

## **City Manager Report**

### **Council Meeting August 7<sup>th</sup>, 2023.**

#### **Departmental Recaps-08/01/2023**

##### Police Department

- Internal PD Budget meeting this Thursday
- Air Show Meeting this Thursday
- DEA Gun Range Donation Received for \$50,000.
- 2023 Jag Grant Award Received for \$52,000.

##### Paid Parking

- First draft of Paid Parking SOP completed
- Re-wrote Parking Ambassadors job description and posted vacancy w/ Jillian.
- New signage for City Hall parking (east and south side)
- Met with BTC President Kendra Robertson regarding BTC parking for business employees
- August 7<sup>th</sup> meeting with all Parking Ambassadors
- Purchasing new supplies for Parking Office and tools for Parking Ambassadors
- Working on a laptop for the parking office for City email - Isolved - Internet access
- Process of getting Business Cards made (see attached)
- Re-evaluating payment and fine structures

##### Animal Control

- New signs, located at Public Works, have been placed throughout Jarboe Park for picking up pet waste and keeping dogs leashed
- New ordinance 1<sup>st</sup> read at next council meeting

##### Community Development

- Updates to go to Council on August 7th
  - LDC Update: Recreational Vehicles/Commercial Vehicles in Residential Districts
    - Will require revisions to Home-based Businesses
  - Pete's Development Order
- CDB September 13<sup>th</sup>
  - 412 South St Side Setback Variance
  - 2101Bartolome Lot Split
- Seahorse redevelopment
  - Traffic Concurrency
  - Land Use verification
  - Height verification
  - Stormwater verification
  - Utility verification

## IT Department

- In the process of replacing the Cisco Meraki MX65W. As for backup internet providers, we have received quotes from AT&T and Xfinity Fiber. The former offers 10Mbps Switched Ethernet (symmetrical fiber) at a monthly cost of \$382.77, while the latter proposes 200Mbps EDI (symmetrical fiber) at a rate of \$509.00 per month.
- In the realm of access control and CCTV, we are awaiting the vendor application from Bates Security for both services.
- As for our current orders, they include two mini desktops and ten UPC backups for the Wastewater department, as well as one vlog and social media camera, two desktop workstations for Ryan and Ricardo, and one laptop for Ricardo, all for City Hall.
- Lastly, regarding follow-ups, we are working on obtaining admin access to the T-Mobile and Verizon portals. We also plan to upgrade the Veeam Backup to version 12 and add Wasabi Storage as an offsite backup.

## Public Works

### **Operations**

1. Wastewater Reclamation Facility
  - a. Plant 1 – Hazen and Sawyer are wrapping up the Phase 1 study, which has identified construction needs. Currently drafting Phase 2 proposal for presentation to Council.
  - b. Plant 2 – Dewberry is still on for the August bid, with an addendum for clarifier and structural improvements to follow. Will request approval from Council on 8/07 to bid.
  - c. FDEP inspection 7/31; staff from Tallahassee in attendance.
2. Water Plant and Wells
  - a. Replacement Well 5 kick-off meeting held with Kimley-Horn 7/27; current schedule would have Well 5 on-line FY24 Q4.
  - b. Consumptive Use Permit (CUP) work continues by Kimley-Horn.
3. Stormwater
  - a. Meeting with Mayor Deegan held 7/28 regarding Hopkins Creek at Florida and Forest improvements.
  - b. Jones-Edmunds submitted a constructability review to FDOT for 3<sup>rd</sup> Street improvements.

