

August 9, 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

- Finalized agreement with “blue collar” union; may present to Commission on Aug. 26.
- Continued work on budget for upcoming year-prepped for workshop on Aug. 9.
- Met with Jerry Holland regarding collection of personal property taxes.
- Met with Beaches Town Center Agency reps to discuss employee parking program.
- Worked on interlocal parking agreement with city attorney and deputy city manager.

Deputy City Manager

- Worked extensively with the city manager and Finance in preparation for the Aug. 9 budget workshop.
- Attended the Aug. 3 Commission town hall meeting.
- Working with the City’s grant-writing team on various funding opportunities and its contract renewal.
- Assisting with parking management program planning.
- Working with utility billing staff on community messaging.
- Information technology (Bob Cimon and Ron Bautista) projects/initiatives:
 - o Malwarebytes anti-ransomware configuration console
 - o Microsoft Office 365 costs and FDLE compliances
 - o ArcGIS best practice recommendation/maintenance
 - o Three additional computers for police dispatch
 - o Researched security options for moving email and Microsoft Office to the cloud
 - o Computer and phone water damage mitigation in Code Enforcement office
 - o Received and started configuration on Public Works laptop
 - o Follow-up with Purchasing on state contract renewal for copier purchase for Public Works
 - o Follow-up with purchasing on printer for Baker Center

Building

- Issued 40 building permits.

- Conducted 16 plan reviews and 120 building inspections.
- Attended development meeting and discussed properties in flood zones/wetlands and met with representatives of Atlantic Village.
- Met with Planning, Code Enforcement and Public Utilities regarding GIS.
- Attended FEMA webinar regarding resiliency after storms relating to building codes.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Aug. 7 Board Member Review Committee meeting and Aug 8 budget workshop.
- Processed, published, and distributed final agenda packets and prepared agenda guide for the Aug 12 regular Commission meeting.
- Processed, published and distributed agendas for the Aug 8 Budget Workshop.
- Finished drafting minutes of the July 22 regular Commission meeting and Aug 3 Town Hall meetings.
- Prepared for and attended the Aug 8 Board Member Review Committee meeting.
- Worked on drafting minutes of the July 22 workshop.
- Prepared, executed and recorded two release of liens with the Duval County Clerk of Courts.
- Recorded one lien with the Duval County Clerk of Courts.
- Worked on ongoing project of updating office procedures.
- Processed three lien letter requests.
- Updated City's calendar and posted notice for Aug. 16 police union contract negotiation meeting.

Engineering

- Researched and developed history of available beach parking and minimum requirements for beach renourishment cost-share.
- Drafted onsite stormwater maintenance restrictive covenant document as required by Sec. 24-68.
- Provided construction oversight of north Seminole Road stormwater swale restoration.
- Met with representatives from Sea Grove to discuss stormwater improvements and flooding issues.
- Worked on updating potable water and wastewater capital improvement plans.
- Analyzed feasible design options for south Seminole Road stormwater improvements.

Finance

- The next revision of the FY 19-20 budget was completed and distributed in preparation for the budget workshop. Additionally, the Finance Department accomplished the following this week:
- Purchasing – processed 29 purchase orders for a total of \$38,758.50 and:
 - o Reviewed history and cost of A/C repairs at the request of the Deputy City Manager

- Reviewed and evaluated agreement for PU; requested refund from vendor for the portion of the agreement they are unable to fulfill
- Continued the process of researching the cost of a glass pulverizer at the request of the City Manager
- Prepared and sent year-end e-mail to all departments
- Worked with bank to resolve credit card issues
- Reviewed outstanding purchase orders
- Updated contract with vendor regarding wind shutters/bay doors for the Public Safety/Fire Building
- 118 Accounts Payable checks were processed for a total amount of \$231,555.10
- Payroll – Processed 180 checks for a total of \$307,574.27
- Utilities
 - 2594 Utility Bills were processed
 - 279 Service orders were requested
 - 292 Service orders were completed

Human Resources

- Attended a LIUNA union negotiation meeting. Drafted the updates to the contract.
- Continuing to coordinate scanning of City documents to eliminate paper copies, where appropriate.
- Attended a legal seminar on Cybersecurity and Employment Practices.
- Finalized procurement of flood insurance on our Public Safety building.
- Worked with a department on a new risk management issue.
- Worked with city attorney on contract language.
- Attended Beaches Watch meeting with the three Beach city police chiefs.
- Attended the Beaches Chamber meeting featuring U.S. Rep. John Rutherford.
- Coordinated the next PBA union negotiation meeting for August 16.
- Attended a SHRM Learning System conference on HR competencies.
- Worked with adjuster from Florida League of Cities on two workers compensation claims

Planning/Community Development

- Met with a resident about parking issues at 15th Street beach access.
- Submitted application for a National Endowment of the Arts grant for a gateway mural.
- Drafted a restrictive covenant to document onsite stormwater plans.
- Met with the parking consultant to discuss employee parking at Beaches Town Center.
- Attended the monthly Transportation Coordinating Committee at the Northeast Florida Transportation Planning Organization.
- Reviewed 16 building permits.
- Visited a Poinsettia Street house with a structural engineer to examine the abandoned structure.
- Attended a multidepartment GIS meeting to review current status of hardware, software, and account status.
- Prepared and presented 1221 Mayport Road public art grant to the Cultural Arts and Recreation Advisory Committee.

