

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 6/16/2021)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
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
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	6/30/2021	In Progress
Various Personnel Policy Updates	Reviewed Existing Policies and Handbook and in process of obtaining three quotes for a Consultant.	N/A	3/5/2021	7/30/2021	In progress
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	In progress	
2020 Budget Vs Actual Annual report	Compile 2020 Budget Vs Actual Annual report.		On-going through Audit Fieldwork	In progress	5/10/2021
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	In progress	
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	In progress	
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	In progress	
New Banking Services	Configure and Test Direct ACH Files with ERP System Support.		3/1/2021	In progress	
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	
Budget Amendment	Adjust Fiscal Year 2020 and Fiscal Year 2021 Budgets		3/8/2021	Completed	5/10/2021
Compile Departmental FY 2022 Budget Worksheets	Completed		5/11/2021	Completed	6/8/2021
Compile OPEB Data for Actuaries	Open Until Completion of FY20 Audit		7/1/2021	Open	

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PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see attached report for May 2021)	In progress	N/A	ongoing	6/16/2021	Ongoing
Code Enforcement Activity (see attached report for May 2021)	In progress	N/A	ongoing	6/16/2021	Ongoing
Commercial Fire Inspection Activity	In progress	N/A	ongoing	6/16/2021	Ongoing
Comprehensive Plan 1st Reading: Transmittal	6/21/2021	N/A	ongoing	6/16/2021	TBD
Comprehensive Plan 2nd Reading: Adoption	TBD	N/A	ongoing	6/16/2021	TBD
Phase III: Land Development Code 1st Draft	TBD: Next step	N/A	ongoing	6/16/2021	Ongoing
Phase III: Code Testing	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Draft	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: 1st Draft Workshop	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Public Presentation	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Open House	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Technical Meetings and Stakeholder Meetings	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Review of Public Comments	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Code Revisions and Final Draft LDC	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Presentation of Final Draft LDC	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Final Document Revisions	TBD	N/A	ongoing	6/16/2021	Ongoing
Phase III: Public Hearing Presentation	TBD	N/A	ongoing	6/16/2021	Ongoing
V21-08 1107 King Road	July CDB Meeting	N/A	N/A	6/16/2021	July
V21-09 510 Pine Street	July CDB Meeting	N/A	N/A	6/16/2021	July
Preliminary Development Plan: 310 Third Street	June CDB	N/A	N/A	6/16/2021	June

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PLANNING AND COMMUNITY DEVELOPMENT					
Final Development Plan: 310 Third Street	TBD: July City Council	N/A	N/A	6/16/2021	TBD: July
Tree Ordinance: Staff Recommendations	TBD: June/July Committee	N/A	N/A	6/16/2021	TBD
CRA: Finding of Necessity Research Data Collection and Analysis	July	N/A	N/A	6/16/2021	TBD
CRA: Networking and Outreach	July	N/A	N/A	6/16/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	September	N/A	N/A	6/16/2021	TBD
CRA: Board Meeting	TBD	N/A	N/A	6/16/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	TBD Kick off meeting	N/A	N/A	6/16/2021	TBD
540-580 Atlantic Coordination Meetings	on-going	N/A	N/A	6/16/2021	TBD
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 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	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.	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-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 unfitting 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.	Planning with JBPD, ABPD and JSO will continue through June 2021.	The event is scheduled for June 18th, 19th and 20th.

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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.	Planning takes place from March through June.	July 4th, 2021. (July 4th weekend)
	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.	On going.
PUBLIC SERVICES DEPARTMENT					
WATER PLANT					
City-Wide Water Meter Replacement	13 Water meters replaced in May 2021	N/A	N/A	On going	On going
Backflows inspected	56 inspected	N/A	On going	On going	Work performed in May 2021
City lifstations checked/inspected	403 inspected	N/A	On going	On going	Work performed in May 2021
Fats, Oils, and Grease (FOG) inspections	34 inspected	N/A	On going	On going	Work performed in May 2021
Sampling events	Monthly bacteria logical twice a month. Pulled 2 days of water main clearance for Arrowhead trail new water main tie in.	N/A	N/A	N/A	Work performed in May 2021
Water Tower Project	Met with Bill & general contractor for Tmobile/Sprint to discuss permitting needed for the road closure on Florida Blvd. 5/12/21 Paint tested for led on tower and soil sampling for Verizon.	N/A	2020	On going	Work performed in May 2021
WATER PLANT					

