

City Manager's Report

Departmental Recaps-01/31/2024

Police Department-Chief Michael Key (See January 2024 Report)

Community Development-Heather Whitmore

1. Items for Council
 - a. Replat DP 24-01: 2231 Marsh Point Road
2. Community Development Board February 21, 2024
 - a. Subcommittee meetings:
 - i. Historic Preservation
 - ii. Code
 - b. 450 Atlantic Ave Development Order (Old Sportsplex seeking to redevelop to sports and recreational center and lounge to include MMA/Pickleball/Racquetball, as we Karaoke Bar)
 - c. 205 Myra St Side yard setback variance

IT Department-Ricardo Pizarro

- Water Plant – Scheduled installation of access control and alarm
- Fiber – Activation of Primary Site this week (City Hall)
- GIS – Quotes in, waiting to update capital improvement plan to accommodate costs
- Badges – Deployment of Badges has begun, Police Department has concluded – The remainder will be scheduled for next week (email to come)
- Barracuda Email Security Gateway deployed

Parks & Sustainability-Colin Moore

- State Funding Requests for culvert replacements at Bay St and Davis St sponsored by Sen Yarborough and Rep Michael have advanced to both the Senate and House Subcommittee Chairs proposed budgets
- Grant contract for City Hall and Police Department generators was executed by the Florida Division of Emergency Management on 10/24. Requested a potential change in scope for natural gas
- First phase of Jarboe Park baseball field refurbishment has been completed. Temporary lighting has also been installed in eastern part of the park
- Penman Road Special Workshop for Neptune Beach City Council was on January 16. Based on Council feedback, the City Attorney will draft a resolution for the project
- \$32.4 million US Army Corps of Engineers Duval County Shore Protection Project awarded 12/18. Construction is planned for March-October 2024. Preconstruction conference scheduled for 2/14 at Jax Beach City Hall
- Working with Public Works on formalizing parking for Neptune House and Jarboe Park

- FDOT recently studied Third St for additional crosswalk locations and found that both Davis St and Myra St would be warranted

Human Resources-Jillian McCann

- Conducted Cashier I interviews. The goal is to make an offer of employment by the end of the week.
- Advertising for Beaches Parking Ambassador
- Reviewing and identifying policies within the Personnel Policy that need to be revised.
- Gathering data from surrounding cities to implement a city-wide pay scale.

City Clerk-Catherine Ponson

- As Agency Coordinator, updated list on the Commission on Ethics Electronic System of local officers required to file statements of financial interests. All statements will be filed electronically
- Submitted Annual Records Management Compliance Statement to FL Dept. of State
- Maintain filing information for the 2024 Neptune Beach Election
- Attended Candidate Workshop at Duval Elections Training Center
- Fulfill ongoing public records requests
- Assisted with implementation of employee benefits for 2024
- Submitted 4th Quarter 2023 Reemployment Tax Report to FL Dept of Revenue
- Advertised and noticed required meetings, including January 16, 2024, Penman Road Open House and Workshop

Finance-Jaime Hernandez

- Worked all week last week to correct four payrolls and completed W2s on January 29th, 2024.
- Completed the new Sanitation price structure. We are waiting for some data confirmation from WastePro.
 - Residential Cost: \$15.80 to \$32.60
 - Commercial Cost: \$5.28 CY to \$9.50 + \$.78375 fee CY
 - Roll-Off Cost: \$200 CY to \$859CY + \$38CY disposal Fee = \$897 per CY
- Requesting W9 and ACH information from vendors has been slow.
- Researching a budget application software:
 - Full integration with TYLER or any other type of ERP system.
 - Collaboration: two-way communication between finance and each department.
 - Daily updates to provide current budget to actual information.
 - Departmental dashboards.
 - Forecasting ability with multiple scenarios capabilities.
 - Digital Budget Book.

- Electronic budget adjustments and modifications
- Budget for 2024-2025:
 - Starting the Budget Process with a discussion on Capital Improvement Project/Budget process at the end of January. The goal is to develop (at least) a five-year plan needed for borrowing purposes and other requirements. Capital Improvement Projects Included Under the following classifications (Equal or greater than \$5K that extend the life of the asset a year or greater):
 1. Infrastructure (other than buildings):
 - Roads, sewers, storm sewers, sidewalks, bridges, curbs, gutter, streetlights, and other utilities the City owns and operates.
 2. Buildings category:
 - Administration buildings, libraries, museums, treatment plants, civic centers, and public swimming pools.
 3. Equipment Acquisition:
 - Fire trucks, police cruisers, generators, and IT equipment.
 4. Land:
 - Parks, gardens, tree nurseries, waterfronts, and industrial park land.

NOTE: Any department with the need to acquire any item(s) with a value equal to or greater than \$5K, with a usable life of a year or greater, or that extends the usable life of the asset a year or greater, please come to see me.

- FY 21-22 audit. Nothing new to report. Wrapping up the audit and waiting for them to request any new information/data.
- Cleaning TYLER and preparing for the upcoming FY 22-23 audit.
 - Waiting for the 2021-22 audit to be completed and bring correct beginning balances and build a good trial balance.
- Doing preliminary work to prepare for the FY 2022-23 Audit.
- Working on completing ARPA requirements to execute Revenue Replacement against payroll expenses for FY 22-23.

