certificate under part XII of chapter 468. A duly authorized representative who only holds a provisional certificate under part XII of chapter 468 must be under the direct supervision of a person licensed as a building code administrator under part XII of chapter 468.

(g) “Electronic signature” means any letters, characters, or symbols manifested by electronic or similar means which are executed or adopted by a party with an intent to authenticate a writing or record.

(h) “Electronic transmission” or “submitted electronically” means any form or process of communication not directly involving the physical transfer of paper or another tangible medium which is suitable for the retention, retrieval, and reproduction of information by the recipient and is retrievable in paper form by the receipt through an automated process. All notices provided for in this section may be transmitted electronically and shall have the same legal effect as if physically posted or mailed.

(i) “Electronically posted” means providing notices of decisions, results, or records, including inspection records, through the use of a website or other form of electronic communication used to transmit or display information.

(j) “Immediate threat to public safety and welfare” means a building code violation that, if allowed to persist, constitutes an immediate hazard that could result in death, serious bodily injury, or significant property damage. This paragraph does not limit the authority of the local building official to issue a Notice of Corrective Action at any time during the construction of a building project or any portion of such project if the official determines that a condition of the building or portion thereof may constitute a hazard when the building is put into use following completion as long as the condition cited is shown to be in violation of the building code or approved plans.

(k) “Local building official” means the individual within the governing jurisdiction responsible for direct regulatory administration or supervision of plans review, enforcement, and inspection of any construction, erection, alteration, demolition, or substantial improvement of, or addition to, any structure for which permitting is required to indicate compliance with applicable codes and includes any duly authorized designee of such person.

(l) “Permit application” means a properly completed and submitted application for the requested building or construction permit, including:

1. The plans reviewed by the private provider.
2. The affidavit from the private provider required under subsection (6).
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.

(m) “Plans” means building plans, site engineering plans, or site plans, or their functional equivalent, submitted by a fee owner or fee owner’s contractor to a private provider or duly authorized representative for review.

(n) “Private provider” means a person licensed as a building code administrator under part XII of chapter 468, as an engineer under chapter 471, or as an architect under chapter 481. For purposes of performing inspections under this section for additions and alterations that are limited to 1,000 square feet or less to residential buildings, the term “private provider” also includes a person who holds a standard certificate under part XII of chapter 468.

(o) “Private provider firm” means a business organization, including a corporation, partnership, business trust, or other legal entity, which offers services under this chapter to the public through licensees who are acting as agents, employees, officers, or partners of the firm. A person who is licensed as a building code administrator under part XII of chapter 468, an engineer under chapter 471, or an architect under chapter 481 may act as a private provider for an agent, employee, or officer of the private provider firm.

(p) “Request for certificate of occupancy or certificate of completion” means a properly completed and executed application for:

1. A certificate of occupancy or certificate of completion.
2. A certificate of compliance from the private provider required under subsection (13).
3. Any applicable fees.
4. Any documents required by the local building official to determine that the fee owner has secured all other government approvals required by law.

(q) “Single-trade inspection” means any inspection focused on a single construction trade, such as plumbing, mechanical, or electrical. The term includes, but is not limited to, inspections of door or window replacements; fences and block walls more than 6 feet high from the top of the wall to the bottom of the footing; stucco or plastering; reroofing with no structural alteration; HVAC replacements; ductwork or fan replacements; alteration or installation of wiring, lighting, and service panels; water heater changeouts; sink replacements; and repiping.

(r) “Site work” means the portion of a construction project that is not part of the building structure, including, but not limited to, grading, excavation, landscape irrigation, and installation of driveways.

(s) “Stop-work order” means the issuance of any written statement, written directive, or written order which states the reason for the order and the conditions under which the cited work will be permitted to resume.

(2)(a) Notwithstanding any other law or local government ordinance or local policy, the fee owner of a building or structure, or the fee owner’s contractor upon written authorization from the fee owner, may choose to use a private provider to provide building code inspection services with regard to such building or structure and may make payment directly to the private provider for the provision of such services. All such services shall be the subject of a written contract between the private provider, or the private provider’s firm, and the fee owner or the fee owner’s contractor, upon written authorization of the fee owner. The fee owner may elect to use a private provider to provide plans review or required building inspections, or both. However, if the fee owner or the fee owner’s contractor uses a private provider to provide plans review, the local building official, in his or her discretion and pursuant to duly adopted policies of the local enforcement agency, may require the fee owner or the fee owner’s contractor to use a private provider to also provide required building inspections.

(b) If an owner or contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction must reduce the permit fee by the amount of cost savings realized by the local enforcement agency for not having to perform such services. Such reduction may be calculated on a flat fee or percentage basis, or any other reasonable means by which a local enforcement agency assesses the cost for its plans review or inspection services. The local jurisdiction may not charge fees for building inspections if the fee owner or contractor hires a private provider to perform such services; however, the local jurisdiction may charge a reasonable administrative fee, which shall be based on the cost that is actually incurred, including the labor cost of the personnel providing the service, by the local jurisdiction or attributable to the local jurisdiction for the clerical and supervisory assistance required, or both.

(c) If an owner or a contractor retains a private provider for purposes of plans review or building inspection services, the local jurisdiction must provide equal access to all permitting and inspection documents and reports to the private provider, owner, and contractor if such access is provided by software that protects exempt records from disclosure.

(3) A private provider and any duly authorized representative may only perform building code inspection services that are within the disciplines covered by that person’s licensure or certification under chapter 468, chapter 471, or chapter 481, including single-trade

inspections. A private provider may not provide building code inspection services pursuant to this section upon any building designed or constructed by the private provider or the private provider's firm.

(4) A fee owner or the fee owner's contractor using a private provider to provide building code inspection services shall notify the local building official in writing at the time of permit application, or by 2 p.m. local time, 2 business days before the first scheduled inspection by the local building official or building code enforcement agency that a private provider has been contracted to perform the required inspections of construction under this section, including single-trade inspections, on a form to be adopted by the commission. This notice shall include the following information:

- (a) The services to be performed by the private provider.
- (b) The name, firm, address, telephone number, and e-mail address of each private provider who is performing or will perform such services, his or her professional license or certification number, qualification statements or resumes, and, if required by the local building official, a certificate of insurance demonstrating that professional liability insurance coverage is in place for the private provider's firm, the private provider, and any duly authorized representative in the amounts required by this section.
- (c) An acknowledgment from the fee owner or the fee owner's contractor in substantially the following form:

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

If the fee owner or the fee owner's contractor makes any changes to the listed private providers or the services to be provided by those private providers, the fee owner or the fee owner's contractor shall, within 1 business day after any change or within 2 business days before the next scheduled inspection, update the notice to reflect such changes. A change of a duly authorized representative named in the permit application does not require a revision of the permit, and the building code enforcement agency shall not charge a fee for making the change.

(5) After construction has commenced and if the local building official is unable to provide inspection services in a timely manner, the fee owner or the fee owner's contractor may elect to use a private provider to provide inspection services by notifying the local building official of the owner's or contractor's intention to do so by 2 p.m. local time, 2 business days before the next scheduled inspection using the notice provided for in paragraphs (4)(a)-(c).

(6) A private provider performing plans review under this section shall review the plans to determine compliance with the applicable codes. Upon determining that the plans reviewed comply with the applicable codes, the private provider shall prepare an affidavit or affidavits certifying, under oath, that the following is true and correct to the best of the private provider's knowledge and belief:

(a) The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to this section and holds the appropriate license or certificate.

(b) The plans comply with the applicable codes.

Such affidavit may bear a written or electronic signature and may be submitted electronically to the local building official.

(7)(a) No more than 20 business days after receipt of a permit application and the affidavit from the private provider required pursuant to subsection (6), the local building official shall issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections. If the local building official does not provide a written notice of the plan deficiencies within the prescribed 20-day period, the permit application shall be deemed approved as a matter of law, and the permit shall be issued by the local building official on the next business day.

(b) If the local building official provides a written notice of plan deficiencies to the permit applicant within the prescribed 20-day period, the 20-day period shall be tolled pending resolution of the matter. To resolve the plan deficiencies, the permit applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit revisions to correct the deficiencies.

(c) If the permit applicant submits revisions, the local building official has the remainder of the tolled 20-day period plus 5 business days from the date of resubmittal to issue the requested permit or to provide a second written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes, with specific reference to the relevant code chapters and sections. Any subsequent review by the local building official is limited to the deficiencies cited in the written notice. If the local building official does not provide the second written notice within the prescribed time period, the permit shall be deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

(d) If the local building official provides a second written notice of plan deficiencies to the permit applicant within the prescribed time period, the permit applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit additional revisions to correct the deficiencies. For all revisions submitted after the first revision, the local building official has an additional 5 business days from the date of resubmittal to issue the requested permit or to provide a written notice to the permit applicant stating which of the previously identified plan features remain in noncompliance with the applicable codes, with specific reference to the relevant code chapters and sections.

(8) A private provider performing required inspections under this section shall inspect each phase of construction as required by the applicable codes. Such inspection may be performed in-person or virtually. The private provider may have a duly authorized representative perform the required inspections, provided all required reports are prepared by and bear the written or electronic signature of the private provider or the private provider's duly authorized representative. The duly authorized representative must be an employee of the private provider entitled to receive reemployment assistance benefits under chapter 443. The contractor's contractual or legal obligations are not relieved by any action of the private provider.

(9) A private provider performing required inspections under this section shall provide notice to the local building official of the approximate date and time of any such inspection. The local building official may not prohibit the private provider from performing any inspection outside the local building official's normal operating hours, including after hours, weekends, or holidays. The local building official may visit the building site as often as necessary to verify that the private provider is performing all required inspections. A deficiency notice must be posted by the private provider, the duly authorized representative of the private provider, or the building department whenever a noncomplying item related to the building code or the permitted documents is found. Such notice may be physically posted at the job site or electronically posted. After corrections are made, the item must be reinspected by the private provider or representative before being concealed. Reinspection or reaudit fees shall not be charged by the local jurisdiction as a result of the local jurisdiction's audit inspection occurring before the performance of the private provider's inspection or for any other administrative matter not involving the detection of a violation of the building code or a permit requirement.

(10) If the private provider is a person licensed as an engineer under chapter 471 or an architect under chapter 481 and affixes his or her professional seal to the affidavit required under subsection (6), the local building official must issue the requested permit or provide a written notice to the permit applicant identifying the specific plan features that do not comply with the applicable codes, as well as the specific code chapters and sections, within 10 business days after receipt of the permit application and affidavit. In such written notice, the local building official must provide with specificity the plan's deficiencies, the reasons the permit application failed, and the applicable codes being violated. If the local building official does not provide specific written notice to the permit applicant within the prescribed 10-day period, the permit application is deemed approved as a matter of law, and the local building official must issue the permit on the next business day.

(11) If equipment replacements and repairs must be performed in an emergency situation, subject to the emergency permitting provisions of the Florida Building Code, a private provider may perform emergency inspection services without first notifying the local building official pursuant to subsection (9). A private provider must conduct the inspection within 3 business days after being contacted to conduct an emergency inspection and must submit the inspection report to the local building official within 1 day after the inspection is completed.

(12) Upon completing the required inspections at each applicable phase of construction, the private provider shall record such inspections on a form acceptable to the local building official. The form must bear the written or electronic signature of the provider or the provider's duly authorized representative. These inspection records shall reflect those inspections required by the applicable codes of each phase of construction for which permitting by a local enforcement agency is required. The private provider, upon completion of the required inspection, shall post each completed inspection record, indicating pass or fail, and provide the record to the local building official within 2 business days. Such inspection record may be electronically posted by the private provider, or the private provider may post such inspection record physically at the project site. The private provider may electronically transmit the record to the local building official. The local building official may waive the requirement to provide a record of each inspection within 2 business days if the record is electronically posted or posted at the project site and all such inspection records are submitted with the certificate of compliance. Unless the records have been electronically posted, records of all required and completed inspections shall be maintained at the building site at all times and made available for review by the local building official. The private provider shall report to the local enforcement agency any condition that poses an immediate threat to public safety and welfare.



(13) Upon completion of all required inspections, the private provider shall prepare a certificate of compliance, on a form acceptable to the local building official, summarizing the inspections performed and including a written representation, under oath, that the stated inspections have been performed and that, to the best of the private provider's knowledge and belief, the building construction inspected complies with the approved plans and applicable codes. The statement required of the private provider shall be substantially in the following form and shall be signed and sealed by a private provider as established in subsection (1) or may be electronically transmitted to the local building official:

To the best of my knowledge and belief, the building components and site improvements outlined herein and inspected under my authority have been completed in conformance with the approved plans and the applicable codes.

(14)(a) No more than 10 business days, or if the permit is related to single-family or two-family dwellings then no more than 2 business days, after receipt of a request for a certificate of occupancy or certificate of completion and the applicant's presentation of a certificate of compliance and approval of all other government approvals required by law, including the payment of all outstanding fees, the local building official shall issue the certificate of occupancy or certificate of completion or provide a notice to the applicant identifying the specific deficiencies, as well as the specific code chapters and sections.

(b) If the local building official does not provide notice of the deficiencies within the applicable time periods under paragraph (a), the request for a certificate of occupancy or certificate of completion is automatically granted and deemed issued as of the next business day. The local building official must provide the applicant with the written certificate of occupancy or certificate of completion within 10 days after it is automatically granted and issued. To resolve any identified deficiencies, the applicant may elect to dispute the deficiencies pursuant to subsection (15) or to submit a corrected request for a certificate of occupancy or certificate of completion.

(15) If the local building official determines that the building construction or plans do not comply with the applicable codes, the official may deny the permit or request for a certificate of occupancy or certificate of completion, as appropriate, or may issue a stop-work order for the project or any portion thereof as provided by law, if the official determines that the noncompliance poses an immediate threat to public safety and welfare, subject to the following:

(a) The local building official shall be available to meet with the private provider within 2 business days to resolve any dispute after issuing a stop-work order or providing notice to the applicant denying a permit or request for a certificate of occupancy or certificate of completion.

(b) If the local building official and private provider are unable to resolve the dispute, the matter shall be referred to the local enforcement agency's board of appeals, if one exists, which shall consider the matter at its next scheduled meeting or sooner. Any decisions by the local enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter.

(c) Notwithstanding any provision of this section, any decisions regarding the issuance of a building permit, certificate of occupancy, or certificate of completion may be reviewed by the local enforcement agency's board of appeals, if one exists. Any decision by the local



enforcement agency's board of appeals, or local building official if there is no board of appeals, may be appealed to the commission as provided by this chapter, which shall consider the matter at the commission's next scheduled meeting.