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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.	N/A	N/A	N/A	Work performed in May 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 May 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 May 2021
Gallons of water produced	27,871,000	N/A	N/A	N/A	Work performed in May 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 May 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 May 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 May 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 May 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 May 2021
WASTE WATER TREATMENT PLANT					
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 May 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 May 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 May 2021
Chlorine Contact Tank needs to be cleaned	Developed a Chlorine Contact Drain and Clean Plan	TBD	N/A	N/A	In Process
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	N/A	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	N/A	Helping Trouble Shoot Process, Providing Compliance with Class A license
Gallons of influent treated	16.642MG / 0.537 MGD	N/A	N/A	N/A	Flow received in May 2021
COLLECTIONS/DISTRIBUTIONS					
Water Break Repair	6	N/A	N/A	N/A	Work performed in May 2021
COLLECTIONS/DISTRIBUTIONS					
Water Service Installation	3	N/A	N/A	N/A	Work performed in May 2021

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Water Main Installation	2 @ 10'	N/A	N/A	N/A	Work performed in May 2021
Fire Hydrant flush	9	N/A	N/A	N/A	Work performed in May 2021
Fire Hydrant Repair	3	N/A	N/A	N/A	Work performed in May 2021
Fire Hydrant Replacement	1	N/A	N/A	N/A	Work performed in May 2021
Sewer Pipe cleaning	1020'	N/A	N/A	N/A	Work performed in May 2021
Sewer Pipe point repair	0	N/A	N/A	N/A	Work performed in May 2021
Sewer Pipe Installation	0	N/A	N/A	N/A	Work performed in May 2021
Manholes Inspected	45	N/A	N/A	N/A	Work performed in May 2021
Manholes Repaired	5	N/A	N/A	N/A	Work performed in May 2021
Manholes Replaced	0	N/A	N/A	N/A	Work performed in May 2021
Utility Locate Response	107	N/A	N/A	N/A	Work performed in May 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 ISO.	N/a	04/27/20	Ongoing	Work performed in May 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer upgrades	\$90,654.76	01/11/21	COMPLETED 4/6/2021	Work performed in May 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 May 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 May 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	In progress	Work performed in May 2021

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COLLECTIONS/DISTRIBUTIONS					
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):	16.5	N/A	Ongoing	Ongoing	Work performed in May 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):	100 LF	N/A	N/A	N/A	Work performed in May 2021
Catch Basins checked (No.):	618	N/A	Ongoing	Ongoing	Work performed in May 2021
Catch Basins cleaned (No.):	570	N/A	Ongoing	Ongoing	Work performed in May 2021
Ditch Inspections (No.):	46	N/A	Ongoing	Ongoing	Work performed in May 2021
Ditch Maintenance\Mowing (LF):	9,880LF	N/A	Ongoing	Ongoing	Work performed in May 2021
Pond Inspection (No.):	6	N/A	Ongoing	Ongoing	Work performed in May 2021
Pond Maintenance (No.):	2	N/A	N/A	N/A	Work performed in May 2021
STREETS DEPARTMENT					
Mow City rights-of-way (No. of Cycles)	8	N/A	Ongoing	Ongoing	Work performed in May 2021
Repair/ Replace Signage (No.)	18	N/A	Ongoing	Ongoing	Work performed in May 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in May 2021
Repair Sidewalk (LF)	216 SQ FT	N/A	Ongoing	Ongoing	Work performed in May 2021
Trees trimmed or removed (No.)	13	N/A	Ongoing	Ongoing	Work performed in May 2021
Paving (LF)	N/A	N/A	Ongoing	Ongoing	Work performed in May 2021
Pothole Repair (No.)	4	N/A	Ongoing	Ongoing	Work performed in May 2021

