

August 23, 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 Aug. 19 Commission workshop.
- Met with Curtis Ford with Habitat.
- Toured ditch clean-out in Marsh Oaks with deputy manager and public works director.
- Conducted final review of the 2019-20 budget.
- Attended a parking meeting in Beaches Town Center.

Deputy City Manager

- Attended Aug. 19 Commission workshop.
- Continuing to work on the FY 2019-20 budget.
- Attended the Aug. 21 Singer/Songwriter Showcase benefitting Dial-a-Ride and the Beaches Council on Aging.
- Since we began publishing an e-newsletter two years ago, 71 newsletters have been sent; subscribership has grown from 905 to 3,541; and 47% of the campaigns were opened by mobile devices.
- Utilized various communications channels to inform citizens about these matters and more: the city manager recruitment/selection process and timeline; LEED for Cities certification; Aug. 23 Twilight Movies in the Park (7:30 p.m., Bull Park); and Aug. 25 Acoustic Night (6-8 p.m. at Bull Park).
- Information Technology:
 - o Reviewing quote under state contract for Public Works copier
 - o Reviewing extended warranty for servers
 - o Worked on mobile app issues for security cameras at Public Works
 - o Additional workstations for Animal Control and Police sergeants' office
 - o Laserfiche configuration for Police dispatchers
 - o Security cameras research and quote for City Hall (Police project)

- New circuit for Police computer-aided dispatch in IT wiring room

Building

- Issued 48 building permits.
- Conducted 24 plan reviews and 115 building inspections.
- Attended a meeting with representative of Atlantic Beach Country Club regarding drainage and floodplain issues.
- Ongoing discussions with city manager, Code Enforcement and owner of 198 Poinsettia (Wells Fargo) regarding demolition of building.
- Attended development meeting and discussed Fleet Landing, water retention in the City, and current projects.
- Two building inspectors attended the local Building Officials Association of Florida meeting and discussed stucco installation in Northeast Florida.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Aug. 19 Commission Workshop.
- Processed, published, and distributed final agenda packets and prepared agenda guide for the Aug. 26 regular Commission meeting.
- Working on minutes of the Aug. 7 Board Member Review Committee and Aug. 12 regular Commission meetings.
- Finished drafting minutes of the Aug. 19 Commission Workshop.
- Worked on Sept. 5 Code Enforcement Magistrate meeting agenda.
- Notarized three Notice of Hearing Posting Affidavits for the Sept. 5 Code Enforcement Special Magistrate meeting
- Worked on updating office procedures.
- Initiated and completed set up on the agenda management software, iCompass, to process Cultural Arts and Recreation Advisory Committee agendas and trained committee liaison to process and publish the Sept. 3 agenda.
- Collaborated with Finance Director on advertising requirements for the public hearings on adopting the FY 2019/2020 Operating Millage and Budget.
- Processed ten lien letter requests.
- Assisted the public and staff with inquiries, records requests, and notary public services.
- Updated City's calendar and prepared notices for upcoming Sept. 3 Special-Called Commission Meeting.

Engineering

- Met with resident on Fifth Street to discuss stormwater issues and helped to identify potential options.
- Finalized and submitted Water Supply Facilities Work Plan to SJRWMD for review.
- Analyzed water quality data on Hopkins Creek and conducted field review to help determine potential sources of contamination.
- Attended Duval County Local Mitigation Strategy meeting.

- Worked with Fleet Landing engineer to find alternate sewer connection route.

Finance

- Purchasing
 - Processed 44 purchase orders for a total of \$80,466.66
 - 72 Vendor Checks for a total amount of \$196,707.56
- Payroll – 174 Payroll Checks processed for a total of \$292,906.55
- Service Orders
 - 216 Service orders were requested
 - 224 Service orders were completed
- Held Police Pension Board of Trustees meeting; coordinated and scheduled special meeting to be held in September
- Worked on agenda items/budget for the Sept. 9 Commission meeting
- Updated schedule of ERP system implementation

Human Resources

- Completed LIUNA Blue Collar union new three-year contract.
- Approved updated language for PBA Police union new three-year contract.
- Attended a seminar on legal implications of some workplace wellness initiatives.
- Met with supervisor regarding employee issues.
- Met with probationary employee and accepted his resignation.
- Conducted updated background screen and reference checks on CM candidate.
- Sent commissioners a set of interview questions and issues to steer clear of.
- Updating human resources forms used by all City staff.
- Closed three in-house vacancies.
- Opened up two new vacancies.
- Reconciled and paid invoices for UHC, Sunlife, Humana, Lincoln and Standard.
- Attended a meeting with the Finance department to discuss software conversion.
- Met with an employee to complete retirement paperwork.

