

May 25, 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

- A permit was issued for the construction of ABBQ restaurant at 461 Atlantic Blvd.
- Building activity has reached a point where we are preparing to hire a fourth permit technician/receptionist and may hire a new part-time building inspector.
- We are having difficulty finding a cabinet shop to remodel the front counter and are requesting additional proposals.

City Clerk

- Prepared for, attended and performed various administrative duties for the May 21 City Commission workshop.
- Worked on minutes for City Commission and Parking and Pedestrian Safety Advisory Resource Committee meetings.
- Processed and published the agenda for the May 29 City Commission workshop and a final agenda packet for the May 29 City Commission meeting.
- Continued working extensively on records management projects.
- Continued setting up the new agenda management software, iCompass, to process additional features.

City Manager

- Attended the March 21 City Commission workshop with topics including the backyard hen ordinance, LEED for Cities, and the 10th Street dune walkover.
- Met with staff and principals of the Atlantic Beach BBQ restaurant to work through permit issues.
- Attended a meeting with two members of Beaches Town Center Agency board and the Neptune Beach city manager to discuss 2019 projects.
- Along with the deputy city manager, attended the Public Works Week luncheon.
- Met with an attorney (along with the Planning/Community Development staff and the deputy city manager) about a land use issue west of Mayport Road.
- Met with a city-approved engineer about stormwater issues.

- Worked with the finance director, deputy city manager and executive assistant to the city manager to draft the FY-2019 city manager's office and general government budgets.

Deputy City Manager

- Conducted the final of seven customer service training sessions for city employees. Nearly every employee underwent the training over the past six weeks. Periodic training will be scheduled for new employees along the way.
- Working with the Florida Fish and Wildlife Conservation Commission and Beaches Sea Turtle Patrol for the COAB to host a sea turtle workshop at 5:30 p.m. Tuesday, June 5, in the City Commission Chamber.
- Attended the May 21 City Commission workshop.
- Attended the Beaches Town Center Agency Board of Directors social for prospective board members.
- Participated in meetings with the city manager on various issues, including the ABBQ permit and the FY-2019 budget.
- Looked into several issues onsite throughout the city with the city manager, including the Seminole Road stormwater project.
- Met with a citizen concerned about the planned 10th Street dune walkover and safety concerns in the area.
- Along with staff, responded to a building project concern on Ocean Boulevard.
- Represented COAB at Gospel in the Park at Jordan Park.
- Coordinated the execution of First Act's facility use agreement for the Adele Grage Cultural Center.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to dune protection, Arts in the Park (June 2), LEED for Cities, Acoustic Night (May 27), the sea turtle workshop (June 5), a temporary street closure, and the Police Department's Little Library.

Finance

- Processed payroll.
- Posted a request-for-proposals for a land purchase loan.
- Compiled a staff report for pension actuary reports.
- Evaluated the enterprise resource planning software requests-for-proposals.
- FY 2019 budget preparation is well under way.
- Worked on audit preparation.

Human Resources

- Processed regular payroll and pension payroll
- In-processed a new employee.
- Fielding pay study inquiries.
- Working on various personnel matters.
- Prepared information for Finance in reference to the audit.

Information Technology

- Replaced the police station interview room microphones and began training personnel on the new interview room digital video recorder system.
- Released the City's new mobile app to employees and elected officials; the app's public release is forthcoming.

Planning/Community Development

- Presented to the City Commission on the backyard hen pilot program.
- Held a meeting with developers regarding a potential redevelopment site on Atlantic Boulevard.
- Met with the entire project team of ABBQ to discuss final comments of plan review and permits.
- Derek Reeves passed the American Institute of Certified Planners exam.
- AICP exam.
- Held a predevelopment meeting for a project in Marsh Oaks.
- Prepared notices and presentations for upcoming Commission meetings.
- Completed plan review for ABBQ and Ahern townhomes.
- Prepared 23 notices for the upcoming Code Enforcement Board meeting.
- Completed Community Development Board minutes.
- Created ordinance binders for Community Development Board members.
- Created public notice signs for an upcoming Commission meeting.
- Participated in multiple conference calls with the city attorney.
- Prepared staff comments for the Mayport Road visioning summary document.
- Worked on sign code revisions.
- Coordinating a June 7 meeting with a U.S. National Parks Service representative regarding the parks master plan.
- Reviewed 16 building permits and issued 2 tree-removal permits.

Police

- Hosted a multi-day police bicycle operators class.
- Attended a Jacksonville Security and Emergency Preparedness Planning Council meeting.
- Participated in the Click It or Ticket Campaign with the Florida Highway Patrol.
- Staff members played kickball with Atlantic Beach Elementary School fifth-graders.
- Completed annual conducted energy weapon training.
- Participated in a hurricane preparedness discussion with City of Jacksonville's public works leadership.
- Working on FY-2019 budget.
- Met with Jacksonville Sheriff's Office accreditation manager discuss ABPD's accreditation status.
- Staffed Gospel in the Park and Dancin' in the Streets, and participated in a Women in Law Enforcement podcast.

Public Utilities

- Submitted the department's initial FY-19 budget request.
- Contractor began sewer pipe rehab/lining project in Oak Harbor.
- Crews installed new water taps and performed meter change-outs.
- Met with a telemetry vendor for demonstration and discussion of potential sewer lift station computer/control system upgrades and enhancements.
- Contractor completed outstanding concrete driveway and sidewalk replacements. These were locations where utility repairs and installs have been performed.

Public Works

- A new stormwater drainage pipe was installed across Seminole Road at 20th Street, and a stormwater pipe was replaced between Ardella and Jackson Road.
- Started Vac-Con truck training.
- Watering trees at Tideview Park every other day unless rain is foreseen.
- JEA has should be finished early moving the utility poles for the Sherry-Seminole sidewalk project next week.
- Pumped water out of Aquatic Pond this week in anticipation of upcoming rainfall.
- Final inspection was performed for the new Jordan Park walkway.
- Met with a Langton & Associates representative and worked on five local mitigation strategy grants.
- Quotes are being solicited for fence replacement at the skateboard park and gates at the Russell Park baseball fields.

Recreation

- Displaying the artwork of Sharkir Husein.
- Met with the Cultural Arts and Recreation Advisory Committee chair and (separately) a committee member; preparing for the committee's June 4 meeting.
- Met with several contractors about Adele Grage Cultural Center renovations.
- Working on the FY-2019 budget.
- Worked on the coordination of summer camp registration, flag football, Wild Wonders, Acoustic Night, artist receptions, Arts in the Park, and the Jazz Festival.