

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

**Agenda Item #3
Departmental Score Card**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Communications Policy Creation	Draft Complete - Awaiting Personnel Policy and Employee Handbook Completion from Consultant - Submitted to Consultant 6/17/2021	N/A	3/2/2021	7/30/2021	In Progress
Special Event Policy Update	Working on Framework	N/A	2/15/2021	7/31/2021	In progress
Comprehensive Emergency Management Plan Review	The MCEMP went through an exhaustive update last year.5/25/2021 Emergency Management Meeting with Staff.	N/A	3/10/2021	7/30/2021	In Progress
Various Personnel Policy Updates	New Focus HR selected and working on new policies and handbook.	N/A	3/5/2021	9/30/2021	In progress
FOP Contract Negotiations			7/1/2021	8/16/2021	
CFO Search	Begins 8/12/2021--estimated completion 9/30/2021		8/11/2021		
Budget Planning	First hearing on 9/8/2021, second hearing on 9/20/2021		5/20/2021		
Waste Pro Liquidated Damages	Fines for missed collections totaling \$3,000.00 deducted from June 2021 Waste Pro billing.	N/A	N/A	N/A	On-going
FINANCE DEPARTMENT					
FEMA Disaster Relief Request	Preparing documentation to be submitted for Hurricane Dorian. FEMA opened disaster relief portal.				12/31/2020
Tyler Technologies Financial Software Replacement	Update & Submit City's 1,600 general ledger accounts to conform with Florida Uniform Chart of Accounts to include project codes.		11/17/2020	New Chart of Accounts Rebuilt and reviewed completed.	7/15/2021
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	Audit requests provided to new Audit Team.	
Fiscal Year 2020 Audit	Compile FY 2020 Basic Financial Statements		2/1/2021	In progress	
Fiscal Year 2020 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries.		2/1/2021	In progress	
Vacancy	Advertise for Cashier 1 Full-time Position.		2/15/2021	Cashier 1 Advertised, Candidates Interviewed, Offer and Acceptance Completed	7/9/2021
New Banking Services	Move all city Cash Deposits to new bank.		3/1/2021	In progress	
New Banking Services	Go live with Employee Direct Deposits.		3/1/2021	ACH File Upload errors reduced, final test pending new file upload.	
New Banking Services	Configure and Test Direct ACH Files with ERP System Support.		3/1/2021	ACH File Upload errors reduced, final test pending new file upload.	
Compile March 2021 Monthly Financial	Distribute March 2021 Budget vs Actual Report to Staff with No PO Update.		4/15/2021	Completed	7/14/2021
Compile April 2021 Monthly Financial	Distribute April 2021 Budget vs Actual Report to Staff with No PO Update.		4/15/2021	Completed	7/14/2021
Compile May 2021 Monthly Financial	Distribute May 2021 Budget vs Actual Report to Staff with No PO Update.		4/15/2021	Completed	7/14/2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
FINANCE DEPARTMENT					
Monthly Budget Vs Actual Annual Report	Reformat and compile March 21 Budget Vs Actual Report		3/10/2021	Completed	7/14/2021
Compile OPEB Data for Actuaries	Open Until Completion of FY20 Audit		7/1/2021	Open	
Distribute 2016-2019 Unclaimed Property to State	Completed		5/26/2021	Completed	6/24/2021
Advertise RFP for Auditing Services	Open		TBA	Open	
Compile June 2021 Monthly Financial	Distribute June 2021 Budget vs Actual Report to Staff with No PO Update.		7/1/2021	Completed	7/14/2021
Compile July 2021 Monthly Financial	Distribute July 2021 Budget vs Actual Report to Staff with No PO Update.		8/1/2021	Completed	8/3/2021
Certify FY2022 Proposed Millage Rate	Compile DR420 forms and Schedule Public Hearing Dates.		7/15/2021	Completed	8/3/2021
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see attached report for July 2021)	In progress	N/A	ongoing	8/6/2021	Ongoing
Code Enforcement Activity (see attached report for July 2021)	In progress	N/A	ongoing	8/6/2021	Ongoing
Commercial Fire Inspection Activity	In progress	N/A	ongoing	8/6/2021	Ongoing
Joint City Council-CDB Workshop for Phase III	8/18/2021	N/A	ongoing	8/6/2021	8/18/2021
Phase III: First Draft Land Development Code- Internal	TBD	N/A	ongoing	8/6/2021	TBD
Phase III: City Staff Internal Review	12/3/2021	N/A	ongoing	8/6/2021	TBD
Phase III: First Draft Land Development Code- Public	12/16/2021	N/A	ongoing	8/6/2021	TBD
Phase III: Code Testing	TBD	N/A	ongoing	8/6/2021	TBD
Phase III: 1st Draft Code Workshop	1/25/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Public Presentation	1/25/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Open House	1/25/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Technical Meetings and Stakeholder Meetings	1/31/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Review of Public Comments	3/4/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Code Revisions and Final Draft LDC	4/8/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Presentation of Final Draft LDC	4/28/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Final Document Revisions	5/13/2022	N/A	ongoing	8/6/2021	TBD
Phase III: Public Hearing Presentation	5/30/2022	N/A	ongoing	8/6/2021	TBD
CRA: Finding of Necessity Research Data Collection and Analysis	August	N/A	N/A	8/6/2021	TBD