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STREETS DEPARTMENT					
Driveway Repairs (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in May 2021
Curb Repairs (LF)	90 sq ft	N/A	N/A	N/A	Work performed in May 2021
Herbicide Application (No.)	3	N/A	N/A	N/A	Work performed in May 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 May 2021
Dune Crossover Maintenance	Lemon St access maintenance done. Beginning Margaret St repairs next. Maintenance repairs done at South St, Myra St & Strand St.	TBD	4/12/2021	Ongoing	Work performed in May 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 May 2021
Lifeguard Chairs	Richard Banks requested 2 new lifeguard chairs to be built on 5/4 by email.	\$2,175.29	5/4/2021	Completed 5/14/2021	Work performed in May 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 May 2021
SENIOR ACTIVITY CENTER					
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CENTER CLOSED MARCH 13, 2020 UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	Oct. 2020	CLOSED	ANTICIPATE REOPENING JULY 2021
Rebuild the Senior Activity Center	GOAL \$100,000 BY DECEMBER 30, 2020	\$650,000+	20-Jun	ON-GOING	YTD \$172K
CDBG 2020-2021 Application Approved	signed and returned to COJ	\$44,895.00	Oct. 2020	PENDING	Approved
Fundraising Goal for 2020-2021	Goal pending reopening date	\$25,000.00	Oct. 2020	PENDING	TBD

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SENIOR ACTIVITY CENTER					
Vanguard Modular-Sr. Center Activity Building	Project underway	\$650,000	Work in progress	\$572,000 Funded	Projected completion July 2021
EXTENSION OF CDBG 2019-2020 CONTRACT	Requesting remaining funds 2019-2020	\$12,918.00	Processing	\$12,918.00	Documents submitted
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$44,895.00	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	400
Travel Club-in & out of country	2021 plans developing	NA	OCT. 2020	PENDING	ON HOLD
Phone calls, emails, and social media outreach to senior population	Well checks and stay in touch	NA	NA	ON-GOING	Ongoing
Request of COJ for \$75,000 towards CIP	Approved by Neighborhood & Finance Committees	NA	April 5 & 6, 2021	In progress	Anticipate April 13 approval
Community Foundation Grant submitted	Requesting \$10,000 for CIP	NA	2021 April 5	In progress	Anticipate June approval
RFP April 8, 2021 requested by CM	Quotes for Architect-Landscaping, Parking Lot &, Porch	\$20,000	2021 April 8	in process	May-21
CDBG 2021-2022 Grant Application Process	Requested 8%-10% increase in funding	\$48,000-\$50,000	1-Oct-21	Census increase in population	Anticipate July 2021 Approval
MOBILITY MANAGEMENT					
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MDD to complete the Certified Parking Professional course and exam.	Purchased course, studying for practice exam.	\$700	5/1/2021	6/16/2021	Goal: 05/01/2022
Implementation of paid citations.	Swearing in and fully training all parking staff; installing signs; training front desk for citation payments; setting up back-end financials and reporting; setting up processes for unpaid citations.	No anticipated cost for this project itself -- related projects will incur costs (e.g. signs printed, programming changes, etc.) TBD	10/12/2020	6/16/2021	Goal: 07/01/2021
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	6/16/2021	Goal: 12/01/2021
2021 public outreach campaign for parking program.	Plan and task list submitted to CM.	TBD	5/1/2021	6/16/2021	Goal: 12/31/2021
INFORMATION TECHNOLOGY					
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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.				
Tyler Technologies Financial Software Replacement	Waiting for CFO to get the requested information				
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				
Tyler Technologies ERP test environment	Working with Wanda from Tyler to set-up the test server and provide access to our employees				
Submitted by the City Manager on June 21, 2021					

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						
Jul-21						
Aug-21						
Sep-21						
Totals	888	568	1188	\$134,424.21	64	\$15,150,379

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						
Jul-20						
Aug-20						
Sep-20						
Totals	808	487	1191	\$138,885.89	73	\$12,162,730
Difference	80	81	-3	-\$4,461.68	-9	\$2,987,649

From:

Fire Marshal

Subject:

May 2021 Fire Marshal Report



Annual Inspections

218	First St	Sliders	5/5/2021	115.00
109	First St	Shoreline	5/5/2021	115.00
222	First St	Jax Surf & Paddle	5/5/21`	50.00
220	First St	The Bookmark	5/5/2021	115.00
115	Third St	Regions Bank	5/10/2021	115.00
301	Third St	Bank of America	`5/10/21	115.00
217	First St	Mbody Yoga	5/10/2021	50.00
132	Orange St	Jay Lubeck Gold Smyth	5/11/2021	115.00
115	First St	Renee's Jewelry	5/12/2021	50.00
217	Third St	Bikes & Beach	5/18/2021	115.00
214	Orange St	Dance Trance	5/12/2021	115.00
217	First St	Reverie Bloom	5/12/2021	50.00
217	First St	Dunlop Photography	5/12/2021	50.00
217	First St	Drift	5/12/2021	50.00
117	First St	Pete's Bar	5/26/2021	115.00
15			Total	1,335.00

