

City Manager Report

18 February 2020

Stefen Wynn, M.P.A.
City Manager



Jarboe Park

Phase 1 (1A, 1B, & 1C) Improvements



01

Parks & Land Use Committee Meeting Update

Parks & Land Use Committee Meeting Update

I approved Supplemental Agreement #6 from Parsons Engineering on 4 February 2020. The fee for the additional work is: **\$8,352.00** and brings the new, not-to-exceed amount to: \$133,795.70. Drawings for Phase 1 improvements to the park are 100% complete.

02

Coordination with Other Committees for Budgeting and Financing the Improvements to Jarboe Park

The Parks & Land Use Committee met on 13 February 2020 and showcased the park design. It was reported that the total improvements would include a net gain of trees in the park as well a net gain in parking capacity. The design includes multiple points of entry and exit and will be easily accessible by visitors. The park plan also includes a seamless integration into the Neptune Beach portion of the East Coast Greenway as well as plan for the Florida Boulevard Beach Access.

The Committee also discussed ways of finding alternative accoutrements that have the same hardiness as the brands specified in the plans. Megan George was assigned to work with Colin Moore and Buck Pittman (Pittman Landscape Architecture) to par down some of the cost.

Coordination with other Committees

The planned park improvements are transformative and will require innovative ways of raising capital to fund them. The improvements will also need further coordination on how to stage implementation so that funding is always available and construction on each section continues seamlessly.

The Strategic Planning Committee will discuss how the project will be staged as well as explore funding opportunities. Once a clear direction on implementation has been determined, the Finance Committee will be tasked with reviewing a finance strategy and budgeting appropriately over as many fiscal years as necessary.

The meeting clearly showed that through the leadership of Councilor Messinger and hard work of both City Staff and our consulting firms, the Community vision for Jarboe Park was perfectly captured in the final design. City Staff will be busy coordinating resources to implement this plan as efficiently and as cost-effective as possible. It's my intent to have a clearly defined strategic plan for implementing phase 1 of the park as soon as April of this year.

Storm Sewer Improvements

Culvert Replacements & Lateral Improvements



01

Park & Land Use Committee Update on Storm Sewer Design

Park & Land Use Committee Meeting Update

Parsons Engineering is currently working on 30% Design drawings for Storm Sewer Laterals underneath and East of 3rd Street. The Committee discussed getting improvements within the City in FDOT's jurisdiction onto the state project list. In order to do that, I'll coordinate meetings with City of Jacksonville and FDOT after we have the following materials: a.) Narrative of the history of issues in CONB; b.) City Meeting Minutes showing funding approval; c.) Design of Complete Storm Sewer System Improvements (Culverts at: Florida Blvd.; South St.; and Davis St.); d.) 30% Design for E. of 3rd St.; and e.) Conceptual Complete Streets Design for 3rd St. from DK&P.

The Design pieces that we need to have in order to begin discussing these with FDOT and COJ should be to CONB by Late-March/Early-April.

02

Financing Storm Sewer Improvements & Staging

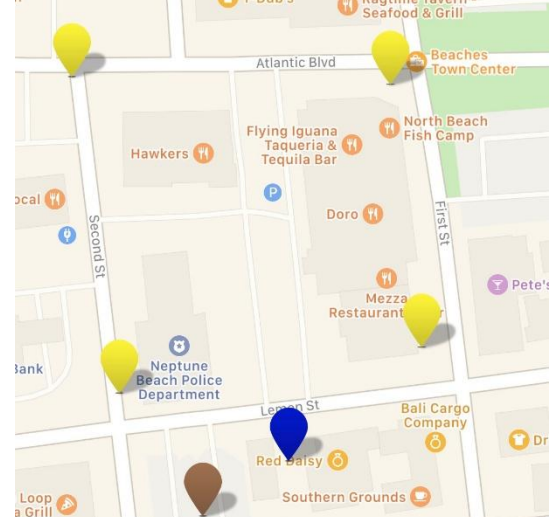
Financing Storm Sewer Improvements

According to estimates from the Finance Department, the city will realize a net-gain of approximately \$700,000 per year from the increase to the storm sewer user fee. The total estimated cost of construction is approximately \$5,000,000. In order to complete these projects as soon as possible, debt funding may be required. In 2019, the Council discussed establishing a line of credit for funding the stormwater improvements, the Finance Committee will determine the best way to move forward and send a recommendation to the Mayor and Council for final consideration.

The City will also look at funding these projects in conjunction with COJ funding as well as FDOT funding. FDOT's normal process for putting projects into their queue could take between 3-5 years. In order to get this project through quicker, CONB may have to pay for the laterals under 3rd and put the project into FDOT as a: Resurfacing, Restoration, and Rehabilitation Project (RRR). This would allow CONB to get the laterals completed at the same time as other projects.

Getting these storm water projects started is a priority for my office and Public Works. The Florida Boulevard project is already partially funded through grants and is 100% designed. The next step is to begin the procurement process to get a contractor lined up and selected. Determining funding the project and finding a contractor for the Florida Boulevard Culvert an happen in tandem.

