

August 2, 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**

- Reviewed location of tap into sewer force main for Fleet Landing expansion.
- Continued work on FY 2019-20 budget.
- Spoke with owner of Beach Buggy.
- Along with the deputy city manager and public works director, attended presentation of pickleball paddles from St. Vincent's de Paul Charity to the summer camp program at Donner Park.

**Deputy City Manager**

- Working on FY 2019-20 budget.
- Participated in SaferWatch video shoot.
- Working on various COAB website issues and updates.
- Assisting with planning for the Aug. 3 town hall meeting at the Gail Baker Center.

**Building**

- Issued 56 building permits.
- Conducted 45 plan reviews and 95 building inspections.
- Three inspectors watched FEMA webinar showing most common damage to buildings during hurricanes.
- Held department meeting and discussed inspections on existing buildings and current projects.
- Met with contractors and lifeguard captain about moisture problems at the lifeguard station.

**City Clerk**

- Processed nine lien search request letters.
- Collaborated with staff and Code Enforcement Special Magistrate and Code Enforcement on proofing and mailing 15 orders from the July 11 meeting.

- Prepared paperwork and obtained title and plate for 2019 Ford Police Interceptor.
- Updated the minutes tracking log.
- Created and published the draft agenda for the Aug. 12 Commission meeting.
- Transcribed minutes from the July 15 Commission budget workshop.

## **Engineering**

- Met with City of Neptune Beach staff to discuss approaches to sea level rise vulnerability assessment.
- Discussed sea level rise adaptation planning with NEFRC staff.
- Reviewing shop drawings for Russell Park bathroom renovations.
- Responded to requests for information from the Florida Department of Emergency Management regarding HMGP generator grant application.
- Analyzing stormwater modeling data pertaining to Seminole Road drainage improvements.
- Began evaluation of options for extension of the Florida Greenway through Atlantic Beach.
- Worked with staff to review Dewees and Ocean Boulevard parking.

## **Finance**

- The director of finance and the deputy finance director are diligently working on the next revision of the FY20 budget and we are nearing the finish line.
- Conversations with Edmunds GovTech are continuing and a tentative timeline for the ERP system implementation has been agreed upon.
- Additionally, the Finance Department accomplished the following this week:
  - o Purchasing – processed 49 purchase orders for a total of \$399,372.70 and:
    - Researched drinking water permit due date, and contacted FDEP for invoice
    - Contacted vendor again for signature change on checks
    - Fulfilled public records request
    - Completed fuel report
    - Contacted vendor for PU regarding possible reimbursement for the maintenance renewal, as the vendor no longer provides the services contracted for
    - Reviewed invoices for discrepancies
    - Researching the costs of A/C repairs throughout the City. This was requested after procurement manager’s suggestion of having an A/C technician on staff.
    - 122 accounts payable checks were processed for a total amount of \$287,134.92
  - o Utilities:
    - 151 Service orders were requested
    - 164 Service orders were completed

## **Human Resources**

- Obtained and provided additional information and documentation required for general liability and workers' compensation insurance renewals for FY 2019-20.
- Processed renewal for Florida Bar license.
- Attended meeting for attorney/HR professionals.
- Continuing to coordinate scanning of City documents to eliminate paper copies, where appropriate.
- Coordinated with city manager and department head on provisions for a career path for a position.
- Processed a new risk management issue and coordinated with insurance provider.
- Drafted a payroll stuffer for August.
- Worked with department head on hiring for vacancy and the appropriate course of action.
- Participated in a webinar on fitness for duty in the era of legal drug use.
- Attended a SHRM Learning System conference on HR competencies.
- Closed three job vacancies.
- Processed pension payroll for August.
- Processed regular payroll.
- Attended employee appreciation committee meeting.

