

August 16, 2019

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Joe Gerrity, 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

- Continued work on FY 19-20 budget.
- Met with a citizen to discuss stormwater.
- Attended Employee Appreciation luncheon.
- Discussed stormwater capacity at ABCC.
- Met with Police union to discuss contract.

Building

- Issued 36 building permits.
- Conducted 21 plan reviews and 158 building inspections.
- Attended development meeting, met with representatives of Atlantic Village Shopping Center, and discussed current projects.
- Held Building Department 7:30 meeting and discussed current projects.
- Worked with Code Enforcement, regarding demolition of a building and on-site visits.
- Mike Jones earned his Commercial Drone Operators License. We are using the drone for the more hazardous roof inspections and are preparing to video areas of the City for use in any future damage assessment.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Aug 12 regular Commission meeting.
- Processed, published and distributed draft agenda packets for the Aug. 26 regular Commission and final packet for the Aug 19 Commission workshop meetings.
- Working on minutes of the Aug. 7 Board Member Review Committee meeting.
- Finished drafting minutes of the July 22 Commission Workshop.
- Processed five lien letter requests.
- Records clerk is being cross-trained on associate city clerk tasks to assume responsibility when needed. Associate city clerk position is vacant.
- Worked on ongoing project of updating office procedures.

- Created an interactive on-line board and committee application form. Citizens are now able to complete and submit the form directly through our website. <https://www.coab.us/FormCenter/City-Clerk-Forms-6/Board-and-Committee-Application-75>
- Initiated and completed set up on the agenda management software, iCompass, to process Police Officers' Pension Board of Trustees agendas and trained board liaison to process and publish the Aug 15 agenda.

Engineering

- Finalized and executed state grant for \$300,000 for Aquatic Gardens stormwater improvements.
- Met with several property owners to discuss onsite stormwater management issues.
- Worked with staff to put an approach together to better manage the City's GIS system and data.
- Met with ABCC board member to discuss golf course floodplain storage and easements for potential public paths.
- Completed Tiffany by the Sea stormwater swale improvements and resodded impacted areas.
- Researched 5th St and 6th St stormwater runoff issues.
- Began analysis of parking in the Dewees – 16th St area.

Finance

- Purchasing
 - o Processed 38 purchase orders for a total of \$61,877.96
 - o 93 Vendor Checks for a total amount of \$226,654.23
- Serve Orders and Utility Bills
 - o 3186 Utility Bills were processed
 - o 289 Service orders were requested
 - o 291 Service orders were completed
- Prepared Agenda and materials for Police Officers Pension Board meeting. Having no quorum, the General Employees' Pension Board Meeting was cancelled.

Human Resources

- Attended a SHRM Learning System conference on HR competencies
- Helped supervisors with evaluation process.
- Several webinars on HR topics regarding changes to laws, updated interpretations by the courts/EEOC and new processes.
- Meeting with Harden and United HealthCare to review the City's experience mod, which dictates our rates for next year and to discuss strategies to keep costs low.
- Meeting with Harden to discuss Flu Clinic, upcoming wellness challenges, Health Fair and Wellness coaching.

- Processed payroll
- Opened up 3 in-house vacancies
- Met with Harden group to discuss benefits and health fair
- Set up Employee Appreciation Luncheon
- Helped an employee with Workers Comp paperwork

