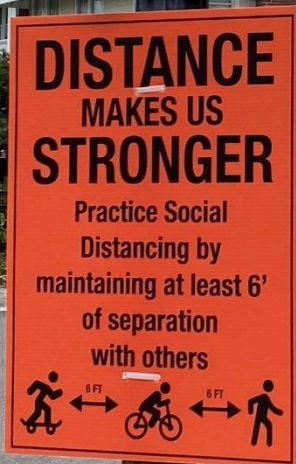


City Manager Report

20 April 2020



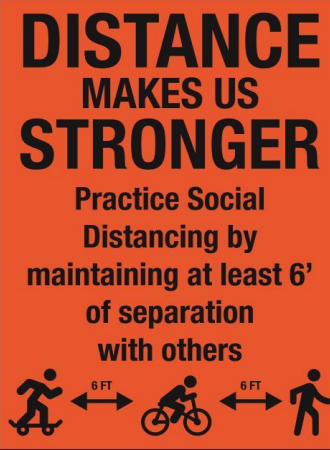
Stefen Wynn, M.P.A.
City Manager



State of Emergency

COVID-19 Updates:

Safer at Home



01

Executive Orders

Executive Orders

Since March 9, 2020 the State of Florida has operated under a Public Health State of Emergency as issued by Governor DeSantis (EO 2020-52), and shortly followed by Mayor Curry on March 13, 2020 (EO 2020-001); and Mayor Brown and me on March 14, 2020 (EO 2020-001). During that time there have been twenty-seven executive orders from both the State and local level that affect everything from our travel to how businesses can operate.

02

Current Restrictions in Place for Neptune Beach Residents

As of April 12th, 2020, Mayor Curry extended the Emergency Declaration for another (30) days (EO 2020-002). On April 10th, 2020, Governor DeSantis extended the closure of vacation rentals for another thirty days (EO 2020-103). The City of Neptune Beach's closures and restrictions are directly influenced by the County Executive's (Mayor Curry) actions for the county.

Current Restrictions in Place

- 1.) Gov. EO 2020-52 Declares a Public Health Emergency in the State of Florida (3/9/2020)
- 2.) Mayor Curry EO 2020-001 Declares a Public Health Emergency in Duval County (3/13/2020)
- 3.) Mayor Brown EO 2020-001 Declares a Public Health Emergency in CONB (3/14/2020)
- 4.) Gov. EO 2020-68 COVID-19 Order limiting sale of alcohol regarding bars, beaches and restaurants (3/17/2020)
- 5.) Gov. EO 2020-69 – Order allows virtual public Meeting for Council and appendant bodies (3/20/2020)
- 6.) Gov. EO 2020-70 – Order closes Broward and Palm Beach County Beaches (3/20/2020)
- 7.) Mayor Curry EO 2020-2 – Order closes Duval County Beaches (3/20/2020)
- 8.) Gov. EO 2020-71 – Order ends alcohol sales after 8PM, and closes restaurants and gyms (3/20/2020)
- 9.) Gov. EO 2020-72 – Order suspends all elective medical procedures (3/20/2020)
- 10.) Gov. EO 2020-80 – Order to screen and isolate anyone travelling from the tri-state area
- 11.) Mayor Curry EO 2020-3 – Order allows for Emergency Work from Home requirements and Remote Work is activated for NB employees (3/23/2020)
- 12.) Gov. EO 2020-82 – Order provides direction for isolating people travelling to Florida from the Tri-State Area (3/24/2020)
- 13.) Gov. EO 2020-83 – Order puts protective measures in place for elderly and vulnerable populations and further limits gathering of citizens and density of workforces (3/24/2020)
- 14.) CONB is directed to Remote Work if Possible, and work shifts are staggered (3/25/2020)
- 15.) Gov. EO 2020-85 – Order authorizes telehealth and immunizations for state group insurance (3/26/2020)
- 16.) Gov. EO 2020-86 – Additional Requirements to 2020-82 to include Louisiana, and establishes checkpoints at the border to screen visitors.
- 17.) Gov. EO 2020-87 – Vacation Rental Closures
- 18.) Mayor Curry EO 2020-4 – Orders the shutdown of all hotel, motel, and public lodging reservation restrictions, only open to (17) classifications (3/30/2020)
- 19.) Gov. EO 2020-88 – Re-employment of Essential Personnel, (3/30/2020)
- 20.) Gov. EO 2020-91 – Essential Services and Activities During COVID-19 Emergency (4/1/2020)
- 21.) Mayor Curry EO 2020-5 – Emergency Non-Essential Business Closure (4/1/2020)
- 22.) Gov. EO 2020-92 – Amends 2020-91 to Not allow Local Communities to make more/less restrictive (4/1/2020)
- 23.) Gov. EO 2020-93 – Reemployment Assistance Program (4/2/2020)
- 24.) Gov. EO 2020-94 – Mortgage Foreclosure and Eviction Relief (4/2/2020)
- 25.) Gov. EO 2020-95 – Documentary Stamps for SBA Loans (4/6/2020)
- 26.) Gov. EO 2020-103 – Vacation Rental Closure (30) day extension (4/10/2020)
- 27.) Mayor Curry EO 2020-002 – Declaration of Emergency Extension (4/12/2020)