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Networking and Outreach	Sep-21	N/A	N/A	8/6/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	Nov-21	N/A	N/A	8/6/2021	TBD
CRA: Board Meeting	TBD	N/A	N/A	8/6/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	TBD	N/A	N/A	8/6/2021	TBD
540-580 Atlantic Coordination Meetings	on-going	N/A	N/A	8/6/2021	TBD
Comprehensive Plan 2nd Reading: Adoption	TBD	N/A	ongoing	8/6/2021	TBD
American Planning Association- FL Chapter Annual Conference: Miami, FL	8/31/21 - 9/3/21	\$395	N/A	8/6/2021	Sep-21
Annual Florida Redevelopment Association (FRA) Conference: Ft. Myers, FL	10/27-10/29	\$395	N/A	8/6/2021	Oct-21
National American Planning Association Conference: San Diego, CA	4/30/22 -5/3/22	TBD	N/A	8/6/2021	May-22
POLICE DEPARTMENT					
DOJ JAG grant #2017-JAGD-1741 and DOJ JAG grant #2018- JAGD	Funds from both DOJ Jag Grants should be available soon.	Fifty-seven thousand dollars	2020	Waiting for funds to be available, upon approval of the grant	Equipment upgrades and training equipment will be purchased as needed with approval from the City Manager.
School Safety Liaison Program	The School Safety Liaison Program will start back up at Fletcher Senior High, Neptune Beach Elementary and Beaches Chapel K-12 on August 10th, 2021. school year.	No cost, all officers involved are on duty during this program	February 21st, 2017	This program will continue through school year 2021-2022.	On going through school year 2021-2022.
Covid-19 (2021 resurgence)	Although many Covid restrictions have been changed during the resurgence, we will continue monitoring Local, State and Federal Governments. The Police Department will continue to take all precautions necessary to keep all City Employees and the public out of harms way and healthy.	Covid-19 testing is the only cost for the Police Department at this time.	February 2020.	All P.D. employees have been offered the vaccine.	On Going
Capital Improvements	Three police vehicles which were approved in the Capital Improvements Budget have arrived. Two of the vehicles will be delayed entering service due to unfitting equipment being Covid delayed.	Funds provided from the Capital Improvements account.	Mid-August 2020, the Police Department started working on the 2020-2021 Budget with the City Manager.	The vehicles have been delivered to the city. However we are still waiting for unfitting equipment to arrive.	The vehicles should be in service within thirty to sixty day.
The Police Department has received a Service Station Dog from K-9s For Warriors.	Service Animals have been proven to relive stress and raise moral within the Law Enforcement Community.	There is no impact to the Department's Budget for the cost of the dog. The Agency will be responsible for food and grooming costs.	Winter, 2020	The Service Dog (on loan from K-9s For Warriors) has become a welcome member of the agency.	On going

