

Dec. 21, 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 a property owner on Mayport Road to discuss redevelopment.
- Met with the mayor and commissioners on several issues.
- Met with Fiorentino Group representatives to discuss funding priorities.
- Attended COAB staff Christmas functions.
- Attended LEED for Cities briefing/training of staff by Environmental Stewardship Committee member Sarah Boren.
- Discussed zoning issue with the Planning/Community Development director.

Deputy City Manager

- Met with a Beaches Community Fund representative about a prospective grant opportunity.
- Participated in a strategy session with the City's lobbyist.
- Met with several citizens/businesspeople about projects in the community.
- Twelve people gave blood at the Dec. 14 community blood drive; four people were deferred.
- Toured an area just north of Atlantic Beach with the city manager and public work director.
- Assisted with the developing of – and began promoting -- the City's parks and trails community survey. Also utilized various communications channels to inform citizens about these matters: Beaches Go Green recycling survey; the City's holiday to drive; the shore protection project status; Dec. 23 Cocoa & Caroling (4 to 7 p.m.) at the Police Department; Jan. 16 COAB/National Parks Service parks and trails workshop (3 to 7 p.m.); and Feb. 10 Donna Run.

Building

- Issued 37 building permits.
- Conducted 24 plan reviews and 148 inspections.

- Attended TRAKiT software training with City staff and discussed challenges and system updates.
- Jamie Smith, permit technician, moved to a position in Public Utilities. Advertising for replacement.
- 198 Poinsettia was scheduled to be auctioned on Dec. 19; spoke with several potential bidders.
- Discussed upgrading some properties' flood map designations with Northeast Florida Regional Council.
- Issued a flood zone determination letter.
- Held weekly departmental meeting and discussed current projects and procedures.

City Clerk

- Updated board and committee resolutions and ordinances being reconsidered at the Jan. 14 Commission meeting.
- Prepared information for the Jan. 14 Commission agenda to have new members appointed to the Cultural Arts and Recreation Advisory Committee (CARAC) and Environmental Stewardship Committee (ESC).
- Completed minutes for the Nov. 19 Commission workshop and the Nov. 26 Commission, Nov. 28 Code Enforcement Board (CEB), and Dec. 6 Board Member Review Committee meetings.
- Prepared, set up, attended, and performed administrative duties for the Dec. 20 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Processed five lien letter requests.
- Began drafting the Jan. 8 CEB agenda.
- Assisted residents with notary public services.
- Prepared and submitted notice of public hearings to the newspaper for ordinance Nos. 5-18-66, 58-18-42, 58-18-43, 5-18-67 and 75-18-20. These hearings are scheduled for the Jan. 14 Commission meeting.
- Prepared the records management compliance statement for fiscal year 2017-18 and submitted it to the state.
- Working on various projects such as listening to, renaming and refileing audio file; scanning and uploading documents for retention and public access; and ordering department supplies.

Finance

- The following compliance reports were submitted by the Finance Department on the City's behalf:
 1. Annual reports on investment activity for the general employees' and police officers' retirement systems
 2. Records management compliance statements for the general employees' and police officers' retirement systems.
- Vendor checks issued – 63 for \$294,061
- Payroll checks issued – 125 for \$256,722
- Purchase orders issued – 50 for \$227,030

- Service orders requested by Finance staff – 194
- Service orders completed by Finance staff - 202

Human Resources

- Resolved issues with 2019 benefits for several employees.
- Facilitated hiring of two Public Utilities employees.
- Researched LEEDs for Cities issue in preparation for department head meeting.
- Represented the City in a hearing.
- Coordinated and attended City Hall holiday potluck.

Information Technology

- Relocated the two backup servers to City Hall.
- Took the class and passed the exam for “Part 107 Small Unmanned Aircraft Systems” in preparation for supporting the Police and Building departments.

Planning/Community Development

- Visited Southern Pines Tree Farm with Environmental Stewardship Committee member Bruce Andrews to assess tree stock for tree planting projects.
- Met with a landowner to discuss the future of his property on Mayport Road.
- Completed edits to the Parks and Trails Master Plan public survey.
- Drafted a zoning confirmation letter for a proposed development on Violet Street.
- Processed the City’s resiliency grant documentation.
- Participated on a conference call with the National Parks Service.
- Met with the deputy city manager and the owner of Reve to discuss a future community festival opportunity.
- Presented a use-by-exception application for on-premises consumption of beer and wine at 299 Atlantic Boulevard and presented impervious surfaces ratio adjustments for discussion to the Community Development Board.
- Participated in the Community Development Board’s second workshop on the land development regulations update.
- Prepared public notices for the ordinance proposing changes to impervious surface and stormwater retention.
- Participated in the Duval County Regional Trails Network meeting with staff from Neptune Beach, the City of Jacksonville, and representatives of Atkins (the consulting firm for the project).
- 14 building permits reviewed.
- 2 tree permits submitted; two issued.
- Researched history of city parks.
- Investigated 11 new potential code enforcement cases.
- Attended onsite meetings with four property owners to discuss plan of action to bring properties into compliance.
- Posted two stop-work orders for unapproved pavers.

- Inspected the Oceanwalk neighborhood, noting noncompliant driveways (pavers going through the sidewalk to the street) and checked approval status to discuss with the Public Works director.
- Met with a Code Enforcement Board member following a meeting absence.
- Active code enforcement cases: 56.

Police

- Collected gifts for the AB toy drive.
- Staff prepared for the Dec. 23 Cocoa and Caroling event at the Police Department (4 to 7 p.m.).
- Staff identified three needy families and is collecting items to take to them on Dec. 23.
- Chief Cook spoke at a Trailblazers event.
- Staff attended firearms training and qualification.
- Chief Cook and two staff members attended a Duval County law enforcement luncheon.
- Chief Cook attended the Continuance of Care Governance Board meeting.
- Staff met from representatives from various agencies to discuss hiring standards, use of volunteers, and promotional exams.

Public Utilities

- Continued work on consumption use permit.
- Performed more than 40 locates and inspections.
- A new administrative assistant joined the staff; also hired a new water superintendent.
- Discussing procedures on reconnection from disconnection.
- Continued work on supervisory control and data acquisition system upgrade.

Public Works

- Three employees attended a Florida Stormwater Association training course.
- Training two new park rangers.
- Ordered a disability access ramp for a playset at Russell Park.
- Stormwater crews cleaned out storm drains and gutters in preparation for rainstorms. Also pumped the Aquatic Gardens pond.
- Surveying is under way for the Seminole-Sherry sidewalk project.
- Replaced the railroad ties on islands around trees in Dutton Island Preserve.
- Toured and discussed an annexation proposal.
- Visited the 12th Street beach access to discuss potential new beach walkover.
- Visited potential locations for new crosswalk signals.

Recreation

- Took 25 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Staffed the monthly artist reception, which featured the work of Eugene Quinn.
- Worked on the 2019 event calendar.

- Submitted paperwork for grant reimbursement for the Adele Grage theatre renovation project.
- Reclassified the recreation coordinator position.
- Collected gifts for the toy drive.
- Upcoming events:
 - Toy Party, Saturday, 10 am, Baker Center
 - Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
 - Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
 - Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
 - Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage
 - Zumba, Wednesday, 6:30 – 7:30 pm – Jordan Center
 - Meditation Buzz, Wednesday, 7:00 – 8:00 pm, Adele Grage