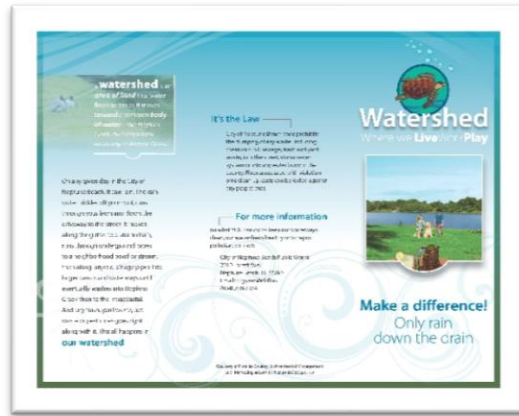
Public Works Ongoing Projects Update

01

In-Kind Project Request from FDEP

02

FDOT Maintenance Agreement Renewal



In-Kind Project Request from FDEP

The city scraped beach sand in preparation of Hurricane Dorian on September 3, 2019 and September 4, 2019 without first obtaining a permit from the Florida Department of Environmental Protection. As a result, the City was fined \$4,000 but was given the option to do an in-kind project in-lieu of the fine. The City chose to complete an in-kind project, approved by FDEP.

On December 19, 2019 FDEP approved an in-kind project to replace all exterior lighting at the Police Department with energy - efficient LED lighting; reconstruct a dune - walkover on Pine Street to prevent dune - vegetation disturbance; and to distribute educational flyers to businesses and residents on protecting local waterways.

FDEP educated the City on the electronic permitting process to get prior approval for scraping the beach. In the future, the City will seek a permit in advance. The City completed these projects on April 13, 2020. The total cost of in-kind projects was \$6,462.48 and satisfied FDEP's request.

FDOT Maintenance Agreement Renewal

The current FDOT maintenance agreement for the area East of the Intercoastal Waterway Bridge on Atlantic Boulevard to Florida Boulevard is up for renewal. Currently, the City is responsible for the maintenance of all turf, and landscaped areas within the FDOT right of way. The proposed agreement is for a duration of three years in the amount of: \$5,241.64 per year.

This price has remained constant since 2012, and I've asked for a price that has been adjusted for inflation. I've proposed that the price is increased 13.875% for a total of: \$5,968.92/year. This calculation is derived from the U.S. Bureau of Labor Statistics Calculator for CPI Inflation.

On April 15th, FDOT countered my offer with a 15% increase to our existing agreement price for a total of: \$6,027.89 - I plan on accepting the agreement.



Public Works

Ongoing Projects

Update Cont.



03

Surveying Along 1st Street: Collecting Data for Stormwater Improvement Design

Surveying Along 1st Street

The City's Engineer for Stormwater Improvement Design scheduled their subcontractor (Ghiotto Surveying) to begin surveying along 1st Street on, April 14th. The work that the surveyors are performing during survey will verify right-of-way lines, alignments, and collect topographic data.

Parsons Engineering needs this data to properly design collection points for storm water improvements. This data will also be used to build a GIS layer for existing Utility infrastructure.

04

Parsons Engineering Status Report: GIS Mapping; Jarboe Park; Florida Blvd. Culvert; Storm Sewer Improvements; and Beach Access Survey

Parsons Engineering Status Report

The Public Works Department has been working closely with Parsons Engineering to accomplish a number of Task Orders assigned to them. T.O. 2 Asset Inventory and GIS Mapping is approximately 50% completed; T.O. 3 Jarboe Park is approximately 98% complete (Phases 1 & 2); T.O. 4 Florida Culvert is 100% Complete and ready for bidding in coordination with requirements of Grant requirements; T.O. 5 & 6 Storm Sewer Improvements are underway for 30% completion by June; and T.O. 7 Beach Access Survey is completed.

