

## **City Manager's Report**

### **Departmental Recaps-02/27/2024**

#### Police Department-Chief Michael Key (See February 2024 Report)

#### Community Development-Heather Whitmore

1. Items for Council - None
2. Community Development Board February 21, 2024
  - a. Subcommittee meetings:
    - i. Historic Preservation
    - ii. Code
  - b. Variance on residential deck 1412 Strand
3. 1401 Atlantic Red Roof Inn seeking cosmetic building improvement permit
4. 450 Atlantic (old sports plex) planned remodel to MMA/Karaoke bar

#### IT Department-Ricardo Pizarro

- Consolidating business accounts (software)
- Developing camera strategy
- Deployment of Fortinet services

#### 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. The session ends March 8.
- 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 the eastern part of the park
- Penman Road Special Workshop for Neptune Beach City Council was on January 16, and the consultant is working on requests from Council members. 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. The preconstruction conference was held on 2/14 at Jax Beach City Hall
- Working with Public Works on formalizing parking for Neptune House and Jarboe Park and painting the new crosswalk at Fourth St and Atlantic Blvd
- FDOT recently studied Third St for additional crosswalk locations and found that both Davis St and Myra St would be warranted. A follow-up meeting will be scheduled with the FDOT Safety Office

### Human Resources-Jillian McCann

- Advertising for the following open positions:  
Police Officer  
Emergency Communications Officer  
Beaches Parking Ambassador  
Code Enforcement Officer
- Identifying policies within our Employee Handbook that need to be updated.
- Scheduling training for department heads and employees
- Ramping up for the HCM Alliance implementation

### City Clerk-Catherine Ponson

- Attend the first required two-day in-person class in Tampa for the Florida Certified Professional Clerk (FCPC) Program (February 15-16)
- Complete assignments due for the FCPC program
- Fulfill ongoing public records requests
- Advertised and noticed required public hearings for Ord. Nos. 2024-01 and 2024-02
- Update 2024 Election information
- Prepare February minutes and Council agenda packets

### Finance-Jaime Hernandez

- We continue to fulfill Purvis Gray's (auditors) request for additional data deemed necessary to conclude the FY 2021-22 audit.
  - a. Auditors indicated that a draft should be available by mid to end of March.
- Working on a new pricing schedule for the Sanitation Fund (last update was in 2009).
- Budget for FY2024-2025:
  - Discussions on the Capital Improvement Plan process continue. We aim to develop (at least) a five-year plan, determining funding needs and borrowing options. 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.

- Doing preliminary work and continuing cleaning TYLER to prepare for the upcoming FY 22-23 audit.
  - Waiting for the 2021-22 audit to be completed to bring correct beginning balances to build a trial balance.
  - Developing new procedures and narrative to ensure processes and internal control matches the use of TYLER.
- Recognize ARPA as earned revenue by executing the Revenue Replacement option on FY 22-23.
  - ARPA will fund payroll expenses for FY 22-23.
- Building revenue forecast for five- and ten-year periods.
- New Software:
  - Kickoff meetings set the foundation for the new budget and payroll application software:

### 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.
- Held a call on 2/07 regarding findings from fieldwork, design completion, final specifications, and opinion of probable cost to follow pipe replacement decision.
- Consumptive Use Permit (CUP) renewal work continues by Kimley-Horn. Expect a progress meeting around the end of February.

#### 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:
  - 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 1,200 customer and CONB service pipes have been inspected, and lead has not been found. Approximately 100 of CONB and customer services are galvanized;** they 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.
- City Council approved the rejection of all bids at the 2.05.24 meeting. Proceeding with bringing Plant 2 back on-line and making process improvements at Plant 1, then evaluate for other construction needs.

#### 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.
- A grit removal equipment purchase order was issued in April 2023. 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. Completion at the factory is now at the end of March 2024, with installation presumably in April.

#### Wastewater Grid:

- Redundant 3<sup>rd</sup> Street Crossing
  - 50% of design documents were delivered during the week of 1.15.24; the engineer has incorporated staff's minor comments.
  - Piggyback contractors will be solicited for award.
  - **Engineer is scheduling a meeting with FDOT for Maintenance of Traffic permitting.**
- Florida Blvd force main extension to plant – **Surveyor has been identified, and PO is approved.**
- State FDEP loan application is on hold by FDEP until FY22 audit is completed. Will require an updated facility report that is in draft form.
- Staff met with a contractor that performs smoke testing of the collection system to search for sources of stormwater. The proposal was subsequently received and is being reviewed. City Council approved an engineering proposal to support managing investigatory efforts to remove inflow and infiltration (I&I) from the sanitary sewer system on 2/05.
- Identified numerous manholes that require liner repair; council approved the proposal on 2.05.24 to repair liner and benches. Working to identify additional aging manholes for lining.
- FDEP Consent Order - Submitted Q4 2023 report and required reports created by engineering consultant. **Consent Order will remain open to cover any overflows that might occur over the next few years.**

#### 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 developed a five-year proposal for design, bid, and construction phase services for projects on the Strategic Plan. Discussed proposed expenditure levels with the City Manager and CFO in preparation for the FY25 budget.
- **The proposal to begin designing three smaller drainage projects will be presented to the City Council on 3.04.24.**
- **The Davis Creek erosion pilot is progressing; rendering of plant materials is to be presented to the City Council for information.**

#### Beach Access:

- South Street rebuild was completed in December.
- Lora Street rebuild is underway.

#### Water Tower Repairs and Maintenance:

- Contractor will work to some degree on weekends.
- The subcontractor performing blasting and painting operations has caused a delay. CONB and USG Water (prime contractor) are in communication on the issue. Call held with USG and Verizon regarding schedule; due to various issues schedule has now slipped. The sub-contractor was removed from the project; USG's personnel will complete the project, which is now projected to be completed by the end of March.

#### City Hall Refresh:

- 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.
- City Council approved the color scheme at the 2.05.24 meeting.
- **City Council approved the award to the contractor on 2.20.24. Project kick-off meeting to be held 2.27.24.**

#### Senior Center-Leslie Lyne

- Event Stats Fiscal YTD- 3824 Total Attendees to Events
- Total Event Occurrences Current FY- 1813 Events
- Services Delivered thru FEB. 26, 2024- 477 Unduplicated Individuals documented; 50 guests
- Day Trips- March, Tina Turner Broadway; April, St. Augustine Spanish Ship replica; May, Monet Exhibit
- Total 78 New Participants thru 2/26/2024
- Fundraisers- YTD \$19,147.00
- Grant Application to JBWC \$5,000 ask- Submitting by March 15; award anticipated in June 2024
- April 13, 2024, Health & Wellness Event- Anticipate 80-100 participants in cooperation with New Age Hippy and Jacksonville Beach Woman's Club