

City Manager Report

Departmental Recaps-09/26/2023

Police Department

- An All-Leader Staff Meeting was held on 09/21/23. Priorities, expectations, and vision plan discussed.
- Mandatory All-Member, State of the Dept. Address scheduled for 10/05/23 (JBPD to cover street/dispatch)
- October is Domestic Abuse Month. Pins on uniforms.
- E-bike Safety Campaign: BC: 9/28, NBE: 10/04, FHS: Pending
- Monthly Reports being revamped.
- MCEMP Org Charts being reworked.
- Generator fix
- SOP and Form Agency-wide update
- Axon Fleet 3 Installs 09/28 (in-car camera-license plate readers)

Budget:

- DEA gun range donation (\$30K)
- Grant updates, 22' & 23' JAG, Firehouse, Opioid.
- Viewing budget access for admin.
- Viewing credit card access for admin.

IT Needs:

- CAD Project.
- New AV needed for PD training room. Not operational currently.

Noteworthy cases:

- Wanted Suspects
- Pete's
- FHS - AAR Report sent to CC
- Arson

Community Outreach:

- (Tentative): 10/18 Chief's Walk, Location TBD
- (Tentative): 10/20 Movie w/ the Mayor, Hocus Pocus (Neptune House Res. in Conflict-CB)
- (Tentative): 11/04 Cookies w/ a Cop (Neptune House Res. in Conflict-CB)

Mobility Management:

- City Hall signage on east and south side parking is completed.
- City Employee Parking Signs for 2nd St. -- east of Regions Bank are in and waiting to be erected (pending galvanized poles in inventory and Oct. 1 date).
- New Hire Parking Ambassador going through background process and should start in Oct.
- Meeting with BTC merchant President Deanne Dunlop on 9/27 (EE parking issues).

Community Development

1. Items for Council October 2nd
 - a. Parking Fee in lieu Ordinance update
 - b. Parking Fee in lieu resolution
2. Items for Council October 18th
 - a. Floodplain Ordinance rewrite (workshop)
3. CDB October 11th
 - a. 2101 Bartolome Lot Split
4. CRS
 - a. Received additional comments – responded to all, waiting for CRS response
 - b. Requires Floodplain Ordinance rewrite to remain compliant with state/federal minimum

IT Department

- Policy Creation and Review
 - Compile a comprehensive list of IT policies for the City
- Evaluate Access Control
 - Work with vendors to solidify a solution for the city to include cameras
- Continue with fiber discussions
 - Work with vendors to discuss costs associated with fiber work to various locations
- Continue with security discussions
 - Research network connectivity and access for users outside and inside of the network
- O365 Changes
 - Implementing baseline security, policy-based licensing, and a structured teams environment
 - Workflow creation and timeline on when to develop/deploy changes

Public Works

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 is in agreement with the proposed location.
- Subcontractors have begun survey and subsurface work to identify pipes, etc., for locating Well 5
- Progress meeting with the consultant is scheduled for 10/05

Water Plant and Grid

- Well 1 new pump has been installed, and bacteriological samples passed; the contractor should have the well back online the week of 9/25
- One employee has been assigned fire hydrant painting, flushing (annually), and flow testing (every five years for ISO certification with FD)

- Working to reestablish the backflow certification program

Wastewater Plant 2 Upgrades for Nitrogen Removal

- Currently, bid opening is scheduled for 11/07
- Addendum to the bid package for structural and clarifier improvements scheduled to post 10/06
- Construction schedule will require a consent order modification; requested consultant to begin that conversation with FDEP

Wastewater Grid

- Redundant 3rd Street Crossing – Geotechnical work to occur 10/09; working to receive survey quotes; discussed with continuing services engineer the anticipated scope
- The existing 3rd Street pipe was cleaned and televised
- Florida Blvd force main extension to plant – working to receive survey quotes
- Meeting with an 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

