

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 11/16/2020)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Waste Pro Liquidated Damages	Monitoring resident trash collection complaints on a monthly basis.	N/A	N/A	N/A	On-going
FINANCE DEPARTMENT					
Fiscal Year 2019 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.				COMPLETED
FEMA Disaster Relief Request	Preparing spreadsheet to support administrative expenditures for Hurricane Irma.				COMPLETED
FEMA Disaster Relief Request	Preparing documentation to be submitted for Hurricane Dorian. FEMA opened disaster relief portal.				12/31/20
New Banking Services	Distribution of Requests for Proposals		10/12/2020	Completed	10/12/2020
Actuarial Report	Submit Police Pension Data to Actuary.		10/19/2020	Past due	
2021 City of Neptune Beach Budget Book	Compile and Post 2021 Budget Book within 30 days of Budget Adoption to City Website.		10/21/2020	Completed	11/03/2020
New Banking Services	Voluntary pre-proposal conference with Financial Institutions.		10/21/2020	Completed	10/21/2020
New Banking Services	Evaluate and Recommend Financial Institutions for Banking Services.		11/13/2020	In progress	
2021 Budget Vs Actual October 2021 Monthly Report	Compile 2021 Budget Vs Actual October 2021 Monthly Report.		11/16/2020	In progress	
Tyler Technologies Financial Software Replacement	Update & Submit City's 1,600 general ledger accounts to conform with Florida Uniform Chart of Accounts to include project codes.		11/17/2020	In progress	
2020 Budget Vs Actual Annual report	Compile 2020 Budget Vs Actual Annual report and submit revised 2020 Budget to State of Florida.		On-going through Audit Fieldwork	In progress	
Vacancy	Advertise Externally and Internally for Payroll Accountant Position.		12/18/2020	In progress	
Fiscal Year 2020 Audit	Auditor's requested financial data. Preparing requested documentation and sending it to auditors.		12/31/2020	In progress	
PLANNING AND COMMUNITY DEVELOPMENT					
Code Enforcement (see attached for October 2020)	In progress	N/A	ongoing	11/10/2020	On-going
Building Department Activity (see attached report for October 2020)	In progress	N/A	ongoing	11/10/2020	On-going
City Council Meeting: Ordinance 2020-11 Microblading	2nd Reading	N/A	11/4/2020	11/10/2020	Dec-20
City Council Meeting: Lease Agreement for Jax Surf and Paddle, 241 Atlantic BLVD, STE 102	Awaiting Applicant response	N/A	N/A	11/10/2020	Oct-20
City Council Meeting: Variance: V20-01 540-580 Atlantic Boulevard	anticipated 12/07/20 city council meeting	N/A	N/A	11/10/2020	Dec-20
City Council Meeting: Development Agreement: 540-580 Atlantic Boulevard	anticipated 12/07/20 city council meeting	N/A	N/A	11/10/2020	Dec-20
City Council Workshop: Brewhound Lease Agreement	Awaiting applicant response	N/A	N/A	11/10/2020	Nov-20

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PLANNING AND COMMUNITY DEVELOPMENT					
CRA Creation and Implementation	research and networking	N/A	N/A	11/10/2020	Oct-20
Cannabis, CBD, and hemp sales restrictions	research and discussion	N/A	N/A	11/10/2020	Jan-21
Pylon sign Ordinance	research and discussion	N/A	N/A	11/10/2020	Jan-21
Dover, Kohl, and Partners: Survey Responses	pre-launch and approval	Contract	ongoing	11/10/2020	Dec-20
Dover, Kohl, and Partners: Phases II and III Workshop	TBD pending survey results and approvals	Contract	ongoing	11/10/2020	Jan-21
POLICE DEPARTMENT					
DOJ JAG grant #2017-JAGD-1741 and DOJ JAG grant #2018- JAGD	Funds from both DOJ Jag Grants should be available soon.	Fiftyseven thousand dollars	2020	Waiting for funds to be availble, 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, 2014	This program will continue through school year 2020-2021.	The School Safety Liaison Program has started with the reopening of schools.
Events scheduled for Fall of 2020.	A City Food Drive with Mayor Brown has been planned. We have partnered with Farm Share, Beaches Chapel and Community First Credit Union to hold a Food Drive at Beaches Chapel. The drive will supply up to 300 families with food.	No impact to the Police Department's budget. We have approximately 40 volunteers helping with two shifts.	Planning for this event started four months ago	The date of the Food Drive will occur on Saturday, November 14th. The event is on time and on schedule.	Saturday, November 14th from 0700hrs to 1200hrs.
Special Events	Christmas Parade	We will be using on-duty and off-duty officers to assist with traffic for this event. Cost should be minimal.	Planning for this event started in October of this year.	The parade is on time and schedule.	Saturday December 5th, 2020.
Covid-19	The Police Department will continue to take all precautions necessary to keep all City Employees out of harms way and healthy. We will continue to work with the City's Safety Officer and Department Heads. Testing will continue as needed.	Covid-19 testing is the only cost for the Police Department at this time.	February 2020.	Covid-19 testing and the possibility of an employee being exposed will be ongoing.	I am not able to provide a completion date.
Capital Improvements	Three Police vehicles and twenty six portable police radios have been ordered.	Three hundred nineteen thousand	Mid-July 2020, the Police Department started working on the 2020-2021 Budget with the City Manager.	The vehicles and radios have been ordered and we are awaiting delivery.	Unknown at this time.

