

July 26, 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 July 22 City Commission lifeguard workshop and regular meeting.
- Continue to work on FY 2019-20 budget.
- Sent a request along with Commissioner Norris to U.S. Rep. John Rutherford's office about the condition of of the Post Office on Mayport Road.
- Met with a developer regarding several Marshside lots.
- Met onsite with an agent for a new home on Seminole Road.
- Discussed Beaches Town Center parking the Neptune Beach city manager and parking consultant.
- Reviewed and toured several areas/projects with the public works director and deputy city manager.
- Refining impact to the City budget regarding police union contract.
- Continued to work with Finance to close the FY 2018-19 year-end audit.

Deputy City Manager/Information Technology

- Attended July 22 City Commission lifeguard workshop and regular meeting.
- Working on FY 2019-20 budget.
- Working with grant writer on various projects.
- Assisted staff with parking management program review.
- Accompanied a contingent of COAB staff on a St. Augustine Beach Building/Code Enforcement staff visit to review that organization's enterprise resource planning software.
- Information Technology:
 - o Set up "streets" email account for principle planner.
 - o Working with Finance Department on FY 2018-19 year-end budget projection report.
 - o Working with DCM on "Siteimprove" project.
 - o Tightened up the Barracuda email security gateway to reduce excessive spam reported by elected officials.
 - o Windows 10 deployment.
 - o Ransomware:

- Performed simulator test.
- Generated endpoint protection ransomware effectiveness report.
- Working on project scope and cost

Building

- Issued 42 building permits.
- Conducted 40 plan reviews and 133 building inspections.
- Inspected lifeguard station for moisture intrusion.
- Discussed records retention with city clerk.
- Discussed cases with Code Enforcement.
- Discussed stormwater drainage with commercial property owners.
- Discussed fire-rated separation in Seaplace Condominiums with engineer.
- Attended development meeting: met with two owners of wetland/flood zone properties, and discussed current projects.
- Held department meeting and discussed certificate of occupancy inspections and current projects.
- Visited City of St. Augustine Beach to observe Edmunds software in use.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the ---July 22 Commission workshop and July 22 regular Commission meeting.
- Finished drafting minutes of the June 26 Board Member Review Committee (BMRC), July 8 Commission workshop, July 11 Code Enforcement Special Magistrate, July 15 Commission workshop, and July 17 Budget workshop meetings.
- Prepared and emailed the public hearing notice for Ordinance No. 75-19-21 scheduled for Aug. 12 Commission meeting.
- Processed paperwork to register and title a 2019 Ford Explorer for the Police Department.
- Collaborated with Special Magistrate and City staff on processing Orders from the July 11 Code Enforcement meeting.
- Assisted with preparations for Aug. 7 BMRC meeting.
- Worked with city attorney on updating the board and committee application form.
- Prepared and mailed eight notice-of-hearing letters for the Sept 5. Code Enforcement Special Magistrate meeting.
- Processed five lien letter requests.

Engineering

- Provided technical support for the Commission workshop on the lifeguard station.
- Reviewed Selva Preserve floodplain compensation submittal.
- Prepared supporting data for \$300,000 Hopkins Creek Flood Mitigation contract with FDEP.
- Met with three property owners regarding drainage relating to new construction.
- Met with Fifth Street property owner to discuss options for mitigating offsite stormwater runoff entering their property.

- Conducted pre-construction meeting with contractor for North Seminole Road swale rehabilitation.
- Attended Florida Office of Coastal Resiliency seminar regarding the FY 2019-20 grant cycle.
- Completed analysis on existing septic systems within the City limits.

Finance

- Began revising the FY 2019-20 budget incorporating changes made during the Commission workshop as well as following up on revenue estimates.
- Working with Edmunds GovTech regarding the implementation of the new ERP system
- Purchasing: Processed 50 purchase orders for a total of \$80,746.64 and:
 - o Created instructions for the IT to be able to track the department budget.
 - o Reviewed various IT contracts and updated the vendors with proper contact information regarding invoicing.
 - o Discussed a request-for-proposals with the city attorney.
 - o Processed 74 accounts payable checks totaling \$828,346.88.
- Utilities
 - o Processed and sent 2,809 utility bills
 - o 153 Service orders requested
 - o 191 Service orders completed

Human Resources

- Completed and submitted applications required for general liability and workers' compensation insurance renewals for FY 2019-20.
- Working on PBA union proposal.
- Attended a health insurance seminar.
- Continuing to coordinate scanning of City documents to eliminate paper copies, where appropriate.
- Worked with department head on update of position description.
- Reconciled and paid invoices for UHC, SunLife, Humana, Mobile USA, Lincoln, Standard.
- Opened new job vacancy.