The Public Works Department will include the projects associated with this design work in FY-2021 Budget Estimates as well as including them in a 5-year Capital Improvement Plans. A detailed summary of completed work for each Task Order is attached to this report as Attachment 'A'.

Design Meeting at Jarboe Park



Pay for Parking Implementation Update



01 **Timeline to Full Implementation**

Timeline to Full Implementation

Due to the Declaration of Emergency, the implementation of the parking program was paused. Therefore, after the Council reviews my recommendation for purchasing an Electric Vehicle, the timeline to implementation has been revised.

02 **Educational Video and Consistency in Marketing**

Should the Council move forward with my recommendation during the April 20th, 2020 meeting, the NuPark implementation team would be notified the following day on April 21st, 2020. Due to existing travel restrictions, it may be three to four weeks before NuPark can mobilize and get a crew onsite.

My goal for this program is to have it fully-implemented before the beaches are opened back to the public.

03 **Electric Vehicle Recommendation**

Educational Video and Consistency in Marketing

A common frustration for many users of the parking program is that they don't know how to use it. The second most common complaint is that users can't find where to pay or that they didn't know there was a parking program. I attribute these frustrations to issues with consistency in marketing and a poor educational program on how to utilize the system.

On 13 February 2020, I presented a professional services agreement with Vollmer Visuals to create a simple educational video, educational marketing materials, and to make consistent marketing through parking signs, and other media.

Due to the COVID-19 pandemic, this piece of implementation was pushed back a few weeks. We may begin filming the week of April 20th, if the company is able to include us in their schedule.

Electric Vehicle Recommendation

On March 4th, 2020 an electric vehicle arrived for Parking 411 - RTA Consulting. The vehicle was accepted by their employee with damage from the transport. On April 5th, RTA Consulting advised that replacement parts have arrived at the dealership that the vehicle was purchased from in Palatka.

After completing extensive research on the options for an acceptable vehicle for this program, Mr. Rimmer offered to sell the GEM Car to the City for \$25,000. I recommend that the City accept Mr. Rimmer's offer of \$25,000 to purchase the GEM Electric Car, my supporting research is submitted along with this report as a separate document.





Project Name:	Pay for Parking Program Implementation
Contractor:	North Beaches Parking
Constultant:	RTA Consulting
Owner:	City of Neptune Beach

PROJECT COMPLETION PUNCH LIST

Item Description	Work Needed & Location	STATUS	Completed		Approved	
			Date	Initials	Date	Initials
50% Discount - AB Residents	Registered License Plates act as Validation Code, Parkeon and NBP Staff need to make sure it works with software	Completed	2/7/2020	DG, TH		
App Droplet Locations / Update	Move Blue Droplet to West of Red Daisy, to actual geo-location of Courtyard Lot (\$10.35 fee)	Approved	2/11/2020	DG	2/20/2020	SW
App Droplet Locations / Update	Add a Yellow Droplet in the Geolocation of the kiosk on the Northeast Corner of Lemon and 1st Street	Approved	2/11/2020	DG	2/20/2020	SW
App Droplet Locations / Update	Change the color of the 0 Lemon Lot Droplet to BROWN just like all on-location advertising from Southcoast Capital	Approved	2/11/2020	DG	2/20/2020	SW
Kiosk Splash Screen Update	After a validation code (Registered AB Resident license plate) is entered, the next screen should read: <u>Where did you Park?</u> 1.) Atlantic Beach Side 2.) Neptune Beach Side	Approved	2/11/2020	TH	2/20/2020	SW
Sample Test Random Validation Codes	CONB Staff to field test 80 random registered license plates from AB.	Approved	2/6/2020	PK	2/7/2020	SW
Provide Login Credentials to CONB Staff	Provide the CONB Finance Director and IT Director with full-administrator login credentials for any software that the City of Neptune Beach has purchased or has leased, to include intellectual property for the website of North Beaches Parking	Completed	2/11/2020	DG		
UTV	Provide the CONB City Manager with all information relative to the purchase of a UTV for outfitting with License Plate Readers - CONB Staff Coordinating	Open				