(16) For the purposes of this section, any notice to be provided by the local building official shall be deemed to be provided to the person or entity when successfully transmitted to the e-mail address listed for that person or entity in the permit application or revised permit application, or, if no e-mail address is stated, when actually received by that person or entity.

(17)(a) A local enforcement agency, local building official, or local government may not adopt or enforce any laws, rules, procedures, policies, qualifications, or standards more stringent than those prescribed by this section.

(b) A local enforcement agency, local building official, or local government may establish, for private providers, private provider firms, and duly authorized representatives working within that jurisdiction, a system of registration to verify compliance with the licensure requirements of paragraph (1)(n) and the insurance requirements of subsection (18).

(c) This section does not limit the authority of the local building official to issue a stop-work order for a building project or any portion of the project, as provided by law, if the official determines that a condition on the building site constitutes an immediate threat to public safety and welfare.

(18) A private provider may perform building code inspection services on a building project under this section only if the private provider maintains insurance for professional liability covering all services performed as a private provider. Such insurance shall have minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate for any project with a construction cost of \$5 million or less and \$2 million per occurrence and \$4 million in the aggregate for any project with a construction cost of over \$5 million. Nothing in this section limits the ability of a fee owner to require additional insurance or higher policy limits. For these purposes, the term "construction cost" means the total cost of building construction as stated in the building permit application. If the private provider chooses to secure claims-made coverage to fulfill this requirement, the private provider must also maintain coverage for a minimum of 5 years subsequent to the performance of building code inspection services. The insurance required under this subsection shall be written only by insurers authorized to do business in this state with a minimum A.M. Best's rating of A. Before providing building code inspection services within a local building official's jurisdiction, a private provider must provide to the local building official a certificate of insurance evidencing that the coverages required under this subsection are in force.

(19) When performing building code inspection services, a private provider is subject to the disciplinary guidelines of the applicable professional board with jurisdiction over his or her license or certification under chapter 468, chapter 471, or chapter 481. All private providers shall be subject to the disciplinary guidelines of s. [468.621\(1\)\(c\)-\(h\)](#). Any complaint processing, investigation, and discipline that arise out of a private provider's performance of building code inspection services shall be conducted by the applicable professional board.

(20) A local building code enforcement agency may not audit the performance of building code inspection services by private providers operating within the local jurisdiction until the agency has created standard operating private provider audit procedures for the agency's internal inspection and review staff, which includes, at a minimum, the private provider audit purpose and scope, private provider audit criteria, an explanation of private provider audit processes and objections, and detailed findings of areas of noncompliance. Such private provider audit procedures must be publicly available online, and a printed version must be readily accessible in agency buildings. The private provider audit results of staff for the prior two quarters also must be publicly available. The agency's audit processes must adhere to the

agency's posted standard operating audit procedures. The same private provider or private provider firm may not be audited more than four times in a year unless the local building official determines a condition of a building constitutes an immediate threat to public safety and welfare, which must be communicated in writing to the private provider or private provider firm. Work on a building or structure may proceed after inspection and approval by a private provider. The work may not be delayed for completion of an inspection audit by the local building code enforcement agency.

(21) The local government, the local building official, and their building code enforcement personnel shall be immune from liability to any person or party for any action or inaction by a fee owner of a building, or by a private provider or its duly authorized representative, in connection with building code inspection services as authorized in this act.

(22) Notwithstanding any other law, a county, a municipality, a school district, or an independent special district may use a private provider to provide building code inspection services for a public works project, an improvement, a building, or any other structure that is owned by the county, municipality, school district, or independent special district.

**History.**—s. 17, ch. 2002-293; s. 106, ch. 2005-2; s. 11, ch. 2005-147; s. 1, ch. 2005-216; s. 6, ch. 2006-65; s. 6, ch. 2007-187; s. 141, ch. 2008-4; s. 77, ch. 2012-30; s. 7, ch. 2017-149; s. 12, ch. 2019-86; s. 14, ch. 2019-165; s. 132, ch. 2020-2; s. 20, ch. 2020-27; s. 4, ch. 2021-201; s. 50, ch. 2022-4; s. 4, ch. 2022-136; s. 4, ch. 2024-191.



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

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**TO:** City Council Regular Session **MEETING DATE:** February 4<sup>th</sup>, 2025  
**FROM:** Greg Bauer, Assistant Public Works Director  
**SUBJECT:** City Council approval to purchase a 2024 Ford F250 crew cab with utility boxes and rack from Beck Auto Sales, in the amount of \$58,159.41 to replace Vehicle #635, through City of Tallahassee Contract Number #5180 and authorization to declare vehicle #635 surplus to be disposed of in the best interest of the City. *Greg Bauer*

### BACKGROUND

Vehicle # 635 is a 2007 Ford E-250 Cargo Van that is past its useful life. The new vehicle is budgeted at \$55,000.00 leaving a difference of \$3,159.41. Right of Way Maintenance, G/L 001-3053-5006400 included the purchase of a vehicle, 48" Scag lawnmower and lawn trailer. Staff will forgo the purchase of the lawn trailer to compensate for the difference in the new vehicle purchase. A total of \$74,500.00 was approved for G/L 001-3053-5006400 in fiscal year 25.

### FISCAL IMPACT

\$58,159.14 from the approved FY 25 Right of Way Maintenance CIP Budget. G/L 001-3053-5006400

### RECOMMENDATION

Approve purchase of a 2024 Ford F250 crew cab with utility boxes and rack from Beck Auto Sales, in the amount of \$58,159.14 to replace Vehicle #635, through City of Tallahassee contract #5180 and authorization to declare Vehicle #635 surplus to be disposed of in the best interest of the City.

CITY GREEN COVE SPGS

EXPIRES 12/29/2026

[illegible]

This Quote Expires in 30 days

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**CITY OF  
TALLAHASSEE**

**AMENDMENT 1 TO AGREEMENT NO. 5180  
CONTRACT FOR NEW MUNICIPAL VEHICLES, CARS  
VANS, SPORT UTILITY VEHICLES, AND LIGHT TRUCKS**

THIS AMENDMENT is made this 01/16/2025, between the **CITY OF TALLAHASSEE**, a Florida municipal corporation (the "City"), and **BECK AUTO SALES, INC.**, a Florida profit corporation (the "Vendor"). The City and the Vendor may be referred to individually as a "Party" and together as the "Parties."

**RECITALS**

WHEREAS, the Parties entered into Agreement No. 5180 ("Agreement") dated January 1, 2022, for the purchase of New Municipal Vehicles, Cars, Vans, Sport Utility Vehicles, and Light Trucks, under RFP No. 096-21-KM; and,

WHEREAS, the Parties desire to amend the Agreement to address changes to Section 3, Purchases Made by Other Public Agencies, and to extend the Agreement term pursuant to Section 7, Term.

NOW, THEREFORE, in consideration of the following mutual covenants set forth herein and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. **Section 3. PURCHASES MADE BY OTHER PUBLIC AGENCIES**, is hereby deleted, and replaced with the following:
  - A. With the consent and agreement of the Vendor and the City, purchases may be made by other local, state, or national governmental agencies, political subdivisions, or other public entities under this Agreement. Potential purchaser(s) **MUST** submit their request for utilization to Fleet Contract Manager, Kathy Crum via email at [kathy.crum@talgov.com](mailto:kathy.crum@talgov.com) prior to purchasing under this Agreement. These purchases shall be governed by the same terms and conditions stated herein.

(1) The City charges an administrative fee of \$200.00 per vehicle sold. The Vendor shall be responsible for reporting, collecting, and remitting the administrative fee(s) to the City for purchase(s) made by other local, state, or national governmental agencies, political subdivisions, or other public entities pursuant to this Agreement. Should any such purchases be made, the Vendor is responsible for submitting a quarterly report identifying all sales made during the applicable quarter via email to the Fleet Financial Team at [fleetadmin@talgov.com](mailto:fleetadmin@talgov.com), with a copy to Fleet Contract Manager, Kathy Crum at [kathy.crum@talgov.com](mailto:kathy.crum@talgov.com). The subject line of the email should reference: **Reporting Administrative Fees - Agreement No. 5180.**

(2) The Vendor shall remit all administrative fees to the City at the end of the quarter in which payment is received from the purchaser. An email identifying the amount(s) and check number(s) **MUST** also be submitted to the Fleet Financial Team, with a copy to Fleet Contract Manager, Kathy Crum prior to mailing. For questions or requests for Agreement Documents, please contact Kathy Crum at (850) 891-5229.

(3) Administrative fee payments shall be made by check with **Payment Administrative Fees - Agreement No. 5180** referenced on the check. Administrative fees should be mailed to the following address:

Fleet Management Administration  
Attn: Fleet Financial Team  
400 Dupree Street  
Tallahassee, FL 32304

B. This Agreement in no way restricts or interferes with the right of any local, state, or national governmental agency or political subdivision or other public entity to independently address any or all these terms as required by law or to supplement the Agreement if a specific term is not addressed herein.

2. **Section 7.B. Extension Term**, is hereby deleted, and replaced with the following:

B. Extension Term. Upon written, mutual agreement by the Vendor and the City, this Agreement may be extended at the conclusion of the Initial Term for an additional two (2) years (the "Extension").

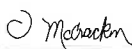
3. The term of the Agreement is hereby extended for two (2) additional years through December 31, 2026, unless earlier terminated in accordance with the original terms of the Agreement. This is the final extension permitted under this Agreement.
4. Except as specifically amended hereby, the terms and conditions of the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their duly authorized representatives as of the date set forth in the introductory clause.


### BECK AUTO SALES, INC.

By:   
 Name: Preston B Sloan  
 Title: President

### CITY OF TALLAHASSEE

By:   
 Veronica McCrackin, Procurement Manager

Attest:

By:   
 James O. Cooke, IV, City Treasurer-Clerk



Approved as to form:

By:   
 Breanna Green, Assistant City Attorney





**CITY OF  
TALLAHASSEE**

**Legal Routing Memo**

Date: 1/7/2025

To: City Attorney's Office

From: Fleet

Subject: Legal Review of

☐ CONTRACT NO. 5180

☒ AMENDMENT NO. 1

☐ MEMORANDUM OF UNDERSTANDING OR AGREEMENT

☐ OTHER

---

This document relates to solicitation RFP-096-21-KM Municipal Vehicles, Cars Vans, Sport Utility Vehicles, And Light Trucks

Document has been reviewed and considered ready for execution by either or both:

Procurement Signature: Keith Milton

Department Signature: Kathy Crum

**TO BE COMPLETED BY LEGAL**

Legal review completed on: 1/9/2025

Legal review performed by: Breanna Green

Approved for execution: ☒ yes ☐ no









# A City of Tallahassee Amendment to Contract 5180 - BECK AUTO SALES, INC. - Requires Your Signature - Time Sensitive

Final Audit Report

2025-01-16

Created:	2025-01-10
By:	Jakeem Reynolds (Jakeem.Reynolds@talgov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGM2B3XN4QWMHKs81IZU3YN2bB0n1eJxO

## "A City of Tallahassee Amendment to Contract 5180 - BECK AUTO SALES, INC. - Requires Your Signature - Time Sensitive" History

-  Document created by Jakeem Reynolds (Jakeem.Reynolds@talgov.com)  
2025-01-10 - 3:44:25 PM GMT- IP address: 167.75.254.253
-  Document emailed to brandysloan@checkbeck.com for signature  
2025-01-10 - 3:45:58 PM GMT
-  Email viewed by brandysloan@checkbeck.com  
2025-01-10 - 4:57:25 PM GMT- IP address: 172.225.246.41
-  Signer brandysloan@checkbeck.com entered name at signing as Preston B Sloan  
2025-01-10 - 9:34:20 PM GMT- IP address: 173.197.89.34
-  Document e-signed by Preston B Sloan (brandysloan@checkbeck.com)  
Signature Date: 2025-01-10 - 9:34:22 PM GMT - Time Source: server- IP address: 173.197.89.34
-  Document emailed to Veronica McCrackin (veronica.mccrackin@talgov.com) for signature  
2025-01-10 - 9:34:24 PM GMT
-  Document e-signed by Veronica McCrackin (veronica.mccrackin@talgov.com)  
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-  Document emailed to Cynthia Dickinson (cindy.dickinson@talgov.com) for approval  
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 Document approved by Cynthia Dickinson (cindy.dickinson@talgov.com)

Approval Date: 2025-01-13 - 12:26:09 PM GMT - Time Source: server- IP address: 167.75.254.253

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 Signer James Cooke IV (jim.cooke@talgov.com) entered name at signing as James O. Cooke, IV

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Signature Date: 2025-01-16 - 0:07:29 AM GMT - Time Source: server- IP address: 167.75.254.253

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 Document signing delegated to Kristen McRae (Kristen.McRae@talgov.com) by Breanna Green (breanna.green@talgov.com)

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 Signer Kristen McRae (Kristen.McRae@talgov.com) entered name at signing as Kristen McRae for

2025-01-16 - 10:24:36 PM GMT- IP address: 167.75.254.253

 Document e-signed by Kristen McRae for (Kristen.McRae@talgov.com)

Signature Date: 2025-01-16 - 10:24:39 PM GMT - Time Source: server- IP address: 167.75.254.253

 Agreement completed.

2025-01-16 - 10:24:39 PM GMT

# CITY OF GREEN COVE SPRINGS CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, NOVEMBER 12, 2024 – 6:00 PM



## MINUTES

Invocation & Pledge of Allegiance to the Flag - **Chaplain MacClellan, GCSPD**

Roll Call

**COUNCIL MEMBERS PRESENT:** Mayor Steven Kelley, Vice Mayor Thomas Smith, Council Member Connie Butler, Council Member Ed Gaw, Council Member Matt Johnson

**STAFF MEMBERS PRESENT:** L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

1. James Otto 2908 Blanding Blvd. Middleburg thanks the Council for keeping the spring fed pool and he advises he attended the 150<sup>th</sup> event where there was an incident, and he would like to record request all of the information from the incident. Mr. Otto advises he has spoken to the records department concerning that request.

## AWARDS & RECOGNITION

1. City Government Week – 5th Grade Essay Participants  
Sydney Ball, Jayden Meek, Serenity Clark, Bentley Lackey, Zachary Anderson  
Mayor Kelley speaks and presents that essay participants with a certificate.
2. Police Department Swearing-In *Interim Chief Hines*  
Officer Green  
Officer Whitney  
Officer Shore  
Interim Chief Hines speaks and swears-in three new Officers.
3. Recognition: 25 Years of Service *Interim Chief Hines*  
Sergeant Perry  
Communications Officer Sharon Vinson  
Interim Chief Hines speaks and presents a plaque to Sergeant Perry. He advises Communications Officer Sharon Vinson wasn't able to attend tonight.

