

Nov. 2, 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.

City Manager

- Met with several commissioners regarding different issues.
- Conducted a conference call with the City of Jacksonville regarding potential annexation.
- Reviewed staffing levels with the public utilities director and City Hall staff.
- Inspected the new shower location at 18th Street.
- Met with staff and members of Langton Associates to review grants status.
- Working on issues pertaining to persons with disabilities' ability to access the City website.

Deputy City Manager

- Assisted the city manager in reviewing various matters, including but not limited to 18th Street parking; annexation; and public utilities staffing.
- Working with the City's grant-writing firm on state and federal funding opportunities for stormwater management, flood mitigation, transitioning from septic tanks, and park improvements.
- Drafted proclamations for National American Indian Heritage Month and Parkinson's Moving Day.
- Working with the city manager and information technology director on issues pertaining to persons with disabilities' ability to access the City website.
- Met with Beaches Town Center Agency representatives and staff regarding the Dec. 1 holiday activities.

- Along with the public works director, met with Tiffany-by-the-Sea residents about stormwater management.
- Reported the City's Florida City Government Week activities to the Florida League of Cities.
- Utilized various communications channels to inform citizens about various matters, including the beach/dune renourishment project; the proposed utility rate adjustment; Halloween safety and the Police Department's trick-or-treating event; AB's proposed charter amendment; the Nov. 9 movie ("Wonder") at Bull Park; the Beaches Go Green Nov. 11 Movies that Matter event at Beaches Town Center; and the Nov. 13 land development regulations update workshop and City Commission meeting.

Building

- Conducted 32 plan reviews and 194 inspections.
- Issued 41 building permits, including one for a new house.
- Discussed regulation of wetlands and drainage on several properties at the inter-departmental meeting.
- Responded to residents' concerns about wind-borne dust and debris from a demolition project.
- Working on new demolition bulletin.
- Worked with Code Enforcement on some Mayport Road properties.
- Discussed vacating a part of Cypress Street with a local attorney.

City Clerk

- Attended and performed administrative duties for the Nov. 1 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) and 18th Street Subcommittee meetings.
- Preparing for Nov. 13 Commission meeting.
- Processed and published agenda packets for the Nov. 1 18th Street Subcommittee, Nov. 1 PPSARC and Nov. 13 Commission meetings.
- Finished drafting minutes of the Oct. 8 Regular and Oct. 15 Special Called Commission meetings.
- Collaborated with the City Attorney on ordinances needed to standardize our boards and committees.
- Election equipment was delivered on Oct. 31.
- Records Clerk began coursework in preparation for notary testing and certification.
- Working on minutes of the Oct. 22 Commission meeting.
- City Clerk and Records Clerk attended a webinar kick-off meeting with JustFOIA, our new public records request tracker.

Finance

- Participated in a grant meeting with Langton Associates.
- Finance staff requested 171 utility service orders; 183 service orders were completed.

- Billed utility cycle 2 (2,784 bills).
- Issued 122 vendor checks totaling \$166,521.
- Issued 98 Pension payroll checks totaling \$169,474.
- Issued 52 purchase orders totaling \$60,221.

Human Resources

- Met with the city manager, deputy city manager and interim public utilities director regarding the structure of the Public Utilities Department.
- Participated in Webinar regarding current and emerging employment law issues.
- Planning for November open enrollment for employee benefits.
- Worked with employee regarding Family Medical Leave Act and leave donation.
- Discussed a potential summer internship for a college student.
- Continuing attempts to locate a Hepatitis B vaccine provider for certain employee positions.
- Finalized and advertised a part-time Planning/CD position.
- Worked on upgrading two positions.
- Revised a vacant Public Works position.
- Continued with certification training.

Information Technology

- Working on closed-captioning City Commission meetings; the Nov. 13 meeting will be the first. Removed all videos from website; none of them were Closed Captioned. The captioning will take place after the meeting and will appear on our website 2-3 days after the meeting.
- Downloaded a sampling of “special videos” from the Swagit site to YouTube, and manually posted captions to them. These videos will be uploaded to the Swagit website after the Nov. 13 commission meeting.

Planning/Community Development

- Participated in a shore renourishment conference call with Jax and Neptune Beaches.
- Reviewed a draft Pension Board ordinance.
- Met with Environmental Stewardship Committee Chair Judith Leroux about Project 200 – an initiative to plant 200 trees.
- Continued developing workplan for LEED for Cities.
- Worked on finalizing and formatting the updated Comprehensive Plan in preparation of the first public hearing to adopt it at the Community Development Board on Nov. 20.
- Participated in a conference call with the City of Jacksonville where the next steps were discussed for the possible annexation of the area south of Assisi Lane.
- Prepared notices for a waiver request to the City Commission for a division of land at Sherry Drive and Seventh Street.
- Worked on minutes from Community Development Board meetings.
- Continued training with the new code enforcement officer.
- Resolved issues with permitting software.

- Reviewed 14 building permits and completed two tree-removal permits.

Police

- Participated in the Atlantic Beach Elementary School Literacy Parade.
- Hosted the Not So Scary Haunted Halloween House event on Oct. 29-30.
- Viewed scheduling software.
- Met with a citizen and the city manager regarding 10th Street parking.
- Chief Cook spoke to a community group about active shooter and personal safety.
- Processed new applicants for full- and part-time police positions.
- Met with the recreation director regarding the holiday event at Beaches Town Center.
- Participated in a grant meeting with Langton Associates.
- Chief Cook spoke with University of North Florida researchers about community policing.
- Began processing of a new intern.
- Met with a vendor about security cameras.

Public Utilities

- Completed water service at the 18th Street shower install.
- Performed 60 locates and 11 inspections.
- Replaced two water system valves at 971 Assisi Lane.
- Cleared boil water notice on Nov. 2.
- Met with Almond engineers about the Preserve at Atlantic Beach project.
- Met with Langton Associates on grant funding projects.
- Performed Environmental Protection Agency water sample testing.
- Began replacement of a generator fan at wastewater plant.
- Repaired various water breaks and customer service relations issues.
- Installed retention wall around wet well at lift station on Palms Road.

Public Works

- Installed four benches and landscaping as an Eagle Scout project in Veterans Park; working on four more Eagle Scout projects.
- Met with a Girl Scout group about award advancement projects.
- Construction is getting under way on the 10th Street dune walkover.
- The 18th Street shower is in operation.
- Met with Coastal Kicks to discuss the Russell Park soccer field.
- Submitted the application for Florida Recreation Development Assistance Program funding for restroom renovations and other improvements at Russell Park and Dutton Island.
- Preparing to go out to bid on the Russell Park sidewalk project.
- Donner Park tennis court resurfacing is set to go before the City Commission for consideration of approval.
- Crosswalk warning signs at Seminole Road and 11th Street are being installed.

- New radar devices are being installed on Seminole Road.
- Met with Tiffany-by-the-Sea residents to discuss stormwater management.
- Public Works removed four dead pine trees in Russell Park; one dead pine tree on Palm Avenue and two dead pine trees from the Public Works yard.
- Worked with Public Utilities to pump out the Buccaneer lift station with Vac-con truck.
- Met with Beaches Town Center representatives to discuss holiday tree lighting.

Recreation

- Worked on the coordination of the holiday tree lighting, train day and bike ride, Artisans' Faire, and artist reception.
- Collected Arts in the Park applications, rental fees and made deposits.
- Met with the Youth Council liaison.
- Staffed Acoustic Night.
- Worked on grant reimbursement.
- Displaying the work of Sarah Hourihan at the Adele Grage Cultural Center.