

City Manager Report to Council (11/06/23 Regular Meeting)

October 24, 2023

Police Department/Chief Key

General Operations/News:

- The Florida Police Chief's Association recently held a phone conference with Gov. DeSantis, Attorney General Ashley Moody, and others in reference to the crisis in Israel. We are closely monitoring and in line with best practices. NBPd has positioned our officers at our local schools while not out on patrol or on calls.
- E-bike Safety Campaign is still ongoing. We just visited NBE with a huge attendance on 10/04; FHS is still pending.
- Police Officer hiring is active, and candidates are being vetted.

Grants:

- Firehouse Subs Public Safety Foundation Grant Award Presentation is scheduled for Wednesday, 10/25 @ our Firehouse Subs 233 3rd St. All our Welcome. Chief Key is speaking.
- Opioid grant settlement is in process.

Budget/Finance:

- Credit card login issue unresolved.
- Garber F-150 check unresolved.
- Investigative fund replenishment unresolved.
- Animal Control salary budget incorrect.

Noteworthy cases:

- Recent arrest for a large insurance embezzlement case
- Captured a fugitive wanted for child abuse.
- Fentanyl death investigation from early Jan. 23' is still ongoing, and we are now pursuing the case with the JSO overdose squad.

Community Outreach/Special Events:

- Blue Angels Air Show – 10/21 & 22. No noteworthy events. Overall, well attended, and smooth event.
- FL/GA Game this weekend – 10/28/23
- Halloween – 10/31. Public safety messaging to start 10/27.
- Chiefs Walk – Postponed until November
- Movies w/ the Mayor – postponed TBA
- Pete's Thanksgiving - 11/23rd
- Pete's 90th anniversary- 12/16th
- Christmas Tree lighting – TBA
- Christmas Parade – TBA
- Santa Thru Town – 12/23 – Subject to change
- Christmas in the Park – TBA

Mobility Management:

- Regions Bank City Employee Parking sign galvanized poles ordered. Awaiting delivery and then installation.
- Bank of America Paid Parking "nook" being incorporated into program.
- New hire pending background clearance. The tentative start is next week.

IT Administration/Ricardo Pizarro

Internet Circuit updates

- Will be moving from a coax ISP to fiber.
- ISP will cover all construction costs over a 5 yr. term.
- Eliminate 2 connections we currently are paying for to reduce costs.

Will be including dark fiber between sites not associated with a fiber ISP.

- 6 strand 10GB to both WW and Senior Center to cover Camera connectivity and data.
- Waiting on a secondary quote from another vendor

Will be introducing Private LTE for areas with limited access/resources.

- Remote location (water tower, Neptune house, police cruisers, mounted LPRS, sensors, anything needing secure access)
- Allow end users to connect to resources without VPN.

Cameras Updates

- Meet with Bates - they determined that the original quote was not sufficient hardware for the needs of our environment.
- Meet with Bates Cloud Vendor - They have options to include features we are looking for; however, waiting on the full demo and cost for enterprise licensing.
- Meet with Axis - Provided a quote based on existing site survey - includes all hardware necessary.

**** HOPEFUL ESTIMATE**** Will be able to roll out the camera system within the next 90-120 days

Door Access

- Recently updated NBCH and was a success.
- Will be moving next to Public Works, beginning with Water, then Admin.

Ticketing System

- Ryan and I are completing the ticketing system to maintain and organize requests for metrics.
 - Manage Assets
 - Cloud-based.
 - SLA metrics
 - Self Service Portal

- Video Walkthroughs (thank you Ryan)

Senior Activity Center/Leslie Lyne

- CDBG Contract 2023-2024 \$48,000 APPROVED
- Event Stats YTD October 112 Total Events
- Services Delivered YTD 169 Unduplicated Individuals
- Tables ordered Estimated arrival late October.
- Status Report to Eckstein Charitable Trust Grant expended.
- Day Trips December 2023 & March 2024
- Fundraisers Travel & Grants YTD \$11,200+\$48,000(CDBG)
- Presenter at FSCJ Community Wellness Summit Friday, October 27, 2023
- Developing new opportunities and event schedules for new building
- City Wide to perform construction cleaning on inside of building when outdoor construction is completed-disinfect, sanitize, seal & polish flooring w3week of November 6
- Soft Opening December 4, 2023
- Preparing for Open House scheduled Saturday, December 9, 2023, 3p-5p with community partners.
- Recognition plaque for the Eckstein Foundation's \$235K donation for porch construction

Finance Department/ Jaime Hernandez

- FY 2021-22 Audit is in progress. Will continue until mid-December 2023.
 - The goal is to present Financial Statements in front of the City Council in January 2024.
 - Pulling documentation for the auditors
 - That should provide the finance department with the opportunity to engage Purvis Grey to conduct the audit for FY2022-23 in the required time.
 - Although it will be very tight, the goal is to present financial reports to the City Council by the end of June 2024.
- Closing FY 2022-23, the goal is to get ahead by processing, cleaning, and posting all financial transactions to have a workable trial balance for the auditors early next year.
- Working to find out the requirements to adopt the revenue replacement clause to realize ARPA revenues for FY 21-22, or FY 2022-23.
- Started conversations with banks to explore additional banking options for the city.

