

July 5, 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

- On personal leave - July 1 through July 5.

Deputy City Manager

- Worked with City Clerk's office to prepare July 8 City Commission agenda.
- With staff's help, we added more than 200 emails to the e-newsletter distribution list, bringing the number to about 3,250.
- Worked extensively on the FY 2019-20 budget in preparation for the 5:30 p.m. July 17 City Commission workshop.
- Worked with IT on a memo to all employees with email addresses providing guidelines to follow to help prevent ransomware cyber attacks. Employees are acknowledging via electronic signature that they understand and will adhere to the guidelines.
- Met with city engineer about upcoming capital projects.
- Utilized various communications channels to inform citizens about these and other matters: fireworks laws and safety; June 30 Acoustic Nights at Adele Grage; July 8 Commission (branding and signage) workshop and meeting; July 15 Commission (rights-of-way and parking workshop; and July 17 budget workshop.

Building

- Issued 26 building permits.
- Conducted 53 plan reviews and 129 building inspections.
- Discussed new 2019 legislation with city attorney.
- Attended development team meeting and discussed project in flood zone and new 2019 legislation.
- Held Building Department meeting and discussed new 2019 legislation.

City Clerk

- City Clerk was out of office July 1-3.

- Processed, published and distributed final agenda packets for the July 8 Commission workshop and July 8 regular Commission meeting.
- Updated City's calendar and prepared notices for upcoming meetings.
- Notarized nine affidavits of notice for the July 11 Code Enforcement Special Magistrate meeting.
- Processed eight lien letter requests.
- Assisted the public with inquiries, records requests and notary public services.
- Collaborated with Code Enforcement officer for agenda preparation of July 11 Code Enforcement Special Magistrate meeting.

Engineering

- Analyzed potable water CIP, projected costs and origins of proposed projects.
- Met with SJRWMD to discuss septic-to-sewer grant extension.
- Attended pre-construction meeting for Russell Park bathroom Improvements.
- Processed Fleet Landing hardscape permit application.

Finance

- Continued work on 2019-20 budget.
- Payroll Checks – 182 \$306,626
- Vendor Checks – 115 \$151,682.32
- Purchase Orders Issued – 17 \$9,768.34
- Service Orders requested by Finance Staff – 235
- Service Orders completed by Finance Staff – 232
- Utility Billing – 2,602 bills

Human Resources

- Processed regular payroll.
- Working with Recreation to process an employee's paperwork.
- Working with an employee on a garnishment.
- Met to discuss cybersecurity issues and a new electronic document routing and signing protocol.
- Working with an employment and labor law attorney on an issue; gathering information, accordingly.
- Updated two ordinance provisions regarding the Defined Contribution Plan regarding proposals for new employees to make a 3% contribution mandatory and reducing the vesting period from five years to three. Drafting staff reports.
- Updated the position descriptions for system engineer positions.
- Opened new job vacancy.
- Processed two workers compensation claims.
- Worked with two employees to resolve ICMA issues.
- Worked with ICMA on resolving employees' loan application issues.
- Met with employee to update direct deposit information.

Planning/Community Development

- Finalized edits, prepared the staff report, and prepared the July 8 City Commission agenda item for the final reading of the land development regulations update.
- Discussed potential funding for public art with grant writer
- Performed site visit to Sturdivant to observe parking complaints
- Met with a property owner on Mayport Road to review applications for a zone change, variance, and use-by-exception.
- Participated in a regional planning directors meeting.
- Public notices mailed out for Community Development Board (CDB) meeting
- Set up template for CDB agenda and minutes.
- Signs made for CDB meeting.
- Uploaded new zoning map to website.
- Working on Chapter 1 (Intro.) for the parks master plan.
- Prepared Comprehensive Plan and rezoning public notice for commercial property on Mayport Road.
- Reviewed new state statues pertaining to building and zoning.
- Seven building permits reviewed.
- Two tree permits issued.
- Sent out newspaper and mailer notices for CDB meeting.
- Reviewed and updated all pending code enforcement cases for Special Magistrate hearing.
- Posted final meeting notices for Special Magistrate hearing.
- Met with two citizens to discuss code cases.
- Visited a Sailfish Road property to check on progress of cleanup efforts. No progress was visible.
- Posted a stop work order.
- Active Code Cases: 88

Police

- Conducted First Aid and CPR/AED training for PD and City personnel.
- Cmdr. Gualillo attended Oceanside Rotary meeting to discuss Fourth of July activities conducted by PD.
- Responding to Florida Department of Emergency Management regarding Hazard Mitigation Grant Project-funded backup generator projects for City Hall and Public Works.
- July 4 activity:
 - o One theft and battery arrest on the beach front.
 - o Officers were very proactive with parking enforcement, warnings and directing citizens. Citizen volunteers were used to increase awareness of any issues related to the holiday.
 - o Ocean Rescue responded to a possible heart attack on the beach front; JFRD was called and the subject was transported.
 - o Lots of visitors were in our city, overall we had a good day with very few incidents.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants.
- Continued work on septic-to-sewer conversion.
- Working on Seminole Road stormwater project.
- Performed consumption report for a residence on Shangrila Drive and Bayshore Drive.
- Repaired water breaks at Cypress Landing, Sea Oats, Plaza, Cavalla, 14th & Ahern Streets, completing a wet tap at Water Treatment Plant #2, assisted with repair on 6" sewer line at wastewater plant, set two meters at Haywood Estates Habitat for Humanity project, replaced missing valve cover at Seventh and Ocean, and located box and meter at the Seventh Street beach access shower.
- Met with contractor at Atlantic Preserve regarding manhole design.
- Met with a developer regarding Dutton Island Preserve project.
- Conducted eight inspections, six permit reviews, and service orders and locates throughout the City.
- Performed required system sampling and operations at wastewater treatment plant, and topped off all diesel fuel tanks in preparation for hurricane season.
- Performed routine maintenance and cleaning at lift stations, topped off diesel in lift station generators, and installed new A/C unit in Renault Drive lift station.

Public Works

- A pre-construction meeting was held for Russell Park restrooms remodel. The notice-to-proceed will be dated for August 5.
- Took position of the City's new backhoe.
- The Sherry-Seminole multi-use path project is wrapping up.
- The stormwater pipe replacement project for South Seminole Road is being designed and engineered.
- The Seminole Road North ditch project will start in about two weeks.
- Installing coquina in Howell Park.
- New crosswalk warning signs have been ordered.
- Worked on the FY 2019-20 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.
- Vac-coned numerous drains and basins to keep ahead of the afternoon storms.
- Jordan Park basketball courts to be refinished soon.
- 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.
- Added more trash cans on the beach for the holiday.
- Reworked schedule to add extra beach cleanup employees for the holiday and the weekend.

Recreation

- Took nine reservations for park rentals and campers at Dutton Island.
- Displaying the artwork of Jim Kane
- Gathering estimates to construct and install the information sign at Bull Park.
- Coordinating the following events:
 - Songwriters – July 7
 - Artist Reception – July 18
 - Shakespeare in the Park – July 19 & 20 (Johansen Park)
 - Acoustic Night – July 28
- 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