

July 19, 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

- Spent considerable amount of time preparing for parking workshop on Monday night and budget workshop on Wednesday night.
- Met with “blue collar” union reps regarding contract terms.
- Spent time with new finance director regarding direction of Finance Department.

Deputy City Manager

- Attended July 17 City Commission rights-of-way/parking workshop and July 19 budget workshop.
- Heavily involved in 2019-20 budget preparation.
- Promoted public meetings, Shakespeare in the Park, and other city meetings/programming/messaging.

Building

- Issued 74 building permits.
- Conducted 35 plan reviews and 142 building inspections.
- Discussed swimming pool engineering with Pool and Spa Association.
- Attended development meeting and discussed current projects.
- Held Building Department meeting and discussed current projects, brick inspections, and trakit program.
- Met with Commander Gualillo and City Engineer regarding the life guard station.
- The three building inspectors attended the BOAF meeting and heard a presentation on common framing problems.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the July 15 Commission Workshop and July 17 Budget Workshop meetings.

- Processed, published, and distributed final agendas for the July 22 Commission Workshop and July 22 regular Commission meeting.
- Finished drafting minutes of the July 8 regular Commission meeting.
- Working on minutes of the July 8 Commission Workshop, July 15 Commission Workshop, and July 11 Code Enforcement Special Magistrate meeting.
- Administered Oaths to new recreation associate and finance director.
- Processed 11 lien letter requests.
- Notarized two Affidavits of Notice for the Sept 5 Code Enforcement Special Magistrate meeting.
- Collaborating with staff and Code Enforcement Special Magistrate regarding administrative processes.
- Assisted the public with inquiries, records requests and notary public services.

Engineering

- Prepared responses to HMGP application requests for information.
- Analyzed mold issues and potential solutions at the lifeguard station.
- Met with staff regarding stormwater runoff issues on 5th St.
- Began assembling additional information required for the City's Consumptive Use Permit.
- Reviewed septic systems within the City and potential for hooking them up to city sewer.
- Finalized Water Facilities Supply Plan and sent out to staff for review.

Finance

- New Director of Finance came on board
- Finance Director held staff meeting with supervisors
- Purchasing – in addition to processing 49 purchase orders:
 - o Discuss Meter Reader equipment and search warrantees for Customer Service
 - o Discuss uniform contract and how to purchase footwear with HR, in regards to Union Meeting and requirements
 - o Review Recreation contracts and create amendments for upcoming events
 - o Search for and review contract entered into by IT with Siteimprove – determine if agreement will continue at a later date
 - o Review account & project balances for budget purposes and current projects
 - o Reservations for PU (Bill Pittman, Troy Stephens, & Danny Pittman) for FRWA (FL Rural Water Assoc.), hotel and conference
 - o Credit Card reconciliation – receipts to statement, and work in BOA Works system
 - o Req. entry and req. approvals, process POs and send to vendors
- Accounts payable checks processed: 71 for a total amount of \$213,697.95
- Payroll checks processed: 175 for a total of \$303,412.29
- Service Orders Requested: 280
- Service Orders Completed: 277

Human Resources

- Welcomed new finance director and gave her an overview of the way things operate.
- Followed up on risk management issue and discussed with department head.
- Attended budget workshop.
- Held second LIUNA union negotiation meeting for the upcoming contract renewal.
- Followed up with Jacksonville Beach on request for PTO accrual schedule and received the information, which was forwarded to the City Manager and Deputy City Manager.
- Updated 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. Drafting staff reports.
- Completed upgrades of the two IT positions due to not filling the IT director position.
- Worked with an employee on health insurance issues.
- In-processed two new employees.
- Out-processed one employee.
- Processed payroll.
- Opened new job vacancy and extended a job vacancy for two more weeks
- Processed paperwork for a workers' compensation case.

Information Technology

- Working on replacing copier at Public Works.
- Looking into a public address system add on to our Shortel phone system for Public Works.
- Performing documents Tech Review for Police Department project (Thor Guard Weather (expansion to Lightening warning system at Adele Grage).
- Undertaking Criminal Justice Information Services compliance review.
- Windows 10 upgrades in Police Department.
- Police Department computer-aided dispatch system migration and upgrade.
- City Hall server maintenance (increase virtual disk storage capacity on several file servers.

