

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 7/14/2021)**

Departmental Scorecard

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	
Waste Pro Liquidated Damages	Fines for missed collections totaling \$1,250.00 deducted from May 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 currently in process.	
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	Audit requests provided by 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	Cashier hired and will start on 7/26/2021		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	Open	
Compile April 2021 Monthly Financial	Distribute April 2021 Budget vs Actual Report to Staff with No PO Update.		4/15/2021	Open	
Compile May 2021 Monthly Financial	Distribute May 2021 Budget vs Actual Report to Staff with No PO Update.		4/15/2021	Open	
Monthly Budget Vs Actual Annual Report	Reformat and compile March 21 Budget Vs Actual Report		3/10/2021	Open	
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

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FINANCE DEPARTMENT					
Advertise RFP for Auditing Services	Open		TBA	Open	
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see attached report for May 2021)	In progress	N/A	ongoing	7/9/2021	Ongoing
Code Enforcement Activity (see attached report for May 2021)	In progress	N/A	ongoing	7/9/2021	Ongoing
Commercial Fire Inspection Activity	In progress	N/A	ongoing	7/9/2021	Ongoing
Comprehensive Plan 2nd Reading: Adoption	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Land Development Code 1st Draft	TBD: Next step	N/A	ongoing	7/9/2021	TBD
Phase III: Code Testing	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Draft	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: 1st Draft Workshop	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Public Presentation	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Open House	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Technical Meetings and Stakeholder Meetings	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Review of Public Comments	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Code Revisions and Final Draft LDC	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Presentation of Final Draft LDC	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Final Document Revisions	TBD	N/A	ongoing	7/9/2021	TBD
Phase III: Public Hearing Presentation	TBD	N/A	ongoing	7/9/2021	TBD
V21-08 1107 King Road	July CDB Meeting	N/A	N/A	7/9/2021	July
V21-09 510 Pine Street	July CDB Meeting	N/A	N/A	7/9/2021	July
Final Development Plan: 310 Third Street	TBD: July Special Meeting	N/A	N/A	7/9/2021	TBD
CRA: Finding of Necessity Research Data Collection and Analysis	July	N/A	N/A	7/9/2021	TBD

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PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Networking and Outreach	August	N/A	N/A	7/9/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	TBD	N/A	N/A	7/9/2021	TBD
CRA: Board Meeting	TBD	N/A	N/A	7/9/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	TBD	N/A	N/A	7/9/2021	TBD
540-580 Atlantic Coordination Meetings	on-going	N/A	N/A	7/9/2021	TBD
American Planning Association- FL Chapter Annual Conference: Miami, FL	8/31/21 - 9/3/21	\$395	N/A	7/9/2021	Sep-21
National American Planning Association Conference: San Diego, CA	4/30/22 -5/3/22	TBD	N/A	7/9/2021	May-22
POLICE DEPARTMENT					
DOJ JAG grant #2021-JAGC-3936 DOJ JAG Grant #2020-JAGC-3737	Funds from Grants should be available soon.	\$54,000.00	2020	Pending Approval from FDLE	Ongoing
2020-CESF-DUVA-1-C9-019	Funds have been awarded and equipment purchased.	\$50,000.00	2020	Grant Maintenance Ongoing Equipment Received and Implemented into field	Ongoing
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.	Ongoing through school year 2020-2021.
Covid-19	Although many Covid restrictions Have been relaxed by Local, State and Federal Governments, the Police Department will continue to take all precautions necessary to keep all City Employees 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.	Ongoing
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-July 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 a still waiting for upfitting equipment to arrive.	The vehicles should be in service within thirty to sixty day.
	Orange Crush Live Festival 2021. Jacksonville Beach.	The projected cost of this event is uncertain at this time. However, the City of Jacksonville Beach Police Department has made a Mutual Aid request for assistance during this three day event. NBPD Officer will be called in to work mandatory overtime during this event.	Planning continues for this event which started at the beginning of March 2021.	Completed	Completed

