

July 27, 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**

- Attended presentation by a prospective enterprise resource planning software vendor.
- Building inspector Mike Jones attended Florida Building Code training.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the July 23 City Commission meeting.
- Participated in the July 23 pre-closing and July 26 closing pertaining to the purchase of Selva Preserve.
- Attended presentation by a prospective enterprise resource planning software vendor.
- Trained on and utilized the TRAKiT software to produce Code Enforcement Board notice-of-hearing letters.
- Executed 20 Code Enforcement Board orders.
- Attended web demonstration on public records request software.
- Finished drafting minutes for the July 10 Code Enforcement Board, July 14 Town Hall, and July 19 Parking and Pedestrian Safety Advisory Resource Committee meetings.
- Trained new records clerk on various duties.
- Working on minutes for the July 16 City Commission meeting.

**City Manager**

- Attended City Commission land development regulations workshop and regular Commission meeting on July 23.
- Facilitated pre-closing on Selva Preserve loan.
- Along with the deputy city manager, attended mediation session regarding workplace complaint.
- Participated in a utilities revenue sufficiency study meeting along with the deputy city manager, finance director and public utilities director.
- Met with some Jackson Street property owners, the deputy city manager and public works leadership regarding several issues regarding stormwater.

- Met with a representative of Thorguard, manufacturer of a lighting prediction system, along with the deputy city manager and information technology director.
- Attended a reception for George Forbes with the deputy city manager.
- Met with a Carmanah Technology representative about crosswalk signs.
- Facilitated Selva Preserve real estate closing.

### **Deputy City Manager**

- Attended City Commission land development regulations workshop and regular Commission meeting on July 23.
- Attended presentation by a prospective enterprise resource planning software vendor.
- Along with the Planning/Community Development director, followed up directly on a complaint about illegally placed posts on public right-of-way.
- Communicated with Oceanwalk residents, the community and media about the presence of coyotes in the City. The police chief and the Fish and Florida Wildlife Conservation Commission are involved in reviewing this matter.
- Participated in discussions and meetings with the city manager, police chief, finance director and Jacksonville officials regarding the City's participation in the federal Justice Assistance Grant program.
- Participated in discussions with the police chief and public works director regarding the City's federal Hazard Mitigation Grant Program application, which is due Aug. 6.
- Assisting police department with preparations for upcoming training event with the Jacksonville Sheriff's Office.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to: the July 23 Commission LDR workshop and meeting; the Aug. 6 Commission budget workshop; the Aug. 7 Selva Marina/Selva Tierra planned unit development open house; the presence of coyotes in the community; a bank robbery; Police Department volunteers; and mosquito control.

### **Finance**

- Attended presentation by a prospective enterprise resource planning software vendor.
- Submitted annual state pension report to the Florida Department of Revenue.
- Participated in the Selva Preserve real estate closing.
- Completed monthly finance report.
- Held bid openings for sidewalk construction and uniforms.

### **Human Resources**

- On-boarded a new employee.
- Worked with an attorney regarding a workplace complaint.
- Counseled an employee on interview techniques.
- Worked with a department heads regarding staffing needs.
- Attended presentation by a prospective enterprise resource planning software vendor.

## **Information Technology**

- Attended presentation by a prospective enterprise resource planning software vendor.
- Pulled together security documentation of City servers and documents for the police accreditation auditors.

## **Planning/Community Development**

- Prepared resolution and staff report to support the North East Florida Regional Commission.
- Performed research and then drafted the resolution, guidelines and application for the Mayport Business Overlay District façade grant program.
- Hosted a conference call with the City of Jacksonville Planning Department leadership to discuss creating consistent design and use standards along Mayport Road.
- Met with the city attorney about the Aug. 13 variance appeal.
- Responded to more than 20 inquiries regarding the proposed Selva Marina PUD rezoning to RS-1.
- Attended “Meet Sustainable Minneapolis” webinar.
- Met with the owner of Circle K to have illegal signage removed.
- Met with Fleet Landing representatives on future improvements to their maintenance facility
- Attended presentation by a prospective enterprise resource planning software vendor
- Attended the July 23 City Commission workshop on the land development regulations update.
- Worked on the draft ordinance for the Selva PUDs rezoning and supporting documents in advance of the City’s Aug. 7 open house on the topic.
- Updated the projects page of the department website with information on the Selva PUDs rezoning and the Mayport Road visioning.
- Prepared Code Enforcement Board orders and new code cases.
- 14 Building permits reviewed.
- 3 tree-removal permits submitted; one approved.
- Researched sign codes, impervious surface codes, property taxes, and PUD history.

## **Police**

- Hosted 2½-day accreditation mock assessment.
- Met with Naval Criminal Intelligence Service representatives and Chief State Attorney Investigator Tim Quick.
- Attended July 23 City Commission meeting.
- Met with some Cloister condominium owners’ about parking issues.
- Hosted a Justice Assistance Grant meeting.
- Began preparations for an upcoming training event with the Jacksonville Sheriff’s Office.
- Chief assisted the Nassau County Sheriff’s Office with a promotional interview.
- Chief spoke to Kiwanis Club and attended Continuity of Care Board meeting.
- Attended presentation by a prospective enterprise resource planning software vendor.
- Conducted crime scene processing training

## **Public Utilities**

- Reviewed preliminary assumptions and revenue sufficiency analysis model with rate consultants.
- Crews performed sewer repair on Saratoga Circle.
- Water meters were installed for new Seaside Charter School on Mayport Road and contractor performed lift station startup.
- Provided grants consultant with photos, cost estimates and backup information for Hazard Mitigation Grant Program applications
- Plants Division is preparing for upcoming U.S. Environmental Protection Agency inspections.

## **Public Works**

- Completed lifeguard building painting.
- Built new benches for Aquatic Dog Park.
- Received a Florida Department of Environmental Protection permit for a beach walkover and met with the engineer.
- Received bids for Levy Road sidewalk repairs.
- Discussed the Sherry-Seminole sidewalk project with the contractor to develop a schedule.
- Worked on Hazard Mitigation Grant Program projects with the City's grant writer; took photographs for the application.
- Worked on proposals for Donner Road improvements.
- Worked on Atlantic Beach entry signs.
- Crews have been busy with the new vacuum truck.
- Met with the milling and paving contractor; work is slated to begin in mid-August.
- Met with a contractor and discussed crosswalks options for 11<sup>th</sup> Street.
- Thinned out trees and shrub in Waters Park.
- Routine palm tree trimming is under way starting in Beaches Town Center.
- The 18<sup>th</sup> Street beach walkover area is being surveyed so the shower can be relocated.

## **Recreation**

- Reserved parks, camping, beach chair and buildings; made website changes.
- Reviewed photo contest entries.
- Worked on contribution/grant program.
- Displaying the artwork of Mark Wilson and Melinda Bradshaw
- Worked on the coordination of Movies in the Park, Acoustic Night, art exhibits, summer camp and the Jazz Festival.
- Spoke with the Adele Grage Cultural Center renovation vendors and contractors; the project is expected to conclude in August.