

Oct. 26, 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

- Attended the Oct. 22 impervious surface workshop and regular City Commission meeting.
- Worked with deputy city manager on curriculum for AB Government 101 class.
- Attended leadership and diversity training presented by the Jacksonville Human Rights Commission executive director; supervisors organization-wide also attended the session.
- Attended Purple Heart City presentation in the Chambers.
- Participated in a very successful Government 101 class.
- Discussed website Americans with Disabilities Act issues the mayor and staff.
- Met with a citizen concerned with parking on Ocean Drive.
- Attended the Oct. 25 board and committee members' reception expertly organized by Executive Assistant to the City Manager Yvonne Calverley. City clerk's office, recreation and public works staff assisted.

Deputy City Manager

- Attended the Oct. 22 impervious surface workshop and regular City Commission meeting.
- Administered AB's participation in City Government Week activities, which included: a City Commission proclamation; an AB Government 101 class attended by 25 residents; publication of an AB Government 101 web page; a Purple Heart City event; a board and committee member reception organized by Yvonne Calverley; publication of AB facts on the City's Facebook page; and associated media relations.
- Worked with the city manager and information technology director on website Americans with Disabilities Act issues.
- Organized a meeting with key staff members and a Florida Fish and Wildlife Conservation Commission (FWC) representative regarding coyotes. Staff is working with

FWC to update the City's coyote management plan and developing a progressive new initiative pertaining to this issue.

- Utilized various communications channels to inform citizens about Florida City Government Week activities and numerous other matters, including the Oct. 22 swearing-in of new commissioner Cindy Anderson; the Oct. 23 Youth Council meeting; Acoustic Night at Bull Park on Oct. 28; the Beaches Dial-A-Ride Engage at Any Age event on Oct. 29; and the Beaches Go Green Nov. 11 Movies that Matter event at Beaches Town Center.

City Clerk

- Attended the Oct. 22 City Commission workshop and regular meeting and performed associated administrative duties.
- Preparing for Nov. 13 Commission meeting.
- City clerk attended a webinar on ADA-compliant websites.
- Performed administrative duties for the Parking and Pedestrian Safety Advisory Resource Committee and subcommittees.
- Handling tasks involved in the transitioning of a new elected official. Providing information, website and agenda system maintenance, updating lists, forms and meeting aids and purchasing supplies.
- Finished drafting minutes of the Oct. 22 Commission workshop.
- Working on minutes of the Oct. 8 Commission meeting.
- Processed 12 lien letters.
- Assisted Executive Assistant to the City Manager Yvonne Calverley with preparation and clean-up duties for the Oct. 25 board and committee members' reception.

Building

- Conducted 13 plan reviews and 148 inspections.
- Issued 44 building permits.
- Discussed wetland and floodplain permitting issues of two marshfront properties with potential builders.
- Met with the owner of a home under construction to secure property from vandalism.
- Discussed building permits with two AB Government 101 class attendees.

Finance

- Assisted with the annual worker's compensation audit.
- Billed utility cycle 2 (2,784 bills).
- Issued 81 vendor checks totaling \$254,687.
- Issued 123 payroll checks totaling \$259,734.
- Issued 35 purchase orders totaling \$32,872.

Human Resources

- Processed regular and pension payrolls.

- Finalized position description and posted a new (budgeted) position.
- Held annual flu clinic for employees.
- Attended Public Employment and Labor Law forum in Orlando.

Information Technology

- Working on closed-captioning of public meeting videos.
- Upgraded the two firewalls that connect the City to the internet.

Planning/Community Development

- Prepared and presented a presentation on impervious surface at the Oct. 22 City Commission workshop.
- Worked on code language for the code enforcement special magistrate.
- Continued working on edits to the Comprehensive Plan update as part of the Evaluation and Appraisal Report; prepared mailer spreadsheet and a five-year capital improvement plan.
- Presented information related to the potential annexation of the City of Jacksonville south of Assisi Lane to the City Commission.
- Finalized edits to Ordinance No. 75-18-20 to make edits to Chapter 21 (traffic and motor vehicles) of the Code of Ordinances.
- Drafted ordinance language for the creation of a new zoning district and rezoning the Selva planned unit developments.
- Worked on minutes for the September Community Development Board meeting.
- Training new code officer on TRAKiT software, the city code, and basic functionality.
- Went on a drive-thru with the public works director to review code enforcement issues.
- Followed up on open code enforcement cases; 66 are open.
- Reviewed 17 building permits; three tree permits submitted and two were issued.
- Working on the LEED for Cities application.

Police

- Decorating the station for the Not So Scary Haunted Halloween House event to be held from 4 to 7 p.m. Oct. 29-30.
- Staff attended mental health first-aid training.
- The chief attended the Oct. 22 City Commission meeting.
- Held Citizen's Police Academy class.
- Staff reviewed the 2018-19 strategic plan.
- Continuing to prepare for accreditation.
- Met/spoke with several concerned citizens regarding parking.
- Chief Cook participated in AB Government 101 class.
- Processing new police officer candidates (three full-time and two part-time).

Public Utilities

- Repaired sewer service on Surfway Drive.

- Installed water service to new sand shower at the 18th Street beach access.
- Wrapped up survey on septic-to-sewer projects and sent to the engineering firm ATM.
- Wastewater renewal permit is completed and ready for review.
- Working on requirements for technology upgrades to lift station.
- Worked on the department's capital improvement plan.
- Repaired and re-asphalted various patches throughout the city.

Public Works

- Met with engineers working on the Donner Road street improvement project and received preliminary plans.
- Construction will begin on the 10th Street dune walkover on Nov. 1. The beach access will be closed for material storage beginning Oct. 29, weather permitting.
- Met with engineers and designers for Russell Park restrooms.
- Added new swing sets and play sets at Veterans Park.
- Tightened the shade sail at Veterans Park.
- Preparing to go out to bid on Russell Park sidewalk project.
- Donner Park tennis court resurfacing is set to go before the City Commission for approval.
- Three public works employees attended the Florida Stormwater Erosion and Sedimentation Control Inspectors course.
- Crosswalk warning signs at Seminole Road and 11th Street are being installed.
- New radar devices are being installed on Seminole Road.
- Painted the picnic cabana and benches at Veterans Park.
- The streetsweeper completed all city streets this past week.

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.
- Updated Facebook and the website.
- Collected Youth Council applications; scheduled and setup for the meeting.
- Staffed the Youth Council Meeting.
- Hosted the board and committee member reception at the Adele Grage Cultural Center.
- Displaying the work of Steven Haley and Sarah Hourihan at Adele Grage.