

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 2/16/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
<b>CITY MANAGER'S OFFICE</b>					
Waste Pro Liquidated Damages	Monitoring resident trash collection complaints on a monthly basis.	N/A	N/A	N/A	On-going
<b>FINANCE DEPARTMENT</b>					
FEMA Disaster Relief Request	Preparing documentation to be submitted for Hurricane Dorian. FEMA opened disaster relief portal.				12/31/20
New Banking Services	Distribution of Requests for Proposals		10/12/2020	Completed	10/12/2020
Actuarial Report	Submit Police Pension Data to Actuary.		10/19/2020	Completed	2/5/2021
2021 City of Neptune Beach Budget Book	Compile and Post 2021 Budget Book within 30 days of Budget Adoption to City Website.		10/21/2020	Completed	11/03/2020
New Banking Services	Voluntary pre-proposal conference with Financial Institutions.		10/21/2020	Completed	10/21/2020
New Banking Services	Evaluate and Recommend Financial Institutions for Banking Services.		11/13/2020	Completed	11/13/2020
2021 Budget Vs Actual October 2021 Monthly Report	Compile 2021 Budget Vs Actual October 2021 Monthly Report.		11/16/2020	Completed	11/25/2020
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	In progress	
2020 Budget Vs Actual Annual report	Compile 2020 Budget Vs Actual Annual report and submit revised 2020 Budget to State of Florida.		On-going through Audit Fieldwork	In progress	
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	In progress	
Vacancy	Advertise for Cashier 1 Part-time Position.		12/8/2020	Completed	12/8/2020
2020 W-2 Reporting	Distribute W-2 to Employees and Transmit W-2 and W-3 to SSA.		1/31/2021	Completed	1/25/2021
2020 1099-Misc/ 1099-NEC Reporting	Distribute 1099-MISC and 1099-NEC to Vendors and Transmit to IRS.		1/31/2021	In progress	1/25/2021
New Banking Services	Open general bank accounts.		3/1/2021	Completed	2/8/2021
Complile January 2021 Monthly Financial	Distribute January 2021 Budget vs Actual Report to Staff		2/15/2021	Completed	2/9/2021
Certify CDBG Funding Request	Review Funding Request from April 2020 - January 2021		2/23/2021	In Progress	
Jarboe Park Construction Pre-Bid Meeting	Project Meeting with Potential Vendors		2/17/2021	PENDING	
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
Building Department Activity (see attached report for January 2021)	In progress	N/A	ongoing	1/11/2021	On-going
City Council Meeting: Variance: V20-01 540-580 Atlantic Boulevard	2/16/21 Special Meeting	N/A	N/A	2/8/2021	Feb-21
City Council Meeting: Development Agreement: 540-580 Atlantic Boulevard	2/16/21 Special Meeting	N/A	N/A	2/8/2021	Feb-21
2nd Reading of Fire Inspection Fee Resolution	Completed 1/19/21	N/A	N/A	2/8/2021	Feb-21
V21-01 234 Windswept CIR	2/10/21 CDB Meeting	N/A	N/A	2/8/2021	Mar-21
<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					

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V21-02 1410 Florida BLVD	2/10/21 CDB Meeting	N/A	N/A	2/8/2021	Mar-21
V21-03 809 Davis ST	2/10/21 CDB Meeting	N/A	N/A	2/8/2021	Mar-21
CBD Board Training	TBD: March CDB Meeting or later	N/A	N/A	2/8/2021	Mar-21
Redevelopment of the prior Winter Law Firm Site	TBD: March CDB Meeting or later	N/A	N/A	2/8/2021	
Dover, Kohl, and Partners: How to get Predictable Development Outcomes	2/18/2021 Workshop	Contract	ongoing	2/8/2021	Mar-21
Dover, Kohl, and Partners: Establishing a Code Framework Workshop	2/22/2021 Workshop	Contract	ongoing	2/8/2021	Mar-21
Dover, Kohl, and Partners: Site Design Standards and Building Height Workshop	3/02/2021 Feb. Workshop	Contract	ongoing	2/8/2021	Mar-21
Dover, Kohl, and Partners: Architectural Guidelines Workshop	3/04/2021 Feb. Workshop	Contract	ongoing	2/8/2021	Mar-21
Dover, Kohl, and Partners/UF: Community Resilience Planning Workshop #2	02/23/2021 workshop	N/A	ongoing	2/8/2021	Mar-21
Special City Council Meeting: Consideration of Vision Plan Adoption	TBD Special City Council Meeting	N/A	N/A	2/8/2021	Mar-21
City Council Meeting: Lease Agreement for Jax Surf and Paddle, 241 Atlantic BLVD, STE 102	TBD: Awaiting Applicant Response	N/A	N/A	2/8/2021	Feb-21
Florida Redevelopment Association (FRA) Membership	Completed 1/14/21	\$245	N/A	2/8/2021	Jan-21
CRA Research for Finding of Necessity	TBD	N/A	N/A	2/8/2021	TBD
<b>POLICE DEPARTMENT</b>					
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 has started up at Fletcher Senior High, Neptune Beach Elementary and Beaches Chapel K-12.	No cost, all officers involved are on duty during this program	February 21st, 2017	This program will continue through school year 2020-2021.	On going through school year 2020-2021.
Covid-19	The Police Department will continue to take all precautions necessary to keep all City Employees out of harms way and healthy. We will continue to work with the City's Safety Officer and Department Heads. Testing will continue as needed.	Covid-19 testing is the only cost for the Police Department at this time.	February 2020.	Covid-19 testing and the availability of a vaccine for all city is our priority.	I am not able to provide a completion date.
Capital Improvements	Three Police vehicles and twenty six portable police radios have been ordered.	Funds provided from the Capital Improvements account.	Mid-July 2020, the Police Department started working on the 2020-2021 Budget with the City Manager.	The vehicles have been ordered and we are awaiting delivery. Delivery is scheduled for late April of this year due to Covid-delayed parts availability. The police radios	Funding is available and was received from the Capital Improvements accounts.
<b>POLICE DEPARTMENT</b>					

