

Sept. 7, 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 several employees regarding work-related issues.
- Met with representatives of AB Country Club regarding sidewalk issues.
- Attended beach re-nourishment pre-construction conference in Jacksonville Beach.
- Along with the human resources director, conducted contract negotiations with the general employees union (LIUNA Local 330).
- Discussed public records request regarding the climate survey.
- Met with an engineering firm regarding a stormwater issue.
- Met with the Beaches Town Center Agency president and Neptune Beach city manager regarding landscaping.

Deputy City Manager

- Along with the Beaches Go Green director, participated in a telephone interview regarding recycling in Atlantic Beach and Beaches Town Center.
- Working with the police chief and Florida Fish and Wildlife Conservation Commission on a coyote public information meeting at 5:30 p.m. Wednesday, Sept. 19, in the City Commission Chamber.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to the coyote education informational meeting.

City Clerk

- Prepared for, attended and performed various administrative duties for the Sept. 6 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC).
- Processed and published agenda packets for Sept. 6 10th Street Subcommittee of the PPSARC, Sept. 6 PPSARC, Sept. 10 Commission workshop and Sept. 10 Commission meeting.
- Assisted the PPSARC 10th Street Subcommittee with planning, noticing and set up for its Sept. 6 meeting.
- Attended web demonstration on public records request software.

- Participated in conference calls with the city attorney and a Supervisor of Elections Office representative on timelines and notice/advertisement requirements for the Nov. 6 referendum.

Finance

- Prepared schedules, charts and data for the City's budget book.
- Prepared annual truth-in-millage forms.

Building

- Issued 30 building permits.
- Conducted 21 plan reviews and 146 inspections.
- Discussed and researched flood insurance for an oceanfront home.
- Met with Wood Development Co. and City staff regarding AB Country Club sidewalks.
- Jennifer Johnston and Valerie Jones attended a four-hour webinar for TRAKiT land management software report writing.

Human Resources

- Handled a potential risk management issue.
- Worked with Harden and Associates on upcoming employee benefit options.
- Continued to work on a benefits survey for all staff.
- Drafted staff reports for the Sept. 10 Commission workshop and meeting.
- Continued with Society of Human Resources Management training for senior certified professional certification.
- Attended a Continuing Legal Education seminar on updates to Affordable Care Act.

Information Technology

- Worked with Cologix Data Center to recover the City's email and phone system following a power outage.
- Instituted a weekly accessibility lesson to City staffers who post content on the City website to ensure that all newly published material is Americans With Disability Act-compliant.

Planning/Community Development

- Continued preparing drafts of the Mayport Road façade grant program and the Residential – Selva Marina (R-SM) zoning district.
- Met with Beaches Go Green and Republic Recycling Services to understand the current state of recycling in north Florida.
- Participated as a steering committee on the North Florida Transportation Organization's first meeting for the long-range transportation plan.
- Met with Stone Engineering to discuss Fifth Street stormwater.
- Met with the owners of Voo Swar to discuss zoning issues.

- Continued work on the Comprehensive Plan Evaluation and Appraisal Report, including identifying and verifying time-sensitive information and external document citations.
- Reviewed 12 building permits and one tree-removal permit.
- Sent out notices for variance hearing.

Police

- Welcomed a new intern from Edward Waters College.
- Conducted a police entrance exam.
- Coordinated with Mayport Naval Station security regarding a British military ship in port through the weekend.
- Viewed a scheduling software demonstration.
- Staff attended a public records software training/demonstration.
- Handled several traffic issues.
- Attended an Atlantic Beach Elementary flag-raising ceremony.
- Developed the incident action plan for the North Beach Kickoff to Golf Event at Beaches Town Center.
- Continued planning for Web.com Tour Championship to include meeting with Jacksonville Sheriff's Office specialized teams for event support.

Public Utilities

- Distribution crew worked on water meter change-outs.
- Worked on septic-to-sewer projects.
- Performed electrical work on surge protectors at wastewater plants.
- Working on quotes for wastewater plants permit renewal.

Public Works

- Marshside sidewalk improvements should begin Sept. 19, weather permitting.
- Ordered new drinking fountain for Beach Avenue at One Ocean Resort.
- The 10th Street beach walkover bid opening is scheduled for Sept. 12.
- Russell Park restroom renovation project is scheduled to go to bid in October.
- Attended beach re-nourishment meeting; dredging to begin in October in south Jacksonville Beach. Will continue north to Hanna Park.
- The Russell Park contract for replacing all sand with an ADA-approved playground surface has begun. The work is being done in two sections.
- Repainted the 18th Street beach walkover to original color.
- Met with two Eagle Scout candidates to finalize their projects.
- Met with Advanced Disposal and discussed garbage collection routes.

Recreation

- Working on the Cultural Arts and Recreation Advisory Committee's contribution/grant program.
- Staffed two committee meetings to discuss 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.
- Hired Jennifer "Jen" Stemack as administrative assistant.