### **Projects**

1. Water Tower Project
  - a. Held call with the contractor regarding logistics for upcoming blasting operation.
  - b. CONB contractor programming high service pumps to handle system demands once the tank is drained and out of service; will run the program for a few weeks

- before blasting operations (mobilization on barrier and bonnet that covers the tank to begin 9/03).
  - c. Logo confirmed at no additional cost.
  - d. New Verizon lease agreement and request for rent abatement; emailed Verizon rep 7/30 for additional information to support the request.
2. City Hall Roof Replacement
    - a. Will request approval from Council on 8/07 to award the project to NexGen in the amount of \$70,144.60 without solar panel reinstallation (\$90,144.60 with panels)
    - b. Ardurra Engineers requested of A1A Solar the cost to install at DPW when roofs are replaced in FY24.
  3. Senior Center
    - a. Roof leak – Jacksonville Roofing to remove and replace sealant on roof joints at a cost of \$3,475.00.
    - b. Building inspection is scheduled, as both architect and engineer have signed off on work completed.
    - c. Architect reviewing bid documents with respect to painting the entire deck structure; not clear at this time if it was explicitly defined.
    - d. Landscaping to begin 8/02 with a pre-con meeting; there will be some credit due to CONB for a reduction in landscape materials due to rock rubble under the oak tree.
    - e. Fire sprinkler system – Platinum Fire Protection has its approved permit and will begin on 8/02.
  4. Senior Center building painting – First quote of roughly \$8k has been received.
  5. Bal Harbor Televising of Stormwater Pipes - Scheduled to begin 8/07; flyers distributed to affected residents.
  6. SB64 Zero Discharge - Florida Rural Board approved moving forward with legislative push-back efforts. Email to members requesting compliance cost estimates. Deryle is attending the FRWA conference from 7/31 - 8/02.
  7. 500 Atlantic water and sewer service – Call scheduled 7/31
  8. Seahorse ability to serve letter – Terrell Arline provided a mark-up for consideration; Deryle passed it along to CM Pike, Heather, and Zach for review on 7/31.

#### Senior Activity Center

- CDBG Contract 2023-2024- Requesting \$48,000 (estimated approval August)
- Event Stats YTD-1,016 total events offered
- Services Delivered YTD- 496 unduplicated individuals
- Construction on Forest Ave.- Anticipated move in November 2023
- Status Report to Eckstein Charitable Trust- All monies are to be used no later than October 31, 2023

- Medicare Made Simple Presentation on August 14 @ 10 am
- Day Trips -August & December (King Tut & Sarah Brightman)
- Vintage Players Presentation on August 16
- Fundraisers through travel & grants- YTD \$6,877
- Travel Opportunities- Domestic & World
- Suggested Senior Activity Board-Recommendations under review by City Manager

#### Parks & Sustainability

- Penman Road Public Meeting at Jax Beach City Hall, Aug 16 at 5:30 pm
- FDOT “Road Work Ahead” signs are still up for the Third St project because a few of the signal items are on back order and haven’t been installed
- Locations for replacement path lighting in Jarboe Park have been identified (Beaches Energy has committed to replacing 13 lights that were removed during park construction)
- Pickleball lights are now working – the electrical contractor made the repairs under warranty

#### Human Resources

- New Employee Onboarding
  - Ricardo Pizzaro-will be joining us as the Chief Information Officer on 8/21/2023.
  - Roya Nateghi-will be joining us as a Wastewater Operator on 9/5/2023.
- Preparing insurance renewal data
- Preparing for the implementation of the new payroll system, Paycor.
- Revising Job Descriptions into a standardized format
- Drafting a Veteran’s preference policy for review
- Recruiting for Four New Positions
  - Police Officer (full-time and part-time)
  - Beaches Ambassador
  - School Crossing Guard
  - Lead Wastewater Operator

#### City Clerk

- August 7 Regular meeting agenda prep questions
- August 9 Finance Committee meeting agenda
- Surplus vehicle sale update

#### Finance

- The FY 21-22 Audit is scheduled 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,
  - Update spreadsheet and forward to department heads
    - Final review
    - Acceptance
  - Build initial 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, then the state will send us the funds for the reimbursement, around \$57,000.
- 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.
  - The property tax increase will represent an additional \$800,000. Mostly, the revenue will be used for IT projects:
    - Update IT infrastructure,
    - Establish and maintain security requirements,
    - Convert city records from hard copy to soft copy / digital.