Re-inspections

610	Florida Blvd	Beaches Chapel School	5/17/2021
255	Third St	Game Stop	5/18/2021
251	Third St	Fancy Sushi & Grill	5/18/2021
247	Third St	Ruby Nails	5/18/2021
233	Third St	Fire House Sub	5/18/2021
211	Third St	The Loop	5/18/2021
241	Third St	Ellen's Kitchen	5/18/2021
100	First St	North Beach Fish Camp	5/19/2021
207	Atlantic Blvd	Flying Iguana	5/19/2021
106	First St	Doro North American	5/19/2021
108	First St	Island Girl	5/19/2021
110	First St	Mezza Luna	5/19/2021
120	Lemon St	Bar-B-Q Sticks	5/26/2021
13			

Fire Code Drive By-none

New Businesses

2307	Marsh Point Rd	Value Creation Contractors	5/11/2021	50.00
120	Lemon St		5/19/2021	50.00

Development Plan Reports

310 Third Street

3 hours

Building Plan Review

462	117 South Street (Rear)	additional review time	1.0
498	1910 Oceanfront		0.5
500	1037 Kings Rd	not approved	1.0
490	634 Goldenrod Ln S		.75
500	1037 Kings Rd	Resubmittal	0.5
489	136 Bowles St		0.5
493	1527 Hopkins Creek Ln		0.5
530	1535 Summer Sands Dr		0.5
539	126 Sand Castle Way		0.5
543	1077 Kings Rd		0.5
567	216 Seagate Ave Apt A		0.5
367	1864 Nightfall Dr		0.5
577	618 Bay St		3.0
608	1443 Hopkins Creek Ln		.75

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Savings doing in-house plan review

10 hours \$78.50 =\$785.00

Fire Plan Review-none

New Construction Inspections

628	Atlantic Blvd	Hood	5/25/2021
628	Atlantic Blvd	Fire Suppression	5/25/2021

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Elevation Certificate-none

John Ruley, BS, CBPE, FM

Fire Marshal

City of Neptune Beach

116 1st ST

Neptune Beach, FL 32266

firemarshal@nbfl.us

Office: (904) 270-2400 ext. #45



Case Detail Report

05/01/2021 - 05/31/2021

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021093	5/28/2021	173290 0000	OBSTACLES PLACED IN ROADWAY	Closed	5/28/2021	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021092	5/26/2021	173001-0010	Illicit Discharge	Closed	5/26/2021	

ACTIVITY

INVESTIGATION OF DISCHARGE AND DISCOVERED IT TO BE RAINWATER.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021091	5/20/2021		CONTACT LIST OF CITY LICENSE	Closed	5/20/2021	

ACTIVITY

LIST OF BUSINESS IN CITY THAT REQUIRED LICENSE, MADE CONTACT AND LICENSE HAS BEEN OBTAINED.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021090	5/13/2021		VIOLATION OF CITY PROPERTY		5/13/2021	

ACTIVITY

65 SNIPE SIGN REMOVAL IN CITY

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021089	5/11/2021		VIOLATION OF CITY PROPERTY	Closed	5/12/2021	

ACTIVITY

CITY WIDE DUMPING INVESTIGATION

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021088	5/24/2021	178077 3024	OBSTACLES PLACED IN ROADWAY	Closed	5/31/2021	

ACTIVITY

The owners in Summer Sands are placing huge piles of their yard waste at the curb.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021087	5/24/2021	172585 0010	TREE PROTECTION INVESTIGATION	Pending		

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021086	5/19/2021	173290 0000	SPECIAL EVENT AND RESTRICTIONS	Closed	5/31/2021	

ACTIVITY

Meeting to discuss the 2nd anniversary celebratory event at Brewhound on Saturday, May 22nd, Noon-10pm.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021085	5/17/2021		tree removal/ arborist permit	Closed	5/31/2021	

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021084	5/19/2021		BEACH ACCESS ATLANTIC	Closed	5/31/2021	

ACTIVITY

LEVEL SAND AT ATLANTIC RAMP VEHICLES CAN NOT NAVIGATE.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021083	5/17/2021	172881 0000	NO PERMIT BUILDING	Pending		

