

July 20, 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

- Worked with owner/builders on Mayport Road to obtain permits and complete projects.
- Performing daily inspections at Coop 303 in advance of issuing a stock-and-train permit.
- Habitat for Humanity's OceanGate neighborhood's final townhouse building is under way.
- Staff attended an overview of the new enterprise resource planning software, which will have a building department module.

City Clerk

- Prepared for, attended and performed various administrative duties for the July 16 City Commission workshop, July 18 Commission budget workshop, and July 19 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Prepared department program page for inclusion in the FY 2018-19 budget book.
- New records clerk Lori Diaz began work July 16.
- Worked on ongoing records management project.
- Attended a presentation by a prospective enterprise resource planning software vendor.
- Met with Commissioner Stinson and City Attorney Durden about boards, committees, and special Magistrates.
- Processed and published agenda packets for July 19 Parking and Pedestrian Safety Advisory Resource Committee meeting, July 23 Commission workshop, and July 23 Commission meeting.
- Completed minutes for the July 9 Commission meeting.
- Working on minutes for the July 14 Town Hall, July 10 Code Enforcement Board, and July 19 Parking and Pedestrian Safety Advisory Resource Committee meetings.

City Manager

- Final walk-through on completed renovation of the lifeguard station.
- Continued to refine the FY 2018-19 budget.
- Attended the July 16 public stormwater master plan presentation.

- Presented the general fund departments to the City Commission at the first budget workshop on July 18.
- Toured beach accesses to give the City Commission a choice of where to place the next dune walkover
- Met with the PBA (police union) for contract proposals.
- Participated in a web presentation on the City climate survey results.
- Attended a presentation by prospective enterprise resource planning software vendor.

Deputy City Manager

- Prepared for and participated in first budget workshop.
- Participated in a web presentation on the City climate survey results.
- Prepared staff report and resolution on FEMA hazard mitigation grant program funding.
- Attended a presentation by prospective enterprise resource planning software vendor.
- Along with the city manager and public works director, toured beach accesses to review dune walkover opportunities.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to: the July 16 City Commission stormwater master plan workshop; the July 16 Community Development Board land development regulations (LDR) update working and the project's website being published; the July 18 and Aug. 6 Commission budget workshops; the July 23 Commission LDR workshop; the Aug. 7 Selva Marina/Selva Tierra planned unit development open house; and mosquito control.

Finance

- Prepared for and participated in first budget workshop; the second workshop is Aug. 6.
- Ran payroll.
- Submitted certification of taxable value paperwork to the Florida Department of Revenue.
- Hosted the first of two enterprise resource planning software systems demonstrations.
- Completed staff report and budget ordinance for additional contribution for the police pension plan.

Human Resources

- Attended a presentation by a prospective enterprise resource planning software vendor.
- Attended budget workshop.
- Processed payroll.
- On-boarded a new employee.
- Successfully resolved an issue for a citizen.
- Prepared for and attended a Police Benevolent Association collective-bargaining meeting.
- Worked with two department heads on staffing needs.
- Reviewing, scanning human resources records.
- Followed up on outstanding risk management cases.

Information Technology

- Attended City Commission budget workshop.
- Attended a presentation by a prospective enterprise resource planning software vendor.
- Worked with Building Department on corrections following the TRAKiT software upgrade.
- Working to bring services to the refurbished lifeguard building.

Planning/Community Development

- Attended a tree-preservation webinar.
- Researched façade improvement programs for Mayport Road.
- Attended the July 16 City Commission stormwater master plan project workshop.
- Presented three variances to the Community Development Board on July 17.
- Participated in the July 17 Community Development Board land development regulations update workshop.
- Attended the July 18 City Commission budget workshop.
- Prepared notices for the upcoming Selva Marina/Selva Tierra planned unit development open house and public hearings; worked on draft rezoning ordinance.
- Met with a commercial property owner regarding a prospective rehabilitation project.
- Attended a presentation by a prospective enterprise resource planning software vendor.
- Met with the applicant of a proposed four-lot division on Dutton Island Road West.
- Worked on the staff report to the City Commission for the proposed backyard hen ordinance
- Investigated two tree-removal complaints.
- Completed 27 building permit reviews, three certificate-of-occupancy inspections, and two tree-removal permits.

Police

- Researched façade improvement programs for Mayport Road.
- Attended the July 16 City Commission stormwater master plan project workshop.
- Attended the July 18 City Commission budget workshop.
- Met with Lexis Nexus representative regarding crime mapping.
- Chief Cook spoke to the Florida Fire Chiefs Association about active shooters.
- Chief Cook spoke to the Rotary Club of Jacksonville-Oceanside Rotary.
- Conducted a walk-through of the lifeguard station with the general contractor.
- Met with the citizens regarding issues at and near the 18th Street parking area.
- Met with Jacksonville Sheriff's Office leadership regarding a crisis negotiation team and critical incident stress management team.
- Attended the Gordon Graham police risk management seminar.
- Attended a Beaches Safe Schools Initiatives workshop.
- Attended Web.com golf tournament meetings with PGA Tour staff and a Jacksonville Sheriff's Office liaison.
- Participated in employee contract negotiations

Public Utilities

- Attended the July 16 City Commission stormwater master plan project workshop.
- The sewer lining contractor delayed due to equipment issues; expects to complete Oak Harbor sewer main rehabilitation/lining project next week.
- A City crew performed meter replacements and water break repairs, including water service repair on Majestic Cypress Lane.
- Attended a presentation by a prospective enterprise resource planning software vendor.
- A contractor replaced three legacy water services on North Sherry Drive.
- Provided follow-up information to the consultant performing a utility rate study.

Public Works

- Attended the July 16 City Commission stormwater master plan project workshop.
- Prepared for and participated in first budget workshop.
- Along with the city manager and deputy city manager, toured beach accesses to review dune walkover opportunities.
- Attended a presentation by a prospective enterprise resource planning software vendor.
- The rock garden is completed at Sandpiper Lane East and the Public Works road.
- Preparing for the July 25 Levy Road sidewalk repair bid opening.
- Held the Sherry-Seminole sidewalk project bid opening.
- Met with the milling and paving contractor; work begins in mid-August.
- Getting 18th Street survey for shower relocation.

Recreation

- Attended the July 18 City Commission budget workshop.
- Worked with Public Works on Adele Grage Cultural Center air-conditioning issues.
- Reviewed photo contest entries.
- Sent out the notice soliciting applications for community grants.
- Held an artist reception; displaying the work of artists Mark Wilson and Melinda Bradshaw.
- Worked on the coordination of Movies in the Park, Acoustic Night, upcoming art exhibits, and the jazz festival.
- Adele Grage renovations are slated for completion in late August.