

July 6, 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

- Met with the Sevilla Homeowners Association about the association's plans to remove the guard shack and replace entrance gates.
- Worked on floor plans for City Hall regarding alarm and emergency egress.
- Met with the property owner at 303 Atlantic Blvd. regarding rooftop dining and required parking.

City Clerk

- Assisted the executive assistant to the city manager with Independence Day decorations.
- Prepared and published the July 9 City Commission meeting agenda, and created agenda packets.
- Completed minutes for the June 11 Commission Meeting.
- Updated the minutes tracking form.
- Scanned and filed old budget reports.

City Manager

- Was out of the office Monday, Tuesday and Wednesday
- Reviewed details of the stormwater master plan presentation in advance of the City Commission's July 16 workshop.
- Continued to review closing documents for closing of the Selva Preserve property.

Deputy City Manager

- Working on Environmental Stewardship Committee record-keeping project.
- Coordinating a Purple Heart City sign donation.
- Met with staff regarding the beach wheelchair program.
- Met with a citizen, Commissioner Stinson and the police chief regarding traffic concerns on the north end of Seminole Road.

- Met with Jones Edmunds representatives and City leadership in advance of the stormwater master plan workshop on July 16.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to traffic safety, sea turtle protection, garbage collection, the July 11 land development regulations public meeting, and the July 16 stormwater workshop.

Finance

- Processed payroll.
- Fulfilled a Florida Department of Revenue truth-in-millage reporting requirement.

Human Resources

- Processed regular and pension payrolls, and drafted payroll insert.
- Finalized and submitted documentation and data for our upcoming insurance renewals.
- Finalizing input for completion of compensation study.
- Kicked off a new employee wellness challenge

Information Technology

- Worked with vendor Earthlink to troubleshoot an extended multiple-line outage that affected connectivity to the internet and the Superior host site.
- Upgraded all workstations in the City to use the upgraded interface to the Superior software. This includes all Finance, Purchasing, Payroll, and Utility Billing applications.

Planning/Community Development

- Staffed an Environmental Stewardship Committee meeting.
- Met with a waiver applicant to identify potential planting areas in the Oceanwalk subdivision common areas.
- Reviewed the updated Mayport Road vision implementation plan.
- Drafted a letter for a topographic survey to be performed on Fifth Street.
- Drafted staff reports and posted notices for the upcoming Community Development Board meeting.
- Performed three certificate-of-occupancy inspections.
- Preparing for the July 11 land development regulation workshop.

Police

- Provided extra patrol on Independence Day.
- Chief Cook rode a bicycle through the City as a part of her ongoing community policing philosophy.
- Met with citizens at Third Street and East Coast Drive regarding traffic concerns.
- Met with a representative of the Roberts Mount Pisgah AME Church Vetcare ministry regarding the City's Purple Heart City status.

- Met with a citizen, Commissioner Stinson and the deputy city manager regarding traffic concerns on the north end of Seminole Road.
- Met with Neptune Beach police leadership regarding upcoming events.
- Conducted walk-throughs of the lifeguard tower to monitor the construction project's progress.
- Conducted a spot inspection on the property and evidence vault.
- Began Citizens Police Academy preparations.

Public Utilities

- A City crew performed meter replacements and water break repairs.
- A City contractor completed installation of stormwater discharge pipe under Seminole Road at the Seminole lift station.
- Met with consultants to review utility master plans and capital improvement projects.
- Submitted paperwork to Florida Division of Emergency Management for upcoming risk management plan inspections.
- Coordinated asphalt overlay repair at Stanley Road.
- Harry McNally wrapped up his 30-plus-year career with the City this week.

Public Works

- Cleaning the beaches and accesses in the wake of Independence Day.
- Met with City colleagues regarding the City's beach wheelchair program.
- The Seminole-Sherry sidewalk project bid opening is July 13.
- Met with Jones Edmund representatives and City leadership in advance of the stormwater master plan workshop on July 16.
- Working with Southern Recreation in advance of the company's park-improvement work.
- The milling and paving preconstruction meeting is July 11.
- Crews are cleaning ditches through the city.

Recreation

- Wrapped up artist Sharon Westbrook's exhibition.
- Worked on the coordination of Movies in the Park, Acoustic Night, and the Jazz Festival
- Met with City colleagues regarding the City's beach wheelchair program.
- Submitted a Department of Community Affairs grant status report and purchase orders for Adele Grage Cultural Center renovations.