

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 11/10/2021)**

Departmental Score Card

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Special Event Policy Update	Working on Framework	N/A	2/15/2021	12/31/2021	In progress
Comprehensive Emergency Management Plan Review	The MCEMP went through an exhaustive update last year.5/25/2021 Emergency Management Meeting with Staff; NBPB updating.	N/A	3/10/2021	1/30/2022	In Progress
Various Personnel Policy Updates	Draft back from consultants and with department heads for review and revision due 11/23/2021.	N/A	3/5/2021	1/30/2022	In progress
FOP Contract Negotiations			7/1/2021	TBD	
CFO Search	Begins 8/12/2021--estimated completion 9/30/2021		8/11/2021	12/30/2021	
Budget Planning	First hearing on 9/8/2021, second hearing on 9/20/2021		5/20/2021	9/27/2021	Complete
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses			In progress		
Waste Pro Liquidated Damages	Fines for missed collections totaling \$2,250.00 deducted from August 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 completed.	Postponed until 7/22
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	Audit requests provided to new Audit Team.	Completed by MP
Fiscal Year 2020 Audit	Compile FY 2020 Basic Financial Statements		2/1/2021	In progress	Completed by MP
Fiscal Year 2020 Audit	Complete FY2020 Audit Entries and book FY 2020 Adjusting Entries.		2/1/2021	In progress	Completed by MP
Vacancy	Advertise for Cashier 1 Full-time Position.		2/15/2021	Cashier 1 Advertised, Candidates Interviewed, Offer and Acceptance Completed	Completed
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.	

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FINANCE DEPARTMENT					
Compile OPEB Data for Actuaries	Open Until Completion of FY20 Audit		7/1/2021	Open	Completed by MP
Distribute 2016-2019 Unclaimed Property to State	Completed		5/26/2021	Completed	Completed 6/2021
Advertise RFP for Auditing Services	Open		TBA	Open	TBD
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see attached report for October 2021)	In progress	N/A	ongoing	10/11/2021	Ongoing
Code Enforcement Activity (see attached report for October 2021)	In progress	N/A	ongoing	10/11/2021	Ongoing
Commercial Fire Inspection Activity	In progress	N/A	ongoing	11/10/2021	Ongoing
November Community Development Board Meeting	11/10/2021	N/A	ongoing	11/10/2021	Nov.
SE 21-04 1455 Atlantic BLVD	10/13/2021	N/A	Nov.	11/10/2021	Nov.
Phase III: First Draft Land Development Code- Internal	11/19/2021	N/A	ongoing	11/10/2021	TBD
Phase III: City Staff Internal Review	12/3/2021	N/A	ongoing	11/10/2021	TBD
Phase III: First Draft Land Development Code- Public	12/16/2021	N/A	ongoing	11/10/2021	TBD
Phase III: Code Testing	TBD	N/A	ongoing	11/10/2021	TBD
Phase III: 1st Draft Code Workshop	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Public Presentation	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Open House	1/25/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Technical Meetings and Stakeholder Meetings	1/31/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Review of Public Comments	3/4/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Code Revisions and Final Draft LDC	4/8/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Presentation of Final Draft LDC	4/28/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Final Document Revisions	5/13/2022	N/A	ongoing	11/10/2021	TBD
Phase III: Public Hearing Presentation	5/30/2022	N/A	ongoing	11/10/2021	TBD