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
POLICE DEPARTMENT					
Outreach Programs 2021/2022	All Outreach Programs have been put on hold for the past 18 months due to the Covid Outbreak. We are hoping to restart our programs this fall.	The majority of the funds needed have already been donated by businesses and residents of Neptune Beach.	Fall and Winter 2021.	With the Covid-19 resurgence and the possibility of new restrictions we are still moving forward at this time with our outreach events planned for fall and Winter.	On going.
2021 Ocean Rescue Season	Proper Lifeguard coverage and Public Safety Information on the beach proper.	Ocean Rescue is a year to year budgeted account	Lifeguard Captain Rich Banks has lost several guards due to school starting back up. However the weekends will still be properly covered/staffed. As the summer season winds down coverage will be adjusted accordingly.	Beach coverage starts in March and ends in October for the 2021 season.	October 2021.
Atlantic Hurricane Season 2021	In the past five years, three hurricanes have had a great impact to the City of Neptune Beach.	Unknown	June 1st.	We will be closely watching the Atlantic Hurricane Season this summer and fall. We will take the necessary steps and precautions as needed.	Unknown
Police Department Budget 2021/2022	Further Budget Meeting are being scheduled for August and September.	Unknown	Budget meetings started in June of this year with the City Manager and C.F.O.	Meetings with the City Manager and C.F.O. will continue this month.	September 1st. 2021
FOP Contract Negotiations	At this time the City has not been notified by the FOP to start contract negotiations. The current contract expires September 30th, 2021.	The impact to the PD budget is unknown at this time.	21-Jul	Negotiations will start with the FOP this August.	September 15th. 2021
School Zone Crossing Guards and Traffic Control	School Zone Crossing Guards start August 10th.	Crossing Guards are budgeted yearly	August 10th, 2021	Crossing Guards have been hired for 1515 Florida Blvd, 1500 Forest Av and the intersection of Florida Blvd and Penman Rd.	End of school year 2021/2022.
PUBLIC SERVICES DEPARTMENT					
WATER PLANT					
City-Wide Water Meter Replacement	15 Water meters replaced in July 2021	N/A	N/A	On going	On going
Backflows inspected	38 inspected	N/A	On going	On going	Work performed in July 2021
City lifstations checked/inspected	403 inspected	N/A	On going	On going	Work performed in July 2021
Fats, Oils, and Grease (FOG) inspections	26 inspected	N/A	On going	On going	Work performed in July 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
WATER PLANT					
Sampling events	Monthly bacteria logical twice a month.	N/A	N/A	On going	Work performed in July 2021
Water Tower Project	Met with Bill & general contractor for T-Mobile/Sprint to discuss permitting needed for the road closure on Florida Blvd. 5/12/21 Paint tested for lead on tower and soil sampling for Verizon. Verizon submitted final drawings for their permit. 6/24/21- Sent the inspections and specks of the ground storage tanks to Steven Calhoun with SUEZ. 7/20-7/24 Crane was on site to pull antennas off water tower & install temp pole. Verizon installed coax on temp pole. 7/26-7/31 Verizon did control panel prep, installed radios for the antennas going up in August.	N/A	2020	On going	Work performed in July 2021
File Regulatory paperwork	DEP approved the Consumer Confidence Report (CCR), was submitted to Rosemary Marrero (utility supervisor) which was then sent out in the May billing to residents. Requested to be inserted into the City Website. Certificate of delivery was submitted back to DEP & Public notice for SOC's. 6/30/21- Submitted EN50's report to SJRWMD. Chlorine residual report submitted to DEP.	N/A	N/A	Jun-21	Work performed in June 2021
ISO- Insurance Services Office - evaluates communities and areas throughout the US to assure that existing public fire protection is available to individual property owners.	Working on ISO with Fire Marshall Ruley & Battalion Chief Hooten with JSO. 6/14/2021. Water survey for ISO was submitted to Fire Marshall Ruley.	N/A	04/27/20	Ongoing	Work performed in June 2021
Miscellaneous	Prepped for TS Elsa. Cleaned yard, fueled pumps and equipment. Topped all generators off throughout the city. Called Alex Limbaugh for well # 3 Bay St to repair bad starter in the panel- still waiting on parts. Also transducer breaker @ Water Tower needs to be replaced- waiting on parts.	N/A	On going	Ongoing	Work performed in July 2021
Water Treatment Plant checks and reads for wells and pumps & chlorine	This is done daily and twice on the weekends	N/A	N/A	Ongoing	Work performed in July 2021
Gallons of water produced	24,692,000	N/A	N/A	N/A	Work performed in July 2021
WASTE WATER TREATMENT PLANT					
Replacement of Clarifier #1 Drive/Motor	Received	\$63,456.53	01/01/21	Equipment Received - Scheduling installation after toxicity testing after July 1, 2021.	On Going
Replacement of 8" Fairbanks Influent Pump	completed	\$23,572.25	11/06/20	Date Completed April 2021	Completed
Sampling events	(4) Weekly EFF sample for CBOD, TSS NOX, TN, TKN. Weekly INF sample CBOD, TSS, INF Bi-Weekly Alkalinity, BOD, TN, TKN & TP	N/A	Thursdays	On going	Work performed in June 2021
