

**CITY OF NEPTUNE BEACH  
DEPARTMENTAL SCORE CARD  
(REVISED 5/12/2021)**

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. Recovered \$750.00 in damages for missed collections not resolved in March 2021.	N/A	N/A	5/11/2021	On-going
Communications Policy Creation	Draft Complete - Awaiting Personnel Policy and Employee Handbook Completion from Consultant	N/A	3/2/2021	6/30/2021	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	6/4/2021	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
<b>FINANCE DEPARTMENT</b>					
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.		Submit 5/18/2021	In progress	
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 <b>No</b> PO Update.		4/15/2021	Open	
Compile April 2021 Monthly Financial	Distribute March 2021 Budget vs Actual Report to Staff with <b>No</b> 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

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<b>PLANNING AND COMMUNITY DEVELOPMENT</b>					
Building Department Activity (see attached report for April 2021)	In progress	N/A	ongoing	5/10/2021	On-going
Code Enforcement Activity (see attached report for April 2021)	In progress	N/A	ongoing	5/10/2021	On-going
Commercial Fire Inspection Activity	In progress	N/A	ongoing	5/10/2021	On-going
Transportation Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Infrastructure Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Recreation and Open Space Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Capital Improvements Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Housing Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Future Land Use Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Intergovernmental Coordination/ Schools Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Conservation Element: Comprehensive Plan	Public Review of Draft	N/A	ongoing	5/10/2021	On-going
Comprehensive Plan: Intergovernmental Coordination with local government partner agencies	May	N/A	ongoing	5/10/2021	June
Collect and Process Public Feedback: Comprehensive Plan	May-June	N/A	ongoing	5/10/2021	June
City Council Workshop Comprehensive Plan	May 17th	N/A	ongoing	5/10/2021	On-going
Land Development Code	In progress: next step	N/A	ongoing	5/10/2021	On-going
CDB Workshop: Comprehensive Plan	5/12/21 CDB Meeting	N/A	ongoing	5/10/2021	May
V21-06 199 Lora Street	5/12/21 CDB Meeting	N/A	N/A	5/10/2021	May
CDB21-01 13-B Mocama Marsh Forest Oaks Drive	5/12/21 CDB Meeting	N/A	N/A	5/10/2021	May
Redevelopment of 310 Third Street	TBD: June CDB Meeting or later	N/A	N/A	5/10/2021	TBD: June
Annual Congress of the New Urbanism (virtual)	May	N/A	5/20-5/22	5/10/2021	May

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CRA Preliminary Research Data Collection and Analysis	May	N/A	N/A	5/10/2021	May
CRA: Networking and Outreach	June	N/A	N/A	5/10/2021	June
June Committee Meeting	TBD: June	N/A	June	5/10/2021	June
June City Council Workshop	TBD: 6/21/2021	N/A	June	5/10/2021	June
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	August	N/A	N/A	5/10/2021	TBD
CRA: Board Meeting	TBD	N/A	N/A	5/10/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	TBD Kick off meeting	N/A	N/A	5/10/2021	TBD
Congress of the New Urbanism Certification (CNU-A)	August	\$200	August	5/10/2021	August
APA Florida Conference: Best Practices Award Candidate	8/31-9/3	N/A	May	5/10/2021	August
Florida Redevelopment Association (FRA) Annual Conference	October 27-29	TBD	October	5/10/2021	Oct-21
FRA-RA Certification Continuing Education Requirements	October 25-27	TBD	October	5/10/2021	October
540-580 Atlantic Coordination Meetings	on-going	N/A	N/A	5/10/2021	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. All P.D. employees have been offered the Covid-19 vaccine.	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.	I am not able to provide a completion date.
Capital Improvements	Three police vehicles approved in the Capital Improvements Budget have arrived. 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 are still waiting for unfitting equipment to arrive.	The vehicles should be in service within thirty to sixty days.