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PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Finding of Necessity Research Data Collection and Analysis	Completed in August	N/A	N/A	Completed	TBD
CRA: Networking and Outreach	On hold	N/A	N/A	11/10/2021	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	On hold	N/A	N/A	11/10/2021	TBD
CRA: Board Meeting	On hold	N/A	N/A	11/10/2021	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	On hold	N/A	N/A	11/10/2021	TBD
Comprehensive Plan 2nd Reading: Adoption	Completed and Approved on 11/01/2021	N/A	2021	11/10/2021	Completed
POLICE DEPARTMENT					
DOJ JAG grant #2021-JAGD-1741 and DOJ JAG grant #2021- 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 back up at Fletcher Senior High, Neptune Beach Elementary and Beaches Chapel K-12.	No cost, officers involved are on duty during this program	February 21st, 2017	This program will continue through school year 2021-2022.	On going through school year 2021-2022.
Covid Pandemic	Although many Covid restrictions have been relaxed now, we will continue monitoring Local, State and Federal Governments. The Police Department will continue to take all precautions necessary to keep all City Employees and the public 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	One police vehicle, which was approved in the Capital Improvements Budget will be ordered when the manufacturer starts accepting orders.	Funds provided from the Capital Improvements account.	Unknown	The manufacturer is not accepting orders at this time.	Unknown.
The Police Department has received a Service Station Dog from K-9s For Warriors.	Service Animals have been proven to relive stress and raise moral within the Law Enforcement Community.	There is no impact to the Department's Budget for the cost of the dog. The Agency will be responsible for food and grooming costs.	Winter, 2020	The Service Dog (on loan from K-9s For Warriors) has become a welcome member of the agency.	On going
Outreach Programs 2021/2022	I am happy to report that our Outreach Programs are back up and running. We are working on the No Empty Stocking Program, Movies with The Mayor, 90th Anniversary, Christmas in the Park, Lighting of the Christmas Tree in Town Center, First Street Annual Christmas Parade and Santa's Ride Through the City.	Most of the funds needed have already been donated by businesses and private donors. The Special Events will have some impact on the PD overtime budget.	Fall and Winter 2021.	With the Covid-19 restrictions lifted we are now moving forward with our outreach events planned for fall and Winter.	On going.
Traffic Enforcement Initiative.	After receiving several complaints of vehicles running the red light at the intersection of Florida Blvd. and Penman Rd. An enforcement plan was put into affect.	No impact to the PD budget. Officers are on duty.	October 1st 2021	Approximately two hundred citations have been issued to date. Enforcement will continue as needed.	On Going

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POLICE DEPARTMENT					
School Zone Crossing Guards and Traffic Control	School Zone Crossing Guards started August 10th.	Crossing Guards are budgeted yearly	August 10th, 2021	Crossing Guards have been hired for 1515 Florida Blvd, 1500 Forest Av and the intersection of Florida Blvd and Penman Rd.	End of school year 2021/2022.
Culvert Replacement Project at Florida Blvd. and 5th Street.	Construction as begun and traffic has been safely rerouted around the project	N/A for the Police Department budget.	November 1st, 2021.	During the project traffic has been rerouted to keep traffic to a minimum through residential areas.	Spring/Summer 2022
PUBLIC SERVICES DEPARTMENT					
WATER PLANT					
Backflows inspected	35 inspected	N/A	On going	On going	Work performed in October 2021
City lifstations checked/inspected	403 inspected	N/A	On going	On going	Work performed in October 2021
Fats, Oils, and Grease (FOG) inspections	26 inspected	N/A	On going	On going	Work performed in October 2021
Sampling events	Monthly bacteria logical twice a month. 10/12-Emailed DEP the response for deficiencies on sanitary survey has been corrected.	N/A	N/A	On going	Work performed in October 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. 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. 7/20-7/24 Crane was on site to pull antennas off water tower & install temp pole. Verizon installed coax on temp pole. 7/26-7/31 Verizon did control panel prep, installed radios for the antennas going up in August. 8/2-8/6 TMobile/Sprint & Verizon installed antennas on monopole & installed radios in control cabinets. 10/14- Met with Steven Callhoun for road closure for Verizon antenna removal at water tower. 10/30- Verizon removed antennas from water tower & ground equipment.	N/A	2020	On going	Work performed in October 2021
City-Wide Water Meter Replacement	5 Water meters replaced in October 2021	N/A	N/A	On going	On going

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WATER PLANT					
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 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. 7/20-7/24 Crane was on site to pull antennas off water tower & install temp pole. Verizon installed coax on temp pole. 7/26-7/31 Verizon did control panel prep, installed radios for the antennas going up in August. 8/2-8/6 TMobile/Sprint & Verizon installed antennas on monopole & installed radios in control cabinets. 10/14- Met with Steven Calhoun for road closure for Verizon antenna removal at water tower. 10/30- Verizon removed antennas from water tower & ground equipment.	N/A	2020	On going	Work performed in October 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 JSO. 6/14/2021. Water survey for ISO was submitted to Fire Marshall Ruley.	N/A	04/27/20	Ongoing	Work performed in July 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 August 2021