Operate the belt press	8 runs twice weekly on Tuesday & Thursday, 4 loads @ 30 Cubic Yards each Picked up Fridays	N/A	N/A	N/A	Work performed in June 2021
Testing	Daily U.L.R./Dechlorination, CL2 and pH Comparisons, Daily Dissolved Oxygen / Sludge settling & Alkalinity tests 3-5 weekly	N/A	N/A	N/A	Work performed in June 2021
Clean process tanks and equipment	Belt Press cleaned twice weekly, all lab equipment cleaned daily, Probes & Analyzers cleaned 1-2 weekly as needed	N/A	N/A	N/A	Work performed in June 2021
Decant the digester	Decanting of Digester #1 Monday - Friday as needed, Decanting of Digester#2 Mon, Wed & Fri	N/A	N/A	N/A	Work performed in June 2021
Calibrate probes/analyzers	Week Day Calibrations of Hach HQ 30d DO probe, Hach DR3900 Spectrophotometer, Hach Sension ph3 analyzer	N/A	N/A	N/A	Work performed in June 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
WASTE WATER TREATMENT PLANT					
Equipment maintenance	Replaced probe replaced probe on Hach pH analyzer in Lab, Cleaned IFAS, Re-Air, TSS and RAS probe weekly	N/A	N/A	N/A	Work performed in June 2021
File regulatory paperwork	Monthly Discharge Report for DEP due 28th. Submitted Quarterly Report for DEP on April 28, 2021.	N/A	N/A	N/A	Work performed in June 2021
Chlorine Contact Tank needs to be cleaned	Developed a Chlorine Contact Drain and Clean Plan	TBD	cleaned on 6/15/21	N/A	done
Operator Status - Brock Askew	Brock has completed Course Work and will be scheduling take FDEP Class B license.	\$102.00	N/A	N/A	In Process
Equipment needs to be Repaired and status tracked	Developed a Plan of Action and Milestones Project Tracking Form	N/A	On going	N/A	Being populated
CDM Smith - Rick Newberg Operations Specialist	Temporarily filling in as Chief/lead operator started Monday May 10, 2021	N/A	05/10/21	6/24/21 completed is tour	Helping trouble shoot process, Providing Compliance with Class A license
Operate the belt press	we have cut back on the belt press run we are running it ones a week and on the third week we run it twice that week	N/A	N/A	N/A	On Going
Sampling events	Passed toxicity testing in July 2021.	N/A	N/A	N/A	done
In plant Reuse	ordered new drives and controls for reuse station	\$3,300.00	07/21	On Going	On Going
Sludge press building	ordered new pump with controls	\$30,000.00	07/21	On Going	On Going
Plant equipment	ordered new pumps and controls for scum station	\$50,000.00	07/21	On Going	On Going
Intermediate Station	Replacing two motor not the right ones	\$4,500.00	07/21	On Going	On Going
EFF Station	Replacing pump rotating assembly wore out	\$21,000.00	07/21	On Going	On Going
Intermediate Station	ordered new in closer for instrumentation	\$3,500.00	07/21	On Going	On Going
Plant probes	Ordered new probes for DO,PH and assembly	\$9,100.00	07/21	On Going	On Going
Plant probes	Adding new chemical to INF so to help nitrification seems to be working but we also have made quite a few changes to the plant probes	\$1,500.00	07/21	On Going	On Going
COLLECTIONS/DISTRIBUTIONS					
Water Break Repair	6	N/A	N/A	N/A	Work performed in July 2021
Water Service Installation	3	N/A	N/A	N/A	Work performed in July 2021
Water Main Installation	0	N/A	N/A	N/A	Work performed in July 2021
Fire Hydrant flush	47	N/A	N/A	N/A	Work performed in July 2021
Fire Hydrant Repair	10	N/A	N/A	N/A	Work performed in July 2021
Fire Hydrant Replacement	0	N/A	N/A	N/A	Work performed in July 2021
Sewer Pipe cleaning	980	N/A	N/A	N/A	Work performed in July 2021
Sewer Pipe point repair	3	N/A	N/A	N/A	Work performed in July 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
COLLECTIONS/DISTRIBUTIONS					
Sewer Pipe Installation	14'	N/A	N/A	N/A	Work performed in July 2021
Manholes Inspected	28	N/A	N/A	N/A	Work performed in July 2021
Manholes Repaired	3	N/A	N/A	N/A	Work performed in July 2021
Manholes Replaced	0	N/A	N/A	N/A	Work performed in July 2021
Utility Locate Response	155	N/A	N/A	N/A	Work performed in July 2021
ISO- Insurance Services Office - evaluates communities and areas throughout the US to assure that existing public fire protection is available to individual property owners.	Working on ISO with Fire Marshall Ruley & Battalion Chief Hooten with JSO.	N/a	04/27/20	Ongoing	Work performed in July 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer upgrades	\$90,654.76	01/11/21	COMPLETED 4/6/2021	Work performed in July 2021
Jarboe Park	Gruhn May installed drainage structures, mitered ends, and 420 ft of pipe for drainage project.	\$4,430.00- Allen's Culvert \$16,268.80- Gruhn May PA 9672	04/21/21	Completed 4/28/2021	Work performed in July 2021
Jarboe Park	Installed new tap and meter for service lines to volleyball and tennis courts. Stock on hand- did purchase 1 meter box @ \$100.00 5/14/2021 Installed 1k feet of 1-1/2" conduit in Jarboe park for fiber to Neptune House, and electric to well.	\$445.51- plumbing parts and meter box (add cost for conduit from IP Harrington & CES)	04/12/21	Completed 4/16/2021	Work performed in July 2021
