

May 4, 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

- Submitted the Insurance Services Office 2018 Community Rating System report for annual recertification.
- Scheduled two interviews for the open building permit technician position.
- Participated in eTRAKiT training in anticipation of launching COAB's web portal.
- Held weekly department meeting and discussed stop work orders and inspections

City Clerk

- Processed and published agenda packets for the May 3 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meeting, May 7 City Commission roundtable, and May 14 City Commission meeting.
- Prepared for, attended and performed various administrative duties for the May 3 PPSARC meeting.
- Worked extensively on records stored in the mobile trailer. Scanned, verified, inventoried, 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 on May 3. We are continuing to research the remaining records in the trailer to determine whether they should be scanned, relocated to the off-site storage facility or scheduled for destruction.
- Finished drafting minutes for the April 23 City Commission, April 19 PPSARC and March 13 Code Enforcement Board meetings.
- Assisted with decorating the golf carts and represented the City in the Opening of the Beaches Parade on April 29.
- Continuing to accept and review applications for the records clerk position.

City Manager

- Spoke with the Beaches Town Center Agency's Jay Handline about landscaping. Other than at the roundabout, there will be no new landscaping installed until after Dancin' in the Streets.

- Approved a small change order for the lifeguard station upgrade to strengthen the structure.
- Along with the deputy city manager and finance director, met with members of our legal firm, one of whom will assist in obtaining financing for the potential purchase of Selva Preserve.
- Met with the Community Development Board chair and Planning/Community Development director to discuss expectations of the board.
- Attended the Beaches Watch meeting.
- Participated in a telephone conference with DCIS, the firm conducting the employee climate survey.
- Met with representatives of Dunlap and Associates, the City's financial advisors.
- Met with the deputy manager and human resources director regarding the employee compensation study.

Deputy City Manager

- Participated in a teleconference with DCIS, the firm conducting the employee climate survey.
- Attended the Beaches Watch meeting.
- Assisted with decorating the golf carts and represented the City in the Opening of the Beaches Parade on April 29.
- Attended Café con Leche with a Cop at Sugar Cane restaurant.
- Worked with Police and Public Works on a traffic issue near Howell Park.
- Discussed prospective Beaches History Museum project with the museum director.
- Discussed the Florida Department of Community Affairs grant for Adele Grage Cultural Center improvements with a Langton Associates representative and Timmy Johnson.
- Utilized various communications channels to inform citizens about various matters, including but not limited to Arts in the Park (which has been rescheduled for June 2; the Arbor Day tree planting; sea turtle protection; the Alert Atlantic Beach notification system; cancellation of Shakespeare in the Park (due to the director's inability to pull the production together to her standards, in spite of her best effort); the May 5 household hazardous waste and e-waste collection event in Jacksonville Beach; the City of Jacksonville Car-Free Week activities May 14-18; beach wheelchair availability; and Café con Leche with a Cop on April 30.

Finance

- Parks and recreation projects have made it to final FEMA review for Hurricane Matthew reimbursement.
- Participated in final weekly meeting with FEMA before our initial claim for IRMA is submitted.
- Conducted audit and budget preparation activities.
- Complied Pension Board agenda with attachments and distributed to boards for next week's meeting.

Human Resources

- Preparation for an unemployment compensation hearing.
- Handled various employee issues.
- Attended a continuing legal education training on worker's compensation.
- Ran figures on and discussed draft survey results with the city manager and deputy city manager.
- Handling a risk management issue regarding property damage.
- Discussing direction of code enforcement program with the Building and Planning/Community Development departments.

Information Technology

- Working with Jacksonville Sound to replace the cameras and DVR in the Police Department interview rooms.
- Testing the initial mobile application created for the City by Civic Plus.

Planning/Community Development

- Represented the City in the Opening of the Beaches Parade.
- Attended a meeting about a future redevelopment project on Atlantic Boulevard.
- Attended the North Florida Transportation Planning monthly meeting.
- Created a special projects webpage for the Planning and Community Development Department.
- Completed staff reports for the upcoming City Commission meeting.
- Began reviewing the VHB summary document for the Mayport Road vision implementation plan.
- Began scoring the request-for-proposal responses for the land development regulations revisions.
- Provided public notice for the upcoming City Commission and Community Development Board meetings.
- Issued 14 building permits and three tree removal permits.

Police

- Participated in the Opening of the Beaches Parade.
- Held the Café con Leche community meet-and-greet at Sugar Cane.
- Taught Citizen Response to Active Shooter Events (CRASE) at Community Presbyterian Church.
- Coordinated with Autism Risk & Safety Management on new community initiative and officer training.
- Met to discuss lifeguard station and construction status
- Met with State Attorney Melissa Nelson regarding officer filing of criminal charges and how to make the process more efficient.
- Working with Oceanside Rotary on a community initiative geared towards young people in AB; big announcement coming soon!

- Met with Gate officials regarding opening day and traffic/pedestrian safety.

Public Utilities

- Seaspray water service replacement project should wrap up next week.
- Working on capital improvement and operating budget preparation.
- Sewer pipe rehabilitation/lining project in Oak Harbor and purchase of clarifier drives for the wastewater treatment plant are on the City Commission agenda for approval.
- New plants division director starts May 14.
- Represented the City in the Opening of the Beaches Parade.

Public Works

- Installed Beaches Sea Turtle Patrol-provided signage at each beach access, with special thanks to Fletcher High coach/teacher Kevin Brown. "Please stay off the dune" signage is on order.
- Assisted with furniture move at city hall.
- Work is ongoing on the Lifeguard tower on Ahern Street.
- Installing rope fence at Veterans Park.
- JEA has had another delay (until next week) in moving the utility poles in advance of the Sherry/Seminole sidewalk project.
- Staff met with the Florida Department of Environmental Protection.
- New stormwater pipe running from Ardella to Jackson road is being requisitioned.
- The 10th Street ADA beach walkover is being designed.
- Russell Park fence gate quotes are being solicited.
- Donner Road (curb and sidewalks) is being reviewed for a scope of work and engineering fees.
- After consulting with Chief Cook, installed "one-way" and "wrong way" signage at Howell Park.

Recreation

- Rescheduled Arts in the Park for June 2.
- Canceled Shakespeare in the Park due to the director's inability to pull the production together to her standards, in spite of her best effort.
- Continuing to update the recreation pages on the new website.
- Displaying the artwork of Sharkir Husein at Adele Grage Cultural Center.
- Met with a First Act representative.
- Met with the Cultural Arts and Recreation Advisory Committee chair.
- Worked on coordination of flag football, Wild Wonders, Acoustic Night, the artist's reception, Arts in the Park, and the Jazz Festival