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WATER PLANT					
Miscellaneous	Called Alex Limbaugh for well # 3 Bay St to repair bad starter in the panel- still waiting on parts. Also transducer breaker @ Water Tower needs to be replaced- waiting on parts. 8/11/21- Buehler installed new AC compressor to Water Plant. 8/17-8/18- Oceanwood Liftstation pump #2 replaced motor. 8/23-8/24- Summer Sands Liftstation was down since 2am- installed new relays, alternators, float balls. 8/24- working on stormwater pump for the sewer plant. 9/13- cleaned out east aerator & pressure washed 9/14- Shane with DEP came out to perform a sanitary survey on water treatment plant & wells. Well #1- chipped and scrapped (prep work) for painting the well. 9/19-9/23- All liftstations surcharged from heavy rains. Monitored Lighty Lane lift station 24/7 due to heavy rains and infiltration. 9/23- worked with Allstate Electric pulling new wire for the new tennis court panel box at Jarboe Park. 10/5- Prepped for painting Bay St well #1, scraping, chipping and priming. 10/6- Pulled bleach injector port and check valve. Cleaned and reinstalled. Met with Luke and Bobby @ Jarboe Park to identify steel pipe and capped it off.	N/A	On going	Ongoing	Work performed in October 2021
Miscellaneous	10/11- Cleaned and pressure washed out the inside of East aerator- per DEP. 10/15- Called Buehler AC to repair unit freezing inside and outside. Limbaugh Electric was at Bay St Well #3 to install new starter and panel. 10/17- Called Buehler AC back as unit was freezing inside and outside again, and Buehler advised they would need to come back to service coil, which was completed on 10/19. 10/21- Pulled pumps 1 & 2 at Emma liftstation to clean the rags and reinstall. 10/22- Met with Gruhn May & JEA to tv Forest Ave sewer force main. Shut off Oceanwood, Florida Blvd, Bay, 5th, Fletcher, Leeward liftstations to tv the line. 10/24- Oceanwood liftstation bad compressor- called Limbaugh Electric to service/fix. 10/28- Florida Blvd liftstation pump #3 starter tripping, called Limbaugh to fix starter.	N/A	On going	On going	Work performed in October 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 October 2021
Gallons of water produced	24,102,000	N/A	N/A	N/A	Work performed in October 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.	Done 10/9/21
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
Sludge press building	ordered new pump with controls	\$30,000.00	07/21	On Going	On Going

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WASTE WATER TREATMENT PLANT					
Plant equipment	ordered new pumps and controls for scum station	\$50,000.00	07/21	On Going	On Going
Intermediate Station	Replacing two motors, not the correct ones	\$4,500.00	07/21	On Going	On Going
EFF Station	ordered new in-closer for instrumentation	\$3,500.00	07/21	On Going	On Going
Plant probes	Ordered new probes for DO,PH and assembly	\$9,100.00	07/21	On Going	On Going
Inplant Reuse	ordered new drives and controls for reuse station	\$18,000.00	09/21	On Going	On Going
Plant equipment	#1 clarifier drive went out of service, gear broke	N/A	N/A	N/A	10/06/2021 Completed
Plant equipment	Repaired side glass on hydro	\$1,500.00	N/A	DONE	10/8/21 COMPLETED
Plant equipment	changed oil on gear drive on clarifier #2	\$1,500.00	N/A	DONE	10/8/21 COMPLETED
Plant equipment	changed oil on Compressor pumps #1 and #2	\$50.00	N/A	DONE	10/31/21 COMPLETED
Plant equipment	changed oil on inplant reuse pumps #1 and #2	\$50.00	N/A	DONE	10/6/21 COMPLETED
Plant equipment	changed filters on all plant blowers	\$2,000.00	N/A	DONE	10/7/21 COMPLETED
Pant equipment	Need two ph probes for DEP Compliance EFF ASAP	\$1,600.00	N/A	NEED PA	On going
Pant equipment	Grit removal not working and not repairable need new pump and valve	\$10,000.00	N/A	Gathering Quotes	On going
Gallons of in fluent treated	25.805 MGD Total , .833 AVG MGD , MAX MGD 1.201	N/A	N/A	N/A	Work performed in October 2021
Water Break Repair	5	N/A	N/A	N/A	Work performed in October 2021
Water Service Installation	3	N/A	N/A	N/A	Work performed in October 2021
Water Main Installation	0	N/A	N/A	N/A	Work performed in October 2021
Fire Hydrant flush	2	N/A	N/A	N/A	Work performed in October 2021
Fire Hydrant Repair	1	N/A	N/A	N/A	Work performed in October 2021
Fire Hydrant Replacement	0	N/A	N/A	N/A	Work performed in October 2021
Sewer Pipe cleaning	1920'	N/A	N/A	N/A	Work performed in October 2021
Sewer Pipe point repair	3	N/A	N/A	N/A	Work performed in October 2021
Sewer Pipe Installation	18'	N/A	N/A	N/A	Work performed in October 2021