Pay for Parking Implementation Update



01 RTA Contract Extension Recommendation

RTA Contract Extension Recommendation

My recommendation for RTA's Contract Renewal was discussed during the Finance & Budget Committee Meeting on 13 February 2020, and advanced out of the committee for Council Consideration. I recommend to extend the RTA Consulting contract for (1) year, with an option to terminate after a (5) month review and (30) day notice. Review to be performed on 4 August 2020 and if the City Manager deems the services of RTA Consulting are no longer necessary then a (30) day notice would have the contract set to expire on 4 September 2020. If consensus during this meeting, I will get a draft to Zach for review before sending to RTA Consulting.

02 Timeline to Full Implementation

Timeline to Full Implementation

On 10 February 2020, the Implementation Team sent RTA Consulting a punch list of items that need to be completed before the program is considered fully-implemented. That punch list can be found on the next two pages of this report. As of 13 February 2020, RTA Consulting and North Beaches Parking Staff have earnestly worked to complete those items. On 20 February 2020, I will follow up with RTA Consulting and begin working on pressuring for outstanding items.



The deadline for testing enforcement begins 5 March 2020.

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.

My goals for the parking program are: that it's easy for visitors to use; administered properly; and is viewed as an asset to our downtown by users, business owners, and residents. Staff are working to bring the program internally, and I'm working on making a transition as seamless as possible. I've spoken with North Beaches Parking Staff and they're receptive to navigating the hiring process as City Employees.

 		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	Open				
App Droplet Locations / Update	Move Blue Droplet to West of Red Daisy, to actual geo-location of Courtyard Lot (\$10.35 fee)	Open				
App Droplet Locations / Update	Add a Yellow Droplet in the Geolocation of the kiosk on the Northeast Corner of Lemon and 1st Street	Open				
App Droplet Locations / Update	Change the color of the 0 Lemon Lot Droplet to BROWN just like all on-location advertising from Southcoast Capital	Open				
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	Open				
Sample Test Random Validation Codes	CONB Staff to field test 80 random registered license plates from AB.	Completed	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	Open				
UTV	Provide the CONB City Manager with all information relative to the purchase of a UTV for outfitting with License Plate Readers	Open				
License Plate Readers	Provide CONB City Manager with all information relative to the purchase of License Plate Readers for outfitting a UTV	Open				
Employee Handbook	Provide CONB City Manager an editable digital copy of the Employee Handbook used by all North Beaches Parking Staff	Open				
Policies and Procedures	Provide CONB City manager with an editable digital Copy of any and all Policies and Procedures	Open				
Educational Materials	Provide CONB City Manager with an editable digital copy of any educational materials in design or produced	Open				
Marketing Materials	Provide CONB City Manager with an editable digital copy of any marketing materials in design or produced	Open				
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	Open				

Community Workshops

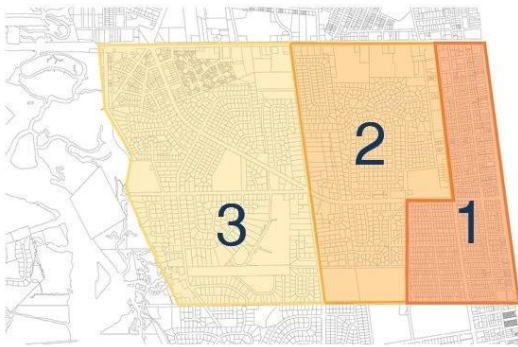
2020 Community Visioning Process



NEPTUNE BEACH COMMUNITY VISION PLAN

Neighborhood
Design
Workshops

COME JOIN US!
WE LOOK FORWARD TO HEARING YOUR INPUT!



OPEN HOUSE:

- 1** February 18, 5 - 7 PM
Neptune Baptist Church
407 Third Street
- 2** February 19, 5 - 7 PM
Neptune House
1101 Fifth Street
- 3** February 20, 5 - 7 PM
Neptune Beach Elementary
1515 Florida Boulevard

OPEN HOUSE

TUESDAY, FEBRUARY 18 - THURSDAY, FEBRUARY 20 | 5 - 7 PM

Working with town planners, city officials, and other members of the community, this will be a unique opportunity for residents and stakeholders to give their input, discuss initial concerns, learn about the process, and help develop plan goals.

Can't make the meeting for your area? Not a problem. Community members can attend any or all sessions - we want to hear from you!
Workshops are Kid Friendly!



RSVP at www.neptunebeachvisionplan.com

Donna Run

SUCCESS!

01

Successful Event:
Great Weather, Great Turnout,
Well-Planned

Successful Event:

I followed radio traffic throughout the event, and it appeared to run just as smooth behind the scenes as it did as a spectator. I'm unsure of the actual number of runners or spectators but it seemed to be close to what was reported last year. Throughout the weekend, I visited the Beaches Town Center multiple times and it appeared that the restaurants and shops downtown were being visited by Donna Run visitors.

I noticed a couple of areas that could be improved and will suggest coordination between the BTCA and Merchants Association for any subsequent Donna Run.