Planning/Community Development

- Met with members of the Community Development Board to review agenda.
- Prepared for and presented at the Community Development Board.
- Prepared staff reports and ordinances for the upcoming City Commission agenda.
- Attended the City Commission workshop on parking.
- Attended a meeting on the Edmunds software.
- Met with a member of the Community Foundation to discuss possible partnerships for Mayport Road.
- Reviewed the first application for a public art grant for Mayport Road.
- Worked on minutes for CDB meeting (ongoing).
- Redesigned/uploaded Backyard Hen forms for website (fee changes).
- 11 building permits reviewed
- 1 tree permit issued

- 1 heritage tree application submitted
- 1 certificate-of-occupancy inspection completed
- 1 final tree inspection completed

Police

- Chief participated in two Commission workshops; parking and budget.
- Staff met with Thorguard representatives to discuss integration with Atlantic Beach Ocean Rescue.
- Two meetings were held with SaferWatch representatives. One to discuss marketing and a second to discuss the information video that is being prepared.
- ABPD Employees of the Quarter were recognized.
- Staff held several meetings to discuss the lifeguard station.
- Chief and officers presented Atlantic Beach Elementary teachers with flowers and thank you cards during recognition dinner.

Public Utilities

- Reviewed 8 permits, 10 inspections, performed 30 locates and service orders throughout city.
- Met with contractors regarding Dutton Island project, painting and aerator screen replacements for water treatment plant #3, and grounds superintendent at ABCC regarding reclaim project.
- Scheduled Johnston Island Civil Project meeting.
- Performed routine maintenance and cleaning at lift stations and replaced transducer at 11th St. lift station.
- Performed required system testing and maintenance on water treatment and wastewater treatment facilities.
- Repaired broken force main on State Rd A1A in front of church, repaired water breaks at residences on Cape Charles and Francis Ave.
- Replaced 2" service for residents on Seminole at Sea Gardens, performed sewer clean out repair at residence on Live Oak Lane.
- Inspected irrigation meter in median at entrance of Linkside.
- Completed tie-in to water treatment plant #2 reclaim project. Reclaimed Water In Use signs will be posted
- Worked with contractor for Fleet Landing project to perform manhole core inspection, replace hydrant and issued Boil Water Notice for scheduled overnight outage.
- Performed consumption reports for residences on Plaza and Aquatic Drive.
- Continued work on septic-to-sewer conversion.

Public Works

- Getting prices to install new crosswalk warning signs.
- Installed pavers and sod on 11th Street Beach Access.
- Installed a new bleacher/bench on the Donner Park Tennis courts.
- Crosswalk lines were painted at Sailfish and Seaspray.

- Finished the RXR ties and coquina on west side of creek at Howell Park.
- Re-Landscaped the islands on Ocean Blvd at Ahern Street and on 1st Street.
- Russell Park Restrooms remodeling is scheduled to start on August 5th.
- Installed two net Veterans Park signs.
- Installed Public Works new sign.
- Dug the swales out at Pine and Seaspray.
- Widened walking trail from Sherry to Howell Park.
- Installed new gates at Aquatic Dog Park.
- The engineering of Stormwater pipe replacement for South Seminole Road is being designed and engineered.
- Seminole Road North ditch project will start on July 29th (weather Permitting)
- New Crosswalk warning signs have been delivered to Public Works.
- Eagle Scout project building a Hammock Village is scheduled to begin on July 20
- Marshside ditch cleaning project started this week. This is a 45 day contract.
- Worked on next year's budget.
- Vac-Con truck has been busy every day cleaning out storm drains and pipes.
- Jordan Park basketball courts to be refinished soon.
- Met with the Engineers about the design of Donner Road.
- Met with the Engineers about the design on Aquatic.
- Change out of the skateboard park lights to LED will begin next week.
- Repairing leaning fence at Rose Park soccer field.

Recreation

- Took five 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.
- Prepared for and attended the 2019-20 budget workshop.
- Coordinating the following events:
 - 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