## PRESENTATIONS

4. FMPA - November 2024 *Bob Page*  
Mr. Page presents the November report.

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**PUBLIC HEARINGS**

5. Second and Final reading of Ordinance O-27-2024 for the Voluntary Annexation of 3 acres of property located on CR 209 S (parcel #016513-015-00) **Michael Daniels**  
City Attorney Arnold reads Ordinance No. O-27-2024 by title.  
Development Services Director Michael Daniels presents and advises his presentation is for items 5, 6, and 7.  
Mayor Kelley opens the public hearing.  
Following no comments, Mayor Kelley closes the public hearing.  
Council Member Gaw asks the property owner Tim Howells to come up speak.  
Tim Howells speaks about the annexation.

**Motion to approve on second and final reading of Ordinance No. O-27-2024 for the Voluntary Annexation of 3 acres of property located on CR 209 S (parcel #016513-015-00).**  
Motion made by Vice Mayor Smith, Seconded by Council Member Johnson.  
Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

6. Second and Final Reading of Ordinance O-28-2024 regarding the Future Land Use Amendment of the Wolfe Bros Property (Parcel #: 016513-015-00): From: Industrial (County) To: Industrial **Michael Daniels**  
City Attorney Arnold reads Ordinance No. O-28-2024 by title.  
Mayor Kelley opens the public hearing.  
Following no comments, Mayor Kelley closes the public hearing.

**Motion to approve on second and final reading of Ordinance No. O-28-2024 to amend the future land use of parcel id 016513-015-00 from industrial county to industrial.**  
Motion made by Council Member Johnson, Seconded by Council Member Butler.  
Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

7. Second and Final Reading of Ordinance O-29-2024 regarding the Rezoning of the Wolfe Bros Property (Parcel #: 016513-015-00): From: Heavy Industrial (County) To: M-2 Industrial Park **Michael Daniels**  
City Attorney Arnold reads Ordinance No. O-29-2024 by title.  
Mayor Kelley opens the public hearing.  
Following no comments, Mayor Kelley closes the public hearing.

**Motion to recommend approval of second and final reading of ordinance O-29-2024 to amend the Zoning of Parcel ID 016513-015-00 from Heavy Industrial (County) to M-2, Industrial Park.**  
Motion made by Council Member Butler, Seconded by Vice Mayor Smith.  
Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

8. Second and Final Reading of Ordinance O-30-2024 for the voluntary annexation of approximately 1.79 acres located at 4604 CR 209 S (parcel #016513-001-00), Miller Environmental Holdings, LLC **Michael Daniels**

City Attorney Arnold reads Ordinance No. O-30-2024 by title.

Development Services Director Michael Daniels presents and advises his presentation is for items 8, 9, and 10.

Mayor Kelley opens the public hearing.

Following no comments, Mayor Kelley closes the public hearing.

**Motion to recommend approval of second and final reading of Ordinance O-30-2024 for the voluntary annexation of 1.79 acres located on CR 209 S (parcel #: 016513-001-00).**

Motion made by Council Member Butler, Seconded by Council Member Johnson.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

9. Second and Final Reading of Ordinance O-31-2024 Future Land Use Amendment of approximately 1.79 acres of property located at 4604 CR 209S (Parcel 016513-001#-00): From: Industrial (County) To: Industrial *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-31-2024 by title.

Mayor Kelley opens the public hearing.

Joe Sobotta 212 North St. GCS questions the expansion of the city limits.

Following no further comments, Mayor Kelley closes the public hearing.

**Motion to approve second and final reading of Ordinance No. O-31-2024, future land use amendment of approximately 1.79 acres of property location at 4604 CR 209 S from industrial county to industrial.**

Motion made by Vice Mayor Smith, Seconded by Council Member Johnson.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

10. Second and Final Reading of Ordinance O-32-2024 Rezoning of approximately 1.79 acres of property located at 4604 CR 209S (Parcel 016513-001#-00): From: Heavy Industrial (County) To: M-2, Industrial Park *Michael Daniels*

City Attorney Arnold reads Ordinance No. O-32-2024 by title.

Mayor Kelley opens the public hearing.

Following no comments, Mayor Kelley closes the public hearing.

**Motion to approve second and final reading of Ordinance No. O-32-2024, rezoning approximately 1.79 acres of property located at 4604 CR 209S from heavy industrial county to M-2, Industrial Park.**

Motion made by Vice Mayor Smith, Seconded by Council Member Butler.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

11. Public Hearing and approval of Resolution R-31-2024, a Resolution amending General Fund, Building Fund, Customer Service Fund, Stormwater and Self-insurance Fund operating budget for Fiscal Year 2024 per Exhibit "A". *Sue Wang*

Finance Director Sue Wang speaks and presents the budget amendment.

Mayor Kelley opens the public hearing.

Following no public comments, Mayor Kelley closes the public hearing.

**Motion to approve Resolution No. R-31-2024 amending the 2024 Operating Budget for the General Fund, Building Fund, Customer Service Fund, Stormwater and Self-insurance Fund per Exhibit "A".**

Motion made by Council Member Butler, Seconded by Vice Mayor Smith.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

**CONSENT AGENDA**

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Mayor Kelley pulled item 17 and Council Member Butler pulled item 24.

**Motion to approve Consent Agenda items 12 through 29 minus 17 and 24.**

Motion made by Vice Mayor Smith, Seconded by Council Member Johnson.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

12. City Council approval of, and authorization for the mayor to execute, Modification #2 to the Hazard Mitigation Grant Program (HMGP), Federally-Funded Subaward and Grant Agreement # H0297 / Project Number 4337-218-R, Utility Mitigation and Generator Project. Modification #2 extends the Period of Agreement to January 31, 2025. *Scott Schultz*
13. City Council approval of the Axon agreement. *Interim Chief Hines*
14. City Council approval of, and authorization for the mayor to execute, Disbursement Request #2 in the amount of \$65,000.00 for Mittauer & Associates for permitting and design services for the Magnolia Point Reclaimed Water System & Potable Water System Improvements. *Scott Schultz*
15. City Council approval to standardize products from Safety Products, Inc. for purchasing employee uniform shirts. *Scott Schultz*
16. City Council approval of Pay Application #7 for the West Street CDBG Stormwater Improvements and Highland Sidewalk Improvements to Besch and Smith in the amount of \$199,050.44. *Greg Bauer*
17. City Council approval of the Interlocal Agreement with Clay County for Grant Research and Writing Assistance. *Steve Kennedy*  
Mayor Kelley thanks staff for pulling together this agreement and making the suggestion of using assistance from the county.  
City Manager Steve Kennedy speaks and introduces Megan Covey with the Clay County Grant Department.  
Megan Covey with Clay County speaks about grant writing and working with the city.

**Motion to approve Consent Agenda item 17.**

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

18. City Council approval to purchase Laptops for City Police Officers to Enhance Public Safety and Efficiency in the amount of \$48,824.16 through the State of Florida Contract, Dell NASPO Computer Equipment PA - Florida. **Angel Alicea**
19. City Council approval of change order #2 to Kirby Development, Inc. for construction of the Julia Street Stormwater Improvement Project in the additive amount of \$47,196.00 and eight (8) contract days. **Greg Bauer**
20. City Council approval of pay application #3 to Kirby Development, Inc. In the amount of \$202,104.83, for the Julia Street Stormwater Improvement Project. **Greg Bauer**
21. City Council approval of the Sawcross (Tender Contractor) Pay Request #6, in the amount of \$276,925.00, and authorization for the mayor to execute Disbursement Request # 22 (to follow), and SJRWMD Pay Request #8 (to follow), for construction of the Harbor Road Advanced Wastewater Treatment Facility (HRAWWTF), as part of the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420. **Scott Schultz**
22. City Council approval of funding in the approximate amount of \$500,000.00 for electric materials for the construction of the Rookery Development Phase 1 Electric System. **Scott Schultz**
23. City Council approval of funding in the approximate amount of \$1,000,000.00 for electric materials for the construction of the Rookery Development Phase 2A Electric System. **Scott Schultz**
24. City Council approval of the Eden Butler Estates Final Plat for the development of 4 single-family lots on parcel #s 017738-000-00 & 017743-000-00. **Michael Daniels**  
Mayor Kelley advises Council Member Butler pulled this item due to needing to abstain.

**Motion to approved Consent Agenda item 24.**

Motion made by Vice Mayor Smith, Seconded by Council Member Johnson.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Gaw, Council Member Johnson

Voting Abstaining: Council Member Butler

25. City Council approval of the Magnolia Trace Final Plat for the development of 4 single-family lots on parcel # 017595-000-00. **Michael Daniels**
26. City Council approval of subgrant agreement # Z4266 with FDEM for FEMA reimbursements related to Hurricane Debbie DR4806. **Mike Null**
27. City Council approval of the request for the renewal of the yearly subscription of Pulseway Remote Monitoring and Management Software. **Angel Alicea**



28. City Council approval of the Development Agreement to defer 50% of building permit fees for the Vineyard Transition Center Building Improvement Plan. **Michael Daniels**
29. City Council approval of the Final Pay Application including retainage - Walnut Street Improvements, to provide roadway, utility, pedestrian and streetscape improvements on Walnut St from Palmetto Ave to the River in the amount of \$160,589.50 to CGC, Inc. **Greg Bauer**

### COUNCIL BUSINESS

30. Resolution No. R-30-2024 electing to opt out of the property tax exemption for moderate income properties pursuant to implement the requirements set forth in Senate Bill 328 and House Bill 7073 Live Local Amendment Act relating to Affordable Housing Regulations **Michael Daniels**  
City Attorney Arnold speaks  
Development Services Director Michael Daniels speaks and explains the purpose of the resolution and the opt out of property tax exemption.  
Council Member Butler question it will affect the habitat projects.  
Mr. Daniels advised that it will mainly affect moderate income homes and it's going to hit rentals as well.  
Council Member Gaw questions how often a survey will be performed determine when you have a surplus or deficit?  
Mr. Daniels advised the survey will be performed annually.  
Council discussion followed concerning the opt out and if this would be done on a yearly basis.

**Motion to approve Resolution No. R-30-2024 for the City to opt-out of the Live Local Missing Middle Tax Exemption pursuant to Section 196.1978(3)(o).**

Motion made by Council Member Johnson, Seconded by Vice Mayor Smith.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

31. Discussion and approval of the 2023/2024 Red Light Camera Intersection Safety Report. **Interim Chief Hines**  
Interim Chief Hines advises this is a requirement annual report that has to be heard and allow public comments. He advises it is required to be done by December every year so going forward it will be completed in September due to the report dates running from July to June.  
Council Member Gaw asks during the next report if there can be some traffic statistics included.  
Discussion followed concerning traffic statistics and also on showing intersection statistics.  
Interim Chief Hines advises that moving the camera from Houston to Leonard C Taylor has shown a decrease in citations.  
Discussion followed about adding remote devices to catch people speeding in the school zones.  
Joe Sobotta 212 North St. GCS speaks about the cameras and the 9,665 citations that were issued with only 33 contesting.  
Discussion followed concerning the use of the cameras for red lights and the school zones.

**Motion to approve the 2023/2024 Red Light Camera Intersection Safety Report.**

Motion made by Vice Mayor Smith, Seconded by Council Member Johnson.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

32. Approve Ordinance No. O-33-2024 on first reading as to form only to authorize a referendum on proposed City Charter amendments. ***L.J. Arnold III***

City Attorney Arnold reads Ordinance No. O-33-2024 by title and presents.

Joe Sobotta 212 North St. GCS questions the city not doing a charter review for 10 years.

Mayor Kelley advises the Council can call a charter review when they feel it is needed and it can be under the 10 year mark.

Mr. Sobotta doesn't support the change to 10 years and questions the building code.

Mr. Arnold advises the building code is done by ordinance.

Discussion followed over the charter and the 5- or 10-year review. This will be on the ballot in April 2025 for the citizens to decide.

**Motion to approve Ordinance No. O-33-2024, as to form only, on the first reading.**

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

33. Discussion on editing Chapter 54 in the City Code to add Article III. ***Interim Chief Hines, Detective Milliken***

Interim Chief Hines speaks about the addition of article three to chapter 54 for the City Code.

Detective Milliken speaks about the ordinance and the addition of the child safety zones that will be included in the ordinance. The city does not currently have child safety zones or any restrictions for Halloween.

Discussion followed concerning the addition of the ordinance and child safety zones.

**Motion to approve amendments to the chapter 54 city code to add article three and bring the ordinance back for review.**

Motion made by Vice Mayor Smith, Seconded by Council Member Butler.

Voting Yea: Mayor Kelley, Vice Mayor Smith, Council Member Butler, Council Member Gaw, Council Member Johnson

34. Discussion of the AMI Meters ***Andy Yeager***

Electric Director Andy Yeager speaks to the Council and advises there are three customers that are refusing to switch to the new meters. Mr. Yeager advises that the new meters provide readily available information and we are able to communicate with the meters.

Discussion followed concerning the new meters and what the concerns were for the three citizens that were against switching. It is suggested to have a sit down meeting with the three citizens to see what their exact concerns are and how we can help them with the changing of the meters.

35. City Manager & City Attorney Reports / Correspondence

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

36. City Council Reports / Correspondence

The City Council made comments regarding various city activities, events, operations, and projects.

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Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 9:00 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Steven R. Kelley, Mayor

Attest:

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Erin West, City Clerk

# CITY OF GREEN COVE SPRINGS CITY COUNCIL SPECIAL SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, DECEMBER 10, 2024 – 5:00 PM



## MINUTES

Invocation & Pledge of Allegiance to the Flag – **Council Member Butler**

Roll Call

**COUNCIL MEMBERS PRESENT:** Mayor Steven Kelley, Vice Mayor Thomas Smith, Council Member Connie Butler, Council Member Ed Gaw, Council Member Matt Johnson

**STAFF MEMBERS PRESENT:** L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Kimberly Thomas, Executive Assistant, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

1. Mike Kelter 630 Mrytle Ave. GCS speaks to the Council about transparency and receiving alerts from CivicPlus when items are posted on the website.

## COUNCIL BUSINESS

1. Staff is requesting for Council to review and approve the City Manager, Steve Kennedy's 2024 Performance Evaluation and set Goals and Objectives for the next evaluation period. **Dee Jones** Human Resources Director, Dee Jones speaks and explains the evaluation numbers and process. Ms. Jones advises the City Manager's overall average score from Council was a 4.8. Discussion between the Council and City Manager followed concerning goals and work plans for fiscal year 2025.  
Mr. Kennedy thanks the Council for their support.
2. Ratify the City Manager contract. **Erin West**  
City Clerk, Erin West advises when the Council previously extended the City Manager's contract in 2021, it was done for 5 years but there is verbiage in the contract stating it can only be extended in 3-year increments. Ms. West advises the 3 years have come and the contract needs extended for another 2 years.