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Vaccine Distribution Center	In March, 2020, the Police Department volunteered to be part of the Covid-19 Vaccine Distribution Program.	Cost to open and operate the distribution center will be reimburse by FEMA and the CDC.	Spring, 2020	The Police Department is currently working with the CDC and COJ to start when the vaccine becomes available.	On going
Service Station Dog	The Police Department has received a Service Station Dog from K-9 For Warriors.	There is no impact to the Department's Budget for the cost of the dog and any related Veterinarian cost. The Agency will be responsible for food and grooming cost.	Winter, 2020	The Service Dog (on loan from K-9 For Warriors) has become a welcome member of the agency.	On going
The 26.2 with Donna Marathon	"The 26.2 With Donna Marathon", which requires several months of planning and coordination with several other agencies was not hosted by The City of Neptune beach and the Town Center this year was cancelled due to Covid-19 precautions.	N/A at this year.	February 7th, 2021.	Cancelled	Cancelled
Dancin' in the Streets	Planning for Dancin in the Streets has started with The City of Neptune Beach, The City of Atlantic Beach and the Town Center.	The City of Neptune Beach provides three police officer who are being paid time and a half to work outside of the event due to past overflow and related problems.	Saturday, May 22nd, 2021.	The current status has not been determined at this time due to the Covid-19 restrictions.	Open at this time.
<b>PUBLIC SERVICES DEPARTMENT</b>					
<b>WATER PLANT</b>					
City-Wide Water Meter Replacement	5 water meters replaced in January 2021	N/A	N/A	01/31/21	On-going
Bay St well electrical box replacement for NBPd camera	completed	under contract with Alex Limbaugh	01/18/21	completed	Work performed in January 2021
Replacing flow meter at Florida Blvd well	pending	\$1,487.00	01/14/21	Delivery Date 3/8/21	in progress
Replacing check valve at water plant for pump 2	pending	\$4,500.00	01/08/21	PENDING	in progress
Backflows inspected	19 inspected	N/A	On going	On going	Work performed in January 2021
City lifstations checked/inspected	403 inspected	N/A	On going	On going	Work performed in January 2021
Fats, Oils, and Grease (FOG) inspections	34 inspected	N/A	On going	On going	Work performed in January 2021
File Regulatory paperwork	Send DEP the Monthly Operators Report	N/A	N/A	N/A	Work performed in January 2021
Sampling events	Monthly bacteria logical twice a month	N/A	N/A	N/A	Work performed in January 2021
<b>WASTE WATER TREATMENT PLANT</b>					
Replacement of Clarifier #1 Drive/Motor	Contract Stage	\$63,456.53	01/01/21	Under Contract	On Going
<b>WASTE WATER TREATMENT PLANT</b>					
Replacement of 8" Fairbanks Influent Pump	Ordered	\$23,572.25	11/06/20	PENDING	On Going

