

Sept. 14, 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.

**City Manager**

- Met with a property owner and developer in AB Country Club, along with staff, to resolve a long-standing sidewalk issue.
- Attended a presentation by Harden regarding the City's liability insurance.
- Met with staff regarding hurricane preparedness.
- Met with City's investment advisors from Morgan Stanley regarding the cash reserve investment plan.
- Met with staff to initiate waste water license renewal process.
- Discussed post-employee climate survey action items with deputy city manager and others.
- Talked with several employees regarding workplace issues.
- Discussed Town Center landscaping with the Neptune Beach city manager and Beaches Town Center Agency president.

**Deputy City Manager**

- Attended the Sept. 10 City Commission workshop and meeting.
- Prepped for the Sept. 17 City Commission workshop.
- Attended a Beaches Town Center Agency board meeting.
- Attended a mosquito control presentation at Gallery 725.
- Discussed workplace issues with some employees and the city manager.
- Discussed wastewater and septic-to-sewer matters with city manager, public utilities director and purchasing manager.
- Planned and publicized Sept. 19 coyote biology workshop.
- Assisted the executive assistant to the city manager with the weekly summary.
- Produced and distributed an e-newsletter and assisted the executive assistant to the city manager with the production of the utility bill insert newsletter.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the Sept. 10 City Commission workshop, Sept. 10 regular Commission meeting, and Sept. 11 Code Enforcement Board meetings.
- Processed and published agenda packets for Sept. 14 18<sup>th</sup> Street Subcommittee of the Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meeting, Sept. 17 Commission workshop, and Sept. 24 regular Commission meeting.
- Assisted the 18<sup>th</sup> Street Subcommittee with planning, noticing and set up for its Sept. 14 meeting.
- Prepared the budget hearing notice for the adoption of the millage rate and Ordinance No. 20-18-150 establishing the operating budget for fiscal year 2018-19 on Sept. 24. This notice was published in the Beaches Leader on Sept. 13 and will be published again on Sept. 20.
- Drafted 10 Code Enforcement Board orders resulting from the Sept. 11 meeting.
- Completed minutes for the Aug. 6 budget workshop, Sept. 6 PPSARC meeting, Sept. 10 Commission workshop, and Sept. 10 regular Commission meeting.
- The associate city clerk and records clerk attended CivicPlus website maintenance training.

## **Building**

- Issued 58 permits, including one for a new home.
- Conducted 11 plan reviews and 214 inspections.
- Jennifer Johnston spent about 20 hours in webex meetings with TRAKiT programmers.
- Helped coordinate HVAC repairs in City Hall.
- Worked on employee evaluations.
- Discussed hurricane preparations with the city manager and Building Department staff.
- Two staff members attended a sea turtle protection lighting seminar in Jacksonville Beach.
- Discussed undeveloped lots with potential buyers/developers on Begonia, Jasmine and Stocks streets.

## **Finance**

- Presented the fiscal year 2018-19 budget to the City Commission on Sept. 10; prepping for a follow-up presentation on Sept. 24.
- Performing tasks associated with closing out fiscal year 2017-18.
- Processed payroll.

## **Human Resources**

- Presented draft staff reports on broker renewal and property and casualty insurance renewal at Sept. 10 Commission workshop.
- Worked with Harden on upcoming employee benefit options.
- Continued to work on a benefits survey for all staff.
- Worked with ABPD on release and waiver of liability and indemnity agreement for the Golf Channel's participation in the Web.com golf tournament.
- Worked with insurance carriers regarding an automobile accident.

- Revised the employee appraisal form used by the city manager to evaluate department heads.
- Processed payroll.
- Attended CivicPlus website training.

### **Information Technology**

- Hosted a CivicPlus website class for new employees.
- Upgraded the Wi-Fi infrastructure in City Hall.
- Working on the ongoing ADA-accessibility project for the City website, a significant undertaking.

### **Planning/Community Development**

- Assisted with resolving a longstanding AB Country Club sidewalk issue.
- Continued work on the Comprehensive Plan update.
- Prepared the agenda packet and presentation for the upcoming Community Development Board meeting.
- Coordinated and presented at the monthly Environmental Stewardship Committee.
- Toured Republic Services' single-stream recycling center with Beaches Go Green.
- Staffed the Code Enforcement Board meeting.
- Prepared drafts of the Façade Improvement Program guidelines and corresponding staff report for the Sept. 17 City Commission workshop.
- Two planning staff attended the annual Florida Chapter of the American Planning Association Conference in West Palm Beach.
- Completed two tree permits.

### **Police**

- Met with representatives of Capital Bank regarding general trends in Atlantic Beach.
- ABPD personnel received mental health first aid training.
- Met with staff to discuss the department's risk protection order process and policy, a state mandated pertaining to seizing firearms.
- Met with staff to discuss outstanding accreditation issues and policy review process.
- Staff attended a sea turtle protection lighting workshop in Jacksonville Beach.
- Chief Cook participated in several conference calls regarding Hurricane Florence.
- Continued to complete budget items and personnel evaluations.
- Handled numerous citizen complaints regarding illegally parked cars and speeding.
- Coordinated with Jacksonville Sheriff's Office regarding traffic deployment on Mayport Road.

### **Public Utilities**

- Working on wastewater permit with the engineering firm ATM.
- Wrapping up end-of-year projects at the wastewater plant.
- Started the water service relocation on 18<sup>th</sup> Street for the public shower.
- Painting the Public Utilities offices at 902 Assisi Lane.

- Web.com trucks started to arrive at Water Plant No. 2.

### **Public Works**

- Marshside sidewalk improvements should begin Sept. 19, weather permitting.
- The 10<sup>th</sup> Street beach walkover bids will be presented to City Commission on Sept. 24.
- Relocation of 18<sup>th</sup> Street shower is waiting on contractor.
- Russell Park restroom renovation project is scheduled to go to bid in October.
- The Russell Park contract for replacing all sand with ADA fi-bar is well under way.
- Working on Russell Park sidewalk design.
- Getting prices for Donner Park tennis court resurfacing and Russell Park tennis court lighting.
- Attended CivicPlus website training.
- Began pumping the Aquatic pond.
- Preparing for possible wind and rain from Hurricane Florence.

### **Recreation**

- Interviewed organizations for the contribution/grant program.
- Staffed a committee meeting to interview organizations requesting funds through the contribution process and give status of events.
- Displaying the artwork of Ted Head at the Adele Grage Cultural Center.
- Worked on the coordination of the Russell Park campout, next month's art exhibit, Artisans' Faire and the Jazz Festival.
- Opened registration for flag football, campout and Arts in the Park.