### **Motion to extend the City Manager's contract for 2 years.**

Motion made by Council Member Johnson, Seconded by Council Member Butler.

Voting Yea: Mayor Kelley, Council Member Butler, Council Member Gaw, Council Member Johnson

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Adjournment

There being no further business to come before the City Council, the meeting was adjourned at 5:44 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Steven R. Kelley, Mayor

Attest:

---

Erin West, City Clerk



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Session **MEETING DATE:** February 4 ,2025

**FROM:** Greg Bauer, Assistant Public Works Director

**SUBJECT:** City Council Approve Pay Application #10 for the West Street CDBG Stormwater Improvements and Highland Sidewalk Improvements to Besch and Smith in the amount of \$109,765.69.

### BACKGROUND

This project award incorporates two sections of the 2020 CDBG-NR grant that the City received in 2021. This project will construct the sidewalk portion as well as the stormwater portion of the grant project, with the CDBG grant funding \$600,000 of the work.

The city received two bids on this project. Besch and Smith submitted a bid of \$4,963,773.23 and CGC submitted a bid of \$9,111,431.00. The Besch and Smith bid is approximately \$2,000,000 over budget. Staff met with Besch and Smith and identified \$263,413.53 in value engineering opportunities as well as at least \$334,400.50 in direct purchasing opportunities, which will result in approximately \$23,000 in tax savings by the City purchasing the materials directly.

The recommended award amount of \$4,700,359.70 includes the reduction of \$263,413.53 in value engineering items for the stormwater portion of the project. The direct purchase items will be removed from the contract by change order once awarded to realize the tax savings to be applied to the stormwater portion of the project as well. Staff recommends award of the project to Besch and Smith in the amount of \$4,700,359.70.

### FISCAL IMPACT

As presented, the sidewalk portion of the project is \$670,223.49. This item is not specifically included in the FY 2024 approved budget; rather it was not completed in FY 2023. This portion of the contract will be funded by:

- \$267,000 in CDBG grant funds, and
- \$403,223.49 in funds re-allocated from the "Dirt Road Paving Program" line item upon Council approval.
  - As discussed during the budget process this year, the City does not intend to use dirt road funding to pave dirt roads.

The stormwater portion of the project represents the remaining \$4,030,136.21. This portion of the project will be funded by:

- \$1,000,000 of unexpended funds from the FY 2023 CIP budget for this project,
- \$333,000 in CDBG grant funds,
- \$1,176,936 in stormwater loan proceeds intended for this project, and

- \$1,520,200.21 in stormwater loan proceeds intended for the Oakridge and Highland project upon Council approval.

This stormwater funding plan along with the incorporation of the \$8,500,000 loan and additional loan-funded projects will be presented to Council at a future meeting in a formal budget amendment.

Original contract price- \$4,030,136.21

Remaining contract amount- \$236,477.74

Please note for record keeping purposes pay application #1 was submitted in April with the amount of \$0.00 requested. The contractor began construction on the sidewalk portion of the project during this time period.

### RECOMMENDATION

**Approve Pay Application #10 for the West Street CDBG Stormwater Improvements and Highland Sidewalk Improvements to Besch and Smith in the amount of \$109,765.69.**

**APPLICATION AND CERTIFICATE FOR PAYMENT**

PAGE ONE OF TWO

Item #9.

Owner: City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

PROJECT: West Street Drainage & Highland Ave Sidewalk  
West Street  
Green Cove Springs, FL 32043

APPLICATION NO. 10

PERIOD TO: 1/31/25

Distribution to:

- ☐ OWNER  
☐ ENGINEER  
☐ CONTRACTOR  
☐ PROGRAM MNGR

CONTRACTOR: Besch and Smith Civil Group, Inc.  
345 Cumberland Industrial Ct.  
St Augustine, FL 32095  
904-260-6393

Project # 2023-14

CONTRACT DATE: 4/11/2024

CONTRACT FOR: SITEWORK

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY			
Change Orders approved in		ADDITIONS	DEDUCTIONS
Total		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
1	6/25/2024	1,461.18	
RCO#1	6/18/2024	23507.04	
RCO#2		4226.82	
TOTALS		\$29,195.04	\$0.00
Net change by Change Orders		\$0.00	\$29,195.04

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payments has been completed in accordance with the Contract Documents, that the amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Besch and Smith Civil Group, Inc.

By:

1/24/2025

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

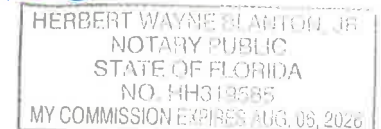
1.	ORIGINAL CONTRACT SUM	\$	4,700,359.70
2.	Net Change by Change Orders	\$	29,195.04
3.	CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	4,729,554.74
4.	TOTAL COMPLETED & STORED TO DATE (Column L on G703)	\$	4,729,554.74
5.	RETAINAGE		
a.	5 % of Completed Work	\$	236,477.74
	(Column L on G703)		
b.	10 % of Stored Material	\$	0.00
	Total Retainage (Line 5a + 5b or (Total in Column L of G703)	\$	236,477.74
6.	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	4,493,077.00
7.	LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	4,383,311.31
8.	CURRENT PAYMENT DUE	\$	109,765.69
9.	BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	236,477.74

State of Florida,

Subscribed and sworn to before me this date 01/24/2025

Notary Public

My Commission Expires: AUGUST 06, 2026

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the applied for)

\$109,765.69

OWNER:

By:

Date:

ENGINEER:

By:

Date:

This certificate is not negotiable. THE AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.



**APPLICATION AND CERTIFICATE FOR PAYMENT**

PAGE ONE OF TWO

Item #9.

Owner: City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

PROJECT: Highlands Ave Sidewalk  
West Street  
Green Cove Springs, FL 32043

APPLICATION NO.10

PERIOD TO:1/31/25

Project # 2023-14

CONTRACT DATE: 4/11/2024

Distribution to:

- ☐ OWNER  
☐ ENGINEER  
☐ CONTRACTOR  
☐ PROGRAM MNGR

CONTRACTOR: Besch and Smith Civil Group, Inc.  
345 Cumberland Industrial Ct.  
St Augustine, FL 32095  
904-260-6393

CONTRACT FOR: SITEWORK

**CONTRACTOR'S APPLICATION FOR PAYMENT**

CHANGE ORDER SUMMARY		
Change Orders approved in	ADDITIONS	DEDUCTIONS
Total	\$0.00	\$0.00
Approved this Month		
Number	Date Approved	
1	6/25/2024	1,461.18
TOTALS	\$1,461.18	\$0.00
Net change by Change Orders	\$0.00	\$1,461.18

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payments has been completed in accordance with the Contract Documents, that the amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Besch and Smith Civil Group, Inc.

By:



1/24/2025

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM	\$	670,223.49
2. Net Change by Change Orders	\$	1,461.18
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	671,684.67
4. TOTAL COMPLETED & STORED TO DATE (Column I on G703)	\$	671,684.67
5. RETAINAGE		
a. 5 % of Completed Work	\$	33,584.23
(Column L on G703)		
b. 10 % of Stored Material	\$	0.00
Total Retainage (Line 5a + 5b or (Total in Column L of G703)	\$	33,584.23
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	638,100.44
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	624,233.14
8. CURRENT PAYMENT DUE	\$	13,867.30
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	33,584.23

State of Florida,

Subscribed and sworn to before me this date 01/24/2025

Notary Public



HERBERT WAYNE BLANTON, JR.  
NOTARY PUBLIC  
STATE OF FLORIDA  
NO. HH319585  
MY COMMISSION EXPIRES AUG. 06, 2026

My Commission Expires: August 06, 2026

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the applied for)

\$13,867.30

OWNER:

By:

Date:

ENGINEER:

By:

Date:

This certificate is not negotiable. THE AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

## CONTINUATION SHEET

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 10

APPLICATION DATE: 1/25/2025

PERIOD TO: 1/31/2025

PROJECT NAME: Highlands Ave Sidewalk

ITEM NO.	DESCRIPTION OF WORK	C	D	E	F	G		H	I
		ORIGINAL SCHEDULED VALUE	FROM PREVIOUS APPLICATION VALUE	THIS PERIOD VALUE	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	GENERAL CONDITIONS HIGHLANDS AVE SIDEWALKS	\$120,173.46	\$ 115,223.16	\$ 4,950.30		\$120,173.46	100.00%	\$0.00	\$6,008.67
2	SILT FENCE	\$30,756.17	\$ 30,756.17			\$30,756.17	100.00%	\$0.00	\$1,537.81
3	INLET PROTECTION	\$12,353.02	\$ 12,353.02			\$12,353.02	100.00%	\$0.00	\$617.65
4	NPDES PERMIT AND MONITORING	\$9,546.48	\$ 9,069.23	\$ 477.25		\$9,546.48	100.00%	\$0.00	\$477.32
5	CLEARING GRUBBING AND STRIPPING	\$44,249.53	\$ 44,249.53			\$44,249.53	100.00%	\$0.00	\$2,212.48
6	SAW CUT CONCRETE	\$4,768.98	\$ 4,768.98			\$4,768.98	100.00%	\$0.00	\$238.45
7	SAW CUT ASPHALT	\$1,576.80	\$ 1,576.80			\$1,576.80	100.00%	\$0.00	\$78.84
8	REMOVE EXISTING PLANTERS	\$2,431.22	\$ 2,431.22			\$2,431.22	100.00%	\$0.00	\$121.56
9	SIDEWALK REMOVAL INCLUDES FLUMES	\$1,523.34	\$ 1,523.34			\$1,523.34	100.00%	\$0.00	\$76.17
10	REMOVE ASPHALT (ROADWAY)	\$1,233.54	\$ 1,233.54			\$1,233.54	100.00%	\$0.00	\$61.68
11	REMOVE 6" CONCRETE PAVING	\$4,811.94	\$ 4,811.94			\$4,811.94	100.00%	\$0.00	\$240.60
12	CURB REMOVAL	\$1,875.65	\$ 1,875.65			\$1,875.65	100.00%	\$0.00	\$93.78
13	REMOVE & REPLACE DOT MAILBOX	\$12,394.89	\$ 12,394.89			\$12,394.89	100.00%	\$0.00	\$619.74
14	RELOCATE EXISTING FIRE HYDRANT	\$21,411.45	\$ 21,411.45			\$21,411.45	100.00%	\$0.00	\$1,070.57
15	RELOCATE EXISTING SIGNS	\$2,100.14	\$ 2,100.14			\$2,100.14	100.00%	\$0.00	\$105.01
16	ADJUST WATER METER BOX	\$3,466.92	\$ 3,466.92			\$3,466.92	100.00%	\$0.00	\$173.35
17	ADJUST AT&T HAND BOX	\$3,150.27	\$ 3,150.27			\$3,150.27	100.00%	\$0.00	\$157.51
18	STRIP TOPSOIL (HAUL OFFSITE)	\$15,543.00	\$ 15,543.00			\$15,543.00	100.00%	\$0.00	\$777.15
19	BORROW FILL (TRUCK MEASURE)	\$22,618.08	\$ 22,618.08			\$22,618.08	100.00%	\$0.00	\$1,130.90
20	ROUGH GRADING SITE	\$9,355.50	\$ 9,355.50			\$9,355.50	100.00%	\$0.00	\$467.78
21	FINE GRADING SITE (ROUGH GRADE MINUS CONCRETE AREAS)	\$16,582.72	\$ 12,000.00	\$ 4,582.72		\$16,582.72	100.00%	\$0.00	\$829.14
22	6" CONCRETE PAVING	\$50,004.27	\$ 50,004.27			\$50,004.27	100.00%	\$0.00	\$2,500.21
23	TURNDOWN SIDEWALK (SUBCONTRACTOR)	\$5,802.06	\$ 5,802.06			\$5,802.06	100.00%	\$0.00	\$290.10
24	4" CONCRETE SIDEWALK (SUBCONTRACTOR)	\$163,465.20	\$ 163,465.20			\$163,465.20	100.00%	\$0.00	\$8,173.26
25	CONCRETE SIDEWALK RAMPS (SUBCONTRACTOR)	\$25,769.92	\$ 25,769.92			\$25,769.92	100.00%	\$0.00	\$1,288.50
26	18" CITY STANDARD CURB (SUBCONTRACTOR)	\$6,774.88	\$ 6,774.88			\$6,774.88	100.00%	\$0.00	\$338.74
27	SLAB SOD (BAHIA) SUB (FINE GRADE AREAS)	\$14,586.88	\$10,000.00	\$ 4,586.88		\$14,586.88	100.00%	\$0.00	\$729.34
28	HYDROBLAST EXISTING STOP BARS AND CROSSWALKS	\$600.51	\$ 600.51			\$600.51	100.00%	\$0.00	\$30.03
29	NEW STRIPING STOP BARS AND CROSSWALKS	\$13,042.52	\$ 13,042.52			\$13,042.52	100.00%	\$0.00	\$652.13
30	NEW SIGNAGE INCLUDING SOLAR POWERED SIGN	\$25,354.79	\$ 25,354.79			\$25,354.79	100.00%	\$0.00	\$1,267.74
31	HANDRAIL	\$22,899.36	\$ 22,899.36			\$22,899.36	100.00%	\$0.00	\$1,144.97
32	CO#1	\$1,461.18	\$ 1,461.18			\$1,461.18	100.00%	\$0.00	\$73.06
	<b>TOTAL:</b>	<b>\$671,684.67</b>	<b>\$657,087.52</b>	<b>\$ 14,597.15</b>	<b>\$0.00</b>	<b>\$671,684.67</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$33,584.23</b>

**APPLICATION AND CERTIFICATE FOR PAYMENT**

PAGE ONE OF THREE

Item #9.

Owner: City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

PROJECT: West Street Drainage  
West Street  
Green Cove Springs, FL 32043

APPLICATION NO. 10

PERIOD TO: 1/31/25

Project # 2023-14

CONTRACT DATE: 4/11/2024

Distribution to:

- ☐ OWNER  
☐ ENGINEER  
☐ CONTRACTOR  
☐ PROGRAM MNGR

CONTRACTOR: Besch and Smith Civil Group, Inc.  
345 Cumberland Industrial Ct.  
St Augustine, FL 32095  
904-260-6393

CONTRACT FOR: SITEWORK

**CONTRACTOR'S APPLICATION FOR PAYMENT****CHANGE ORDER SUMMARY**

Change Orders approved in		ADDITIONS	DEDUCTIONS
Total		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
1	6/18/2024	23,507.04	
2		4226.82	
TOTALS		\$27,733.86	\$0.00
Net change by Change Orders		\$0.00	\$27,733.86

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payments has been completed in accordance with the Contract Documents, that the amounts have been paid by the Contractor for work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Besch and Smith Civil Group, Inc.