Arrowhead Trail water main replacement	Gordon passed out door hangers to notify residents on 3/26/21 of the upcoming work to be done. Started working in neighborhood the week of 3/29. On 3/30 coordinated needed isolation valve to facilitate the work in the neighborhood. Advanced notices was passed out to residents on 4/29 regarding water system shut down for May 5. On 5/5/21 City installed new 6" in-line valve at intersection of Kings RD and Indian Woods DR, and replaced hydrant and valve at 1430 Indian woods DR. Replaced all sod in areas affected. 5/20/21 Removed old hydrant on abandoned line at 1611 Arrowhead DR. PW Street dept to replace asphalt-upcoming. Gruhn May to repair driveways in June.	\$72,715.10	03/22/21	Completed 5/21/21	Work performed in June 2021
Fire Hydrant Audit	JFRD requesting CONB flow 2 hydrants instead of 1. John Ruley (CONB Fire Marshall) agrees that the fire hydrant flow test should be the 2 hydrant test. Mr. Ruley states he will research the cost for new equipment to be put into next years budget. He also stated he would help as the 2nd person to perform the 2 hydrant test during cooler weather.	N/A	N/A	In progress	Work performed in July 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
COLLECTIONS/DISTRIBUTIONS					
Miscellaneous	Prepped for TS Elsa. Cleaned yard, fueled pumps and equipment. Cleaned storm drain and catch basins with SW Dept. Built material storage pad adjacent to pipe storage rack at yard to house meter boxes, lids, valve jackets and RT boxes. Helped SW Dept. repair deteriorating catch basin at 238 Margaret St. Wrapped broken pipe bell on 12" RCP with filter cloth and mudded up cracks. Fixed hole in corner of box with hydraulic cement and concrete. Located all of Summer Sands again for AT&T upgrades. Took VACCON to clean influent tank for WWTP. Flow tested Hydrants for ongoing ISO hydrant audit. Changed out 18 meters.	N/A	N/A	COMPLETED	Work performed in July 2021
STORM WATER DEPARTMENT					
Illicit Discharge/Illegal Dumping Investigations (No.):	N/A	N/A	N/A	N/A	N/A
Street Sweeping (Miles):	33.1	N/A	Ongoing	Ongoing	Work performed in July 2021
Pipe Inspections (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Repairs (No.):	1	N/A	N/A	N/A	work perform in July 2021
Pipe Cleaning (LF):	N/A	N/A	N/A	N/A	N/A
Catch Basins checked (No.):	767	N/A	Ongoing	Ongoing	Work performed in July 2021
Catch Basins cleaned (No.):	314	N/A	Ongoing	Ongoing	Work performed in July 2021
Ditch Inspections (No.):	39	N/A	Ongoing	Ongoing	Work performed in July 2021
Ditch Maintenance\Mowing (LF):	33,992LF	N/A	Ongoing	Ongoing	Work performed in July 2021
Pond Inspection (No.):	5	N/A	Ongoing	Ongoing	Work performed in July 2021
Pond Maintenance (No.):	3	N/A	N/A	N/A	Work performed in July 2021
STREETS DEPARTMENT					
Mow City rights-of-way (No. of Cycles)	12	N/A	Ongoing	Ongoing	Work performed in July 2021
Repair/ Replace Signage (No.)	7	N/A	Ongoing	Ongoing	Work performed in July 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in July 2021
Repair Sidewalk (LF)	1060 SQ FT	N/A	Ongoing	Ongoing	Work performed in July 2021
Trees trimmed or removed (No.)	5	N/A	Ongoing	Ongoing	Work performed in July 2021
Paving (LF)	55 sq ft	N/A	Ongoing	Ongoing	Work performed in July 2021
Pothole Repair (No.)	1	N/A	Ongoing	Ongoing	Work performed in July 2021
Driveway Repairs (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in July 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
STREETS DEPARTMENT					
Curb Repairs (LF)	N/A	N/A	N/A	N/A	Work performed in July 2021
Herbicide Application (No.)	2	N/A	N/A	N/A	Work performed in July 2021
Forest Ave School Cross Walk Signage	New signs are posted between Indian Woods Dr at the stop sign of Forest Marsh Dr	\$1,090.66	4/1/2021	Completed 5/7/2021	Work performed in May 2021
Towncenter Bollard Repair	Hit & run damaged bollard at Atlantic Blvd & 3rd St.	Had materials in stock to repair	5/1/2021	Completed	Work performed in May 2021
Secluded Woods Curbing	Workorder was submitted requesting to replace broken curbing around the islands in the community.	N/A	4/26/2021	Completed 5/26/2021	Work performed in May 2021
Water Oak tree in Basil park	Resident submitted workorder to have tree removed. Tree permit was submitted to Building permit for further inspection. Tree permit was approved by Arborist, Earl Piety, and PW was able to remove.	N/A	4/19/2021	Completed 5/12/2021	Work performed in May 2021
Weekend Garbage Collection	Weekend garbage collection throughout the city of Towncenter, beach access & dune crossovers	N/A	4/17/2021	Ongoing	Work performed in July 2021
Dune Crossover Maintenance	Lemon St access maintenance done. Maintenance repairs done at Lora St. & Margaret St.	N/A	4/12/2021	Ongoing	Work performed in July 2021
Beaches Go Green Recycle Program	Installed 13 smart recycle bins throughout our Towncenter in April. Our Public Works department has been collecting the recycled items.	N/A	4/6/2021	Completed	Work performed in June 2021
Lifeguard Chairs	Richard Banks requested repairing lifeguard chairs on 6/9 by email	\$36.91	6/9/2021	Completed 6/23/2021	Work performed in June 2021
Miscellaneous	Prepped for TS Elsa. Cleaned yard, fueled pumps and equipment. Built device to assist in filling sandbags at Jarboe Park. Installed anti-slip mat at Kings Rd/Fl Blvd Northside. TC banners changed from yellow to teal color banners. Transient camp cleaned up @ 1600 block of Atlantic Blvd. Cleaned trash in front of old Kmart building, along with the East side of building.	N/A	N/A	Completed	Work performed in July 2021
Concrete Pours at Jarboe Park	Pouring sidewalks/paths in multiple locations throughout Jarboe Park.	\$43,639.19	3/9/2021	Ongoing	Work performed in July 2021