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VT SCADA Software Program	Renewed	\$3,639.25	01/11/21	PENDING	On Going
<b>COLLECTIONS/DISTRIBUTION</b>					
Water Break Repair	8	N/A	N/A	N/A	Work performed in January 2021
Water Service Installation	10	N/A	N/A	N/A	Work performed in January 2021
Water Main Installation	2 @ 20' total	N/A	N/A	N/A	Work performed in January 2021
Fire Hydrant flush	65	N/A	N/A	N/A	Work performed in January 2021
Fire Hydrant Repair	3	N/A	N/A	N/A	Work performed in January 2021
Fire Hydrant Replacement	1	N/A	N/A	N/A	Work performed in January 2021
Sewer Pipe cleaning	645'	N/A	N/A	N/A	Work performed in January 2021
Sewer Pipe point repair	4	N/A	N/A	N/A	Work performed in January 2021
Sewer Pipe Installation	14'	N/A	N/A	N/A	Work performed in January 2021
Manholes Inspected	41	N/A	N/A	N/A	Work performed in January 2021
Manholes Repaired	3	N/A	N/A	N/A	Work performed in January 2021
Manholes Replaced	1	N/A	N/A	N/A	Work performed in January 2021
Utility Locate Response	85	N/A	N/A	N/A	Work performed in January 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer Upgrades	\$90,654.76	01/11/21	Ongoing	Ongoing
Unmetered Water Loss	N/A	N/A	N/A	N/A	N/A
<b>STORM WATER DEPARTMENT</b>					
Illicit Discharge/Illegal Dumping Investigations (No.):	N/A	N/A	N/A	N/A	N/A
Street Sweeping (Miles):	Swept 45.1 miles of streets	N/A	Ongoing	Ongoing	Work performed in January 2021
Pipe Inspections (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Repairs (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Cleaning (LF):	N/A	N/A	N/A	N/A	N/A
Catch Basins checked (No.):	618	N/A	Ongoing	Ongoing	Work performed in January 2021
Catch Basins cleaned (No.):	618	N/A	Ongoing	Ongoing	Work performed in January 2021
<b>STORM WATER DEPARTMENT</b>					
Ditch Inspections (No.):	29,580 LF	N/A	Ongoing	Ongoing	Work performed in January 2021
Ditch Maintenance\Mowing (LF):	331 LF	N/A	Ongoing	Ongoing	Work performed in January 2021

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Pond Inspection (No.):	8	N/A	Ongoing	Ongoing	Work performed in January 2021
Pond Maintenance (No.):	N/A	N/A	N/A	N/A	N/A
<b>STREETS DEPARTMENT</b>					
Mow City right-of-ways (No. of Cycles)	5	N/A	Ongoing	Ongoing	Work performed in January 2021
Repair/ Replace Signage (No.)	7	N/A	Ongoing	Ongoing	Work performed in January 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	9	N/A	Ongoing	Ongoing	Work performed in January 2021
Repair Sidewalk (LF)	101 sq. ft.	N/A	Ongoing	Ongoing	Work performed in January 2021
Trees trimmed or removed (No.)	10	N/A	Ongoing	Ongoing	Work performed in January 2021
Paving (LF)	628 sq ft	N/A	Ongoing	Ongoing	Work performed in January 2021
Pothole Repair (No.)	6	N/A	Ongoing	Ongoing	Work performed in January 2021
Driveway Repairs (No.)	1	N/A	Ongoing	Ongoing	Work performed in January 2021
Curb Repairs (LF)	0	N/A	N/A	N/A	N/A
Herbicide Application (No.)	0	N/A	N/A	N/A	N/A
<b>SENIOR ACTIVITY CENTER</b>					
CENTER CLOSED MARCH 13, 2020 UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	Oct. 2020	CLOSED	ANTICIPATE REOPENING APRIL 2021
Rebuild the Senior Activity Center	GOAL \$100,000 BY DECEMBER 30, 2020	\$500,000+	20-Jun	ON-GOING	<b>CFO reports \$171K</b>
CDBG 2020-2021 Application Approved	signed and returned to COJ	\$44,895.00	Oct. 2020	PENDING	30-Sep-21
Fundraising Goal for 2020-2021	Goal pending reopening date	\$25,000.00	Oct. 2020	PENDING	30-Sep-21
Vanguard Modular-Sr. Center Activity Building	Project underway	\$400,000	1-Jun-20	FUNDED	Projected completion April 2021
EXTENSION OF CDBG 2019-2020 CONTRACT	Requesting remaining funds 2019-2020	\$12,918.00	1-Apr-20	\$12,918.00	Documents being submitted
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$144,895.00	Oct. 2020	PENDING	N/A
Direct Benefit- Persons served-per phone conversations	CDBG contract amount for 1250 persons	N/A	Oct. 2020-Jan. 2021	ON-GOING	375
Travel Club-in & out of country	2021 plans developing	0	OCT. 2020	PENDING	ON HOLD
Phone calls, emails, and social media outreach to senior population	Well checks and stay in touch		1-Apr-20	ON-GOING	Ongoing
<b>SENIOR ACTIVITY CENTER</b>					
CDBG 2021-2022 Grant Application Process	Requesting a 8%-10% increase in funding	\$48,000-\$50,000 request	December 10, 2020 meeting	Census increase in population	Submitted
<b>MOBILITY MANAGEMENT</b>					

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PR Campaign: release of information to NB and AB residents.	First draft of water bill inserts reviewed, working with City and Utilities Management to plan disbursement.	Cost of printing inserts.	1/11/2021	2/12/2021	February 2021
North Beaches Parking website updated.	Critical pages and forms are operational. Building maps and compiling information for the remainder. Sign designer will be contributing infographics.	\$60	10/12/2020	2/12/2021	February 2021
Implementation of real citations (no more "courtesy tickets").	Setting up policies and procedures for handling citations. Zach is drafting a new parking ordinance to present to council.	TBD	5-Oct	2/12/2021	Approximately April 2021: Ordinances need reads and approval by council before policy implementation.
Improve and complete parking program signage.	Final print forthcoming. Printing will take approximately 4-6 days after approval.	TBD	15-Oct	2/12/2021	February 2021
Submitted by the City Manager on February 16, 2021					