ACTIVITY

OBSERVED BUILDING WITHOUT PERMIT A STOP ORDER ISSUED.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021082	5/17/2021		RENTAL STREET BEACH	Closed	6/17/2021	

ACTIVITY

MEETING ABOUT BEACH RENTALS

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021081	5/10/2021	178604 0000	PARKING BRIDGE ISSUE	Pending	1/1/1900	
Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021080	5/7/2021	173658 0000	TALL GRASS	Closed	5/7/2021	

ACTIVITY

LETTER SENT TO OWNER.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021079	5/5/2021	177475 0032	NEIGHBOR DISPUTE	Pending		

ACTIVITY

ON GOING DISPUTE

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021078	5/4/2021	178899 0000	LEAVES BEING BLOWN INTO THE STREET	Closed	5/11/2021	

ACTIVITY

THE RESIDENT OF IS BLOWING LEAVES INTO THE STREET. I HAVE SPOKE TO THE RESIDENCE SON ABOUT THE PROBLEM. WILL MONITOR THE ACTIVITY AND DECIDE THE PROPER CORSE OF ACTION.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021077	5/3/2021	177522 0010	ACCESS CUT OFF TO HOME	Pending		

ACTIVITY

CUT OFF ACCESS TO NEIGHBORS DRIVEWAY, CIVIL DISPUTE.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021076	5/4/2021	178726 0000	tree removal/ arborist permit	Closed	5/12/2021	

ACTIVITY

CITY REMOVED TREE THAT IS DEAD FROM CITY RIGHT OF WAY.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021075	5/3/2021	173720 0000	RECYCLING PROBLEM	Closed	5/10/2021	

ACTIVITY

REMOVED RECYCLE BEEN FILLED WITH YARD WASTE.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021074	5/3/2021	172717 0000	NUISANCE / BAMBOO	Closed	5/10/2021	

ACTIVITY

THE OFFENDING PROPERTY HAS BEEN SENT A LETTER TO CURE. THE COMPLAINANT HAS BEEN ADVISED WHAT IS GOVERNED BY CODE AND WHAT IS CIVIL., CASE CLOSED.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021073	5/17/2021	173753 0000	WEEDS AND DEBRIS SUCH AS FURNITURE STORED IN THE SIDE YARD	Closed		

ACTIVITY

POSTED PROPERTY AND MAILED NOTICE TO OWNER. 10 DAYS GIVEN TO COMPLY.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021072	5/17/2021	172881 0000	BUILDING STRUCTURE ON ROOF. NO PERMITS HAVE BEEN APPLIED FOR OR ISSUED.	Pending		

ACTIVITY

PICTURES TAKEN

STOP WORK ORDER POSTED

POSTED STOP WORK ORDER ON PROPERTY. OWNER/BUILDER TO REMOVE STRUCTURE OR APPLY FOR PERMIT.

OWNER CAME TO CITY HALL AFTER FINDING STOP WORK ORDER. HE WAS INFORMED THAT HE WOULD NEED TO GET AN ENGINEER TO DRAW PLANS SHOWING THE STRUCTURE WILL COMPLY WITH THE CODE. 10 DAYS TO SUBMIT.

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021071	5/12/2021		Dead Tree that needs Removed. Faded Yellow Ribbon around the Tree. Please advise on status - it's on City Property and 18" off of the roadway. If necessary, to remove, please have public works submit a ticket to remove it.	Closed		

ACTIVITY

EMAILED PUBLIC WORK 3 TIMES TO REMOVE TREE THAT IS ON THE CITY'S RIGHT OF WAY

Case #	Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Total Fees
2021070	5/7/2021	172403 1704	BUILDING A SHED WITHOUT	Closed		

			PERMIT AND IS LOCATED IN THE SECONDARY FRONT YARD.			
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ACTIVITY
Stop work order posted on the property.
Property owner came into the building dept. to discuss the ordinance for sheds. Piper went through the setbacks and explained that the shed could not stay in the present location because that area is a secondary front yard and shed must be located in the rear or interior side yard. Also, that the property was at 47% lot coverage. The shed would need to be moved, anchored down and HOA approval given. Property owner left with a copy of the ordinance and a copy of the survey.

Total Records: 24 CASES

6/3/2021

Tree Inspections-15