Public Works-Deryle Calhoun

Updates in bold

Water Consumptive Use Permit (CUP) and New Well 5

- 75% of design documents were provided by engineering consultant Kimley-Horn on 12.13.23; the opinion of probable cost is \$1.2M.
- 90% design in January following additional, scheduled site investigatory work.
- Consumptive Use Permit (CUP) renewal work continues by Kimley-Horn.

Water Plant and Grid

- Fire hydrant painting, flushing (annually), and flow testing (every five years for ISO certification with JFRD) are proceeding. **Personnel are focused on lead and copper inspections and return to this work when possible.**
- Working to reestablish a backflow certification program and communication with residents. Informational flyers have been included in utility billing mailers.
- Lead service lines inventory
 - FDEP SRF loan application – additional information provided to FDEP.
 - City personnel are performing the required field investigations and are on-track to complete field work in the summer.
 - Final report to FDEP and communications with customers due October 2024. Saltus Engineering assisting.
 - **Over 800 customer and CONB service lines have been inspected, and lead has not been found.** Some galvanized have been found, which may or may not require replacement under the law.

Wastewater Plant 2 Upgrades for Nitrogen Removal

- Bids were \$7.6M, \$7.7M, and \$8.4M, well above expectations. Electrical improvement costs were significant.
- Bid review meeting held with engineering consultant. Decision to be made regarding award prior to February 12 bid hold deadline.
- **The recommendation to the City Council at the February 5 meeting will be to reject all bids.**

Wastewater Plant 1

- Web-call held with FDEP on 12.05.23 regarding Warning Letter received following an on-site inspection. Plant improvement efforts were discussed. FDEP is evaluating permit violations and will assess financial penalties.
- Rental aeration equipment was procured to deliver more dissolved oxygen (DO) to the biological process. Inadequate DO is responsible for much of the poor treatment results. Consulted with Dewberry and Hazen to coordinate permanent aeration improvements for Plant 1 and Plant 2 improvements. **Received two quotes for permanent aeration and expecting third for recommendation of award at 2.05.24 council meeting.**
- One bar screen has been returned to full operation. ~~Second screen is inoperable due to drive shaft; awaiting quote for full factory rebuild and new screen. Cost will be significant.~~ Both bar screens are operational thanks to CONB Public Works staff efforts.
- Grit removal equipment purchase order was issued in April 2023; expected delivery is early February 2024. Long equipment lead time is an issue in the industry. Held call with manufacturer on 1/12; delay on motor will push delivery out further.

Wastewater Grid

- Redundant 3rd Street Crossing

- **50% of design documents were delivered during the week of 1.15.24, and minor comments were returned after review.**
- Piggyback contractors will be solicited for award.
- Florida Blvd force main extension to plant – Survey quote requests to be updated.
- State FDEP loan application is on hold by FDEP until FY22 audit is completed; next opportunity for consideration is February 2024. Will require an updated facility report that is in draft form.
- Staff met with contractor that performs smoke testing of the collection system to search for sources of stormwater. **The proposal was subsequently received and is being reviewed. Presenting engineering proposal to council on 2.05.24 for support in managing investigatory efforts to remove inflow and infiltration (I&I) from the sanitary sewer system.**
- Identified numerous manholes that require liner repair; awaiting quote from contractor. Working to identify additional, aging manholes for lining. **Presenting manhole rehabilitation proposal to council on 2.05.24 to repair liner and benches.**
- **FDEP Consent Order - Submitted Q4 2023 report and required reports created by engineering consultant. Requested FDEP to close Consent Order.**

Stormwater System

- **Swale re-established along 1300 Block of Forest Avenue to alleviate sidewalk flooding.**
- **Met with the continuing services engineer regarding a proposal for design and construction services for three projects on the Strategic Plan list.**
- **Continuing services engineer will develop a multi-year proposal for design, bid, and construction phase services for projects on the Strategic Plan. The proposal will be requested in the FY25 budget.**
- **Completed lining of select large-diameter pipes in Bal Harbor.**



Senate Bill 64

- FRWA leadership met with SB64 regarding expected costs to comply, with potential relief for smaller utilities.
- Annual report to FDEP on compliance progress submitted prior to 11.01.23 deadline.

Beach Access

- South Street rebuild was completed in December.
- Lora Street will be next.

Water Tower Repairs and Maintenance

- Contractor will work to some degree on weekends.
- Subcontractor performing blasting and painting operations has caused delay. CONB and USG Water (prime contractor) are in communication on the issue. ~~Schedule will likely slip from 12.31.23 to 01.29.24.~~ Call held with USG and Verizon regarding schedule; due to various issues schedule has now slipped to **mid-February. As of 1.30.24, the contractor expects completion at the end of February.**

City Hall Refresh

- Meeting held with local architect for color selection.
- On-site meeting with consultant to identify source of water intrusion on 11.08.23. Inadequate caulking around exterior of windows suspected in part as a source.
- Gathering bids from various contractors and considering various necessary wall penetrations (e.g., new generator) prior to performing work. **Four quotes have been received and are being evaluated.**

Senior Center-Leslie Lyne

- CDBG Application FY2024-2025- Due February 16 @5pm-Submitted January 26, 2024
- Event Stats Fiscal YTD- 2748 Total Attendees to Events
- Total Event Occurrences Current FY- 1852 Events
- Services Delivered thru Dec. 2023- 402 Unduplicated Individuals
- Day Trips – February: DeLeon Springs State Park; March: Tina Turner Broadway
- Total 98 New Participants in January
- Fundraisers- YTD \$17,403.00