By:



1/24/2025

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

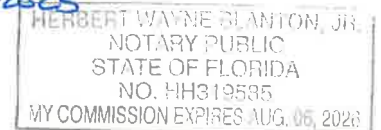
1. ORIGINAL CONTRACT SUM	\$	4,030,136.21
2. Net Change by Change Orders	\$	27,733.86
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	4,057,870.07
4. TOTAL COMPLETED & STORED TO DATE (Column L on G703)	\$	4,057,870.07
5. RETAINAGE		
a. 5 % of Completed Work	\$	202,893.50
(Column L on G703)		
b. 10 % of Stored Material	\$	0.00
Total Retainage (Line 5a + 5b or (Total in Column L of G703)	\$	202,893.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	3,854,976.57
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	3,759,078.17
8. CURRENT PAYMENT DUE	\$	95,898.40
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$	202,893.50

State of Florida,

Subscribed and sworn to before me this date 01/24/2025

Notary Public

My Commission Expires: August 06, 2026

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED

(Attach explanation if amount certified differs from the applied for)

\$95,898.40

OWNER:

By:

Date:

ENGINEER:

By:

Date:

This certificate is not negotiable. THE AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

## CONTINUATION SHEET

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 10

APPLICATION DATE: 1/25/2025

PERIOD TO: 1/31/2025

PROJECT NAME: West Street Drainage

PROJECT NAME: West Street Drainage									
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	ORIGINAL SCHEDULED VALUE	FROM PREVIOUS APPLICATION VALUE	THIS PERIOD VALUE	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	GENERAL CONDITIONS- WEST ST DRAINAGE	\$659,888.90	\$ 641,742.54	\$ 18,146.36		\$659,888.90	100.00%	\$0.00	\$32,994.45
2	SILT FENCE	\$21,776.22	\$ 21,177.82	\$ 598.40		\$21,776.22	100.00%	\$0.00	\$1,088.81
3	INLET PROTECTION	\$8,745.22	\$ 8,504.49	\$ 240.73		\$8,745.22	100.00%	\$0.00	\$437.26
4	NPDES PERMIT AND MONITORING	\$6,756.62	\$ 6,571.02	\$ 185.60		\$6,756.62	100.00%	\$0.00	\$337.83
5	CLEARING GRUBBING AND STRIPPING	\$34,895.63	\$ 34,895.63			\$34,895.63	100.00%	\$0.00	\$1,744.78
6	HOLD POWER POLES	\$17,348.02	\$ 17,348.02			\$17,348.02	100.00%	\$0.00	\$867.40
7	SIDEWALK REMOVAL	\$14,221.69	\$ 14,221.69			\$14,221.69	100.00%	\$0.00	\$711.08
8	CURB REMOVAL	\$21,753.60	\$ 21,753.60			\$21,753.60	100.00%	\$0.00	\$1,087.68
9	ADJUST/RELOCATE WATER VALVES	\$17,563.32	\$ 17,563.32			\$17,563.32	100.00%	\$0.00	\$878.17
10	REMOVE 6" CONCRETE PAVING	\$2,882.88	\$ 2,882.88			\$2,882.88	100.00%	\$0.00	\$144.14
11	REMOVE EXIST. CL FENCE	\$2,607.60	\$ 2,607.60			\$2,607.60	100.00%	\$0.00	\$130.38
12	8" SEWER MAIN REMOVAL 5.90LB/LF	\$3,644.40	\$ 3,644.40			\$3,644.40	100.00%	\$0.00	\$182.22
13	REMOVE WATERMAIN (8")	\$6,631.20	\$ 6,631.20			\$6,631.20	100.00%	\$0.00	\$331.56
14	REMOVE 18" CMP	\$49,271.82	\$ 49,271.82			\$49,271.82	100.00%	\$0.00	\$2,463.59
15	REMOVE 30" CMP	\$112,403.06	\$ 112,403.06			\$112,403.06	100.00%	\$0.00	\$5,620.15
16	REMOVE 36" CMP	\$59,455.03	\$ 59,455.03			\$59,455.03	100.00%	\$0.00	\$2,972.75
17	REMOVE 54" CMP	\$141,001.50	\$ 141,001.50			\$141,001.50	100.00%	\$0.00	\$7,050.08
18	REMOVE EXISTING PRECAST STRUCTURES (0/4)	\$7,551.48	\$ 7,551.48			\$7,551.48	100.00%	\$0.00	\$377.57
19	REMOVE EXISTING PRECAST STRUCTURES (4/6)	\$14,987.40	\$ 14,987.40			\$14,987.40	100.00%	\$0.00	\$749.37
20	REMOVE EXISTING PRECAST STRUCTURES (6/8)	\$19,482.82	\$ 19,482.82			\$19,482.82	100.00%	\$0.00	\$974.14
21	REMOVE EXISTING PRECAST STRUCTURES (8/10)	\$22,877.26	\$ 22,877.26			\$22,877.26	100.00%	\$0.00	\$1,143.86
22	REMOVE EXISTING PRECAST STRUCTURES (10/12)	\$16,426.65	\$ 16,426.65			\$16,426.65	100.00%	\$0.00	\$821.33
23	SAW CUT ASPHALT	\$6,531.32	\$ 6,531.32			\$6,531.32	100.00%	\$0.00	\$326.57
24	R AND R FENCE AT POND	\$4,003.39	\$ 4,003.39			\$4,003.39	100.00%	\$0.00	\$200.17
25	DEWATER FOR STORM INSTALLATION	\$129,501.73	\$ 129,501.73			\$129,501.73	100.00%	\$0.00	\$6,475.09
26	STRIP TOPSOIL (HAUL OFFSITE)	\$7,446.00	\$ 7,446.00			\$7,446.00	100.00%	\$0.00	\$372.30
27	BORROW FILL (TRUCK MEASURE) FILL FOR SIDEWALK REMOVAL	\$110,915.00	\$ 110,915.00			\$110,915.00	100.00%	\$0.00	\$5,545.75
28	REMOVAL AND REPLACEMENT OF UNSUITABLE SOILS IN PIPE TR	\$223,968.00	\$ 223,968.00			\$223,968.00	100.00%	\$0.00	\$11,198.40
29	SWALE GRADING	\$3,155.20	\$ 3,155.20			\$3,155.20	100.00%	\$0.00	\$157.76
30	ROUGH GRADING SITE	\$17,992.92	\$ 17,992.92			\$17,992.92	100.00%	\$0.00	\$899.65
31	FINE GRADING SITE (ROUGH GRADE MINUS CONCRETE AREA)	\$21,069.40	\$ 21,069.40			\$21,069.40	100.00%	\$0.00	\$1,053.47
32	FINE GRADING POND SLOPES	\$2,037.74		\$ 2,037.74		\$2,037.74	100.00%	\$0.00	\$101.89
33	CURB GRADING	\$9,081.60	\$ 9,081.60			\$9,081.60	100.00%	\$0.00	\$454.08
34	R&R 4' CHAINLINK FENCE	\$10,121.67	\$ 5,000.00	\$ 5,121.67		\$10,121.67	100.00%	\$0.00	\$506.08
35	8" DR-18 PIPE WATER	\$9,661.80	\$ 9,661.80			\$9,661.80	100.00%	\$0.00	\$483.09
36	CONNECT TO EXIST 8"	\$6,642.46	\$ 6,642.46			\$6,642.46	100.00%	\$0.00	\$332.12
37	8"SDR-26 6/8' GRAVITY SEWER	\$17,208.20	\$ 17,208.20			\$17,208.20	100.00%	\$0.00	\$860.41
38	CONNECT TO EXIST (SEWER)	\$20,122.80	\$ 20,122.80			\$20,122.80	100.00%	\$0.00	\$1,006.14
39	SEWER BYPASS PUMPING	\$28,863.63	\$ 28,863.63			\$28,863.63	100.00%	\$0.00	\$1,443.18
40	18" HDPE (0/6") DRAINAGE 7 RUNS	\$69,084.00	\$ 69,084.00			\$69,084.00	100.00%	\$0.00	\$3,454.20
41	18" HDPE (6/8") DRAINAGE 1 RUN	\$23,100.40	\$ 23,100.40			\$23,100.40	100.00%	\$0.00	\$1,155.02
42	30" HDPE 6/8 DRAINAGE 4 RUNS	\$317,842.20	\$ 317,842.20			\$317,842.20	100.00%	\$0.00	\$15,892.11
43	30" HDPE (8/10) DRAINAGE 2 RUNS	\$37,237.80	\$ 37,237.80			\$37,237.80	100.00%	\$0.00	\$1,861.89

44	36" HDPE (8/10) DRAINAGE 4 RUNS	\$159,984.00	\$ 159,984.00			\$159,984.00	100.00%	\$0.00	\$7,999.20
45	36" HDPE (10/12) DRAINAGE 2 RUNS	\$73,029.60	\$ 73,029.60			\$73,029.60	100.00%	\$0.00	\$3,651.48
46	48" HDPE (8/10) DRAINAGE 2 RUNS	\$147,984.20	\$ 147,984.20			\$147,984.20	100.00%	\$0.00	\$7,399.21
47	48" HDPE (10/12) DRAINAGE 6 RUNS	\$336,160.00	\$ 336,160.00			\$336,160.00	100.00%	\$0.00	\$16,808.00
48	48" HDPE (12/14) DRAINAGE 1 RUN	\$36,372.40	\$ 36,372.40			\$36,372.40	100.00%	\$0.00	\$1,818.62
49	CURB INLET (0/4") (WE-6,WE-16,WE-18)	\$38,370.54	\$ 38,370.54			\$38,370.54	100.00%	\$0.00	\$1,918.53
50	CURB INLET (4/6") (WE-10,WE-12,WE-14,WE-17)	\$52,199.04	\$ 52,199.04			\$52,199.04	100.00%	\$0.00	\$2,609.95
51	CURB INLET (6/8") (WE-4,WE-15,WE-19)	\$44,448.63	\$ 44,448.63			\$44,448.63	100.00%	\$0.00	\$2,222.43
52	CURB INLET (8/10") (WE-8,WE-11,WE-13)	\$56,870.25	\$ 56,870.25			\$56,870.25	100.00%	\$0.00	\$2,843.51
53	CURB INLET (10/12") (WE-5,WE-7,WE-9)	\$62,314.62	\$ 62,314.62			\$62,314.62	100.00%	\$0.00	\$3,115.73
54	CURB INLET (12/14") (WE-3)	\$20,149.20	\$ 20,149.20			\$20,149.20	100.00%	\$0.00	\$1,007.46
55	STORM MANHOLE (6/8") (D-7,D-8)	\$22,179.94	\$22,179.94			\$22,179.94	100.00%	\$0.00	\$1,109.00
56	STORM MANHOLE (8/10") (D-5,D-6,WE-59B,WE-61)	\$55,234.92	\$ 55,234.92			\$55,234.92	100.00%	\$0.00	\$2,761.75
57	STORM CONFLICT MANHOLE (8/10") (D-5A)	\$11,241.81	\$ 11,241.81			\$11,241.81	100.00%	\$0.00	\$562.09
58	STEEL CASING FOR CONFLICT STRUCTURE	\$12,264.05	\$12,264.05			\$12,264.05	100.00%	\$0.00	\$613.20
59	STORM MANHOLE (10/12") (D-2,D-3,D-4)	\$47,061.03	\$ 47,061.03			\$47,061.03	100.00%	\$0.00	\$2,353.05
60	48"POURED IN PLACE MES SUBCONTRACTOR (D-1)	\$8,241.19	\$ 8,241.19			\$8,241.19	100.00%	\$0.00	\$412.06
61	6" CONCRETE PAVING	\$10,276.06	\$ 10,276.06			\$10,276.06	100.00%	\$0.00	\$513.80
62	18" CITY STANDARD CURB (SUBCONTRACTOR)	\$64,574.40	\$ 64,574.40			\$64,574.40	100.00%	\$0.00	\$3,228.72
63	CONCRETE FLUMES	\$2,133.84	\$ 2,133.84			\$2,133.84	100.00%	\$0.00	\$106.69
64	4" CONCRETE SIDEWALK (SUBCONTRACTOR)	\$88,098.21	\$ 88,098.21			\$88,098.21	100.00%	\$0.00	\$4,404.91
65	CONCRETE SIDEWALK RAMPS (SUBCONTRACTOR)	\$11,754.45	\$ 11,754.45			\$11,754.45	100.00%	\$0.00	\$587.72
66	TEMP ASPHALT	\$153,201.88	\$ 153,201.88			\$153,201.88	100.00%	\$0.00	\$7,660.09
67	LIMEROCK & SUBGRADE RESTORATION	\$297,497.72	\$ 297,497.72			\$297,497.72	100.00%	\$0.00	\$14,874.89
68	1.5" S-III ASPHALT PAVING (SP-9.5)	\$120,417.50	\$ 60,000.00	\$ 60,417.50		\$120,417.50	100.00%	\$0.00	\$6,020.88
69	STRIPING & SIGNS	\$7,480.28		\$ 7,480.28		\$7,480.28	100.00%	\$0.00	\$374.01
70	SLAB SOD (BAHIA) SUB (FINE GRADE AREAS)	\$16,250.40	\$ 9,000.00	\$ 7,250.40		\$16,250.40	100.00%	\$0.00	\$812.52
71	CREDIT LAY DOWN AREA	(\$13,000.00)	\$ (12,467.00)	\$ (533.00)		(\$13,000.00)	100.00%	\$0.00	(\$650.00)
72	CREDIT QC MANUAL	(\$1,000.00)	\$ (1,000.00)			(\$1,000.00)	100.00%	\$0.00	(\$500.00)
73	CREDIT TELEVISING STORM PIPE	(\$30,000.00)	\$ (30,000.00)			(\$30,000.00)	100.00%	\$0.00	(\$1,500.00)
74	CREDIT HOLDING OF POWER POLES	(\$17,348.02)	\$ (17,348.02)			(\$17,348.02)	100.00%	\$0.00	(\$867.40)
75	CREDIT SEWER BY-PASS	(\$28,863.63)	\$ (28,863.63)			(\$28,863.63)	100.00%	\$0.00	(\$1,443.18)
76	CREDIT TEMPORARY ASPHALT	(\$153,201.88)	\$ (153,201.88)			(\$153,201.88)	100.00%	\$0.00	(\$7,660.09)
77	CREDIT OF MATERIALS CONTINGENCY	(\$10,000.00)	\$ (10,000.00)			(\$10,000.00)	100.00%	\$0.00	(\$500.00)
78	CREDIT FOR DETOURS	(\$10,000.00)	\$ (10,000.00)			(\$10,000.00)	100.00%	\$0.00	(\$500.00)
79	RCO#1 Additional Storm Box	\$23,507.04	\$ 23,507.04			\$23,507.04	100.00%	\$0.00	\$1,175.35
80	RCO#2 Sewer Repair	\$4,226.82	\$ 4,226.82			\$4,226.82	100.00%	\$0.00	\$211.34
	<b>TOTAL:</b>	<b>\$4,057,870.07</b>	<b>\$3,956,924.39</b>	<b>\$ 100,945.68</b>	<b>\$0.00</b>	<b>\$4,057,870.07</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$202,893.50</b>





# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council **MEETING DATE:** February 4, 2025  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Review and approval of a street closure request and fee waiver request for a Major Event, Augusta Savage Cultural Arts Festival. *Michael Daniels*

### BACKGROUND

Friends of Augusta Savage, a longstanding community group, has applied for a major special event, the Augusta Savage Cultural Arts Festival, to be held on Saturday February 15, 2025 from 11am to 4pm in Spring Park, providing a variety of vendors and activities. 300-500 guests are anticipated. There will be 10x10 canopy tents set up with approximately 5 feet between them and amplification will be in use.