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POLICE DEPARTMENT					
	The Police Department has received a Service Station Dog from K-9s For Warriors.	There is no impact to the Department's Budget for the cost of the dog. The Agency will be responsible for food and grooming cost.	Winter, 2020	The Service Dog (on loan from K-9s For Warriors) has become a welcome member of the agency.	On going
	July 4th, 2021 Celebrations	This event requires all sworn personnel to work the July 4th weekend. Days off will be cancelled and officers will be working mandatory overtime. Additional Communications Personnel will also be required to work. Due to July 4th, falling on a Sunday, additional personnel will also be needed for Friday July 2nd, and Saturday July 3rd.	Planning starts March 1st, of this year. Planning requires personnel from Neptune Beach PD, Jacksonville Beach PD, Atlantic Beach PD and JSO.	Completed	Completed
	Outreach programs 2021	The majority of the funds needed have already been donated by businesses and residents of Neptune Beach.	Fall 2020.	We are hoping the Covid-19 restrictions will be totally lifted by Fall of this year. We would like to restart all of our outreach projects.	On going.
	2021 Ocean Rescue Season.	Ocean Rescue is a year to year budgeted account	Lifeguard Captain Rich Banks has started hiring guards to start weekend patrols weather permitting.	Beach coverage starts in March and ends in October for the 2021 season.	October 2021.
	Hurricane Season 2021	Unknown	May-21	Hurricane and Emergency Preparedness training and Round-Table Meetings have been completed.	Ongoing.
PUBLIC SERVICES DEPARTMENT					
WATER PLANT					
City-Wide Water Meter Replacement	17 Water meters replaced in June 2021	N/A	N/A	On going	On going
Backflows inspected	42 inspected	N/A	On going	On going	Work performed in June 2021
City lifstations checked/inspected	390 inspected	N/A	On going	On going	Work performed in June 2021
Fats, Oils, and Grease (FOG) inspections	32 inspected	N/A	On going	On going	Work performed in June 2021
Sampling events	Monthly bacteria logical twice a month. CUPS report submitted to SJRWMD.	N/A	N/A	06/15/21	Work performed in June 2021

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WATER PLANT					
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.	N/A	2020	On going	Work performed in June 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 Rule & Battalion Chief Hooten with JSO. 6/14/2021. Water survey for ISO was submitted to Fire Marshall Rule.	N/A	04/27/20	Ongoing	Work performed in June 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 June 2021
Gallons of water produced	24,692,000	N/A	N/A	N/A	Work performed in June 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./Dichlorination, 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
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

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WASTE WATER TREATMENT PLANT					
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
Gallons of influent treated	11.619MG / 0..387 MGD	N/A	N/A	N/A	Flow received in June 2021
COLLECTIONS/DISTRIBUTIONS					
Water Break Repair	5	N/A	N/A	N/A	Work performed in June 2021
Water Service Installation	2	N/A	N/A	N/A	Work performed in June 2021
Water Main Installation	0	N/A	N/A	N/A	Work performed in June 2021
Fire Hydrant flush	6	N/A	N/A	N/A	Work performed in June 2021
Fire Hydrant Repair	1	N/A	N/A	N/A	Work performed in June 2021
Fire Hydrant Replacement	0	N/A	N/A	N/A	Work performed in June 2021
Sewer Pipe cleaning	2,340'	N/A	N/A	N/A	Work performed in June 2021
Sewer Pipe point repair	3	N/A	N/A	N/A	Work performed in June 2021
Sewer Pipe Installation	10'	N/A	N/A	N/A	Work performed in June 2021
Manholes Inspected	60	N/A	N/A	N/A	Work performed in June 2021
Manholes Repaired	3	N/A	N/A	N/A	Work performed in June 2021
Manholes Replaced	0	N/A	N/A	N/A	Work performed in June 2021
Utility Locate Response	78	N/A	N/A	N/A	Work performed in June 2021
ISO- Insurance Services Office - evaluates communities and areas throughout the US to assure that existing public fire protection is	Working on ISO with Fire Marshall Ruley & Battalion Chief Hooten with JSO.	N/a	04/27/20	Ongoing	Work performed in June 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer upgrades	\$90,654.76	01/11/21	COMPLETED 4/6/2021	Work performed in June 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 June 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 June 2021