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COLLECTIONS/DISTRIBUTIONS					
Manholes Inspected	52	N/A	N/A	N/A	Work performed in October 2021
Manholes Repaired	5	N/A	N/A	N/A	Work performed in October 2021
Manholes Replaced	0	N/A	N/A	N/A	Work performed in October 2021
Utility Locate Response	96	N/A	N/A	N/A	Work performed in October 2021
Miscellaneous	Continued daily cleaning and monitoring manhole at Strickland Rd for clogs and more road deterioration. Helped WWTP with draining and cleaning Clarifier #1. Dug for two more exercise pits at Jarboe park. Cleaned up from sewer spill at Hopkins creek at Forest Ave. Removed dirt berm and all top soil and lime residue. Pressure washed sidewalks and removed water with VACCON. Helped S/W install 45' of 6" drain pipe across Kings Cir. S at Brewhound dog park. Helped S/W set up pump to drain pond at Bay Rd. and Poinciana. Cut in new drain box at Bay and Poinciana. Took Harben to WWTP to clear drains in Clarifier #1. Helped S/W install 68' of 6" drain pipe at Poinciana and Bay Rd. Dug to locate City's 10" Effluent line leaving yard for Gruhn/May locates for sewer influent trunk line repair. Repaired broken sewer main causing sinkhole at 1626-1630 Arrowhead Trail. Helped S/W pull 42" RCP at north entrance of park and replace with 18" ADS pipe, reformed for concrete. Cleared sewer clog at yard late at night on the 22nd, that caused flooding into breakroom, and flooding from floor drain in women's bathroom into break room and into front office room of C/D supervisor and hallway. Worked on cleaning up break room, bathrooms, offices and hallways. Changed out 4 meters	N/A	N/A	COMPLETED	Work performed in October 2021
STORM WATER DEPARTMENT					
Illicit Discharge/Illegal Dumping Investigations (No.):	N/A	N/A	N/A	N/A	N/A
Street Sweeping (Miles):	28.7	N/A	Ongoing	Ongoing	Work performed in October 2021
Pipe Inspections (No.):	N/A	N/A	N/A	N/A	Work perform in October 2021
Pipe Repairs (No.):	2	N/A	N/A	N/A	Work perform in October 2021
Pipe Cleaning (LF):	225 LF	N/A	N/A	N/A	Work perform in October 2021
Catch Basins checked (No.):	927	N/A	Ongoing	Ongoing	Work performed in October 2021
Catch Basins cleaned (No.):	404	N/A	Ongoing	Ongoing	Work performed in October 2021
Ditch Inspections (No.):	22	N/A	Ongoing	Ongoing	Work performed in October 2021
Ditch Maintenance\Mowing (LF):	3,779 LF	N/A	Ongoing	Ongoing	Work performed in October 2021

