

## **Good Evening, Council Members**

### **City Manager's report.**

This report goes beyond mere facts and figures as it represents our city's commitment to the welfare of our community. The report concludes by projecting the outlook of our city, discussing our long-term objectives, strategic planning, and initiatives aimed at improving the quality of life for our residents.

## **Departmental Summaries-Week Ending 09/01/23**

### **City Clerk/Catherine Ponson**

- Compile Agenda Packet for the 9/7/2023 Special and Workshop Council Meeting
- Fulfill public records requests
- Prepare a Declaration of Emergency for Hurricane Idalia
- Prepare required public notices for ordinances for newspaper

### **Community Development Department/Heather Whitmore**

1. CRS
  - a. Received additional comments this week – given five days to respond
  - b. Requires Floodplain Ordinance rewrite to remain compliant with state/federal minimum
  - c. Three other minor outstanding items
  - d. Anticipate retaining a level (8) rating, may possibly move up to a (7)
2. Updates to go to Council September 5<sup>th</sup>: all to go to October 2<sup>nd</sup> meeting for final review
  - a. Bakkes “weird alley” ROW purchase
  - b. First Read - LDC Update: Recreational Vehicles/Commercial Vehicles in Residential Districts
  - c. First Read - LDC Update: Duplexes in the RC
  - d. First Read - LDC Update: Landscape Buffer Adjacent to Residential Districts
3. September 18<sup>th</sup> Council Workshop
  - a. Floodplain Ordinance rewrite
  - b. Parking Fee in lieu recommendations
4. Items for Council October 2<sup>nd</sup>
  - a. Floodplain Ordinance rewrite
  - b. Parking Fee in lieu Ordinance update
  - c. Parking Fee in lieu resolution
5. Annual Florida American Planning Association conference is next week in Jacksonville.
  - a. September 5<sup>th</sup> – 8<sup>th</sup>
6. CDB September 13<sup>th</sup>
  - a. 412 South St Side Setback Variance
  - b. 2101 Bartolome Lot Split

### **Finance Department/Jaime Hernandez**

- The FY 21-22 Audit is rescheduled to start on September 4 and is expected to end on December 8, 2023. Having an audit meeting to discuss the audit schedule.
- Wrapping up the budget meetings with department heads:
  - Compile new or additional data,
  - Completed budget meeting with department head, City Manager, and CFO.
  - Update budget spreadsheets accordingly.
  - Working on Final review and final FY 22-23 budget draft.
- FEMA projects for Nichole and Ian have been closed (debris pick up). The funds will be sent to the state by FEMA, and then the state will send us the funds for the reimbursement, around \$57,000. Waiting on Payment from the state.
- Initial DR-420 certification submitted to the Property Appraisal
  - Recommended an increase of \$.6731 Per \$1,000 of assessed value or 20 percent.
    - About \$302.90 for a property with an assessed value of \$500,000.
  - Waiting for City Council approval or disapproval of the millage rate, hearing scheduled for 9/5/2023.
  - The property tax increase will represent an additional \$800,000. Mostly, the revenue will be used for IT infrastructure and other critical infrastructure projects:
    - Update IT infrastructure,
    - Establish and maintain security requirements,
    - Convert city records from hard copy to soft copy / digital.
    - Design and implement a Geographical Information System (GIS)

## Human Resources/Jillian McCann

- New Hires
  - Ricardo Pizarro-joined as the new CIO on 8/21/2023
  - Roya Nateghi-will be joining the Wastewater Division in Public Works on 9/05/2023
  - Kenny Mendenhall-appointed Lead Wastewater Operator
- Still Recruiting for Police Officers and Beaches Parking Ambassadors
- Paycor Implementation Ongoing
- Will be auditing each employee's PTO and Comp time accruals as they did not match up with Great Plains after the last payroll run.

