

April 27, 2018

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Joe Gerrity, City Manager  
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly Summary

Here is a summary of City of Atlantic Beach activities and initiatives of significance. Please let us know if you have any questions.

**Building**

- Mike Jones attended City of Jacksonville Human Rights Commission fair housing training.
- Four requests-for-proposals were sent to local cabinet shops for the Building Department's front counter area remodeling project.
- The Gate station building and canopy have passed final inspections and other departments' inspections and correction lists are in progress.
- Preparing for the annual Insurance Services Office community rating system audit.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the April 23 City Commission meeting.
- Scanned, verified, inventoried and identified records that met retention requirements; prepared records for scanning and shredding; and coordinated and witnessed the shredding process with our vendor. About 960 cubic gallons of records were purged and shredded onsite. We are continuing to research the remaining records in the storage trailer to determine whether they should be scanned, relocated to the off-site storage facility, or scheduled for destruction.
- Completed minutes for the Jan. 12 priority-setting meeting. Worked on minutes for the April 23 Commission, April 19 Parking and Pedestrian Safety Advisory Resource Committee and March 13 Code Enforcement Board meetings.
- Along with Yvonne Calverley, planned, procured and prepared the decorations for three golf carts to be used by elected officials and staff for the Opening of the Beaches parade.
- Training new associate city clerk on various job duties; continuing to accept and review applications for the records clerk position.

**City Manager**

- Attended parts of three customer service training sessions presented by the deputy manager and planned by Human Resources.
- Discussed a north Seminole Road utility easement.
- Reviewed stormwater easements on a plat scheduled for the May 14 Commission meeting.
- Participated in the COAB Arbor Day celebration at Atlantic Beach Elementary School.
- Had lunch with the city managers from the two other Beaches cities.
- Discussed the sale of part of the Selva Preserve property with a principal owner.
- Met with a firm in regards to conducting a workplace climate survey.
- Attended City Commission meeting.

### **Deputy City Manager**

- Led three customer service classes. About 95 employees have received the training; two additional sessions are planned in May.
- Assisted with and video-streamed the Arbor Day ceremony.
- Worked on Seminole Road utility easement issue.
- Along with Mayor Glasser, represented COAB at the Jacksonville Chamber Visitor's Center opening at the Beaches History Museum.
- Assisted with workplace climate survey planning.
- Assisted with code enforcement issue and a citizen complaint.
- Worked on a mayoral proclamations for: the Fletcher High Interact Club participation in a City Commission meeting; retiring Fletcher High teacher Doug Brown; and Revive Civility month.
- Utilized various communications channels to inform citizens about various matters, including but not limited to Arts in the Park (which was postponed to a yet-to-be-determined date); Arbor Day festivities; the mobile Police Athletic League event; sea turtle protection; dune conservation; Earth Day; only payment fees; and a parking issue during the lifeguard station rehabilitation project.

### **Finance**

- Received reimbursement checks for \$201,265 and \$ 17,758 from FEMA and the state of Florida for Hurricane Matthew. Matthew reimbursements now total \$281,997.60; \$417,989 is reimbursable after the City's required local match.
- Employee payroll and pension payrolls were processed.
- Utility billing was run for Cycle 2

### **Human Resources**

- Processed regular and pension payroll.
- Worked with the team on a code enforcement issue.
- Working with the Police Department and collective bargaining unit to resolve a work schedule change.
- Participated in three customer service training sessions.
- Working on various employee issues.

- Continued working on enhancing the employee wellness program.

### **Information Technology**

- Purchased and began installing a new domain controller in City Hall.
- Repaired and reinstalled the DVR that is monitoring the grounds at the Baker Community Center.

### **Planning/Community Development**

- Reviewed the scope of work for an urban tree canopy assessment.
- Helped the Environmental Stewardship Committee plan and execute the Arbor Day tree ceremony and giveaway at Atlantic Beach Element School.
- Met with a principal of a potential new winery seeking to locate on Atlantic Boulevard.
- Reviewed the Mayport Road vision implementation plan submitted by consultant VHB.
- Prepared the staff report for Jackson Place plat.
- Updated and reviewed the zoning map.
- Reviewed 14 building permits and issued one tree removal permit.

### **Police**

- Coordinated Ahern Street parking and construction concerns due to the lifeguard station construction project.
- Attended the Gilchrist County funeral for the two deputies killed in the line of duty.
- Participated in a coordinated training with the Jacksonville Sheriff's Office.
- Worked on accreditation benchmarks and policy rewrites.
- Attended the Police Memorial Day ceremonies downtown.
- Working with Helping Enrich Autistic Lives on an ABPD initiative.
- Coordinated with the Police Athletic League to bring Mobile PAL to AB in June.
- Interviewed a candidate for the accreditation manager position.
- Participated in the Arbor Day celebration.

### **Public Utilities**

- The Seaspray water service replacement project is nearing completion; the contractor is coordinating sod and impacted driveway replacement.
- Performed meter change-outs, water break repairs and addressed customer service requests, including a water break on Garden Lane.
- Working with supervisors on budget preparation activities.
- The sewer pipe rehabilitation/lining project in Oak Harbor is on the upcoming Commission agenda for consideration.

### **Public Works**

- Assisted with and attended the Arbor Day celebration.
- The new cabana at Rose Dog Park is complete.

- The Jordan Park walkway is complete; laying sod now.
- Work is ongoing on the lifeguard tower on Ahern.
- Watering trees at Tideview Park every other day.
- JEA began moving utility poles for the Sherry/Seminole sidewalk project.
- Staff participated in a National Pollutant Discharge Elimination System class.

## **Recreation**

- Postponed Arts in the Park and the flag football opening due to weather; the new Arts in the Park has not been determined.
- Prepared for and staffed the Cultural Arts and Recreation Advisory Committee meeting.
- Worked on coordination of Shakespeare in the Park, Wild Wonders, Acoustic Night, the artist reception, Marsh Tales for Kids, and the Jazz Festival.