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COLLECTIONS/DISTRIBUTIONS					
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	In progress	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 June 2021
Miscellaneous	Changed out 8-3/4" meters. Helped WWTP with downed lift station on Emma Ln, and helped run belt press. Used VACCON to clean grease and debris from tanks. Worked on cleaning city yard prior to DEP inspection, removed old and unused equipment, reorganized pipe and hydrant storage, demo-ed old sheds, mowed and weedeated around yard. Installed new effluent sampling station for WWTP.	N/A	N/A	COMPLETED	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 May 2021
Miscellaneous	8 meters changed. Replaced sod in Indian woods and 200 blk of Davis St. Repaired irrigation and sprinkler heads at islands on 3rd ST, and replaced burnt out control modules.	N/A	N/A	COMPLETED	Work performed in May 2021
STORM WATER DEPARTMENT					
Illicit Discharge/Illegal Dumping Investigations (No.):	N/A	N/A	N/A	N/A	N/A
Street Sweeping (Miles):	38.1	N/A	Ongoing	Ongoing	Work performed in June 2021
Pipe Inspections (No.):	N/A	N/A	N/A	N/A	N/A

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STORM WATER DEPARTMENT					
Pipe Repairs (No.):	N/A	N/A	N/A	N/A	N/A
Pipe Cleaning (LF):	25LF	N/A	N/A	N/A	Work performed in June 2021
Catch Basins checked (No.):	1,236	N/A	Ongoing	Ongoing	Work performed in June 2021
Catch Basins cleaned (No.):	553	N/A	Ongoing	Ongoing	Work performed in June 2021
Ditch Inspections (No.):	39	N/A	Ongoing	Ongoing	Work performed in June 2021
Ditch Maintenance\Mowing (LF):	28,142LF	N/A	Ongoing	Ongoing	Work performed in June 2021
Pond Inspection (No.):	13	N/A	Ongoing	Ongoing	Work performed in June 2021
Pond Maintenance (No.):	3	N/A	N/A	N/A	Work performed in June 2021
STREETS DEPARTMENT					
Mow City rights-of-way (No. of Cycles)	11	N/A	Ongoing	Ongoing	Work performed in June 2021
Repair/ Replace Signage (No.)	14	N/A	Ongoing	Ongoing	Work performed in June 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in June 2021
Repair Sidewalk (LF)	280 SQ FT	N/A	Ongoing	Ongoing	Work performed in June 2021
Trees trimmed or removed (No.)	10	N/A	Ongoing	Ongoing	Work performed in June 2021
Paving (LF)	364.5 sq ft	N/A	Ongoing	Ongoing	Work performed in June 2021
Pothole Repair (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in June 2021
Driveway Repairs (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in June 2021
Curb Repairs (LF)	N/A	N/A	N/A	N/A	Work performed in June 2021
Herbicide Application (No.)	1	N/A	N/A	N/A	Work performed in June 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

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STREETS DEPARTMENT					
Weekend Garbage Collection	Weekend garbage collection throughout the city of Towncenter, beach accesses & dune crossovers	N/A	4/17/2021	Ongoing	Work performed in June 2021
Dune Crossover Maintenance	Lemon St access maintenance done. Maintenance repairs done at Lora St. Margaret St repairs in progress	N/A	4/12/2021	Ongoing	Work performed in June 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
Wartime Fallen Veteran Signs	Installed Veteran signs for Lenny Jevic to honor Neptune Beach Fallen Heroes. Locations installed at Lemon/1st, Margaret/Hopkins & 3rd/Myrtle	No Cost to City	5/2/2021	Completed 5/26/2021	Work performed in May 2021
Concrete Pours at Jarboe Park	Pouring sidewalks/paths in multiple locations throughout Jarboe Park.	\$13,408.78	3/9/2021	Ongoing	Work performed in June 2021
SENIOR ACTIVITY CENTER					
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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

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SENIOR ACTIVITY CENTER					
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	na	1-Oct-21	In process	July 2021 Approval
Eckstein Charitable Foundation Grant	Awarded	\$10,000.00	6/1/2020	In-process	pending
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	7/9/2021	Goal: 05/01/2022
Implementation of paid citations.	Complete	Approximately \$4,000 in signs, related materials, and operational costs related to finishing this	10/12/2020	7/9/2021	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	Possible cost of any printed materials needed; otherwise, no extra costs anticipated	5/1/2021	7/9/2021	Goal: 12/01/2021
2021 public outreach campaign for parking program.	Plan and task list submitted to CM.	TBD	5/1/2021	7/9/2021	Goal: 12/31/2021
INFORMATION TECHNOLOGY					
ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
NACHA file conversion	I've installed the NACHA conversion software on the CFO's computer and provided the CFO with all the necessary information and contacts to get the project done.				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	Waiting for CFO to get the requested information				In Progress
Tyler Technologies ERP Implementation	Meeting are scheduled for next week				In Progress
Submitted by the City Manager on July 19, 2021					