As a co-sponsored event, the following is requested from the City for the event:

- 1 officer from 11am to 4pm on Saturday, February 15, 2025
- Barricades for road closures
- Waiver of park rental fees (\$875)
- Waiver of banner fee (\$25) – Banner space from February 3 – 15
- Waiver of event permit fee (major - \$500)
- Partial closure of Spring Street\*
- Partial Closure of Ferris Street\*
- Closure of St. Johns Avenue between Ferris and Spring

\*See attached map showing where barricades are requested – partial road closures are from barricade to river.

### FISCAL IMPACT

The City pays employees to set up barricades for the event and pays for the officer to be present during the event. Application fees (special event, banner) and park reservation fees are waived due to this being a co-sponsored event.

### RECOMMENDATION

Approve waiving the stated fees as well as the temporary closure of Spring Street, Ferris Street, and St. Johns Avenue as shown on the map for the Augusta Savage Cultural Arts Festival to be held on Saturday February 15, 2025.



## City of Green Cove Springs Special Event Application

Item #10.

**Instructions:** The information requested in this application will help staff approve your event and ensure adequate facilities are provided. Each section must be completed in its entirety. This application should be submitted to the Development Services Department a **minimum** of 30 days in advance for a minor event and 60 days in advance for a major event. Staff will determine whether the event is major or minor.

### EVENT SUMMARY

Event Title	Angusta Savage Cultural Arts Festival
Description	

Event Purpose	<input type="checkbox"/> Promotional Event	<input type="checkbox"/> Concert/Performance	<input checked="" type="checkbox"/> Festival
	<input checked="" type="checkbox"/> Fundraiser	<input type="checkbox"/> Parade/Procession/March	<input type="checkbox"/> Walk/Run
	<input type="checkbox"/> Outdoor Market	<input checked="" type="checkbox"/> Community Gathering	<input checked="" type="checkbox"/> Other: Awareness

If other, please describe:

Estimated Attendance	Peak 300-500	Average Per Day 1 day event	Total 300-500
Event Website			

### Date/Time

Day of Event:	02/15/2025	Set-Up:	8:00 AM	PM
Start/End Time:	08:00 am - 4:00 pm	Breakdown:	4:00 AM	PM

Provide the address and a general description of the venue and space to be utilized there.

Location	Spring Park downtown Green Cove Springs, FL 106 Spring Park
----------	---

Area of Event Site (SqFt or Acres):	<del>Entire park</del> (Gazebo, Sp, LPS, LP) (1cr)
-------------------------------------	--

### APPLICANT

#### Host Organization (if any)

Name	Friends of Angusta Savage Arts and Community Center
Address	P.O. Box 272
Phone Number	904-657-6223
Email	ccsweetmelody@gmail.com

#### Contact Person

Name	Carolyn Hines Clarkson
Address	
Phone Number	305-898-3668
Email	ccsweetmelody@gmail.com

### VENUE SPECIFICS

Please provide a **site sketch** for the venue which shows: (1) ingress and egress to the site, (2) any requested closure of public roads or public parking spaces, (3) designated event parking, (4) location of first aide, (5) location of garbage and recycling cans to be provided, (6) location of restrooms (on-site and portable, including those which are ADA accessible) and handwashing stations, (7) location of vendors, (8) location of entertainment, and (9) location of any other event infrastructure.

YES NO

☒ ☐ Are you requesting the closure of any roads or public parking spaces in conjunction with this event? If yes, please provide details. Spring + Fears east of parking lot -

NOTE: Road closures must be approved by City Council.

☒ ☐ Are you requesting any aide from the City for this event (police presence, barricades for road closures, etc.)? If yes, please provide details.

NOTE: Assistance is subject to availability and staff approval; payment for services may be required. If approved, assistance will be coordinated by the applicant with the appropriate department.

☒ ☐ Will there be any tents / canopies used as part of the event? If yes, please indicate how many and what size(s). 5-10 Small Canopies for vendors.  
10 x 10

NOTE: All tents must be properly anchored. Tents may require additional review, associated fees, and permitting. Staff will help you determine if a tent permit is required.

### SUBMISSION INFORMATION

Applications should be submitted to the Development Services Department. E-mail your completed application to [planning@greencovesprings.com](mailto:planning@greencovesprings.com) or mail / hand deliver your completed application to:

City of Green Cove Springs  
Development Services Department  
321 Walnut Street  
Green Cove Springs, FL 32043

Minor events are decisioned by the Site Development Review Team (SDRT). Major events must be approved by City Council. After an initial approval of a major event, additional information may be required, as written in City Code Sec. 117-791 of the city code.

Upon approval by SDRT (and when necessary, City Council) and payment of fees, staff will issue an event permit.



## FEES

**Minor Event:** \$50

**Major Event:** a. \$500.00 for the first 5,000 persons in attendance over the entire event.  
b. \$100.00 for each additional 1,000 persons in attendance.

The applicant will pay the appropriate fee based on estimated total attendance but must provide attendance figures after the event to verify fees paid.

## AFFIDAVIT OF APPLICANT

I certify that I am at least eighteen (18) years old, that I am empowered to execute this application on behalf of the host organization. and that the information on this application is true and complete to the best of my knowledge. I agree to hold harmless, indemnify and defend the City of Green Cove Springs, its officers and employees from any liability costs and attorney fees, which may arise from the Special Event.

I understand that this Special Event application does not guarantee approval of my event or reservation of the event location. I understand that failure to provide information and/or failure to obtain permits by established deadlines will result in cancellation of such Special Event.

I agree to comply with all City ordinances and regulations in connection with this Special Event. I understand that the violation of any City ordinances and/or regulations during the event will result in immediate termination at the City's discretion and ineligibility for future Special Events.

I understand it is my responsibility to (1) ensure all vendors are properly licensed with the appropriate authorities and (2) return the site to its original condition after the event. Food vending is subject to inspection by the Department of Business and Professional Regulations, Division of Hotels and Restaurants (DBPR). Event coordinators are responsible for notifying DBPR that they intend to conduct an event with food vendors. Call DBPR – (850) 487.1395 for details. Alcoholic beverages may not be consumed as part of the event without the appropriate State and City approvals

I understand temporary signs and banners are not allowed in the City Limits of Green Cove Springs unless in areas designated by the City Manager or for events which are City Sponsored. Signage otherwise would be limited to the duration of the event.

I agree to pay the City for any services required in staging this Special Event. I understand that a Final Permit authorizing the conduct of the event will not be issued until all permit fees are paid and all required information has been provided.

If the event is cancelled after receipt of the permit, I understand a refund is not guaranteed. Any changes in venue or event dates must be submitted to the Development Services Department to be routed for review; approval of changes is not guaranteed.

**Applicant Signature**

Carolyn Hines Clark

**Applicant Printed Name**

Carolyn Hines Clark

**Applicant Title(if any)**

Chair of Event

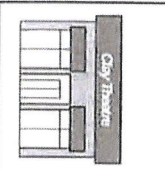
**Date**

11/7/25

Orange Avenue - Hwy 17

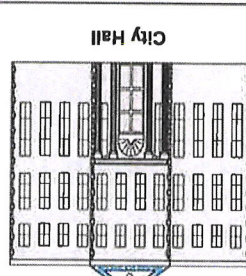
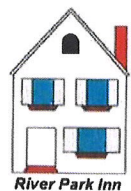


Walnut Street

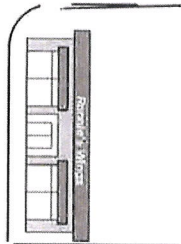


Spring Street

Ferris Street



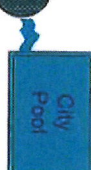
Magnolia Avenue



Historic Spring Park



Pool Pavilion



Playground



EVENT AREA



THIS MAP IS NOT TO SCALE



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Session **MEETING DATE:** February 4, 2025

**FROM:** Scott Schultz, Asst. Water Utilities Director

**SUBJECT:** City Council approval of the Sawcross (Tender Contractor) Pay Request #9, in the amount of \$211,612.50, and authorization for the mayor to execute Disbursement Request # 24 (to follow), for construction of the Harbor Road Advanced Wastewater Treatment Facility (HRAWWTF), as part of the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420.

### BACKGROUND

On June 7, 2016, Council provided direction for staff to pursue "Scenario #3" (See excerpt from the June 7th staff report) sewer system expansion/improvements.

#### Excerpt from the June 7, 2016 Staff Report

"At the October 20, 2015 meeting, Council authorized submittal of a loan application under the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) program for the "Phase I" planning portion of the project which would be completed by Mittauer & Associates. In addition, the Council approved a task order to Mittauer & Associates to prepare the planning documents necessary to secure capital financing under the SRF Program to complete a Facilities Plan, Environmental Plan, Capital Financing Plan, and associated Special Studies."

The staff report reviewed additional aspects of the analysis to date, and summarized three main development scenarios the City was considering. They are outlined as follows:

- Scenario 1: AWWTP only (no reclaimed water improvements)
- Scenario 2: AWWTP and Reclaimed Water System Improvements
- Scenario 3: AWWTP, Reclaimed Water System, and Existing Collection System Improvements

As a result of the discussions and preliminary analysis, the City selected Scenario 3, which had the following implications:

"Scenario 3 – AWWTP, reclaimed water system improvements and collection system improvements (repair and replacement of clay lines city-wide)

Project Cost	\$35,181,000
Loan Amount	\$28,681,000
Retained Earnings	\$1,000,000
Impact Fee Revenue	\$1,200,000
Grants	\$4,300,000
Annual Loan Payment	\$1,316,100"

The costs are planning-level values and the annual loan payment will be based on final bid prices, interest

rates at the time of construction loan acquisition, and accumulated grants/retained earnings/impact-fee revenue. Each scenario was reviewed with the following common variables: All scenarios assumed a 2% increase in the number of wastewater customers each year through FY'20 and a 0.5% increase each year from FY'21 through FY'25. All scenarios assumed \$6,500,000 available in grant funding, retained earnings, and impact fee revenue dedicated to the project up front in order to reduce the total loan repayment amount. Retained earnings is estimated at \$1,000,000. Impact fee revenue is estimated at \$1,200,000. Grant funding from all sources is estimated at \$4,300,000. Although, as indicated earlier in this writing, we may qualify for 45% grant funds from SRF, the total dollar amount available each year for grant funding is limited. Staff feels that \$4,300,000 is a reasonably conservative and prudent estimate as to the amount of grant dollars we may receive. However, depending on the number of projects funded by the SRF program in the next two years and the amount of grant funding available, that number can certainly increase. All scenarios assume a 2.2%, 30-year loan repayment which is in line with the Capital Financing Plan formulas. However, based on recent interest rate history in the SRF program and use of interest rate buy-downs such as requiring Davis-Bacon wage requirements and Buy-American provisions of the contractor, we may be able to realize lower interest rates when our loan is actually processed. The 30-year loan timeline contemplates repayments from FY'21 through FY'50. Reynolds Park re-development is not factored in to any of the scenarios.

On August 10, 2016, SRF staff approved SRF Project # 100400 granting the City of Green Cove Springs a \$2,261,200.00 loan with a principal forgiveness amount of \$1,491,035.00 to address the project's design, permitting, and SSES needs. These tasks were completed and the project has been completed / closed.

On October 18, 2016, the City Council adopted after second and final reading, Ordinance O-13-2016, authorizing the expenditures of up to \$34,158,100.00 for capital improvements to the City's wastewater treatment, wastewater collection and reclaimed water systems

On August 8, 2018, FDER SRF staff approved SRF Project # 100400 granting the City of Green Cove Springs a \$6,120,600.00 loan with a principal forgiveness amount of \$4,063,425.00 for Phase I Construction which includes reclaimed water, electrical and improvements to Lift Stations #2 and #4.

On October 2, 2018 Council approved Resolution No. R-29-2018, a Resolution authorizing staff to submit and mayor to execute a loan application to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program for Phase I Construction of the Consolidated Advanced Wastewater Treatment Plant (AWWTP) and associated Lift Station Improvements.

On December 4, 2018, council approved and authorized the execution of the contract for SRF Project # 100400 granting the City of Green Cove Springs a \$6,120,600.00 loan with a principal forgiveness amount of \$4,063,425.00 for Phase I Construction which includes reclaimed water, electrical and improvements to Lift Stations #2 and #4.

On March 19, 2019, Council approved bid tabulations and awarded Sawcross the plant portion, and R2T the lift station portion, of the Phase I construction.

Phase I construction being completed in May of 2020, Council authorized staff to submit a Request for Inclusion (RFI) to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) for Construction Phase II, which includes construction of a 1.25 million gallon per day (MGD) - annual average daily flow (AADF), advanced wastewater treatment facility (AWWTF), in the amount of \$18,165,500.00.

On August 12, 2020, the FDEP SRF program awarded the City a \$12,000,000.00, 20 year loan, with \$4,452,835.00 in principal forgiveness (grant). Due to a limitation of available funds, the SRF program withheld \$6,186,500.00 in requested funds, which will be reviewed for award and addition to the current loan the next award period.

