

June 28, 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

- Attended June 24 City Commission meeting.
- Continued to work on fiscal year 2019-20 budget.
- Sent offer letter (which was accepted) to new finance director.
- Attended reception at Adele Grage for retiring Jacksonville City Council member (and former AB and Commissioner) Bill Gulliford.
- Had lunch with Beaches city managers.
- Conducted contract negotiations with police union.
- Met with the mayor, deputy manager and others regarding Mayport Road corridor bicycle and pedestrian connections.

Deputy City Manager

- Attended June 24 City Commission.
- Attended June 25 Jacksonville City Council meeting.
- Assisted with preparations for police collective bargaining unit meeting.
- Assisted with Bill Gulliford celebration and associated public/media relations.
- Reviewing concerns regarding the dog park.
- Assisting with a utility billing concern.
- Working with Information Technology and Human Resources on training/informing employees to take precautions to prevent cyber ransomware attacks.
- Assisting Principal Planner Amanda Askew with the community branding/signage initiative agenda item for the July 8 City Commission meeting.
- Working on 2019-20 budget presentation.
- Utilized various communications channels to inform citizens about these and other matters: The SaferWatch community notification app (www.coabalerts.com); June 24 community celebration for Bill Gulliford; June 29 Beaches Go Green beach cleanup; June 30 Acoustic Nights at Adele Grage.

Building

- Issued 61 building permits.
- Conducted 31 plan reviews and 141 building inspections.
- Dan Arlington judged projects for the Associated Builders and Contractors Excellence in Construction Competition.
- Attended development meeting, met with owners/developers of Salt Air Motel, and discussed current projects.
- There are only six vacant lots left in Atlantic Beach Country Club.
- Met with the Jacksonville Beach building official.
- Held department meeting and discussed new legislation and current projects.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the June 24 regular Commission meeting.
- Attended and participated in the June 26 Board Member Review Committee (BMRC) meeting.
- Processed and published draft agenda packet for the July 8 regular Commission meeting.
- Worked on minutes for the June 26 BMRC meeting.
- Finished drafting minutes for the June 24 regular Commission meeting.
- Scheduled videotaping of Code Enforcement Special Magistrate hearings for 2019.
- Processed 17 lien letter requests.
- Assisted the public with inquiries, records requests and notary public services.
- Set up the agenda management software, iCompass, to process Environmental Stewardship Committee Outreach Subcommittee agendas and minutes.

Engineering

- Researched Selva Preserve floodplain compensation calculations and met with Lucas Engineers to discuss deficiencies and develop path forward.
- Began drafting 10-year Water Facilities Supply Plan as required by SJRWMD.
- Met with structural engineer to evaluate digester walkway improvements at wastewater treatment facility.
- Met with Connelly & Wicker to discuss proposed modifications to Donner Road rebuild.
- Reviewed 30-percent design plans for Aquatic Gardens and met with Jones-Edmunds to modify plans to allow for better future adaptation.

Finance

- Pension Payroll Checks – 99 for \$176,914.93
- Vendor Checks – 109 for \$305,420.90
- Purchase Orders Issued – 56 for \$194,313.71
- Service Orders requested by Finance Staff – 115
- Service Orders completed by Finance Staff – 188
- Utility Billing Department – billed 2,788 utility bills

Human Resources

- Met with city manager, deputy city manager, police chief, commander and sergeant regarding the intent of a union contract provision on pay increases and we came to a resolution.
- Finalized spreadsheet for PBA negotiation meeting, set up meeting, drafted public notice and attended meeting.
- Working with employment and labor law attorney on scheduling depositions for a lawsuit and reviewing amended complaint.
- Drafted resolution proposing to increase PTO for eligible employees by ½ hour each pay period. Requested PTO schedules from Neptune Beach and Jacksonville Beach.
- Finalized paperwork for liability insurance renewals and had them all signed by the City Manager.
- Finalized two ordinance provisions regarding the Defined Contribution Plan for employees to make a 3% contribution mandatory for employees upon new employment with the City and reducing the vesting period from five years to three.
- Compiling information to submit to occupational employment statistics for the annual request.
- Met with Finance staff about the department's new director.
- Act as liaison with Edmunds and Associates regarding timelines of migration to the City's new enterprise resource planning system. Spoke with the Edmunds' about updating the timeline; spoke Building Department about its Edmunds meeting on July 8.
- Closed finance director vacancy; processed background check and sent Care Spot paperwork to the top candidate.
- Processed background check for candidate for recreation associate.
- Met with new employee for enrollment of insurance benefits.
- Processed a workers' compensation injury report.
- Processed termination of pension of recently deceased retiree.
- Met with former police officer to complete pension refund paperwork.
- Processed salary paperwork for 11 lifeguards.
- Paid monthly invoices to Medcom, UHC, Humana, SunLife, AFLAC, Lincoln, and Standard.
- Helped set up for Gulliford event at Adele Grage Center.
- Processed month-end and quarter-end for regular and pension payrolls.
- Processed pension payroll.
- Advertised "in house" vacancy.

