

Jan. 11, 2019

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

- Prepared for the City Commission visioning and priorities workshop.
- Inspected progress on 10th Street dune walkover (95 percent completed).
- Met with the mayor and several commissioners regarding various issues and upcoming agenda items.
- Attended Jan. 9 Beaches Watch meeting.
- Recapped visioning goals with meeting facilitator.

Deputy City Manager

- Attended City Commission visioning and priorities workshop; working on the priorities document.
- Worked with the executive assistant to the city manager to produce the monthly utility bill insert newsletter
- Produced and distributed an e-newsletter.
- Drafted Florida Senate and House appropriations requests for Aquatic Gardens/Hopkins Creek flood mitigation funding.
- Worked on request-for-proposal on the City's branding initiative.
- Worked on City's updated coyote management initiatives report to be published by Jan. 31.
- Utilized various communications channels to inform citizens about these matters and more: the City's parks master plan survey; dune protection; the "If I Were Mayor" essay contest; the Jan. 9 Commission visioning workshop; the Jan. 12 Commission town hall meeting; the Jan. 14 Commission workshop and meeting; the Jan. 16 COAB/National Parks Service parks and trails workshop (3 to 7 p.m.); the Jan. 21 community Martin Luther King, Jr. Day ceremony; the Jan. 23 Beaches Go Green survey results/sustainability presentation; the Feb. 2 Beaches Museum storytelling event at the VooSwar; and the Feb. 10 Donna Run.

Building

- Issued 38 building permits.
- Conducted 26 plan reviews and 127 inspections.
- Discussed siding installation for the City's wind speed with several builders and a manufacturer's representative.
- Discussed substandard properties with Code Enforcement and the city attorney.
- The development departments meet with a builder of two proposed new houses.
- Met with A property owner adjacent to a demolition project regarding vibrations.
- Participated with other departments in a sweep of the City for unlicensed roll-off containers.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 8 Code Enforcement Board and Jan. 9 Commission Priority Setting meetings.
- Setting up and attending Jan. 12 Town Hall meeting.
- Processed, published and distributed final agenda packets for the Jan. 9 Commission Priority Setting, Jan. 12 Town Hall, and Jan. 14 regular Commission meetings.
- Working on minutes for the Jan. 3 Parking and Pedestrian Safety Advisory Resource Committee and Jan. 8 Code Enforcement Board meetings.
- Processed nine lien letter requests.
- Assisted the 18th Street Subcommittee with planning, noticing and setup for its Jan. 13 meeting.
- Completed minutes for the Nov. 26 and Dec. 10 Commission meetings.
- Assisted the public with inquiries, records requests and notary public services.
- Updated the City's website with new Commission photos, meeting notices and various links.

Finance

- Submitted staff reports:
 - o Awarding RFP 18-01 for enterprise resource planning software
 - o Hazard mitigation grant agreement
 - o Department of Environmental Protection grant agreement
- Submitted monthly finance report
- Vendor checks – 178 for \$669,608.
- Payroll checks – 129 for \$279,367.
- Purchase orders issued – 28 for \$311,428.
- Finance staff requested 231 service orders; 265 service orders were completed.
- Utility Billing processed 3,160 bills.

Human Resources

- Processed two employees for retirement/DROP paperwork.
- Worked to finalize employee benefits survey.
- Working with Harden/PATH to initiate a new wellness challenge (fitness).
- Researching training tracking software.

- Attended Commission visioning and priorities workshop
- Attended Beaches Watch monthly meeting on sea level rise.

Information Technology

- Staff met with the Public Utilities director and a representative from DataFlow to begin the planning of the migration to a new SCADA application.

Planning/Community Development

- Prepared for and presenting annexation information at the Jan. 12 Town Hall meeting.
- Finalized the resolution to initiate negotiations with the City of Jacksonville for annexation of lands and prepared the accompanying staff report to be presented at the City Commission's Jan. 28 meeting.
- Completed staff reports and presentations for the upcoming Community Development Board meeting.
- Met separately with Community Development Board members to discuss the upcoming agenda.
- Drafted the request-for-proposal for the coastal vulnerability assessment and adaptation consultant.
- Participated in site visits for tree-removal permits, the Sherry-Seminole sidewalk project, and the 10th Street dune walkover.
- Attended the Beaches Watch sea level rise forum.
- Presented at the monthly Environmental Stewardship Committee meeting.
- Participated in a conference call with the Neptune Beach deputy city manager regarding long-range planning.
- Participated in the biweekly LEED for Cities meeting.
- Participated in a citywide review of roll-off container use to verify compliance with the City's franchise program.
- Attended the City of Jacksonville's CDBG 2019-20 application workshop.
- Prepared and published the agenda packet for the Jan. 14 Community Development Board meeting.
- Nine building permits reviewed; two tree-removal permits submitted and two issued.
- Presented at the Tree Subcommittee meeting for a challenge to the tree-mitigation requirements.
- Prepared for and staffed Code Enforcement Board meeting.
- The city attorney is reviewing city code to determine if boarding of the property is a valid permitted abatement option.
- 73 active Code Enforcement cases

Police

- Attended Donna Marathon tactics meeting.
- Sgt. Paul Diakos graduated from the Florida Department of Law Enforcement Florida Leadership Academy.

- Attended meeting for release of new report management software provided by the Jacksonville Sheriff's Office.
- Expanded the citizen volunteer program to include a citizens emergency response team.

Public Utilities

- Met with Data Flow Systems on the new SCADA system install.
- Crews repaired water leaks and cleared out two sewer backups.
- Performed over 40 locates.
- Met with Almond Engineering, City of Jacksonville and the Florida Department of Environmental Protection on plans for water and sewer at The Preserve at Atlantic.
- Worked with the finance director on impact fees for proposed housing development.
- Installed a new sewer line on East Coast Drive.

Public Works

- The 10th Street beach walkover is 95-percent complete; the access is closed during construction.
- Rode the Sherry-Seminole path route with the contractor and discussed the configuration.
- Met with Hansen Engineering about the upcoming south Seminole Road stormwater pipe project.
- Scouted the entire City to cite unlicensed roll-off containers.
- Attended a beach dredging project meeting.
- Pulling dune signs and trash poles preparing for the beach dredging; replacing the dune rope and signs behind the dredgers.
- Locating roads for the asphalt contract.
- Visited the 12th street beach access to begin planning the new dune walkover.
- Visited potential locations for the City's new crosswalk signals.
- Started removing the sand fences in front of Tiffany-by-the-Sea and further north.
- Installed two memorial benches at the 19th Street beach access.

Recreation

- Took 17 reservations for fires on the beach, park rentals and Dutton Island campers.
- Displaying the work of Miwa Fiore at Adele Grage.
- Distributed the 2019 calendar of events brochure.
- Received grant reimbursement for the renovations to Adele Grage (\$43,644)
- Working on filling the recreation coordinator position.
- Upcoming:
 - o Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
 - o Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
 - o Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage