

July 12, 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

- Met with accounting firm to tie up fiscal year 2018-19.
- Met with principal of ABBQ discussing various issues.
- Attended the July 8 City Commission branding workshop and meeting.
- Met with employees regarding workplace climate.
- Conducted meeting with staff regarding the July 15 rights-of-way and paid parking workshop.
- Attended a Chamber of Commerce luncheon honoring the U.S. military.
- Attended paid parking meeting with Neptune Beach officials.
- Met with representatives of the Police union regarding contract.

Deputy City Manager

- Attended the July 8 Commission workshop and meeting.
- Preparing for the 6 p.m. July 15 Commission workshop.
- Preparing for the 5:30 p.m. July 17 budget workshop.
- Preparing for the July 22 Commission workshop and meeting.
- Assisted city manager with various issues, including rights-of-way, paid parking, and workplace climate.
- Attended Chamber of Commerce luncheon honoring the U.S. military.

Building

- Issued 38 building permits.
- Conducted 19 plan reviews and 88 building inspections.
- Reviewed civil plans for Johnston Island.
- Attended webinar for Edmunds ERP software.
- Attended development team meeting, met with a homeowner; also discussed Johnston Island and current projects.
- Held Building Department meeting and discussed plan notes, continuing education, and the department operating system.

- Researching new state legislation.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the July 8 Commission Workshop, July 8 regular Commission and July 11 Code Enforcement Special Magistrate meetings.
- Processed and published agenda packets for the July 15 Commission Workshop, July 17 Budget Workshop, July 22 regular Commission (draft), and July 11 Code Enforcement Special Magistrate meetings.
- Process, published, and distributed amended agendas for July 8 Workshop and July 8 regular Commission meetings.
- Began drafting minutes for the Code Enforcement Special Magistrate meeting.
- Processed five lien letter requests.
- Completed an extensive records request which involved downloading 5,630 emails from the email archiver, sorting, reviewing, and providing applicable records.
- Assisted the public and staff with inquiries and records requests.
- Compiled a list of 263 email addresses for the deputy city manager's use in updating e-newsletter contacts.
- Updated City's calendar and prepared notices for upcoming Town Hall and Workshop meetings.

Engineering

- Prepared ground disturbance maps for City Hall and Public Works generators as requested by HMGP reviewer.
- Met with England, Thims & Miller to discuss the City's GIS system and potential improvements.
- Completed draft Water Facilities Supply Plan required by SJRWMD.
- Reviewed Johnston Island site permit application for floodplain and public works code requirements.
- Provided recommendations for final utilities and public works CIP budget.

Finance

- Vendor Checks – 75 for \$62,592.41
- Purchase Orders Issued – 27 for \$46,984.08
- Service Orders requested by Finance Staff – 150
- Service Orders completed by Finance Staff – 150
- Utility Billing – 3,199 bills

Human Resources

- Attended part of the Edmunds presentation to the Building Department.
- Attended webinar by Florida League of Cities on preventing ransomware cyber attacks.

- Worked with the city manager's office on agenda item for the next City Commission meeting regarding a proposed increase in personal time off accrual for eligible employees.
- Conducted third PBA union negotiation meeting.
- Attempting to set up the second LIUNA union negotiation meeting.
- Reviewed two vendor agreements.
- Working on a new employee wellness initiative.
- Processed paperwork in preparation for the arrival of the City's new Finance Director on Monday.
- Updated the position descriptions for system engineer positions.
- In-processed new employee.
- Met with employees regarding insurance issues and benefits enrollment.
- Out-processing paperwork for two employees.
- Advertised for police vacancy.
- Processed a workers compensation claim.

Planning/Community Development

- Presented the land development regulations update draft for final reading and adoption at the City Commission meeting.
- Prepared staff report and presentation materials for the July 22 City Commission meeting.
- Prepared presentations for the July Community Development Board meeting.
- Attended the weekly development meeting with department heads.
- Participated in a multi-department paid parking meeting.
- Attended a Northeast Florida planning directors meeting.
- Presented on multiple topics at the monthly Environmental Stewardship Committee meeting.
- Presented 17 cases at the Special Magistrate meeting.
- Attended Commission workshop on rebranding and wayfinding.
- Working on draft contract for rebranding and wayfinding.
- Reviewed a tree permit.
- Reviewed two irrigation permits.
- Drafted pay-for-parking ordinance and associated staff report; working on an interlocal agreement with Neptune Beach.
- 11 building permits reviewed.
- Performed two certificate-of-occupancy inspections and two final tree inspections.
- Attended Edmunds ERP meeting.
- Redesigned forms for website (fee changes).
- Created zoning district sheets from the land development regulations.
- Created agenda for Community Development Board meeting

Police

- Continue to work on end-of-year budget.
- Continue to work on the computer-aided dispatch (CAD) system.

- Staff is preparing for two upcoming workshops.
- Chief participated in the Women's Collaborative Luncheon.
- Chief met with Commissioner Anderson regarding parking.
- Chief participated in city staff meeting regarding parking.
- Staff participated in Critical Incident Stress Management Training.
- ABPD Employees of the Quarter were announced.
- Chief and staff participated in contract negotiations.

Public Utilities

- Reviewed five permits, six inspections and performed locates and service orders throughout city.
- Performed routine maintenance and cleaning at lifts stations and replaced rotating assembly on Mayport Road lift station.
- Performed required system testing and maintenance on water treatment and wastewater treatment facilities
- Investigated and/or repaired water breaks at Seminole Road, Sturdivant, Francis Street, Sea Oats Drive, and A1A.
- Flushed hydrants at McAlpin, Sandy Dunes Ct, and at enlisted men's housing area in off-base housing
- Working on Water Treatment Plant #2 reclaim project with ABCC.
- Performed pressure checks for residents on Mary St, Seminole, Cove Landing, Garden Lane.
- Worked with contractor for Fleet Landing project to tap into sewer lines, check fire hydrant.
- Continued work on septic-to-sewer conversion.

Public Works

- Getting prices to install new crosswalk warning signs.
- Installing pavers on 11th Street Beach Access.
- Cut up and removed (over the weekend) a fallen tree that closed the road at Fourth Street and Sherry Drive.
- Pre-construction meeting was held for Russell Park restrooms remodel. Notice to proceed will be dated Aug. 5.
- Took possession of the City's new backhoe.
- The stormwater pipe replacement for south Seminole Road is being designed and engineered.
- Seminole Road north ditch project will start in about two weeks.
- Installed coquina in Howell Park.
- New crosswalk warning signs have been delivered to Public Works.
- Eagle Scout Project building a Hammock Village is scheduled to begin on July 20.
- Held the Marsh Side ditch cleaning project pre-work meeting; work should begin July 15 (weather permitting)
- Worked on next year's budget.

- Getting quotes for refinishing the cedar siding at Gail Baker Community Center.
- Removed several dead trees off the right-of-ways.
- Met with the engineers about the design of the Aquatic stormwater and Donner Road projects.
- Helped get the beach back in shape after the July 4 weekend.
- Changing out the skateboard park lights to LED on July 16 (weather permitting).

Recreation

- Took three reservations for park rentals and campers at Dutton Island
- Displaying the artwork of Jim Kane at Adele Grage Cultural Center.
- Gathering estimates to construct and install the information sign at Bull Park
- 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