Parks and Sustainability/Colin Moore

- Coordinating with Public Works on State Funding Request for culvert replacements at Bay St and Davis St
- Grant contract for City Hall and Police Department generators is being finalized by Florida Division of Emergency Management

- After the sea turtle nest at Hopkins St was vacated, the Beach Volleyball nets were reinstalled on Oct 19
- First phase of Jarboe Park baseball field refurbishment will be completed by the end of November
- Conduit for a new pump for Jarboe Park ponds has been installed – skid for the pump has been fabricated by Public Works. Pump components will be ordered in November
- Penman Road presentation/public meeting for Neptune Beach City Council will be coordinated with COJ Public Works for future workshop
- Coordinating with the City Manager’s Office and Police Department for multiple December events

Community Development Department/Heather Whitmore

1. Items for Council November 6th
 - a. Floodplain Ordinance rewrite (First Read)
 - b. Parking Fee in lieu Ordinance (Second Read)
 - c. Parking Fee in lieu resolution
 - d. Weird Alley (Discussion)
2. Items for Council November 20th
 - a. Nothing so far
3. CDB October 11th
 - a. Subcommittee meetings:
 - i. Historic Preservation
 - ii. Code
 - b. 2307 Marsh Point Road “Immerse Spa” Development Plan
4. Preparing Cases to take to Code Magistrate
 - a. 2038 Cherokee Dr: Boat and Vehicles in the front yard repeat violation post Magistrate
(there are other violations that we are not taking to the Magistrate at this time, such as abandonment, unsafe structure, pool safety, vegetation, and possible vermin.)
 - b. 705 Neptune Ln: Parking commercial vehicles in the front yard repeat violation post-Magistrate

Public Works Department/Deryle Calhoun

Water Consumptive Use Permit (CUP) and New Well 5

- Consultant submitted CUP permit modification to St. Johns River Water Management District (WMD) for the addition of Well 5. WMD has previously visited the plant site and agrees with the proposed location.
- Subcontractors began survey and subsurface work to identify pipes, etc. for locating Well 5

- **Progress meeting with consultant was held 10/12. Some additional field work is required for locating new well.**

Water Plant and Grid

- Well 1 new pump installed, bacteriological samples passed and well is back online.
- One employee assigned fire hydrant painting, flushing (annually), and flow testing (every five years for ISO certification with FD)
- Working to reestablish a backflow certification program and communication with residents.
- **Lead service lines FDEP SRF loan application – additional information provided to FDEP.**

Wastewater Plant 2 Upgrades for Nitrogen Removal

- Bid opening scheduled for 11/07
- **Addendum to the bid package for structural and clarifier improvements was sent out late; as a result, the bid opening is pushed out two weeks to 11/21.**
- Pre-bid walk-through for contractors held 10/03
- Construction schedule will require a consent order modification; requested consultant to begin that conversation with FDEP.

Wastewater Grid

- Redundant 3rd Street Crossing – Geotechnical work 10/09 was delayed due to Fletcher homecoming parade; **as of 10/19 consultant still waiting on FDOT lane closure analysis.**
- **Engineer proposal was approved by the city council on 10/16.**
- Existing 3rd Street pipe was cleaned and televised, a large grease blockage was found, and outreach to residents on proper grease disposal is planned; **one additional run into the pump station was completed. Manholes are in need of rehabilitation.**
- Lining of wastewater pipeline crossing 3rd at Myrtle completed. **Discussing with contractor potential grouting of settlement in road.**
- Florida Blvd force main extension to plant – surveyor identified.
- Meeting with engineering consultant to understand State FDEP loan application requirements.

Senate Bill 64

- FRWA has begun legislative outreach regarding expected costs to comply
- Annual report to FDEP on compliance progress is due 11/01

Senior Center Improvements

- **Occupancy still on for end of October**
- **One final issue with the handrail on-ramp**
- **Final inspection and payment in mid-November when the contractor returns from vacation.**

Water Tower Repairs and Maintenance

- First phase of work is complete.

- ROW permit has been approved by DPW and PD
- **Contractor performing blasting/painting has fully mobilized.**
- Current plans are to work to some degree on weekends; the contractor's current schedule indicates a 12/31 completion.

City Hall Roof Replacement

- Contractor will utilize all parking spaces on the south and west sides of City Hall. Five of the seven spots will open nightly; PD/Parking Enforcement will handle opening and closing of the spots daily.
- Sub-contractor mobilized 10/09 for solar panel removal.
- **Expected completion was 11/10, now two weeks ahead of schedule**

Human Resources/Jillian McCann

- Open Enrollment: Wednesday, October 25th through Friday, October 27th
- I am working with Finance to straighten out departments and positions within the system before moving to another HRIS/ payroll system.
- I am still working on PTO/ Comp time audits to ensure accuracy before moving systems.
- I am meeting with Paycor to start implementation.
- Recruiting for Lead Wastewater Operator, Communications Content Coordinator, and Police Officers.
- I am starting to coordinate a Thanksgiving luncheon for all city employees.
- Identifying the changes within the personnel policy and start marking policies that need to be revised or updated