On 10/6/2020 City Council approved Resolution No. R-27-2020, a Resolution authorizing staff to submit and Mayor to execute the loan application for SRF Loan # 100401 to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program for Phase II Construction of the Consolidated

Advanced Wastewater Treatment Plant (AWWTP) in the amount of \$12,000,000.00 with a principal forgiveness (grant) amount of \$4,452,835.00 providing for an actual repayment amount of \$7,547,165.00.

On 1/19/2021 the City Council approved of, and authorized the Mayor, City Attorney and City Clerk to execute, the Clean Water State Revolving Fund (SRF), Construction Loan Agreement WW100420, Grant Agreement SG 100421 for Phase II Construction of the Consolidated Advanced Wastewater Treatment Plant (AWWTP) in the amount of \$12,000,000.00 with a principal forgiveness (grant) amount of \$4,452,835.00 providing for an actual repayment amount of \$7,547,165.00. The original loan request was for \$18,106,500.00. Due to limited funds, the SRF program limited the award to \$12,000,000.00, with the plan to award the city an additional \$6,106,500.00 in July 2021.

On February 2, 2021, eight Sealed Bids were opened for the construction of the above referenced project. Williams Industrial was determined to be the lowest qualified bidder. The estimated budget / original SRF loan request was for \$18,106,500.00. This project came in under projected budget, including the Additive Alternates.

On February 16, 2021 Council approved the Engineers Recommendation of Award to Williams Industrial Services, LLC.

On March 16, 2021, Council approved and executed the contract between the city and Williams Industrial.

On July 19, 2023, Williams Industrial abandoned the site and filed bankruptcy. Since that time staff have been working with the Surety (performance bond insurance company) to replace Williams Industrial with a substitute contractor to finish construction.

The Surety, in cooperation with city staff, has selected Sawcross Inc. as the completion contractor (referred to in legal documents as the Tender Contractor). The City and Sawcross now have the standard Owner / Contractor relationship and Sawcross is completing the construction of the facility.

The following items have been received.

- Fully Executed Tender & Release Agreement
- Performance and Payment Bond from Sawcross to the City
- Executed Debarment Form from Sawcross to the City.

Due to the bankruptcy of Williams Industrial, and the subsequent hiring of Sawcross as the Tender Contractor, the cost to complete the plant rose from \$2,640,255.19 to \$4,713,219.00. The surety paid the city \$2,072,963.81 over and above the original contract price.

The remaining \$92,245.51 of grant funds provided by the St. Johns River Water Management District (SJRWMD) were expended with Tender Contractors Pay Request #6.

Soon to follow will be Disbursement Request #23 for the mayors execution.

## FISCAL IMPACT

\$211,612.50 from the Wastewater CIP Budget

## RECOMMENDATION

Approve Sawcross (Tender Contractor) Pay Request #9, in the amount of \$211,612.50, and authorize the mayor to execute Disbursement Request # 24





**MITTAUER**  
**& ASSOCIATES, INC.**  
CONSULTING ENGINEERS &  
PROJECT FUNDING SPECIALISTS

Item #11.  
**35** Years  
1989-2024  
ENGINEERING  
EXCELLENCE

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0840  
WWW.MITTAUER.COM

January 30, 2025

VIA EMAIL

Mr. Scott Schultz, Assistant Water Utilities Director  
City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

RE: Tender Contractor's Pay Request No. 9  
DEP SRF Harbor Road WRF Expansion, Ph. 2  
SRF Agreement No. WW100420  
City of Green Cove Springs, Florida  
Mittauer & Associates, Inc. Project No. 8905-56-1

Dear Mr. Schultz:

We have reviewed Pay Request No. 9 from Sawcross, Inc. and find it acceptable. We have, accordingly, indicated our approval and are forwarding an electronic copy to you for approval and payment. This pay request totals \$211,612.50 and should be paid with SRF funds.

Please do not hesitate to call should you have any questions.

Sincerely yours,  
Mittauer & Associates, Inc.

Jason R. Shepler, P.E.  
Vice President of Environmental Services

JRS/pj  
Enclosure  
cc: Sawcross, Inc.

#2406

E-MA  
1/27/25  
Item #11.

## Contractor's Application for Payment

Owner:	City of Green Cove Springs	Owner's Project No.:	
Engineer:	Mittauer & Associates	Engineer's Project No.:	8905-56-1
Contractor:	Sawcross, Inc	Contractor's Project No.:	2406
Project:	DEP SRF Harbor Road WRF Expansion Ph. 2		
Contract:			
Application No.:	9	Application Date:	1/31/2025
Application Period:	From 1/1/2025	to	1/31/2025

1. Original Contract Price	\$	4,713,219.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	4,713,219.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	3,497,000.00
5. Retainage		
a. 5% X \$ 3,497,000.00 Work Completed =	\$	174,850.00
b. 5% X \$ - Stored Materials =	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	174,850.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	3,322,150.00
7. Less previous payments (Line 6 from prior application)	\$	3,110,537.50
8. Amount due this application	\$	211,612.50
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	1,391,069.00

## Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	Sawcross Incorporated	Date:	1/31/2025
Signature:			
Recommended by Engineer	Approved by Owner		
By:	By:		
Title:	Title:		
Date:	Date:		
Approved by Funding Agency			
By:	By:		
Title:	Title:		
Date:	Date:		

## Progress Estimate - Lump Sum Work

## Contractor's Application for Payment

Owner:	City of Green Cove Springs					Owner's Project No.:			
Engineer:	Mittauer & Associates					Engineer's Project No.:	8905-56-1		
Contractor:	Sawcross, Inc					Contractor's Project No.:	2406		
Project:	DEP SRF Harbor Road WRF Expansion Ph. 2								
Contract:									
Application No.:	9	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25	

A	B	C	D		E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)	
			(D + E) From Previous Application (\$)	This Period (\$)					
<b>Original Contract</b>									
	General Conditions	1,250,000.00	895,000.00	75,000.00		970,000.00	78%	280,000.00	
	Payment & Performance Bonds	60,000.00	60,000.00	-		60,000.00	100%	-	
	Project Documentation	2,000.00				-	0%	2,000.00	
	Survey and As Built Drawings	15,000.00	2,500.00	6,000.00		8,500.00	57%	6,500.00	
	Sitework	500,000.00		85,000.00		85,000.00	17%	415,000.00	
	Asphalt Paving	400,000.00				-	0%	400,000.00	
	Chain Link Fencing	100,000.00	90,000.00	-		90,000.00	90%	10,000.00	
	Concrete	100,000.00	93,500.00	-		93,500.00	94%	6,500.00	
	Miscellaneous Metals	150,000.00	120,000.00	10,000.00		130,000.00	87%	20,000.00	
	Protective Coatings	150,000.00	140,000.00	2,500.00		142,500.00	95%	7,500.00	
	Miscellaneous Specialties	25,000.00	13,000.00	4,500.00		17,500.00	70%	7,500.00	
	Security System	65,000.00	50,000.00	8,500.00		58,500.00	90%	6,500.00	
	Vertical Turbine Pumps	30,000.00	30,000.00	-		30,000.00	100%	-	
	Secondary Clarifier Equipment	500,000.00	500,000.00	-		500,000.00	100%	-	
	RAS/WAS Pumps	10,000.00	10,000.00	-		10,000.00	100%	-	
	In-Plant Pump Station	10,000.00	8,750.00	1,000.00		9,750.00	98%	250.00	
	Chemical Feed System	10,000.00	9,000.00	-		9,000.00	90%	1,000.00	
	Disc Filter System	25,000.00	25,000.00	-		25,000.00	100%	-	
	Sample Pumps	15,000.00	15,000.00	-		15,000.00	100%	-	
	Floating Surface Aerator	20,000.00		5,000.00		5,000.00	25%	15,000.00	
	Refrigerated Samplers	10,000.00		5,000.00		5,000.00	50%	5,000.00	
	Influent Structure Davit Crane	20,000.00	20,000.00	-		20,000.00	100%	-	
	Screening Dumpsters	10,000.00	10,000.00	-		10,000.00	100%	-	
	Fiberglass Ladders	5,000.00	5,000.00	-		5,000.00	100%	-	
	Eyewash Station	5,000.00	5,000.00	-		5,000.00	100%	-	
	Pre-Engineered Metal Building System	80,000.00	80,000.00	-		80,000.00	100%	-	
	Prestressed Concrete Tanks	130,000.00	130,000.00	-		130,000.00	100%	-	
	Precast Concrete Buildings	5,000.00	5,000.00	-		5,000.00	100%	-	
	Pipe, Valves and Fittings	151,219.00	136,000.00	8,500.00		144,500.00	96%	6,719.00	
	Chemical Piping	180,000.00	173,500.00	3,250.00		176,750.00	98%	3,250.00	
	Plumbing	20,000.00	15,000.00	2,500.00		17,500.00	88%	2,500.00	
	Electrical	350,000.00	338,000.00	3,000.00		341,000.00	97%	9,000.00	
	Instrumentation	60,000.00	45,000.00	3,000.00		48,000.00	80%	12,000.00	
	Disk Filter - Spares/Media/CP	65,000.00	65,000.00	-		65,000.00	100%	-	



## Progress Estimate - Lump Sum Work

## Contractor's Application for Payment

Owner:	City of Green Cove Springs					Owner's Project No.:		
Engineer:	Mittauer & Associates					Engineer's Project No.:	8905-56-1	
Contractor:	Sawcross, Inc					Contractor's Project No.:	2406	
Project:	DEP SRF Harbor Road WRF Expansion Ph. 2							
Contract:								

Application No.:	9	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25
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A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
	Oxidation Ditch - Equipment Rebuild	105,000.00	105,000.00	-		105,000.00	100%	-
	Mechanical Screen - Equipment Rebuild	80,000.00	80,000.00	-		80,000.00	100%	-
Original Contract Totals		\$ 4,713,219.00	\$ 3,274,250.00	\$ 222,750.00	\$ -	\$ 3,497,000.00	74%	\$ 1,216,219.00

### Progress Estimate - Lump Sum Work

### Contractor's Application for Payment

<b>Progress Estimate - Lump Sum Work</b>								
<b>Owner:</b>	City of Green Cove Springs						<b>Owner's Project No.:</b>	8905-56-1
<b>Engineer:</b>	Mittauer & Associates						<b>Engineer's Project No.:</b>	2406
<b>Contractor:</b>	Sawcross, Inc.						<b>Contractor's Project No.:</b>	
<b>Project:</b>	DEP SRF Harbor Road WRF Expansion Ph. 2							
<b>Contract:</b>								
<b>Application No.:</b>	9	<b>Application Period:</b>	From	01/01/25	to	01/31/25	<b>Application Date:</b>	01/31/25
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
<b>Change Orders</b>								
						-		-
						-		-
						-		-
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						-		-
<b>Change Order Totals</b>		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>Original Contract and Change Orders</b>								
<b>Project Totals</b>	\$ 4,713,219.00	\$ 3,274,250.00	\$ 222,750.00	\$ -	\$ 3,497,000.00	74%	\$ 1,216,219.00	

### Progress Estimate - Unit Price Work

### Contractor's Application for Payment

<b>Owner:</b>	City of Green Cove Springs
<b>Engineer:</b>	Mittauer & Associates
<b>Contractor:</b>	Sawcross, Inc
<b>Project:</b>	DEP SRF Harbor Road WRF Expansion Ph. 2
<b>Contract:</b>	

Owner's Project No.:	
Engineer's Project No.:	8905-56-1
Contractor's Project No.:	2406

Application No.: 9 Application Period: From 01/01/25 to 01/31/25 Application Date: 01/31/25

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not In G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
<b>Original Contract</b>											
				-			-		-		-
				-			-		-		-
				-			-		-		-
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				-			-		-		-
				-			-		-		-
Original Contract Totals						\$	-	\$	-	\$	-

### Progress Estimate - Unit Price Work

### Contractor's Application for Payment

[illegible]

### Stored Materials Summary

### Contractor's Application for Payment

[illegible]



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Session **MEETING DATE:** February 4th ,2025  
**FROM:** Greg Bauer, Assistant Public Works Director  
**SUBJECT:** City Council approval of pay application #6 to Kirby Development, Inc. In the amount of \$187,760.56, for the Julia Street Stormwater Improvement Project.

### BACKGROUND

On the 12/19/23 Regular Session, The City Council passed Resolution No. R-26-2023, authorizing the City to borrow an amount not to exceed \$8,560,000.00 to finance the acquisition and construction of certain improvements to the City's Stormwater utility. The Julia Street Stormwater Improvement Project went through the formal bid process. Kirby Development, Inc. was the low bid.

The project consists of replacing approximately 1,200 linear feet (LF) of drainage pipe. Drainage pipe sizes range from 18" to 36". The drainage improvement project will consist of the installation of 6 inlets, manholes, and end walls. The project consists of curb and gutter, asphalt/roadway, sidewalk/driveway and riprap demolition and replacement.

On 8/6/24 City Council approved Change Order #1. Change order #1 was submitted to mitigate the conflict with the storm drainage system and the proximity of the electrical power poles. Change Order #1 includes moving the drainage system away from the poles with double inlet structures and changing the pipe material to Reinforced Concrete Pipe (RCP). The changes will allow for the electrical power poles to be safely held in place.

On 11/12/24 the City Council is presented with Change order #2. Change Order #2 includes the removal, replacement and re-mudding of three (3) sections reinforced concrete pipe (RCP), along with two riser sections and structure modifications needed from lowering of the pipe run between S-3 and S-4. Also included are two manhole conflict structures between structures S-5 and S-6. This includes the sewer removal and reconnection at these locations. Eight (8) contract days are requested due to Hurricanes Helene and Milton.

Pay application #1 is presented to Council for approval in the amount of \$123,926.79

Change order #1 was submitted in the amount of \$61,767.30.

Change order #2 was submitted in the amount of \$47,196.00

Original contract amount- \$1,239,910.03

New contract amount- \$1,348,873.33

Total contract remaining- \$386,251.13

## FISCAL IMPACT

\$187,760.56 - Stormwater CIP.

## RECOMMENDATION

Approval of pay application #6 to Kirby Development, Inc. In the amount of \$187,760.56, for the Julia Street Stormwater Improvement Project.