License Plate Readers	<i>Provide CONB City Manager with all information relative to the purchase of License Plate Readers for outfitting a UTV - CONB Staff Coordinating</i>	Open				
Employee Handbook	<i>Provide CONB City Manager an editable digital copy of the Employee Handbook used by all North Beaches Parking Staff</i>	Completed	2/12/2020	MR		
Policies and Procedures	<i>Provide CONB City manager with an editable digital Copy of any and all Policies and Procedures</i>	Open				
Educational Materials	<i>Provide CONB City Manager with an editable digital copy of any educational materials in design or produced - CONB City Staff Coordinating</i>	Open	2/12/2020	MR		
Marketing Materials	<i>Provide CONB City Manager with an editable digital copy of any marketing materials in design or produced - CONB City Staff Coordinating</i>	Open	2/11/2020	MR		
Subcontractor Contact Information	Provide CONB City Manager with a list of all subcontractors, a relevant contact person for each subcontractor, and their direct phone numbers and email addresses, list to include: Parkeon, NuPark, Vehicle Dealerships, and any others	Approved	2/11/2020	MR	2/20/2020	SW

Community Workshops

2020 Community Visioning Process



Adapting to Change:

I'm proud of how quickly our Community adapted to virtual workshops and how engaged residents were during the virtual process. I'm also thankful that our consultants are willing to work with us to make sure that the data collected at the virtual workshop was quality. As soon as it's possible to meet in-person again, DKP will get us a date that we can continue our visioning process.

I used the Monday meeting as a litmus test to gauge the success of a digital process - I was pleased with the turnout. 65% of participants had previously attended an in-person meeting, which meant that 35% of participants were new-comers to this process.

Further still, the number of participants was under-reported since the survey asked about individual participation, but a number of unique viewers had multiple people around them participating in the process. My wife and 12-year-old daughter were able to listen and participate in the virtual environment, whereas they wouldn't have been able to had it been in-person (having two toddlers makes it hard to get out of the house.)



Easter Redefined!

01

Successful Event:
Great Weather, Great
Turnout, Adapted!

Successful Event:

I'm absolutely impressed with staff's ability to adapt to change, and even more impressed with their commitment to serving our residents. When COVID-19 shut down our planned Easter Egg Hunt in the Park, staff were pretty bummed. But when presented with an idea to have the bunny travel through Town like Santa, they ran with it!

Armed a bunny suit and pastel colors, staff set to task transforming Santa's sleigh into an Easter basket in record time. Staff developed a route and even made special detours to homes that reached out through social media and requested the bunny drive by their home. This turned out to be just the thing our residents needed!

Good work and thank you for making it happen!



T.O. 2 Asset Inventory and GIS Mapping

Admin

- Parsons is developing GIS maps the stormwater, water and wastewater utilities throughout the CONB limits.
- Parsons is approximately 50% done with mapping effort and is currently on standby.
- Parsons provided a fee estimate to complete the effort which includes survey (\$40,500) and mapping/misc (\$34,500). Parsons explained that this may not be enough given unknowns. The CONB will review the estimate and may reduce it to \$50K. This will extend the work into next year. They will reevaluate budget in June.
- The CONB may initially only fund the survey effort given limited funds available.
- The CONB FY begins Oct. 1 but work started in prior FY may continue.
- Bobby will send neighborhood utility maps that we can use to help the mapping and survey process.
- The CONB would like basic GIS editing tools to create maps.
- The CONB asked about map maintenance which could be done by Parsons on an as needed basis or by CONB if they have the proper software from ASRI.

T.O. 3 Jarboe Park	
Admin	<ul style="list-style-type: none"> The plans show Phase 1 and Phase 2 design but only Phase 1 is called for in the plans to be constructed. The CONB is considering an advanced construction to use grant funding. This may include resurfacing courts, paths and a bridge. Advanced construction will change the quantities to be bid in Phase 1. It also may require its own permit if considerable pavement is placed. The CONB was looking into the cost of the proposed benches and equipment.
Design	<ul style="list-style-type: none"> The plans are about 98% done with the final changes being made in the next week or two. Quantities will need to be updated for each phase.
Permitting	<ul style="list-style-type: none"> Park and Florida Culvert are to be permitted together to save application cost. Park permit will be for both phase 1 and phase 2 work. Permits are valid for 5 years unless a time extension is requested. A USACE permit may be needed for channel work and is being reviewed by Onsite Environmental. The request for permit determination or exemption is being uploaded to the SJRWMD website next week. The Jarboe Park plans will be included before submitting. The SJRWMD will inform us of the requirements.
Utilities	<ul style="list-style-type: none"> TECO Peoples Gas – No facilities within the area. Beaches Energy –Conflict with service to Neptune House and possible conflict with guy line along 5th St. We have requested a Utility Work Schedule (UWS) to address these conflicts. Comcast – Lines at north side of park and east side. No phase 1 conflict. Phase 2 conflict on east side at parking lot drainage pipe and ped bridge foundation. AT&T – Sent updated set of plans on 3/25/20 requesting utility locations. They have not responded. They may have conflicts along 5th St where we are installing storm sewer. I will need to remind them that the projects are going forward. This may require CONB involvement. CONB – Relocate 2" FM around inlet. Relocate FH on 5th St. These will require a UWS filled out by the CONB to show the contractor how to coordinate. The CONB is considering moving the 2" FM from near the basketball courts to a new location. UWSs inform the Contractor of their responsibilities for coordinating utility work and bind the Utility Owner to perform the relocation. The UWSs should be included in the bid package.
Bid Package	<ul style="list-style-type: none"> The CONB is preparing the bid package with David Bolam. The design is controlled by the FDOT standards and specs listed on the key sheet. Parsons will need to provide you the updated pay items list and quantities. Bid package items to be provided by Parsons include signed and sealed plans, pay items and quantities, permits from agencies and UWSs.
Construction	<ul style="list-style-type: none"> The CONB should consider hiring a CEI firm (Parsons or other) to inspect and verify the contractor's work. This is probably most important with the storm sewer, grading, paving, grassing and beach volleyball sand as well as court and fence work. The CEI firm should have experience with FDOT type projects and specs.