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STORM WATER DEPARTMENT					
Pond Inspection (No.):	3	N/A	Ongoing	Ongoing	Work performed in October 2021
Pond Maintenance (No.):	3	N/A	N/A	N/A	Work performed in October 2021
Mow City rights-of-way (No. of Cycles)	6	N/A	Ongoing	Ongoing	Work performed in October 2021
Repair/ Replace Signage (No.)	7	N/A	Ongoing	Ongoing	Work performed in October 2021
Collect Refuse from parks, beach, Towncenter (No. of Cycles)	N/A	N/A	Ongoing	Ongoing	Work performed in October 2021
STREETS DEPARTMENT					
Repair Sidewalk (LF)	2,450 sq ft	N/A	Ongoing	Ongoing	Work performed in October 2021
Trees trimmed or removed (No.)	12	N/A	Ongoing	Ongoing	Work performed in October 2021
Paving (LF)	N/A	N/A	Ongoing	Ongoing	Work performed in October 2021
Pothole Repair (No.)	4	N/A	Ongoing	Ongoing	Work performed in October 2021
Driveway Repairs (No.)	1	N/A	Ongoing	Ongoing	Work performed in October 2021
Curb Repairs (LF)	N/A	N/A	N/A	N/A	Work performed in October 2021
Herbicide Application (No.)	2	N/A	N/A	N/A	Work performed in October 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 October 2021
Miscellaneous	Picked up trash/yard debris throughout entire city with claw truck. Trimmed limbs and bushes throughout various locations in city for pedestrians and traffic visibility on sidewalks and stop signs. Removed litter from ICW bridges to the Mayport flyover. Removed broken sidewalk at 1800, 1900 & 2000 block of Penman Rd, repoured new sidewalk, laid new sod and watered. Banners changed in Towncenter. Removed graffiti from multiple locations throughout the city. Driveway repair @ 229 Hopkins St. Cedar tree removed at 5th and Pine St.	N/A	N/A	Completed	Work performed in October 2021
Concrete Pours at Jarboe Park	Pouring sidewalks/paths in multiple locations throughout Jarboe Park.	\$61,704.23	3/9/2021	Ongoing	Work performed in October 2021

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SENIOR ACTIVITY CENTER					
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CDBG Contract 2021-2022	FY 2021-2022 APPROVED \$44,895	Balance forward 2020-2021 \$40,508.42	6/1/2021	Available funds \$85,403.42	September 30, 2022
Rebuild the Senior Activity Center Fundraiser	Goal set @ \$100K-reached 292%	\$650,000+	20-Jun	ON-GOING	YTD \$292+K
Phone calls, emails, and social media outreach to senior population, home visits	Well checks and stay in touch	NA	NA	ON-GOING	Ongoing
Building porch, parking lot, storm water runoff, landscaping	In design process	\$75,000.00	7/1/2021	in process	01-12-21
Movies with the Mayor/90th Anniversary Celebration	In Process	\$3,000	Nov. 2021	ON-GOING	November 19-20, 2021
Research for quotes on furnishings	on-going	\$90,000	7/1/2021	In progress	Mar-22
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$44,895.00	current	on-going	N/A
Neighborhood Meetings with HLM	Scheduled	0	7/1/2021	On-GOING	November 29, 2021 @ 5:30pm
Travel Club-FUNDRAISER	2022 plans developing- Panama Canal Cruise; Kenya; National Parks; Dubai World's Fair (Feb)	0	current	On-GOING	NA
Marquis Latimer & Halbeck selected	Engineering/Architecture Landscaping, Parking Lot &, Porch	\$35,000	5/5/2021	in process	Dec-21
Christmas in the Park	Planning in process by NBPD-Cotner	CM set budget	current	Planning	3-Dec-21
Addition of Pickleball to NBSAC Schedule	Planning in process	0	January 1, 2022	ON-GOING	Open