Planning/Community Development

- Met with the mayor, city manager and deputy city manager, a developer, and City of Jacksonville representatives regarding the Mayport Road corridor bicycle and pedestrian connections.
- Closed out the sea level rise grant with the Florida Department of Economic Opportunity.
- Met with a developer regarding a potential mixed use project in Beaches Town Center.
- Presented first reading of the land development regulations (LDRs) update and second reading of the Johnston Island planned unit development to City Commission
- Staff report, ordinance, and LDRs for July 8 City Commission meeting

- Met with developer regarding Mayport Road project
- Submitted adopted comp plan to state
- Met with property owner regarding Art and Façade Grant. Reviewing applications.
- Prepared staff report for the community branding and signage initiative requests for proposals.
- Working on table of contents for the parks master plan.
- Reviewed 14 building permits.
- Two tree permits submitted.
- Two certificate-of-occupancy inspections completed for new homes.
- LDR update City Commission first reading was held June 24
- Created website page for LDR docs from Kimley Horn.
- Created website page for sea turtle lighting and conservation.

Police

- Held the first sergeant academy class. The topic was active-shooter incident management. We had 25 participants from five agencies in attendance.
- Held ABPD's first Volunteer Emergency Response Team meeting to review expectations and duties.
- Staff assisted with security and transportation for the Bill Gulliford event.
- Staff attended computer-aided dispatch training.
- Chief Cook attended the June 24 City Commission meeting.
- Staff continued budget discussions.
- Chief Cook met with several business owners to discuss safety and security
- Continued discussions regarding the lifeguard tower.
- Held officer refresher training on First Aid, CPR and Stop the Bleed.
- Chief Cook attended the "How Can We Reduce the Threat of Mass Shootings in Our Houses of Worship, Our Schools, and in Our Community Forum".

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants.
- Continued work on septic-to-sewer conversion.
- Performed consumption report for a residence on Mealy Lane and Beachcomber Trail, installed 24" tapping saddle and valve on water main at Water Treatment Plant #2, and repaired water breaks at Assisi Lane, Sea Oats Drive and Magnolia Street.
- Generating list for asphalt and concrete replacements.
- Conducted 17 inspections, 11 permit reviews, and service orders and locates throughout the City.
- Completed cast "B" for Fleet Landing project overnight.
- Performed required system sampling and operations at wastewater treatment plant.
- Performed routine maintenance and cleaning at lift stations, replaced parts for Mayport Road lift station, fence installation at Fairway Villas lift station, changed out well pump motor at Water Treatment Plant #3.

Public Works

- The Sherry-Seminole Sidewalk project is wrapping up and walkthroughs are being scheduled.
- Restriped 19th Street beach parking and added a handicap stall.
- Getting prices to install new crosswalk warning signs.
- The engineering of stormwater pipe replacement for South Seminole Road is being designed and engineered.
- Beach sea-oats planting in Atlantic Beach is ongoing.
- New LED lighting at Russell Park has been adjusted and working great.
- Finished the railroad ties on the west side of the creek in Howell Park, installing coquina.
- New crosswalk warning signs have been ordered.
- Skate Road sidewalk is completed.
- Russell Park restroom preconstruction meeting will be held July 3.
- Held the Marshside ditch cleaning project pre-work meeting; work should begin on July 15 (weather permitting).
- Worked on next year's budget.
- Getting quotes for refinishing the cedar siding at Gail Baker Community Center.
- Finished the installation of the lightning information signs at each beach access.
- Added a load of sand at the 19th Street beach access.
- Installed new trash and recycle bins at Atlantic Blvd and Ahern beach access.
- Met with the Engineers about the design of Donner Road.
- Met with the Engineers about the design on Aquatic Drive.
- Fixed catch basin and curb on Forrestal.

Recreation

- Took six reservations for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Tia Overstreet and Abbey Matthews.
- Entered a requisition for the design of the information sign at Bull Park.
- Coordinating the following events:
 - Acoustic Night – June 30
 - Songwriters – July 7
 - Shakespeare in the Park – July 19 (Johansen Park)
- Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
- Senior Aerobics – Wednesdays, 10:30 am – 12:30 pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
- Yoga, Wednesdays, 5:00 pm & Thursdays 6:00 am – Adele Grage