T.O. 4 Florida Culvert	
Admin	<ul style="list-style-type: none"> This project will be constructed using existing grant funding. This will show residents that new stormwater fees are being used.
Design	<ul style="list-style-type: none"> The plans are 100% done minus a few changes needed to the utility plans. Requested approval from Megan to put part of sidewalk within easement in SE corner. Language in original ordinance is unclear.
Permitting	<ul style="list-style-type: none"> Park and Florida Culvert are to be permitted together to save application cost. Park permit will be for both phase 1 and phase 2 work. Permits are valid for 5 years unless a time extension is requested. A USACE permit may be needed for channel work and is being reviewed by Onsite Environmental. The request for permit determination or exemption is being uploaded to the SJRWMD website next week. The Jarboe Park plans will be included before submitting. The SJRWMD will inform us of the requirements. FDOT has no comments on the design. They will need to inspect the bridge culvert at the 90% construction level before the roadway can be opened to traffic. Load ratings may need to be updated if construction changes occur.
Utilities	<ul style="list-style-type: none"> TECO and Beaches Energy stated no conflicts. Final changes are being made to water and sewer design where they cross over the new culvert. A permit determination request has been submitted to FDEP and COJ EQD. Coordination is ongoing. COJ EQD is not requiring a permit for the sewer. Waiting to hear back from FDEP on the water. Utility Work Schedules (UWSs) have been requested from AT&T and Comcast in order to address relocations. They missed the 3/27/20 date. I will need to remind them that the projects are going forward. This may require CONB involvement. UWSs inform the Contractor of their responsibilities for coordinating utility work and bind the Utility Owner to perform the relocation. The UWSs should be included in the bid package.
Bid Package	<ul style="list-style-type: none"> The CONB is preparing the bid package with David Bolam. The design is controlled by the FDOT standards and specs listed on the key sheet. Parsons will need to provide you the updated pay items list and quantities. Bid package items to be provided by Parsons include signed and sealed plans, pay items and quantities, permits from agencies and UWSs.
Construction	<ul style="list-style-type: none"> The CONB should consider hiring a CEI firm (Parsons or other) to inspect and verify the contractor's work. This is probably most important with the culvert foundation, concrete pours and backfilling. The CEI firm should have experience with FDOT type projects and specs.

T.O. 5 & 6 Storm Sewer Improvements	
Admin	<ul style="list-style-type: none">• The CONB has requested 30% plans in June 2020.• The CONB wants to combine these improvements with roadway improvements along Atlantic and 3rd St. They will coordinate with Dover, Kohl on other planning activities.• It may be 4 or 5 years before this goes to construction. Feds will pass \$ through FDOT.
Survey	<ul style="list-style-type: none">• Ghiotto's survey crews will be starting about April 14 and working until about May 20 to collect the requested areas. The virus delayed their begin date.
Design	<ul style="list-style-type: none">• Parsons has set up the existing storm sewer models. A few missing inverts and elevations will be collected to complete.• Parsons has set up the existing drainage maps and areas. Field confirmation of the drainage divides and model assumptions will take place next.• Parsons will use the completed existing models and maps along with field survey to develop the proposed models and maps.• Once completed a technical report will be prepared to describe the results and justification for grant funding. 30% level drainage plans will be provided.

T.O. 7 Beach Access Survey

Admin

- Survey data was provided. Parsons has completed service.
- CONB is designing improvements.