### **Planning/Community Development**

- Participated in a multidepartment meeting regarding the forced main connection for Fleet Landing.
- Met with the representatives of the Community Foundation to discuss partnerships on Mayport Road.
- Participated in a multi-department site visit to discuss parking issues.
- Met with a developer for multiple projects adjacent to and west of Mayport Road.
- Generated a staff report for TPO 2020 list of priority projects for Mayport Road diet, and drafted a resolution.
- Updated staff reports for branding/wayfinding and parking ordinances.
- Met with Mayor Glasser and Colin Moore (COJ) regarding Mayport Road improvements and multi-purpose trail location.
- Met with CONB regarding Coastal Vulnerability Assessment grant.
- Attended a meeting at the TPO regarding the inclusion into the 2020 prior project list.
- Performed site visit for tree removal application.
- Reviewed a driveway/walkway permit.
- Reviewed a new single-family residence.
- Reviewed and drafted staff report for façade/public art grant applications.
- 23 building permits reviewed.
- 1 tree permit submitted.
- Completed a parking inventory and map for Beaches Town Center.
- Held meetings with Public Works and Recreation directors for Parks Master Plan.
- Reviewed existing sign code and drafted new language.

### **Police**

- Chief and deputy city manager met with SaferWatch video crew to film first portion of a promotional video for the city.
- Chief attended the 2019 Emergency Preparedness Senior Officials Workshop and Crisis Leadership and Decision Making Seminar.
- Chief/Staff continued end-of-year budget review.
- Staff handled numerous parking concerns.
- Staff continued work on the city's comprehensive street review process.
- Chief/Staff participated in a pop-up information-sharing meeting regarding the comprehensive street review process near Waters Park.
- Staff continued to work on CAD implementation.
- Staff continues to work on body worn cameras – testing and evaluating.
- We have started processing police officer applicants.
- Staff is assisting NBPD this week with accreditation.

### **Public Utilities**

- Reviewed 11 permits; performed three inspections; performed 24 locates, meter changes outs and service orders throughout city
- Flushed hydrants at Majestic Cypress Dive, Gavagan Road, Old Mayport Road, Stern Drive.
- Performed routine maintenance and cleaning, placed pump in wet well at Renault Drive lift station, serviced pump at Gavagan Road lift station, installed pump motor at Schooners Bay lift station.
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities, having rotating assembly for centrifuge rebuilt at wastewater treatment facility.
- Investigated sewer complaint at residence on Spokane. Homeowner advised to install cleanout to perform TV of lines.
- Continued work on reuse lines at water treatment plant #2 and Atlantic Beach Country Club golf course.
- Met with contractor regarding Fleet Landing and Selva Marina Drive concerning force main connection.
- Inspected business on Mayport Road for water quality complaint.
- Continued work on septic-to-sewer conversion.

### **Public Works**

- Digging out Johansen Park creek from Seminole Road to Saturiba.
- Replaced head-wall and pipe end at Saturiba Drive.
- Set up temporary portable restrooms at Russell Park to be used during restroom remodeling, which is scheduled to begin Aug 5.
- Aquatic stormwater project is being engineered; fees will go to Commission for approval on Aug 26.
- Seminole Road north ditch project will start Aug 5.
- Eagle Scout hammock village project completed.
- Marshside ditch cleaning project is ongoing. Ditches are draining much better.

- Vac-Con truck has been busy every day cleaning out storm drains and pipes.
- Jordan Park Basketball courts to be refinished soon
- Donner Road project is being engineered.
- Continuing to change out the skateboard park lights to LED.
- Repairing leaning fence at Rose Park soccer field.
- City wide Palm Tree trimming project will start in Town Center on Aug 5.
- Citywide sidewalk repair contract goes to Commission for approval on Aug 12.
- Received a new donated beach wheelchair this week.
- All Public Works employees attended a one-hour chainsaw safety class.

## **Recreation**

- Took six reservations for park rentals and campers at Dutton Island
- Displaying the artwork of Abbey Matthews at Adele Grage Cultural Center.
- Gathering estimates to construct and install the information sign at Bull Park.
- 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
- Meditation, first Thursday each month 6:00 pm – Adele Grage
- Taekwondo, Mondays 6:00 pm-7:30 pm, Wednesday 6:00 pm-7:30 pm & Fridays 10:30 am- 12pm – Baker Center