- Contractor working on parking and prepping for landscaping
- Roofing is complete; a local resident raised concerns about the roof and underlayment. Currently working with consultant and contractor to identify any contract-related issues.
- Certificate of Occupancy on schedule for the end of October

Water Tower Repairs and Maintenance

- First phase of work is complete
- ROW permit has been approved by DPW and PD
- Contractor will mobilize back to the site for blasting/painting on 9/25
- Contractor's current schedule indicates a 12/31 completion

City Hall Roof Replacement

- Pre-construction meeting with contractor and consultant scheduled for 9/26
- The contractor will be utilizing all parking spaces on the south side of City Hall. Five of the seven spots will open nightly; PD/Parking Enforcement will handle the opening and closing of the spots daily.
- Current mobilization anticipated 10/09
- Expected completion 11/10

Parks & Sustainability

- Parking in the Lemon St private lot across from the Police Dept will be available for City employees during the City Hall roof repair
- Kickoff meeting for DEP Resilience Planning grant scheduled for Sep 29
- Grant contract for City Hall and Police Department generators is being finalized by the Florida Division of Emergency Management
- Jaguar statue painting is 90% complete – will be unveiled in October Beaches Town Center event
- Jarboe Park baseball field refurbishment is continuing
- 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 on October 1
- Penman Road presentation/public meeting for Neptune Beach City Council will be coordinated with COJ Public Works for October/November

Human Resources

- Currently conducting an audit of employees' Paid Time Off (PTO) and Compensatory (Comp) time (finished auditing the Public Works Department last week and will start auditing the Police Department this week)
- Preparing for the Open Enrollment period scheduled from October 25th to 27th
- Currently accepting applications for the following positions: Police Officer, Lead Wastewater Operator, and Pump Mechanic.

City Clerk

- Prepare Millage Rate and Budget Ordinances for Final Adoption
- Review 2024 Election updates
- Prepare minutes and agendas for Council meetings
- Fulfill ongoing public record requests

Finance

- Auditors are here to conduct the audit for FY 21-22; they will be here until Thursday afternoon. The goal is to have the financial statement ready for presentation to the Council at the first meeting in January 2024.
- Tyler implementation for Project Management and Account Receivable modules started yesterday.
 - Will take approximately 120 hours, according to Tyler.
- No Millage rate was approved for FY 23-24.
- Jacksonville's Property Appraiser will send an updated DR-420 to recertify the Millage rate for 2023.
- Budget approved for the General Fund amounts to \$9,256,744 and \$12,968,686 for other funds for a total of \$22,225,430.

- A total of 126 employees approved.
- COLA increase of 3.5% across the board.
- Paid medical benefits extended to family members.
- Planning to publish/post the adopted budget on the website on Monday.
- Upload the adopted budget into Tyler on Monday.

Senior Center

- CDBG Contract 2023-2024 Requesting \$48,000 APPROVED-Contract coming.
- Event Stats YTD 743 Total Events
- Services Delivered YTD 546 Unduplicated Individuals
- Construction on Forest Ave. Anticipated Move in mind to late November 2023
- Outdoor ceiling fans 4-72" fans for porch-purchased Lowe's
- Ordering 2 outdoor light fixtures for the porch
- 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 2023 & March 2024
- Fundraisers Travel & Grants YTD \$6,877
- Presenter at FSCJ Community Wellness Summit Friday, October 27, 2023
- Developing a new schedule for the new building
- Working with Ricardo on new laptops and internet at new site
- City Wide to perform construction cleaning on the inside of the building when outdoor construction is completed-disinfect, sanitize, seal & polish flooring.
- Developing Grand Opening for the Center with community partners.
- Recognition plaque for the Eckstein Foundation's \$235K donation for porch construction
- City Seal of City of Neptune Beach design for the new senior activity center
- Participation with NBPD and JBWC for Domestic Abuse Awareness month during October with purple ribbons tied on palm trees entering Town Center