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<b>POLICE DEPARTMENT</b>					
	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.
	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
	Farm Share Foods and the City of Neptune Beach have teamed up again with Beaches Chapel Church and Community First Credit Union to provide a Food Drive. The food drive did take place at Beaches Chapel on April 24th 2021, from 9am - 12pm.	The only cost to the City of Neptune Beach is the rental of a forklift used to unload the Farm Share truck.	Planning started in December 2020.	Approximately 250 families received food at the drive. At this time we are planning for another Food Drive in November 2021.	The Food Drive took place as scheduled.
	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.
	Purchase of 9 Digital Cameras to replace failing older cameras.	\$1,600.00 for cameras, cards and cases.	October 1st 2021	Cameras have arrived and are being issued.	May, 2021
	Laptop computers	Covid-19 Grant in the amount of \$25,000.00 was received to purchase new laptop computers for each officer.	December, 2020	Laptop computers are being programed and issued this month.	End of May, 2021.
	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.

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<b>POLICE DEPARTMENT</b>					
	Hurricane Season 2021	Unknown	May-21	Hurricane and Emergency Preparedness training and Round-Table Meetings will start this month.	On going.
<b>PUBLIC SERVICES DEPARTMENT</b>					
<b>WATER PLANT</b>					
City-Wide Water Meter Replacement	16 Water meters replaced in April 2021	N/A	N/A	On going	On going
Backflows inspected	48 inspected	N/A	On going	On going	Work performed in April 2021
City lifstations checked/inspected	390 inspected	N/A	On going	On going	Work performed in April 2021
Fats, Oils, and Grease (FOG) inspections	28 inspected	N/A	On going	On going	Work performed in April 2021
Sampling events	Monthly bacteria logical twice a month. Pulled 2 days of water main clearance for Arrowhead trail water main replacement.	N/A	N/A	N/A	Work performed in April 2021
Water Tower Project	Met with Bill & genral contractor for Tmobile/Sprint to discuss permitting needed for the road closure on Florida Blvd.	N/A	2020	On going	Work performed in April 2021
File Regulatory paperwork	Contacted DEP request on assistance on CCR- Water quality Report. Contacted Florida Rural Water Assoc. regarding wells and influent meter accuracy testing for EN51 report for St Johns Rural Water Management- report has been submitted.	N/A	N/A	N/A	Work performed in April 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	N/A	Work performed in April 2021
Gallons of water produced	22,396,000	N/A	N/A	N/A	Work performed in April 2021
<b>WASTE WATER TREATMENT PLANT</b>					
Replacement of Clarifier #1 Drive/Motor	Received	\$63,456.53	01/01/21	Equipment received - Scheduling installation after toxicity testing	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 Alkinity, BOD, TN, TKN & TP	N/A	Thursdays	On going	Work performed in April 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 April 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 April 2021

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<b>WASTE WATER TREATMENT PLANT</b>					
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 April 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 April 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 April 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 April 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 April 2021
Operator Advancement Status - Sean Souza	Sean is in the process of completing his Course Work and will be scheduling take FDEP Class B license.	\$102.00	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
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	17.883 MG / .595 MGD	N/A	N/A	N/A	Work performed in April 2021
<b>COLLECTIONS/DISTRIBUTIONS</b>					
Water Break Repair	6	N/A	N/A	N/A	Work performed in April 2021
Water Service Installation	5	N/A	N/A	N/A	Work performed in April 2021
Water Main Installation	1 @ 4'	N/A	N/A	N/A	Work performed in April 2021
Fire Hydrant flush	33	N/A	N/A	N/A	Work performed in April 2021
Fire Hydrant Repair	0	N/A	N/A	N/A	Work performed in April 2021
Fire Hydrant Replacement	1	N/A	N/A	N/A	Work performed in April 2021
Sewer Pipe cleaning	505'	N/A	N/A	N/A	Work performed in April 2021
Sewer Pipe point repair	2	N/A	N/A	N/A	Work performed in April 2021
Sewer Pipe Installation	90'	N/A	N/A	N/A	Work performed in April 2021
Manholes Inspected	53	N/A	N/A	N/A	Work performed in April 2021
Manholes Repaired	3	N/A	N/A	N/A	Work performed in April 2021
Manholes Replaced	1	N/A	N/A	N/A	Work performed in April 2021
Utility Locate Response	148	N/A	N/A	N/A	Work performed in April 2021
Contracted utility Upgrades- Gruhn May	Bay St. Sewer upgrades	\$90,654.76	01/11/21	COMPLETED 4/6/2021	Work performed in April 2021

