



INVOICE

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

Attention: Michael Daniels
mdaniels@greencovesprings.com

PLEASE SUBMIT PAYMENT VIA

ACH/EFT Payment Information:

Beneficiary Name: S&ME, Inc.
Beneficiary Bank Name: Bank of America, NA
Bank ABA Routing Number: 053000196
Bank Account Number: 000040011504

OR

Mail Check to:

S&ME, Inc.
PO Box 277523
Atlanta, GA 30384-7523 USA

Federal ID# 56-0791580

Invoice # : 1058672
Invoice Date : 5/11/2021
Project : 211500
Project Name : Green Cove Springs Comp Plan Update
Terms : Due Upon Receipt
(Unless otherwise stated below)
Client Code : 7379792

FOR PROFESSIONAL SERVICES RENDERED

Lump Sum

Phase Code / Name	Phase Fee	Previous Amount	Current Amount	%Comp	Total Fee Earned
1 -- Kick Off / Data & Analysis	\$35,900.00	\$16,476.25	\$19,423.75	100.00	\$35,900.00
2 -- Goals, Objectives & Policies	\$33,500.00	\$0.00	\$0.00	0.00	\$0.00
3 -- Adoption	\$5,600.00	\$0.00	\$0.00	0.00	\$0.00
Total :	\$75,000.00	\$16,476.25	\$19,423.75		
Sub-Total Fee Earned :					\$35,900.00
Less Lump Sum Previous Billings :					\$16,476.25
Amount Due this Invoice :					\$19,423.75

If you have questions regarding this invoice please contact Pat Tyjeski @ 407-975-1273



Memorandum

To: Mike Daniels, AICP, Planning and Zoning Director

Project #211500

From: Pat Tyjeski, AICP, Project Manager

Date: May 13, 2021

Subject: City of Green Cove Springs Comprehensive Plan Update - Progress Report

This invoice and progress report cover the activities conducted by S&ME staff between 4/4 and 5/1/2021. Activities marked with an asterisk (*) were not part of the original scope.

Phase 1 – Kick-Off / Data & Analysis

- Continued the analysis process for the Future Land Use and Transportation Elements by reviewing local documents, existing conditions, and level of service projections.
- Prepared for the Stakeholder Kick-Off Workshop by coordinating attendance and creating a presentation. The Workshop was held virtually on April 23. After the workshop concluded, a meeting summary was drafted and sent to Staff for review. Upon approval, the summary was made available to workshop attendees via email.
- *Prepared a printable survey for staff to distribute at a local event. **
- *Revised and condensed the Stakeholder Workshop slideshow and presented it in-person to the Planning and Zoning Board on April 27. **
- *Facilitated three (3) virtual project briefings with local officials on April 26 and 28. **
- *Facilitated one in-person project briefing and attended a tour of the City on May 6. **
- Prepared a presentation for the project's first Public Workshop. Concurrently, S&ME began preparing interactive engagement boards designed to solicit public input on the future of the City.
- Drafted a business card design for the project website to distribute at upcoming events and meetings.
- Scheduled, prepared for, and recorded an episode of the Convo Around the Cove with City Staff. *
- Attended weekly progress meetings with City Staff.

Phase 2 – Goals, Objectives, & Policies [Not started]

Phase 3 – Adoption [Not started]



Upcoming Activities:

- Complete draft of the Future Land Use and Transportation Elements Data & Analysis for staff review.
- Host and summarize the findings of the May 6 in-person and virtual public workshop.
- Begin drafting Goals, Objectives, and Policies.
- Continue attending weekly progress meetings.