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MOBILITY MANAGEMENT					
MMD to complete the Certified Parking Professional course and exam.	Passed practice exam. Reviewing for full exam.	\$700	5/1/2021	11/9/2021	Goal: 05/01/2022
Educational campaign to reach Beaches Town Center businesses.	Most recently met with Jay (Southern Grounds) and Kim (Bali). Continuing outreach through the end of the year. The MMD is attending BTCMA meetings to regularly update and hear from stakeholders.	TBD	5/1/2021	11/9/2021	Goal: 12/01/2021
2021 public outreach campaign for parking program.	MMD is building a portfolio of digital and print materials for cohesive public education. Website updates are being completed in stages.	TBD	5/1/2021	11/9/2021	Goal: 12/31/2021
Courtyard Lot Paid Parking Full Implementation	Courtyard paid parking is fully operational.	\$525 in signs printed. This lot is revenue generating and will recoup these costs as well as additional revenue for the parking program by the end of November 2021.	6/1/2021	11/9/2021	Completed October 2021
Full set of SOPs completed for Mobility Dept.	First draft completed, edits in progress.	None	8/1/2021	11/9/2021	Goal: 10/31/2021
Record all parking transactions from FY 21 in Great Plains / Cogsdale.	Citation payment records completed through July 2021, August and September citation payment records in progress.	None	10/15/2021	11/9/2021	Goal: 11/22/2021
INFORMATION TECHNOLOGY					
Updating the backup infrastructure	In progress	N/A	10/11/2021	10/11/2021	In Process
Microsoft Office 365 Volume Licensing	In progress	N/A	10/7/2021	10/11/2021	In Process
Restoration of missing budget files	In progress	N/A	10/5/2021	10/11/2021	In progress
Creating documents according to the CM and the interim CFO's instructions	In progress	N/A	10/5/2021	10/11/2021	In progress

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INFORMATION TECHNOLOGY					
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	We've been working on the Tyler Incode 10 test environment				In Progress
Sort out Microsoft Office 365 subscriptions					Done 11/7/21
Sorting out Adobe subscriptions					Done 11/7/21
Working on the server upgrades project	Phase one negotiating and getting price quotes	N/A			In progress
Submitted by the City Manager on November 10, 2021					

Building Activity Report

Building Activity October 1, 2021 to September 30, 2022						
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Tree Removal Permits	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	7	\$1,861,931
Nov-21						
Dec-21						
Jan-22						
Feb-22						
Mar-22						
Apr-22						
May-22						
Jun-22						
Jul-22						
Aug-22						
Sep-22						
Totals	109	89	124	\$21,333.09	7	\$1,861,931

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						
Dec-20						
Jan-21						
Feb-21						
Mar-21						
Apr-21						
May-21						
Jun-21						
Jul-21						
Aug-21						
Sep-21						
Totals	84	58	151	\$13,016.40	6	\$2,168,231
Difference	25	31	-27	\$8,316.69	1	-\$306,300

Fire Marshal Report

Fire Marshal Report - October 2021						
Annual Inspections						
10/12/2021	1112	Third St, Suite 2	Joan Warwick Insurance Agency		876 sqft	
10/12/2021	1112	Third St , Suite 3	Jax Coastal Realty		800 sqft	
10/12/2021	1112	Third St Suite 4	First Coast Payroll Service		400 sqft	
10/13/2021	1122	Third St, Suite 2	Secure One Advanced Detection System		400 sqft	No Lic
10/13/2021	1122	Third St, Suite 7	Think Mathobology		400 sqft	No Lic
10/13/2021	1122	Third St, Suite 8	Bold & Sold Real Estate		400 sqft	
10/13/2021	1122	Third St, Suite 6	Laura Carper P.A.		400 sq1ft	
10/20/2021	930	Third St	JB Ritz			No Lic
10/20/2021	900	Third St, First Floor	EMM			
10/26/2021	920	Third St, Suite B&C	BCM Service		1550 sqft	
10/26/2021	920	Third St, Suite A	Edward Jones			No Lic
10/26/2021	920	Third St Suite B	Capt. Bob Charters Fishing (Mail Only)			
10/26/2021	1112	Third St Suite 9	WCCM Neptune Beach Center		1100 sqft	
Total: 13						
(NOTE: October 1, we prebilled all existing Business License For Fire Inspection Fees for 21-22 Physical Year. Total billed was \$17,635.00)						
					Total	\$17,635.00

Fire Marshal Report - October 2021	
Reinspection's	
Total	0.00

Fire Marshal Report - October 2021					
New Businesses					
10/5/2021	1122	Third St, Suite 2	Secure One Advanced Detection System	400 sqft	50.00
10/20/2021	930	Third St	JB Ritz		50.00
Total					\$100.00