Planning/Community Development

- Completed the final staff review of the Land Development Regulations update for formatting and typos.
- Met with builder about the subdivision of property in the 1800 block of Ocean Boulevard.
- Drafted cover letter from the mayor to the TPO for the resolution of support for the Mayport Road improvements.
- Reviewed the amendment for pay-for-parking to the proposed interlocal agreement.
- Researched and inventoried cities that have regulations regarding plastics in Florida.
- Drafted letter for residents in the area (Royal Palms) where new trees will be planted in the right-of-way; coordinating project.
- Reviewed the draft Water Facilities Management Plan
- Prepared for and presented at the monthly Community Development Board meeting

- Prepared and reviewed minutes for the Community Development Board meeting
- Gathered information for 10 City Clerk records requests.
- 23 building permits reviewed.
- 3 tree permits submitted, one issued.
- Researched examples of business improvement districts in Florida.
- Code Enforcement:
 - o 198 Poinsettia:
 - A letter was drafted to deliver to the adjacent resident advising him of the engineer's findings. In the event Atlantic Beach is in the track of a named storm, the resident will be ordered to evacuate.
 - A follow-up letter to Wells Fargo was drafted and is being reviewed.
 - The bank has not received the demolition bid back from their contractor.
 - The bank was notified that the building department would not issue a demolition permit if the application does not include an engineered solution to protect the adjacent property.
 - Discussing the security of the structure with staff.
- Upcoming Special Magistrate hearing: The next hearing date is Sept. 5; notice of hearing letters were posted on nonresponsive properties.
- Attending code enforcement legal seminar.
- Active code cases: 78

Police

- Chief attended Preventing Violence at Houses of Worship Forum hosted by FDLE.
- Chief met with new JSO Zone 2 Assistant Chief.
- Staff attended JB officer funeral; officers handled calls for police service in JB during funeral.
- Staff prepared for SaferWatch PSA video.
- Met with finance director to discuss ABPD IT and CAD implementation.
- We continue to wrap up budget items.
- Hosted new police applicant try-outs.
- Volunteer Emergency Response Team members supported volunteers who were working the missing boaters search.

Public Utilities

- Reviewed nine permits, two inspections, performed 30 locates, meter changes outs and service orders.
- Installed new service on Ocean Blvd., performed eight meter sets on Fairway Villas.
- Repaired water breaks at Linkside Dr., Sea Oats Dr., Seminole Rd., performed sewer inspections on Beach Ave. and Plaza.
- Repaired vault cover for Navy Housing.
- Performed routine maintenance and cleaning on lift stations and topped off propane at all stations; re-piped suction pipes and cleared brush at Camelia Street lift Station.

- Performed required system testing and maintenance on water treatment & wastewater treatment facilities, had electric contractor change oil and filters in all turbo blowers at wastewater treatment facility.
- Took hydrant temporarily out of service on Atlantic Ct. for upcoming valve repair and notified fire station.
- Located water services on Sea Oats Drive for service replacements to begin week of
- Continued work on septic-to-sewer conversion.

Public Works

- Built new information sign for Dutton Island south kayak ramp.
- Cleared and cut up fallen tree in roadway in Oceanway
- Ordered new Christmas lights for Mayport Rd. and Atlantic Blvd.
- Added a new gate door to Donner pickleball courts at half-court.
- Completed digging out Johanson Park creek from Country Club to Saturiba.
- Russell Park restroom renovations is ongoing. Portable restrooms are set up for use.
- The engineering of stormwater pipe replacement for South Seminole Road is being designed and engineered.
- Aquatic stormwater project is being engineered and the engineering fees will go to commission for approval on Aug. 26.
- Seminole Road north ditch project is complete.
- 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 began.
- Waiting on contractor to install the new crosswalk warning signals.
- Vac-Con truck is in the shop getting some wiring work done.
- Jordan Park basketball courts to be refinished soon.
- Donner Road project is being engineered.
- Skateboard park LED lights have been installed.
- Repaired leaning fence at Rose Park.
- Citywide palm tree trimming project is ongoing.
- Citywide sidewalk repair contract has been approved by the Commission. Work will begin soon.
- New fuel pumps added at Public Works.
- Requesting prices to remodel the restrooms at the Gail Baker Community Center.
- Graded roads at Dutton Island.

Recreation

- Took 13 reservations for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Abbey Matthews at Adele Grage Cultural Center.
- Sent out a reminder for the deadline to submit contribution (grant) applications; received 10 applications.
- Sent out ads and press releases to the newspaper.
- Coordinating the following events:

- Twilight Movie Night, Bull Park – August 23
 - Acoustic Night, Bull Park – August 25
 - Jazz Festival, Johansen Park – September 7
 - Twilight Movie Night, Donner Park – September 27
 - Campout, Russell Park – October 19
 - Twilight Movie Night, Russell Park – October 19
- 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 pm-7:30 pm, Wednesdays 6 pm-7:30 pm, and Fridays 10:30 am-12pm – Baker Center