

Jan. 19, 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

- The department is having a record-breaking week for inspections; there were 65 on Thursday alone. Twenty to 24 inspections per day per inspector is considered a full day, keeping in mind that inspections include discussing details with contractors and owners, looking up code sections, and conducting research.
- Dan Arlington met with other building officials and the Northeast Florida Regional Council's Margo Moehring to discuss pre-flood map building resilience. NFRC is attempting to address retrofitting houses before flood levels were determined and trying to arrange for funding through grants and loans.

City Clerk

- Processed final agenda packet and handling administrative duties for the Jan. 22 City Commission meeting.
- Completed minutes for the Dec. 13 and Jan. 8 Commission meetings.
- Prepared for, attended and performed various administrative duties for the Jan. 18 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Working on minutes of the City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.
- Working on extensive records management projects which includes scanning, verifying, inventorying, identifying records that met retention requirements, scheduling destruction of appropriate records and documenting in accordance with state laws.

City Manager

- Met with ABET and First Act representatives to discuss details of agreements for Adele Grage Cultural Center usage.
- Kevin Hogencamp and I met with the Neptune Beach city manager and deputy city manager to discuss a variety of issues.
- Reviewed COAB board and committee staffing issues.

- Participated with the deputy city manager, Public Works, Public Utilities and Police Department in a conference call with Langton Associates to discuss stormwater-related grant opportunities.
- Had several discussions regarding redevelopment of 50-foot lots and conducted site visits regarding the amount of fill allowed on new construction sites.
- Working to resolve the issue of trees in Sherman's Creek due to Matthew and Irma.
- Meeting with Neptune Beach City Manager Andy Hyatt and Beaches Town Center Agency President Jay Handline regarding Town Center landscaping plan.

Community Development

- At its Jan. 16 meeting, the Community Development Board approved two variance requests and two less-than-requested variances, and recommended approval on a use-by-exception and a plat.
- Staff completed office movements in advance of the new director's Jan. 22 arrival.
- Staff is working with the city attorney to draft ordinance language based on the Community Development Board's recent medical marijuana dispensary discussion.

Deputy City Manager

- Participated with Keith Randich in a conference call with website vendor Civic Plus.
- Attended the monthly Beaches Town Center Agency board meeting and worked on issues associated with the proposed landscaping project.
- Assisting with the Jan. 20 historical marker dedication for The Continental Hotel.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including the cold-weather shelter; board member vacancies; the Continental Hotel historical marker unveiling; the City slogan contest; hazardous waste disposal event; and Timmy Johnson receiving an MLK community service award.

Finance

- Preparing for the annual financial audit.
- Completed monthly financial and legal report.
- Completed surplus report for presentation to the City Commission.
- Updated the City's registration with the federal government's System for Award Management website.
- Held bid opening for ADA dock at Dutton Island.
- Distributed 1099s and W-2s.
- Ran payroll.

Human Resources

- Negotiated with Cody & Associates to provide a compensation study for the City.

- Reviewing and updating every COAB position description in preparation for the pay study.
- Handling various legal/risk management issues.
- Meet with Public Utilities regarding reorganization upon retirement of key staff member.

Information Technology

- Staff attended a two-day Cisco class on network threat defense.
- Relocated IT offices to the City Hall mezzanine.

Police

- Met with State Attorney Nelson regarding officer-involved-shooting protocols.
- Met with FBI Special-Agent-in-Charge Spencer and JSO Homeland Security Director Lendvay regarding suspicious activity reporting and notifications
- Conducting a capabilities review of the ABPD tactical team.
- Participated in a Code Red exercise at Atlantic Beach Elementary School.
- Officers attended Buddy Aid (first aid) training
- Participated in a human trafficking awareness press conference.
- Began preparing Uniform Crime Report numbers for submission to the Florida Department of Law Enforcement.

Public Utilities

- Held pre-construction meeting for Seaspray water service replacement project; set a notice-to-proceed date of Feb. 19.
- Contractor repaired the Mimosa Cove lift station roof – damaged during Hurricane Irma.
- Contracting replacing rotten fascia boards and rotting framing around Utility Office building and garage at 902 Assis Lane – work in progress.
- Met with City staff and consultants to discuss grant/cost-share project opportunities.

Public Works

- Crews finished cleaning the fallen trees from the ditches off of 20th Street.
- The Triton and Cutlass sidewalks are complete and the sod is being replaced; Sabalo work is slated to begin next week.
- Veterans Park concrete work is slate to begin next week; play set design is under way.
- Crews are attempting to reduce the beach walkover drop-offs caused by erosion.
- Howell Park debris removal is slated to begin next week.
- Projects in bid process (partial list):
 - o The Safe Routes to School project is behind schedule; now, the contractor is slated to be selected in May and work is scheduled to begin in July.
 - o The Jordan Park walkway project has been received from Jacksonville; specs are being prepared for bid.

- The lifeguard station bids came in over budget; the public works and police departments are working on a solution.

Recreation

- Sent out a press release for Shakespeare in the Park auditions.
- Set up and hosted City Commission priority-setting session.
- Updated website.
- Working on solution to Adele Grage plumbing woes.
- Met with Cintas about the broken backflow at Bull Park.
- Prepared agenda and notified members in advance of the upcoming Cultural Arts and Recreation Advisory Committee meeting.