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
SENIOR ACTIVITY CENTER					
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CENTER CLOSED UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	13-Mar-20	CLOSED	ANTICIPATE REOPENING October 2021
Rebuild the Senior Activity Center	Goal set @ \$100K-reached 272%	\$650,000+	20-Jun	ON-GOING	YTD \$272K
Phone calls, emails, and social media outreach to senior population, home visits	Well checks and stay in touch	NA	NA	ON-GOING	Ongoing
90th Anniversary Committee	Scheduled October 16, 2021	TBD	Oct-20	On-going	Ongoing
Vanguard Modular-Sr. Center Activity Building	Project underway	\$650,000	Work in progress	\$650,000 Funded	Projected completion October 2021
CDBG 2020-2021 CONTRACT	Requesting contract extension	\$30,000.00	Processing	\$3,009.00	Approved by CIJ
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$44,895.00	current	on-going	N/A
Direct Benefit- Persons served-per phone conversations	CDBG contract amount for 1250 persons	N/A	Feb-May	ON-GOING	179
NBSAC GRAND REOPENING	PLANNING	DONATIONS	October 1st 2021	ON-GOING	TBD
Travel Club-FUNDRAISER	2021 plans developing-Colorado Rockies, Panama Canal Cruise; Vermont, Kenya, Hamilton	Upfront costs for Hamilton \$7500	July 2021; March 2022; October 2021	On-GOING	ON-GOING
Community Foundation Grant-Delores Barr Weaver	Approved \$5,000	NA	7-06-21	Approved	NA
Research for quotes on furnishings	on-going	budgeted	current	pending	pending
Marquis Latimer & Halbeck selected	Engineering/Architecture Landscaping, Parking Lot &, Porch	\$32,500	1-07-21	in process	July 2021.
CDBG 2021-2022 Grant Application	\$44,895 Approved	N/A	1-Oct-21	In process	July 2021 Approval
Eckstein Charitable Foundation Grant	Awarded	\$10,000.00	6/1/2020	In-process	pending