- Reviewed four Mayport Road façade improvement grant applications.
- Meeting property owners on 15th Street near the beach access and police chief regarding the beach parking issues.
- Researched history of rear gate for Atlantic Beach Country Club.
- Reviewed draft sign ordinance.
- Reviewed one new house permit.
- One tree permit reviewed and one tree permit issued.
- Reviewed final Land Development Regulations for typos and formatting.
- Performed two certificate-of-occupancy inspections.
- Completed noticing for Community Development meeting (mailers and signs).
- Improved website pages.
- Worked on history spreadsheet (going through last 40 years of minutes to add to/update spreadsheet).

Police

- ABPD hosted a National Night Out event at the station.
- Staff participated in a policy review (accreditation).
- Staff continued to work on computer-aided dispatch implementation.
- Chief attended the Training Director's meeting of the Criminal Justice Training Commission.
- Chief participated in the Beaches Watch meeting.
- Chief/Staff continue to work on budget and end of the year closeout.
- Met with citizens regarding parking issues.
- Coordinated with ABCC and our COAB Community Center to provide back to school backpacks and supplies to kids.

Public Utilities

- Reviewed 13 permits, 6 inspections, performed 18 locates, meter changes outs and service orders.
- Bill Pittman, Troy Stephens and Danny Pittman attended the 40th annual Florida Rural Water Conference in Daytona.
- Flushed hydrants at Stern Drive, Majestic Cypress, Oak Harbor and Cove Landing.
- Repaired water break on Donner Road.
- Performed routine maintenance and cleaning, repaired Donner Road lift station, serviced generator at Wonderwood lift station and Mayport lift station
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities, continued rebuilding of rotating assembly for centrifuge at wastewater treatment facility
- Performed consumption reports for residences on Jacobs Lane, Mealy Lane, and Barefoot Trace.
- Installed underground conduit at water treatment plant #3.
- Located force main at the end of Selva Marina Drive.
- Met with tree trimmers at various public utilities locations throughout city for trimming and area maintenance.

- Continued work on septic-to-sewer conversion.

Public Works

- Built new handrail and re-secured the floating dock at Dutton Island south kayak ramp. Re-securing the kayak ramp on Dutton Island north ramp next week.
- Added a new gate door to Donner pickleball courts at half-court.
- Attended the City Commission workshop on Saturday.
- Completed digging out Johansen Park creek from Country Club to Saturiba.
- Replaced head-wall and pipe end at Saturiba Drive.
- Russell Park restrooms remodeling continues.
- The engineering of stormwater pipe replacement for South Seminole Road is being designed and engineered. Met with Engineers this week.
- Aquatic stormwater project is being engineered and the engineering fees will go to commission for approval on Aug. 26.
- Seminole Road north ditch project should be complete early next week.
- Marshside ditch cleaning project is ongoing. Ditches are draining much better.
- Worked on next year's budget.
- Refinishing of the cedar siding and decking at Gail Baker Community Center will start in two weeks.
- Vac-Con truck is in the shop getting some general maintenance and wiring done.
- Jordan Park basketball courts to be refinished soon.
- Donner Road project is being engineered.
- Skateboard park LED lights have been installed.
- Repaired fence at Rose Park.
- Citywide palm tree trimming project started; the contractor returns Aug. 19, weather permitting.
- Citywide sidewalk repair contract goes to Commission for approval on Aug. 12.
- Replaced the railroad ties at Jordan Community Center front island.

Recreation

- Took 10 reservations for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Abbey Matthews.
- Staffed the Cultural Arts and Recreation Advisory Committee meeting.
- Sent out the contribution application to several organizations.
- Posted Jazz Festival posters at businesses.
- Preparing for the start of school
- Coordinating the following events:
 - Songwriters Concert – August 11
 - Artist Reception – August 15
 - Twilight Movie Night, Bull Park – August 23
 - Acoustic Night – August 25

- 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
- Taekwondo, Mondays 6:00 pm-7:30 pm, Wednesday 6:00 pm-7:30 pm, and Fridays 10:30 am- 12pm – Baker Center