Planning/Community Development

- Attended the Action Area Adaptation planning meeting with the City of Jacksonville.
- Worked on a National Endowment for the Arts grant application for a gateway mural.
- Attended the monthly Environmental Stewardship Committee meeting.
- Met with utility locator to review the proposed street tree plantings in Royal Palms.
- Attended a budget workshop follow-up meeting for department heads.
- Attended the Commission mtg. and presented on the parking ordinance, a zone change, and heritage tree designation.
- Staff report for Commission for the 1221 Mayport Road façade grant
- Meeting property owners on 15th Street near the beach access and Chief regarding the beach parking issues
- Staff report for the CDB for the 590 Jasmine St. rezoning
- Reviewed the LDR for content, typos, numbering, etc.
- Created signs for Mayport art and façade program
- Researching cities that have regulations regarding plastics
- Setting up mechanism for payments related to the art and façade programs
- Coordinated with the bank, 3rd party structural engineer, and staff for an evaluation of 198 Poinsettia.
- Sea Turtle Lighting – I met with Casey Jones to review the recent photos he took of violations of the sea turtle lighting ordinance. I spoke with one of the violating houses by phone and visited two others.
- Attended a meeting with City Attorney to discuss the complaint of flooding that he alleges is coming from his neighbors. Steve Swann is investigating to determine.
- Basketball Goals –A written complaint was filed for their basketball goal being placed on the right of way and a notice of violation was sent.
- GIS – met with Malcolm to discuss the file structure of our GIS records.
- Actively managing 80 code cases
- 14 building permits reviewed
- 1 tree permit submitted, 1 tree permit issued
- Participated in a neighborhood parking solutions meeting at Waters Park.
- Worked application on history spreadsheet (going through last 40 years of CD minutes to add to spreadsheet)
- Finalized and distributed the CDB agenda

Police

- Chief and staff met to discuss long-term vision for safety and security using technology and the use of a technology grant.

- Chief participated in the Leadership Jax Criminal Justice Day planning meeting.
- Chief attended the Commission meeting.
- Chief held meetings with several citizens.
- Chief participated in the comprehensive street review meeting.
- Staff participated in the backpack giveaway for AB kids.
- Staff participated in the Employee Appreciation luncheon.
- Staff attended CAD training.
- Staff conducted volunteer training.
- Staff worked on a revised community survey tool.
- Staff maintained a heavy presence around ABE as the school year started.
- We continue to work on end of year budget items.
- Chief participated in contract negotiations between the Union and the City.

Public Utilities

- Reviewed 11 permits, 12 inspections, performed 28 locates, meter changes outs and service orders
- Flushed hydrants at McAlpin., Majestic Cypress, Gavagan and Cove Landing
- Repaired water break and sewer break on Hibiscus St.
- Performed routine maintenance and cleaning on lift stations and replaced battery backup at Renault Lift Station
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities, changed out motor on effluent disc filter at wastewater treatment facility
- Performed consumption reports for residences on Barefoot Trace and Ardella Road
- Located water services on Stock Street for new home permits
- Installed water tap and meter for Scrubbles Car Wash
- Met with ABCC Golf Superintendent regarding completion of golf course reuse plan
- Sent out notices to residents along Sea Oats Drive regarding upcoming water service replacements (beginning August 26)
- Continued work on septic-to-sewer conversion.

Public Works

- Waiting on Contractor to install the new crosswalk warning signals.
- Built new handrail and re-secured the floating dock at Dutton Island North and South kayak ramp.
- Added a new gate door to Donner Pickle ball courts at half-court.
- Completed digging out Johanson Park creek from Country Club to Saturiba.
- Had to replace head-wall and Pipe end at Saturiba Drive
- 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 August 26th.
- Seminole Road North ditch project is complete.

- Marsh Side 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 on the 21st (Weather Permitting)
 - Vac-Con truck is in the shop getting some general maintenance and wiring done.
 - Jordan Park Basketball courts to be refinished soon. Waiting on a dates.
 - Donner Road project is being engineered.
 - Skateboard park LED lights have been installed.
 - Repairing leaning fence at Rose Park is complete.
 - City wide Palm Tree trimming project will start back on the 19th (Weather permitting)
 - City wide Sidewalk repair contract has been approved by commission. Work will begin soon.
- New fuel pumps added at Public Works

Recreation

Took 1 reservations for park rentals and campers at Dutton Island

- Currently displaying the artwork of Abbey Matthews
- Sent out the contribution application to several organizations
- Post the Jazz Festival Poster at several businesses
- Coordinating the following events:
 - 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