Planning/Community Development

- Worked on draft tree ordinance for city attorney's review.
- Conference call about LEED certification and press release.
- Met with Mayor Glasser to discuss upcoming meeting.
- Working on parks master plan with the public works director.
- Met with the public utilities director about the East Coast Greenway on Mayport Road.
- Met with Neptune Beach representatives about the paid parking program.
- Attended July 22 Commission meeting for rebranding, wayfinding, metered parking and Environmental Stewardship Committee report.
- Researched the process for submittal of small-scale comprehensive plan amendments.

- Resolution and associated letter for the Transportation Planning Organization for Mayport Road road diet request.
- Meeting with parking consultant and CONB regarding the metered parking program.
- Site visit and reviewed possible parking locations on/in the right-of-way in the Waters Park area.
- Drafted calendar for associated departments (Planning, Police and Public Works) for the review of parking in the Waters Park area.
- Site visit for unpermitted tree removal.
- Reviewed draft sign ordinance.
- 8 building permits under review.
- 4 tree permits under review.
- Performed public parking inventory around Waters Park
- Went to St. Augustine Beach to research Edmunds software
- Worked on history spreadsheet of all projects (UBEX, VAR, PUD, Etc.).

Police

- Chief met with staff members of the Atlantic Beach Country Club.
- Chief met with various AB department heads to review the comprehensive street review process.
- Chief/staff prepared for and attended the Life Guard Station Workshop
- Chief attended the July 22 Commission meeting
- Staff met with members of the Atlantic Beach Country Club HOA
- Chief/staff worked on PBA proposal.
- Staff participated in numerous in-house meetings regarding budget.
- Two staff members attended ICS training in preparation for hurricane season.
- We continue to handle parking concerns as they are brought to our attention.
- Staff attended NIBRS training.

Public Utilities

- Reviewed 19 permits, 13 inspections, performed 22 locates and service orders throughout city.
- Met with contractor regarding Sea Oats project.
- Performed routine maintenance and cleaning at lift stations and replaced starter at Featherwood lift station.
- Performed required system testing and maintenance on water treatment and wastewater treatment facilities.
- Removed gates at water treatment plant #3, made tap for chlorine analyzer, and cleaned up yard.
- Met with resident concerning location of irrigation tap.
- Inspected fire line at Fleet Landing project.
- Performed pressure check for resident on Selva Lakes Circle, repaired water break on Ocean Walk and Garden Lane.
- Inspected residence on Cape Charles for water quality complaint.
- Met with concerned resident regarding Fleet Landing project.

- Continued work on Septic to Sewer Conversion.

Public Works

- Dug out ditch between Dudley Street and Dutton Island Road.
- Replaced collapsed stormwater pipe on Club Drive.
- Dug out pipe end at Saturiba Drive.
- Installed pavers and sod at the 11th Street beach access.
- Crosswalk lines were painted at Sailfish and Seaspray.
- Finished the railroad ties and coquina on west side of creek at Howell Park.
- Re-landscaped the islands on Ocean Boulevard at Ahern Street and First Street.
- Met with contractor at Russell Park restrooms to discuss location of dumpster and new restrooms facilities; remodeling is scheduled to start Aug. 5.
- Took possession of new backhoe; working it in the ditches.
- Installed two new Veterans Park signs.
- Installed new gates at Aquatic Dog Park.
- Stormwater pipe replacement for South Seminole Road is being designed and engineered.
- Seminole Road North ditch project will start July 29 (weather permitting).
- Eagle Scout project building a hammock village is nearing completion.
- Marshside ditch cleaning project started; ditches are draining much better.
- Worked on next year's budget.
- Preparing to put cedar siding on Gail Baker Community Center.
- 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 Aquatic stormwater project design.
- Changing out the skateboard park lights to LED.
- Repairing fence at Rose Park soccer field.
- Additional projects being prepared for bid:
 - o Replacing the stormwater pipe on the South end of Seminole road.
 - o 12th Street beach walkover.
 - o Russell Park basketball court replacement.
 - o City-wide sidewalk repair project.

Recreation

- Took 11 reservations for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Jim Kane.
- Gathering estimates to construct and install the information sign at Bull Park.
- Coordinating the following events:
 - o Acoustic Night – July 28
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
 - o Senior Aerobics, Wednesdays, 10:30 am – 12:30 pm – Jordan Center
 - o Mid-Week Market, Wednesday, 3:00 – 6:00 pm, Bull Park

- Yoga, Wednesdays 5:00 pm & Thursdays 6:00 am – Adele Grage
- Meditation, first Thursday each month, 6:00 pm- 7:00 pm
- Taekwondo, Mondays 6:00 pm-7:30 pm, Wednesday 6:00 pm-7:30 pm & Fridays 10:30 am- 12pm – Baker Center