APPLICATION FOR PAYMENT NO. 6(Six)

PROJECT Julia Street Stormwater Improvement Project CONTRACT NO. 2024-02 PURCHASE ORDER NO. 0

For Work accomplished through the date of December 23, 2024

## A. Contract and Change Orders

1. Contract Amount	\$ 1,239,910.03
2. Executed Change Orders	\$ 108,963.30
3. Total Contract (1) + (2)	\$ 1,348,873.33

## B. Work Accomplished

4. Work Performed on Contract Amount (1)	\$ 990,081.45
5. Work Performed on Change Orders (2)	
6. Materials Stored	
7. Total Completed & Stored (4) + (5) + (6)	\$ 990,081.45
8. Retainage 5% of Item (7), not to exceed 0% of Item (3)	\$ 49,504.07
9. Less Previous Payments Made (or) Invoiced	\$ 752,816.82
10. Payment Amount Due this Application (7) - (8) - (9)	\$ 187,760.56

## CONTRACTOR'S CERTIFICATIONS

The undersigned CONTRACTOR certifies that: (1) all items and amounts shown are correct; (2) all Work performed and materials supplied fully comply with the terms and conditions of the Contract Documents; (3) all previous progress payments received from the Owner/County on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications of Payment; (4) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner/County at time of payment free and clear of all liens, claims, security interests and encumbrances.

Date January 29, 2025

Kirby Development, Inc

**CONTRACTOR**

By

Brian Kluge

Digitally signed by Brian Kluge  
DN: cn=brian.kluge@kirbydevelopment.com,  
c=US, o=Kirby Development, Inc.,  
ou=Brian Kluge  
Date: 2025.01.29 10:48:23 -0500



## KIRBY DEVELOPMENT, INC

Item #12.

## QUANTITIES FOR PARTIAL PAYMENT

(Attachment TO APPLICATION FOR PAYMENT)

PROJECT NAME: Julia Street Stormwater Improvement Project

CONTRACTOR: Kirby Development, Inc

ADDRESS: 108 Lee Road Jacksonville, Florida

PHONE NO: 904-821-5010

PAY REQUEST NO.: 6(Six)

FROM: 12/24/2024 To: 1/28/2025

CONTRACT NO.: 2024-02

PURCHASE ORDER NO.: 0

Item No.	Bid No.	Description of Item	U/M	Qty Bid	Unit Cost	Total Cost	PRIOR WORK COMPLETED		COMPLETED THIS PERIOD		TOTAL WORK COMPLETED			
							Prior Qty Installed	Prior Work Completed	Units Installed	Completed This Period	Total Units Installed	Total Installed	% Complete	
1		Mobilization	LS	1	\$249,560.69	249,560.69	0.70	174,692.48	0.10	24,956.07	0.80	199,648.55	0.80	
2		Maintenance of Traffic	LS	1	\$109,976.03	109,976.03	0.60	65,985.62	0.10	10,997.60	0.70	76,983.22	0.70	
3		Sediment Barrier	LF	2409	\$3.29	7,925.61	852.00	2,803.08	0.00	0.00	852.00	2,803.08	0.35	
4		Litter Removal	AC	2.915	\$2,477.76	7,222.67	0.56	1,387.55	0.30	743.33	0.86	2,130.87	0.30	
5		Mowing	AC	2.915	\$2,151.36	6,271.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
6		Clearing and Grubbing	AC	1.046	\$59,380.96	62,112.48	0.80	47,504.77	0.10	5,938.10	0.90	53,442.86	0.86	
7		Removal Of Exsting Concrete	SY	729	\$41.26	30,078.54	350.00	14,441.00	200.00	8,252.00	550.00	22,693.00	0.75	
8		Type B Stabilization	SY	3109	\$20.67	64,263.03	0.00	0.00	1,554.00	32,121.18	1,554.00	32,121.18	0.50	
9		Reworking Lime Rock Base, 4"	SY	363	\$51.40	18,658.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
10		Limerock- New Material for Reworking Base	CY	4	\$68.04	272.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
11		Optional Base Group 1	SY	2454	\$28.71	70,454.34	0.00	0.00	1,227.00	35,227.17	1,227.00	35,227.17	0.50	
12		Milling Exsting Aspahlt Pavement, 2 1/2 Avg depth	SY	363	\$15.72	5,706.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13		Superpave Asphalt Concrete, Traffic B	TN	202.4	\$204.80	41,451.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
14		Inlets,Curb Type J-5, <10'	EA	3	\$10,108.80	30,326.40	3.00	30,326.40	0.00	0.00	3.00	30,326.40	1.00	
15		Inlets,Curb Type J-6, <10'	EA	1	\$14,304.40	14,304.40	1.00	14,304.40	0.00	0.00	1.00	14,304.40	1.00	
16		Manhole, COJ Type J-5 < 10'	EA	1	\$15,342.83	15,342.83	1.00	15,342.83	0.00	0.00	1.00	15,342.83	1.00	
17		PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 30"SD	LF	675	\$ 236.90	159,907.50	670.00	158,723.00	5.00	1,184.50	675.00	159,907.50	1.00	
18	12/23/2024	PIPE CULVERT, OPTIONAL MATERIAL, Elliptical, 30"SD	LF	55	\$ 290.68	15,987.40	55.00	15,987.40	0.00	0.00	55.00	15,987.40	1.00	
19		PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 36"SD	LF	405	\$ 277.00	112,185.00	405.00	112,185.00	0.00	0.00	405.00	112,185.00	1.00	

## KIRBY DEVELOPMENT, INC

Item #12.

## QUANTITIES FOR PARTIAL PAYMENT

(Attachment TO APPLICATION FOR PAYMENT)

PROJECT NAME: Julia Street Stormwater Improvement Project

CONTRACTOR: Kirby Development, Inc

ADDRESS: 108 Lee Road Jacksonville, Florida

PHONE NO: 904-821-5010

PAY REQUEST NO.: 6(Six)

FROM: 12/24/2024 To: 1/28/2025

CONTRACT NO.: 2024-02

PURCHASE ORDER NO.: 0


Item No.	Bid No.	Description of Item	U/M	Qty Bid	Unit	Cost	Total	Cost	PRIOR WORK COMPLETED		COMPLETED THIS PERIOD		TOTAL WORK COMPLETED		
									Prior Qty Installed	Prior Work Completed	Units Installed	Completed This Period	Total Units Installed	Total Installed	% Complete
20		Winged Concrete Endwalls, U-Type Index 430-040,36"	EA	1	\$	7,014.12	7,014.12		1.00	7,014.12	0.00	0.00	1.00	7,014.12	1.00
21		Concrete Curb & Gutter, COJ Standard Curb	LF	2143	\$	44.25	94,827.75		0.00	0.00	1,071.00	47,391.75	1,071.00	47,391.75	0.50
22		Concre Curb Flush Curb	LF	22	\$	43.01	946.22		0.00	0.00	0.00	0.00	0.00	0.00	0.00
23		Concrete Sidewalk and Driveways, 6' Thick	SY	479	\$	129.00	61,791.00		0.00	0.00	239.00	30,831.00	239.00	30,831.00	0.50
24		Riprap,Rubble,Bank and Shore	TN	122.9	\$	151.38	18,604.60		122.90	18,604.60	0.00	0.00	122.90	18,604.60	1.00
25		Bedding Stone	TN	52.1	\$	80.10	4,173.21		52.10	4,173.21	0.00	0.00	52.10	4,173.21	1.00
26		Performance Turf,Sod	SY	2529	\$	9.75	24,657.75		0.00	0.00	0.00	0.00	0.00	0.00	0.00
27		Single Post Sign, F&I Ground Mount, Up to 12SF	AS	4	\$	499.50	1,998.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
28		Painted Pavment Marking,Standard,White,Soild 24" for stop Line	LF	21	\$	87.00	1,827.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
29		Painted Pavment Marking,Standard,Yellow, Soild 6"	GM	0.016	\$	129,000.00	2,064.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
30		CO#1 RCP Pipe	LS	1	\$	12,961.00	12,961.00		1.00	12,961.00	0.00	0.00	1.00	12,961.00	1.00
31		CO#1 Double Inlet Structures	LS	1	\$	48,806.30	48,806.30		1.00	48,806.30	0.00	0.00	1.00	48,806.30	1.00
32		CO# 2 Conflict Manholes	EA	2	\$	23,598.00	47,196.00		2.00	47,196.00	0.00	0.00	2.00	47,196.00	1.00
		<b>TOTALS</b>					<b>1,348,873.33</b>			<b>792,438.76</b>		<b>197,642.70</b>		<b>990,081.45</b>	

# CERTIFICATE OF PARTIAL PAYMENT

PAYMENT # 6

TOTAL DUE THIS PAYMENT \$187,760.56

CERTIFICATE OF THE VENDOR: According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this certificate are correct and that all work has been performed and/or material applied in full accordance with the terms and conditions of the contract. I further certify that all subcontractors and suppliers having an interest in the contract have been provided their pro rata shares of the payment out of previous progress payments received for all work completed and materials furnished in the previous period, less any retainage withheld by the prime contractor pursuant to an agreement with a subcontractor. I further certify that within 10 days after receipt of payment hereon the contractor shall remit payment due to those subcontractors and suppliers hired by the contractor that furnished labor, services, or materials, the undisputed cost of which to the contractor is reflected in the payment application for which this certificate is issued. I further certify that the contractor will ensure that any subcontractor receiving such payment shall within 7 days thereafter remit payment due to subcontractors and suppliers hired by the subcontractor that furnished labor, services, or materials, the cost of which to the subcontractor is reflected in the payment application for which this certificate is issued.

Date: 1/29/2024 Vendor: Kirby Development, Inc By: 

Brian Kluge  
Digitally signed by Brian Kluge  
DN: cn=Brian Kluge,  
o=Kirby Development, Inc.,  
ou=Kirby Development, Inc.,  
email=brian.kluge@kirbydev.com,  
c=US



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** City Council Regular Meeting **MEETING DATE:** February 4, 2025  
**FROM:** Scott Schultz, Asst. Water Utilities Director  
**SUBJECT:** City Council approval for an emergency repair to the gravity sewer system on West Street in the amount of \$458,274.65, and an exemption to the existing Purchasing Policies for normal procurement processes. *Scott Schultz*

### BACKGROUND

The gravity sewer and manholes on a section of West Street have been in need of repairs for several years and has been on the wastewater department capital improvement program as part of clay sewer line repairs. Staff have been cleaning the sewer system monthly to postpone repairs in hopes of combining the repair with a future stormwater replacement. The cleaning of the system has now become weekly, and the road is caving in around the manhole and requiring regular maintenance to avoid vehicular damage.

Over the last 6-7 months staff have had at least five contractors review the videos of the line and have made site visits. The only contractor that is willing to perform the repair is Jax Utilities Management, following the guidelines of the City of Jacksonville Pipe / Manhole Rehabilitation Bid. It has reached the point where additional time is not an option. The lines are very deep, requiring wellpoints and trench boxes. In addition, two sets of bypass pumping systems will be required – all adding significant cost.

The funding will come from the following CIP Account numbers.

403-3035-5006302 – Lift Station Rehabilitation. Moving these funds to Sewer Line Replacement will eliminate the rehabilitation of two of the four projected lift station rehabilitations this year.

403-3035-6006304 – Manhole Replacement

\$03-3035-5006317 – Sewer line Replacement

The following contractors did not respond or withdrew from consideration.

- Grimes Construction
- PBM Contractors
- RCM Utilities
- General Underground

### FISCAL IMPACT

\$458,274.65 from the Wastewater CIP Budget

## RECOMMENDATION

Approve an emergency repair to the gravity sewer system on West Street in the amount of \$458,274.65, and an exemption to the existing Purchasing Policies for normal procurement processes.



Jax Utilities Management, Inc.  
5465 Verna Boulevard  
Jacksonville, FL 32205  
904-779-5353

Item #13.

# Estimate

Date	Estimate #
1/30/2025	070924

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

		Project	
		Estimates	
Description	Qty	Rate	Total
623 West Street			
A1. Site Preparation (19) Percent of Total Work Performed Not Including Mobilization, Site Prep, MOT, & Message Boards	1	61,205.39	61,205.39
A3. Mobilization (30" to 42" pipe or equivalent)	1	29,412.54	29,412.54
A9. Mobilization (Asphaltic Concrete Paving)	1	2,105.00	2,105.00
A13. Maintenance of Traffic (Closure)	1	5,520.00	5,520.00
A140. Well Points (>8' deep)	45	712.00	32,040.00
A143. Pipe Plug (15"-30" or equivalent, install and remove)	40	93.75	3,750.00
A158. Asphaltic Concrete	90	485.00	43,650.00
A164. Crushed Concrete (6" Lift)	820	35.27	28,921.40
A166. Extra Foot of Trench Cut (>7' Depth)	1,650	29.29	48,328.50
A169. Stone (No. 57 or equivalent, delivered, hauled and placed)	40	62.00	2,480.00
A176. Curb & Gutter (City Standard, Median, Drop, Header & Miami)	350	43.77	15,319.50
A178. Concrete Sidewalk (5" Depth)	143	68.00	9,724.00
Jody Pickett 904-517-2717	<b>Total</b>		

Signature



Jax Utilities Management, Inc.  
5465 Verna Boulevard  
Jacksonville, FL 32205  
904-779-5353

Item #13.

# Estimate

Date	Estimate #
1/30/2025	070924

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

Project			
Estimates			
Description	Qty	Rate	Total
A181. Concrete Driveway (5" Depth)	40	66.00	2,640.00
A193. Grass Sod (St. Augustine, Bahia, Bermuda, other common type)	780	10.51	8,197.80
B261. Furnish and Install - Sewage Manhole Precast Type A 8'-12' deep	1	10,471.32	10,471.32
B267. Remove Existing Sewage Manhole 8'-12' depth	1	7,552.00	7,552.00
B277. Connection To Existing Sewage Manhole 8" Gravity Sewer	5	1,840.80	9,204.00
B287. Wastewater Piping-Remove & Replace - 8" PVC SDR26 Pipe, Push On Joint, 8'- 12' depth	330	189.98	62,693.40
B32. JEA Bypass Pumping 6" Pump	60	767.00	46,020.00
B34. JEA Bypass Pumping Mobilization/Demobilization for 4 or 6inch Pump and Pipe 450-1,000 LF	1	29,039.80	29,039.80
Jody Pickett 904-517-2717			<b>Total</b> \$458,274.65

Terms and Conditions: Payment due upon completion of work, or at the option of Jax Utilities Management, Inc. (JUM) 30 days after invoice for completed job or interim progress billing. It is understood and agreed by the parties that JUM is entitled to receive payment for all work, labor, materials, and equipment furnished and performed hereunder when invoiced to customer. In the event any payment is not paid when due, JUM reserves the right to terminate this agreement and shall be entitled to recover all charges for which payment is sought. Customer hereby authorizes any Attorney at Law for JUM in an action on this agreement in any court of law in the county where contractor resides for the recovery of any amount due hereunder together with interest at the rate of 1 ½ % per month plus attorney fees and court costs  
THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE SPECIFIED ABOVE

Signature \_\_\_\_\_