

June 29, 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

- Development team (Building, Planning/Community Development, Public Works, Public Utilities) discussed stormwater drainage and its associated code sections, and what is required in topographic surveys.
- Continuing to make progress with the City's land management software.
- Performing due diligence in advance of the department's remodel project; having difficulty finding tradesmen for the job.

City Clerk

- Performed various administrative duties for, and attended, the June 25 City Commission meeting.
- Scanned, verified, inventoried and relocated records to an offsite storage facility; identified records that met retention requirements; prepared records for scanning and shredding; and coordinated and witnessed the shredding process with our vendor. About 288 gallons of records were purged and shredded onsite.
- Continued webinar training on the iCompass minutes module.
- Updated the notebook of information on boards and committees including lists of members, vacancies, applicants, applicable Florida Statutes, city codes, ordinances and resolutions.
- Completed minutes for the June 14 Pedestrian Safety Advisory Resource Committee meeting.
- Working on minutes for the June 11 Commission meeting and June 18 Commission workshop.
- Processed and published draft agenda packet for the July 9 Commission meeting.
- Hired a records clerk to begin July 16.

City Manager

- Continued to review the 2018-19 budget with city commissioners.

- Participated in an exit interview the City's auditors regarding the fiscal year 2016-17 financial review.
- Reviewed utilities, stormwater and sanitation enterprise fund budgets with department directors.
- Discussed recycling with Advanced Disposal.
- Attended the employee appreciation luncheon at Jordan Community Center. Yvonne Calverley – working with fellow committee members Ellen LaVake, Jennifer Perrone, Willie Smith and Kim Keen – once again facilitated a wonderfully received event.

Deputy City Manager

- Toured the beach and Howell Park with the public works director and identified issues to resolve.
- Worked with the recreation, police and building departments' leadership regarding fireworks regulations.
- Researching the feasibility of installing a lightning prediction system in AB.
- Met with staff and a Mayport Road property owner to help resolve permit issues.
- Discussed utility billing matters with customer service manager.
- Participated in budget meetings with the city manager, finance director and enterprise fund department heads.
- Continuing to work with a group of AB residents on a yet-to-be-announced community health initiative.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to the leash law, preventing automobile burglaries, and the City Commission meeting.

Finance

- Presented the police pension quarterly update at the City Commission meeting; the general employees' pension update was provided by the board chair.
- Set up onsite demonstrations for two enterprise resource planning software providers.
- Participated in budget meetings with the city manager, deputy city manager and enterprise fund department heads.
- Participated in the COAB auditor's exit meeting with the city manager.

Human Resources

- Submitted the COAB's contribution to the Florida League of Cities' annual CityStats survey.
- Assisted with communicating with the Police Department building contractor regarding outstanding issues.
- Finalizing information for completion of COAB pay study.
- Met with various department representatives regarding employee issues.
- Drafted and presented Equal Employment Opportunity Commission training to the Police Department.
- Worked on several risk management issues.

Information Technology

- Ran a successful test of the Everbridge Alert Atlantic Beach system.
- Working with vendor Superior and the Building Department to resolve outstanding issues with the COAB's land management software.

Planning/Community Development

- Met with staff and a Mayport Road property owner to help resolve permit issues.
- Coordinated the application for technical assistance for the parks master plan with the U.S. National Parks Service.
- Prepared public notices and staff reports for the July 17 Community Development Board meeting.
- Prepared presentations for 24 agenda items on the July 10 Code Enforcement Board meeting.
- Presented a waiver request and use-by-exception request to at the June 25 City Commission meeting.
- Continued inventorying parks for the parks master plan.
- Reviewed 19 building permits and completed three certificate-of-occupancy inspections.
- Coordinated the replanting of palm trees on Sturdivant Street.
Created property tax maps.
Researched best practices for bike lane installation.

Police

- Participated in human resources training for employees involved in the hiring process.
- Lifeguards participated in a competition in Jacksonville Beach.
- Participated in active-shooter policy meeting hosted by the Jacksonville Sheriff's Office.
- Participated in a hurricane-preparedness exercise in Jacksonville Beach.
- Coordinating with Jacksonville Beach and Neptune Beach departments in advance of Independence Day activities.

Public Utilities

- City crew installed new water services and performed meter replacements.
- Contractor replaced clay sewer lateral (dual service) on Selva Marina Drive.
- Utility staff met with police leadership to discuss logistics and use of water plant property for Web.com golf tournament support vehicles and equipment.
- Utility inspector coordinated with contractors regarding new construction and utility system locates.
- Reviewed proposed budget with city management and finance director and made adjustments.
- Coordinated with Public Works to identify alternative locations and water service for 18th Street shower.

Public Works

- Coordinated with Public Utilities to identify alternative locations and water service for 18th Street shower.
- Reviewed proposed budget with city management and finance director and made adjustments.
- Watering new trees at Howell Park.
- Measured and preparing to bid sidewalk repair on Levy Road.
- The Seminole/Sherry sidewalk project bid opening is July 13.
- Preparing for the City Commission's stormwater master plan workshop at 5 p.m. July 16.
- Meeting with Southern Recreation to establish dates and preparation for park improvements.
- The pre-construction meeting for the upcoming milling and paving project is July 11.
- Crews are cleaning ditches throughout the city.
- Flowers are being planted at the five-way intersection.
- Toured the beach and Howell Park with the deputy city manager and identified issues to resolve.

Recreation

- Displaying the work of artist Sharon Westbrook at Adele Grage Cultural Center.
- Coordinating Adele Grage air-conditioning repairs.
- Prepared for upcoming Cultural Arts and Recreation Advisory Committee meeting.
- Coordinating Movies in the Park, Artisans Faire, Acoustic Night, artist receptions, and the Jazz Festivals.
- Wrapping up advance preparations for Adele Grage renovation project.
- Met with First Act representative.
- Participated in a meeting regarding a biking event.