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 8/11/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
MOBILITY MANAGEMENT					
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
MDD to complete the Certified Parking Professional course and exam.	Purchased course, studying for practice exam.	\$700	5/1/2021	8/9/2021	Goal: 05/01/2022
Implementation of paid citations.	Complete	Approximately \$4,000 in signs, related materials, and operational costs related to finishing this project.	10/12/2020	8/9/2021	Completed: 7/1/2021
Educational campaign to reach Beaches Town Center businesses.	Plan and task list submitted to CM. Presented project to BTCMA on 6/15/2021. Building materials for campaign.	Possible cost of any printed materials needed; otherwise, no extra costs anticipated	5/1/2021	8/9/2021	Goal: 12/01/2021
2021 public outreach campaign for parking program.	Plan and task list submitted to CM.	TBD	5/1/2021	8/9/2021	Goal: 12/31/2021
INFORMATION TECHNOLOGY					
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
NACHA file conversion	We've been working with Tyler tec. and Chase Bank to sort out the NACHA file compatibility issue				In Progress
Tyler Technologies ERP	Working on collecting the required information from all affected departments, having current future state analysis meetings with Tyler and the department heads				In Progress
Tyler Technologies Incode Financial Implementation	We've been working on the Tyler Incode 10 test environment				In Progress
Tyler Technologies Implementation	Meetings are scheduled for the next couple of weeks				In Progress
Tyler payroll solution design	We are having current future state analysis meetings				In Progress
Submitted by the City Manager on August 16, 2021					