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<b>COLLECTIONS/DISTRIBUTIONS</b>					
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	\$445.51- plumbing parts and meter box	04/12/21	Completed 4/16/2021	Work performed in April 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.	\$72,715.10	03/22/21	In progress	Work performed in April 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 April 2021
Miscellaneous		N/A	N/A	N/A	N/A
Jarboe Park	Gruhn May installed drainage structures, mitred 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 April 2021
<b>STORM WATER DEPARTMENT</b>					
Illicit Discharge/Illegal Dumping Investigations (No.):		N/A	N/A	N/A	N/A
Street Sweeping (Miles):	64.3	N/A	Ongoing	Ongoing	Work performed in April 2021
Pipe Inspections (No.):		N/A	N/A	N/A	N/A
Pipe Repairs (No.):		N/A	N/A	N/A	N/A
Pipe Cleaning (LF):	400 LF	N/A	N/A	N/A	Work performed in April 2021
Catch Basins checked (No.):	594	N/A	Ongoing	Ongoing	Work performed in April 2021
Catch Basins cleaned (No.):	571	N/A	Ongoing	Ongoing	Work performed in April 2021
Ditch Inspections (No.):	49	N/A	Ongoing	Ongoing	Work performed in April 2021
Ditch Maintenance\Mowing (LF):	35,073 LF	N/A	Ongoing	Ongoing	Work performed in April 2021
Pond Inspection (No.):	14	N/A	Ongoing	Ongoing	Work performed in April 2021
Pond Maintenance (No.):	2	N/A	N/A	N/A	N/A

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<b>STREETS DEPARTMENT</b>					
Mow City right-of-ways (No. of Cycles)	12	N/A	Ongoing	Ongoing	Work performed in April 2021
Repair/ Replace Signage (No.)	2	N/A	Ongoing	Ongoing	Work performed in April 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in April 2021
Repair Sidewalk (LF)	N/A	N/A	Ongoing	Ongoing	Work performed in April 2021
Trees trimmed or removed (No.)	4	N/A	Ongoing	Ongoing	Work performed in April 2021
Paving (LF)	511 sq ft	N/A	Ongoing	Ongoing	Work performed in April 2021
Pothole Repair (No.)	14	N/A	Ongoing	Ongoing	Work performed in April 2021
Driveway Repairs (No.)	N/A	N/A	Ongoing	Ongoing	Work performed in April 2021
Curb Repairs (LF)	N/A	N/A	N/A	N/A	Work performed in April 2021
Herbicide Application (No.)	1	N/A	N/A	N/A	Work performed in April 2021
Water Oak in Basil park	Resident submitted workorder to have tree removed. Tree permit was submitted to Building permit for further inspection.	TBD	4/19/2021	In progress	Work performed in April 2021
Weekend Garbage Collection	Began weekend garbage collection throughout the city of Towncenter, beach acceses & dune crossovers	N/A	4/17/2021	Ongoing	Work performed in April 2021
Dune Crossover Maintenance	Oleander St dune crossover, new boards installed to repair/rebuild walkover. Beginning Margaret St repairs next.	\$3,000	4/12/2021	Completed 4/16/2021	Work performed in April 2021
Beaches Go Green Recycle Program	Installed 13 smart recycle bins throughout our Towncenter, which our Public Works department will be collecting the recycled items. In contact with Waste Pro for a designated yard bin for recycles only, to be delivered to PW yard.	N/A	4/6/2021	Completed	Work performed in April 2021
Dune Protection Maintenance	Replaced/ installed new yellow rope & pvc pipe to protect the sea oats @ beach acceses.	\$2,175.29	4/5/2021	Completed 4/8/2021	Work performed in April 2021
Banners at Towncenter changed	Replaced pink banners to yellow banners	N/A	completed 4/5/2021	completed	Work performed in April 2021
Concrete Pours at Jarboe Park	Pouring sidewalks/paths in multiple locations throughout Jarboe Park.	\$12,555.76	3/9/2021	Ongoing	Work performed in April 2021