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PUBLIC SERVICES DEPARTMENT					
Water Plant	Routine maintenance for water plant and all city lift stations / Order and take delivery of chlorine as needed / Pull multiple chlorine residuals throughout city / Take reads on well meters Master meter chlorine tank levels and hour meter reads for all 27 pumps in the lift stations 7 days a week / Run generator weekly / Weed eat and mow all city lift stations - Fl. Blvd. water tower - water plant - and lake Neptune banks multiple times / Pull two sets of Bacteriological samples monthly.	N/A	N/A	11/10/20	Work performed in October 2020
W.W.T.P	3 loads on the Belt Press, monthly reports to FDEP, Daily calibrations on all lab equipment, Lab testing on MLSS, SVI and Settleometers, Plant samples processed by A.E.L. Cleaning of NOVA cartridge daily and the NOVA Filters minimum 3 times per week, Process Control adjustments to WWTP, Weed Eating and Edging around WWTP, Checking LS daily and Week-ends, Spreading HTH and hosing 3 clarifiers, Cleaned and checked Hach WWTP probes. Generators run once a week, Ordered SBS, CL2 /Chlorine Glycerin/Micro-C Lab supplies BP cleaner, Added bags Lime to digester to maintain proper Alkalinity/pH, Sean running extra Enterococci samples to A.E.L. lab, Heavy inflow at WWTP due to rain, added phosphorus test in lab to compare to AEL, Crew worked on nova filter and cleaned nozzles, made adjustment to SO2 pump and auto waste, Brock and Sean clean Drained northwest basin, add an additional pipe to decant pipe to divert clean water to center basin to feed plat at low flows, replaced pulleys and belts on the Robusci blower, Brock and Alan Attended online DEP Class, Ordered Cl2 , So2 , & Micro C	N/A	N/A	11/10/20	Work performed in October 2020
City-Wide Water Meter Replacement	5 water meters replaced in October 2020	N/A	N/A	11/10/20	On-going
Water & Sewer	Summary: 6 water breaks repaired, 5 water services installed, 1 Water main installation, 9 fire hydrants flushed, 0 fire hydrant repair, 0 fire hydrant replaced, 440 LF of sanitary sewer main cleaned, 5 sewer point repair, 251 LF of sewer pipe installation, 29 sanitary sewer manholes inspected, 6 manhole repaired, 0 manhole replaced, 24 water meters installed, and 114 underground utility locate responses. Completed rerouting force main at Bay St lift station & Cedar St Lift Station. After hours water/sewer calls. Housekeeping at PW Yard areas.	N/A	N/A	11/10/20	Work performed in October 2020
Parks & Streets	Summary: 14 City R-O-W mowing cycles, 20 cycles of collecting refuse from parks, beaches and Towncenter, 6 sign repaired/replaced, 1042 LF of sidewalk, 2 citywide trees trimmed , 1370 LF of paving, 0 pothole repairs, 0 driveway repair, 0 LF of curb repairs/added, 0 Herbicide Applications. Replacing & finishing Florida Blvd sidewalk project. Transient camps cleaned up. Housekeeping at PW, Pistol range, PD & Towncenter. Repaired boards at North St & Lora St beach access. Yard Waste picked up throughout city with Waste Pro claw truck down. Cleaned up dump pile behind Kmart. Sidewalk poured @ Fl Blvd/Kings Rd.Towncenter banners changed. Watered palm trees on First St weekly.	N/A	N/A	11/10/20	Work performed in October 2020

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SENIOR ACTIVITY CENTER					
CENTER CLOSED MARCH 13, 2020 UNTIL FURTHER NOTICE	COVID-19	(\$30,000+)	Oct. 2020	CLOSED	ANTICIPATE REOPENING January 2021
Rebuild the Senior Activity Center	GOAL \$100,000 BY DECEMBER 30, 2020	\$500,000	20-Jun	ON-GOING	TD 11/3/2020 \$87,137.00
CDBG 2020-2021 Application Approved	Signatures pending	\$44,895.00	Oct. 2020	PENDING	30-Sep-21
Fundraising Goal for 2020-2021	Goal pending reopening date	\$25,000.00	Oct. 2020	PENDING	30-Sep-21
Vanguard Modular	Project underway	\$400,000	1-Jun-20	FUNDED	Projected move in date of January 2021
EXTENSION OF CDBG 2019-2020 CONTRACT	REQUESTING CONTRACT EXTENSION THROUGH DECEMBER 2020	\$12,918.00	1-Apr-20	PENDING	APPROVAL through DECEMBER 2021
Planning, Scheduling, and Conducting Senior Interests	ON HOLD	\$144,895.00	Oct. 2020	PENDING	N/A
Direct Benefit- Persons served-per phone conversations	CDBG contract amount for 1250 persons	N/A	Oct. 2020	PENDING	Holding
Christmas Parade-December 6, 2020	Planning & Coordinating with NBPD Cotner	\$500.00	DEC. 6, 2020	ON-GOING	New holiday tradition being developed
Travel Club	2021 plans developing	0	OCT. 2020	PENDING	In-country opportunities
Phone calls, emails, and social media outreach to senior population	Well checks and stay in touch	0	1-Apr-20	ON-GOING	Ongoing
Neptune Beach 90th Anniversary Celebration Committee	Planning events in Jarboe Park August-October 2021	\$35,000.00	Friday, January 1, 2021	ON-GOING	October 2021 Gala in the Park
MOBILITY MANAGEMENT					
Resident parking program fully operational.	Programmers making changes so that AB residents can use kiosks.	\$350	15-Oct	9-Nov	End of November 2020
North Beaches Parking website updated, information release on City social media	Building content and website pages, creating maps and graphics.	\$60	12-Oct	9-Nov	End of November 2020
Implementation of real citations (no more "courtesy tickets")	Testing all parking systems for functionality, troubleshooting hardware and software problems.	TBD	5-Oct	9-Nov	January 2021
Improve parking program signage	Working with sign contractor on design, getting quotes.	TBD	15-Oct	9-Nov	End of November 2020
Submitted by the City Manager on November 16, 2020					

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