Fire Marshal Report - October 2021						
Building Plan Review						
10/21/2021	21-1147	401	McCollum Cir			0.05
10/21/2021	21-1138	733	Camella Ter			0.5

New Construction Reinspection's

Fire Marshal Report - October 2021

[illegible]

Talked to FEMA twice regarding Annual ISO Flood Plain Evaluation, Corrected EC for FEMA

Elevation Certificate

2000 Tara Ct	Had Survey Company Correct EC for FEMA
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1542 Emma Ln	Required New E.C. Due to Addition located in Flood Zone
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Site Visit

[illegible]

10/20/2021	21-1139	117-119	Oleander St			0.5
10/19/2021	21132	1835	Twelve Oaks Ln E			0.5
10/11/2021	21-984	221	Bowles St	New House		3
10/6/2021	21-1084	106-108	Pine St			0.5
10/4/2021	21-1241	301-303	Oleander St			1
10/1/2021	21-984	221	Bowles St			3.00
					Total Hr. spent	9.05
				Total Hr.@	40.00	\$380.00
Universal's rate		\$78.50	(9.5 @78.45)	745.75- 380.00	Savings	\$365.75

Fire Marshal Report - October 2021
New Construction Fire Inspection

Fire Marshal Report - October 2021
Fire Plan Review

10/11/2021	21-1093	1201 Atlantic Blvd	Whataburger	Renovation		\$361.01
10/22/2021	21-1050	218 First Str	sliders	Renovation		\$342.45
10/19/2021	21-1201	1201 Atlantic Blvd	Whataburger	Remodel		\$100.00
10/19/2021	21-175	1487 Atlantic Blvd	New Business	Renovation		\$47.93
10/5/2021	21-1241	1487	Atlantic Blvd	Resubmittal		\$0.00
10/4/2021	21-1065	1401	Atlantic Blvd	Foundation Repair		\$560.25
					Total	\$1,050.63

Fire Marshal Report - October 2021
Development Plan Review

Fire Marshal Report - October 2021



Case Activity Report

10/01/2021 - 10/31/2021

Code Enforcement Report

Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021204	9/17/2021	Closed	NON PERMITTED FENCE	10/29/2021	FENCE HAS BEEN TAKEN DOWN AND FINE PAID	
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021189	10/6/2021	Open	BUILDING A SHED WITHOUT PERMIT AND IS LOCATED IN THE SECONDARY FRONT YARD.	10/28/2021	received email from owner and plans. will be contact city hall after meeting with contractor	
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021189	10/6/2021	Open	BUILDING A SHED WITHOUT PERMIT AND IS LOCATED IN THE SECONDARY FRONT YARD.	10/21/2021	emailed the variance application and code sections to property owner	
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021204	9/17/2021	Closed	NON PERMITTED FENCE	10/19/2021	POSTED AND MAILED NOTICE OF FINE AND HEARING. \$250 PER DAY FROM OCT 1 IS NOW \$2500	
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021189	10/6/2021	Open	BUILDING A SHED WITHOUT PERMIT AND IS LOCATED IN THE SECONDARY FRONT YARD. SHED IS NOW MOVED FARTHER BACK ON THE DRIVEWAY BUT STILL IS IN THE CORNER SIDE YARD. NO PERMIT	10/18/2021	RECEIVED MAILED LETTER FROM MS. GUNTER STATING SHED WAS THE SHED SHE ADD ON THE PROPERTY IN 2013 AND THAT SHE SIMPLY PUT IT BACK ON THE PROPERTY IN SEPT. 2021. LETTER ATTACHED	
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021202	9/15/2021	Closed	VIOLATION FOOD TRUCK	10/12/2021	discussed fine of \$150.00 FOR FOOD CART VIOLATION	9/30/2021
Case #	Case Date	Main Status	Description of Violation	Activity Date	Description	Date Completed
2021189	10/6/2021	Open	BUILDING A SHED WITHOUT PERMIT AND IS LOCATED IN THE SECONDARY FRONT YARD.	10/6/2021	mailed notice of violation to owner certified and regular postage. given 10 day so to permit or remove	

Total Records: 7

11/9/2021