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<b>SENIOR ACTIVITY CENTER</b>					
CENTER CLOSED MARCH 13, 2020 UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	Oct. 2020	CLOSED	ANTICIPATE REOPENING SEPTEMBER 2021
CDBG 2020-2021 Application Approved	signed and returned to COJ	\$44,895.00	Oct. 2020-Sept. 30, 2021	\$4,386.58 funds used	Balance \$40,508.42
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
Direct Benefit- Persons served-per phone conversations, email, text, Zoom, FB, website	CDBG contract amount for 1250 persons	N/A	Oct. 2020-April. 2021	ON-GOING	<b>502</b>
Vanguard Modular-Sr. Center Activity Building	Project underway	\$650k+	Work in progress	\$646,000 Funded(\$10k)	Projected completion September 2021
Phone calls, emails, and social media outreach to senior; HOME VISITS	Well checks and stay in touch	NA	NA	ON-GOING	Ongoing
Planning, Scheduling, and Conducting Senior Interests	In process	N/A	Oct. 2020	PENDING	N/A
Travel Club-in & out of country	2021 plans developing-Colorado Rockies, Panama Canal Cruise; Hamilton	Upfront costs for Hamilton \$7500	July 2021; March 2022; October 2021	On-GOING	"Hamilton" reimbursable expense
Request of COJ for \$75,000 towards CIP	Approved by Neighborhood & Finance Committees; Public Hearings	NA	March 2021; April 5 & 6, 2021	In progress	APPROVED UNANIMOUSLY
RFP April 28, 2021 requested by CM	Quotes for Architect-Landscaping, Parking Lot &, Porch	\$35K	2021 April 28	in process	May-21
Community Foundation Grant-Beaches Unit	Requesting \$10,000 for CIP	NA	2021 April 5	TD	Conversation with NEFLCF
Notary Public Commission RENEWAL	In Process	Personal Expense	Jun-21	3 year commission	SERVICE TO SENIORS
CROWD FUNDING	NEW FURNITURE (OFFICE/FACILITIES) & APPLIANCES	NA	MAY-JULY 2021	\$10k-\$15k	On-going
<b>MOBILITY MANAGEMENT</b>					
MDD to complete the Certified Parking Professional course and exam.	Study materials to be purchased.	\$700	5/1/2021	5/11/2021	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	5/11/2021	Goal: 07/01/2021
Educational campaign to reach Beaches Town Center businesses.	Drafting master plan / task list to submit to CM.	Possible cost of any printed materials needed; otherwise, no extra costs anticipated	5/1/2021	5/11/2021	Goal: 12/01/2021
2021 public outreach campaign for parking program.	Drafting master plan / task list to submit to CM.	TBD	5/1/2021	5/11/2021	Goal: 12/31/2021
<b>INFORMATION TECHNOLOGY</b>					
ACH file upload for Chase	Cogsdale couldn't fix it the bank won't do it I started to learn about ACH reporting softwares and report files and fix all 203 errors	No costs anticipated.	8-Mar-21	5/11/2021	Ongoing
Tyler Technologies Financial Software Replacement	Working on the implementation tasks and running tests	No costs anticipated.			
Submitted by the City Manager on May 12, 2021					