Building Activity Report

Building Activity October 1, 2020 to September 30, 2021						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-20	84	58	151	\$13,016.40	6	\$2,168,231
Nov-20	92	66	91	\$12,601.91	4	\$1,973,657
Dec-20	98	64	115	\$12,967.22	3	\$1,192,593
Jan-21	97	52	112	\$16,389.85	9	\$1,400,891
Feb-21	112	95	139	\$22,409.82	11	\$2,442,996
Mar-21	148	95	199	\$19,042.59	10	\$2,598,077
Apr-21	121	66	181	\$16,500.07	6	\$1,276,435
May-21	136	72	200	\$21,496.35	15	\$2,097,499
Jun-21	115	87	116	\$18,324.92	10	\$1,425,360
Jul-21	79	59	133	\$14,807.19	3	\$1,398,807
Aug-21						
Sep-21						
Totals	1082	714	1437	\$167,556.32	77	\$17,974,546

Building Activity October 1, 2019 to September 30, 2020						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-19	109	72	154	\$18,140.88	8	\$2,635,167
Nov-19	104	42	137	\$17,620.03	10	\$789,285
Dec-19	75	48	125	\$16,678.57	3	\$2,525,584
Jan-20	119	86	167	\$20,808.16	8	\$2,156,052
Feb-20	108	78	155	\$25,276.96	11	\$1,069,889
Mar-20	111	63	171	\$18,273.82	10	\$1,120,506
Apr-20	89	56	141	\$9,830.49	16	\$714,249
May-20	93	42	141	\$12,256.98	7	\$1,151,998
Jun-20	120	95	131	\$13,684.31	13	\$1,862,633
Jul-20	122	110	139	\$17,946.49	13	\$953,545
Aug-20						
Sep-20						
Totals	1050	692	1461	\$170,516.69	99	\$14,978,908
Difference	32	22	-24	-\$2,960.37	-22	\$2,995,638

Fire Marshal Report

[illegible]

Fire Marshal Report - July 2021					
Reinspections					
<u>610</u>	600 Florida Blvd	Begaches Chapel	3 corrections	7/12/2021 started crowd man	0.00
	200 First St	Courtyard	10 corrections	7/28/2021	0.00
Total					0.00

[illegible]

Fire Marshal Report - July 2021

Building Plan Review

776	205	South St	awning over windows			0.5
780	419	Bowles St	windows			0.5
781	106	Florida Blvd	retaining wall N & W Side			1
784	220	Margaret St (Duplex)	Foundation Rerpair 18 Piers			1
791	404	McCullum Cir	Windoiks & Door			0.75
793	2109	Bartolome Rd	Remodel		AE	1
795	730	Oak St	Windows			0.5
804	1417	Neptune Grove Dr W	Ext Door			0.50
						5.75
				Total Hr.@	40.00	

Fire Marshal Report - July 2021					
Fire Plan Review					
310	Third St	3-story office Bldg	8 hrs		4,625.28
100	Seagate Ave	Remodel Clubhouse	4 hrs		577.58
Total					5,202.86

Fire Marshal Report - July 2021					
Development Plan Review					

Fire Marshal Report - JJuly 2021					
New Construction Reinspections					

Fire Marshal Report - July 2021					
---------------------------------	--	--	--	--	--

Floodplain Related

Fire Marshal Report - July 2021
Elevation Certificate

20 hrs working on revising Chapter 8, fee comparison, & New fee Schedule