## IT/Ricardo Pizarro

- Assess current environments across campus locations- Site survey and inventory on all locations for hardware and software
- Evaluate Endpoint Security- Determine the best security application to meet the needs of our environment and devices
- Develop DR Plan- Develop a proper disaster recovery plan for critical infrastructure and develop recommendations for updates/changes to current challenges we face
- Evaluate ITSM- Evaluate and implement a proper Information Technology Systems Management program to monitor resources, assets, issue tracking and resolution, contracts, vendors
- Evaluate Albert in collaboration with DHS- Security operations center provided by the Department of Homeland Security. Albert is an application that is placed inside our organization

that monitors traffic produced internally and externally for known threat actors and malicious content

### Parks & Sustainability/Colin Moore

- Meeting with Beaches Energy to coordinate new locations for path lighting held on August 9 – next steps involve Beaches Energy field crew checking existing wiring
- Various resident pedestrian safety concerns will be addressed at the next Transportation Infrastructure Planning Committee meeting
- Next meeting concerning Little League baseball field refurbishment is scheduled for September 5th
- Conduit for new pump for Jarboe Park ponds has been installed – skid for pump is being fabricated by Public Works
- Penman Road presentation/public meeting for Neptune Beach City Council will be coordinated with COJ Public Works for late September or October

### Public Safety Department/Chief Michael Key

#### Police Department:

- PD began monitoring Invest 93L (later turned into Hurricane Idalia) as of 08/24/23. Preparedness efforts and readiness checklists are ongoing.
- FY24 PD budget needs have been submitted. Three formal meetings to review and solidify.
- PD is still experiencing issues accessing the budget system & credit card system for some PD employees. Actively working with IT and Finance to resolve the issue.
- An E-bike safety campaign at FHS, NBE & Beaches Chapel has begun. Currently, it has been assigned to an officer for curriculum development.
- AT&T billing dispute issue is ongoing. PD is being charged an 'out of contract' absorbent monthly rate. Currently working to be lowered back into contract pricing while.
- DEA Gun Range Donation of \$50k forthcoming.
- FY23 Jag Grant Award received, actively being implemented.

#### Paid Parking:

- Currently researching a cashless/kiosk-less experience.
- Names of officers placed on citations for greater accountability and transparency.
- Orientation training ongoing. Onboarding to PD.
- New rules & SOP are currently being developed.
- Currently hiring new employees

#### Ocean Rescue:

- As summer draws to an end, the guard population begins to lower. This is expected. Staffing levels are still adequate.
- Numerous preventative measures are being taken to prevent rescues/drowning. The beach is still extremely hot, and heat issues are still present.

## Public Works Department/Deryle Calhoun

### CUP and Well 5

- Consultant reengaged with WMD now that decision is made for new Well 5
- WMD approved of new Well 5 location on the plant site
- Subcontractor has begun subsurface work to identify pipes, etc. for locating Well 5
- Subcontractor for the survey is scheduled

### Wastewater Plant 2 Upgrades for Nitrogen Removal

- Engineer missed the end of August estimate for bid; will have the package ready on 9/01
- There will be an addendum to the bid package for structural and clarifier improvements not originally scoped
- Waiting on the engineer to produce a list of equipment for CONB pre-purchase consideration

### Stormwater Strategic Planning

- Plan has been approved by the Transportation and Infrastructure Committee
- Constructability review of proposed 3<sup>rd</sup> Street crossing improvements has been provided to FDOT for incorporation into their complete street design
- Propose to close this item from scorecard

### Senate Bill 64

- FRWA has begun legislative outreach regarding expected costs to comply

### Senior Center Improvements

- Fire system is approved
- Architect signed off on the structure
- Contractor working on parking and prepping for landscaping
- Roofing has not yet started
- Certificate of Occupancy on schedule for the end of October

### Water Tower Repairs and Maintenance

- First phase of work is complete; contractor shut down for hurricane
- Contractor gave notice at the progress meeting that the project will likely be pushed into December or January due to crew availability

### City Hall Roof Replacement

- Contract being developed

## Senior Activity Center/Leslie Lyne

- CDBG Contract 2023-2024 Requesting \$48,000 APPROVED
- Event Stats YTD **amended** 743 Total Events offered
- Services Delivered YTD 524 Unduplicated Individuals
- Construction on Forest Ave. Anticipated Move-in mid-November 2023
- Ordering Outdoor ceiling fans 4-72" fans for porch-Lowe's
- Ordering tables 13 for community areas
- Partnering with Seniors on a Mission iPhone & tablet instructions
- Status Report to Eckstein Charitable Trust All Monies to be used no later than October 31, 2023
- Day Trips December 6 & March 2023
- Fundraisers Travel & Grants YTD \$6,877
- Travel Opportunities Domestic & World-presentation scheduled Sept. 21, 2023
- Presenter at FSCJ Community Wellness Summit Friday, October 27, 2023