

August 30, 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

- Prepped with staff for hurricane event.
- Met with Advanced Disposal rep regarding trash and recycling.

Deputy City Manager/Information Technology

- Worked extensively on Hurricane Dorian logistics and messaging.
- Attended Aug. 29 city manager candidate meet-and-greet at Adele Grage Cultural Center.
- Worked on communications/messaging pertaining to the City of Jacksonville's aerial mosquito treatment north of Atlantic Beach.
- Prepared agenda items for two Sept. 9 Commission agenda items: grant-writing agreement renewal and a Duval County Property Appraiser's office personal business property tax audit agreement.
- Information Technology:
 - o Staff members worked on hurricane preparedness, including IT's pre-storm checklist; disaster recovery plan review; and testing the Police Department's telephone system.
 - o CJIS security policy review
 - o Auto attendant script and configuration for building inspections.
 - o Facility key card system agreement

Building

- Issued 54 building permits.
- Conducted 34 plan reviews and 112 building inspections.
- Sent demolition notice to the owner (bank) and dangerous building notice to the adjacent neighbor of 198 Poinsettia St.
- Met with City Manager, Code Enforcement, and City Attorney, regarding 198 Poinsettia.

- Attended development meeting and met with two potential owners of properties, regarding development, and discussed other current projects.
- Attended City manager meeting and discussed hurricane preparation.
- Held Department meeting and discussed budget and hurricane preparation.
- Discussed structural integrity of Cloister Building K with resident's attorney.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Aug. 26 Commission meeting.
- Processed, published and distributed draft agenda packets for the Sept. 9 regular Commission meeting.
- Processed, published, and distributed final agenda packets for the Sept. 3 special-called Commission, Sept. 5 Code Enforcement Special Magistrate, and Sept. 9 Commission Workshop meetings.
- Prepared the Public Hearing notice for the Adoption of a Tentative Millage Rate and Ordinance No. 20-19-152 establishing the Operating Budget for fiscal year 2019/2020 scheduled for the Sept. 9 Commission meeting. This Notice was published in the *Beaches Leader* on Thursday, Aug. 29.
- Attended staff meetings on emergency preparedness and began preparing for Hurricane Dorian.
- Assisted the Committee liaison with amending the Sept. 3 Cultural Arts and Recreation Advisory Committee agenda.
- Worked on minutes of the Aug. 19 Commission Workshop and Aug. 26 City Commission meetings.
- Processed 12 lien letter requests.

Engineering

- Reviewed drainage plans for two proposed development projects.
- Developed and implemented sampling plan for Hopkins Creek to assess contamination potential, follow up conducted with FDEP to discuss data and next steps.
- Completed assessment of all City projects on the Jacksonville Local Mitigation Strategy project list for FEMA funding and updated the City's project list to maximize future funding potential.
- Provided storm preparation technical support to Public Works and Public Utilities.

Finance

- Purchasing
 - o Processed 34 purchase orders for a total of \$40,868.77
 - o 91 Vendor Checks for a total amount of \$393,912.28
- Service Orders
 - o 100 Service orders were requested
 - o 162 Service orders were completed
- Billing

- 2,798 utility bills were sent out
- Completed agenda items/budget for the Sept. 9 Commission workshop and meeting

Human Resources

- Met with supervisor regarding employee issues.
- Worked with Deputy City Manager on coordination of City Manager candidate public meet and greet at Adele Grage.
- Drafted two resolutions and draft staff reports for the LIUNA (Blue Collar) and PBA (Police) new three-year contracts.
- Reviewed another department's policies and procedures for emergency preparedness.
- Ensured that Human Resources is prepared for all foreseeable contingencies related to the storm.
- Three webinars from insurance carrier on storm preparedness and updates.
- Opened in-house vacancy.
- Processed regular payroll.
- Processed pension payroll.
- Met with employee concerning retirement/DROP.
- Processed incoming applications for meter reader.
- Worked on flu clinic preparations.

Planning/Community Development

- Attended the last Area Action Adaptation meeting for the City of Jacksonville.
- Coordinated with the Regional Council on the upcoming City Commission workshop on the Vulnerability Assessment.
- Met with the Community Development Board chair to discuss a various items.
- Attended two Beaches Hurricane Response Coordination meetings.
- Took the first Incident Command System (ICS 100) training course and obtained certification.
- Resolution, staff report for interlocal agreement for Pay for Parking.
- Staff report for Commission for 590 Jasmine St. rezoning.
- Met with builder about the subdivision of property in the 1600 block of Ocean Boulevard.
- Met with developer about Stocks St. development.
- Reviewed the land development regulations update for content, typos, numbering, etc.
- Reviewed the amendment for pay for parking to the interlocal agreement
- GIS – Continued to meet with Malcolm daily to continue training on COAB GIS systems. I have been completing the GIS work while Malcolm supervises.
- The next meeting of the Special Magistrate is Sept. 5. Finalized agenda and case files to send to the magistrate for review prior to the hearing.
- Posted 2 stop work orders
- Attended a legal seminar hosted by the City of Lakeland which reviewed recent constitutional law cases that affect code enforcement.
- 14 building permits reviewed
- 1 tree permit submitted

- 1 final tree inspection
- 2 certificate-of-occupancy inspections and two fence inspections were completed
- Worked on notice and staff report for use-by-exception application for homespun kitchen.

Police

- Hurricane preparation.
- Chief attended meetings at the Duval County EOC in preparation for hurricane.
- Interviewed police applicant candidates.
- Chief was guest speaker at PGA Tour meeting.

Public Utilities

- Reuse system up and running all week, Heyward Co. was on site checking hydrogen sulfide readings at influent screens for proposed quote on treatment.
- Crews are preparing for upcoming storm.
- Conducted inspections.
- Performed locates for the contractors.
- Sea Oats started.
- Took required weekly samples at water plants and system.
- Director attended Navy public information event for well testing.
- Flushed parts of the system for water quality.

Public Works

- Built new information sign for Dutton Island South kayak ramp.
- Helped on Girl Scout project of adding two new bike racks at First Street beach access.
- Fixed broken stormwater pipe on Forrestal Circle.
- Added new inlet drain box to prevent water buildup on Seminole Road.
- Fixed leaking inlet box on Aquatic Drive.
- Replaced fountain pump on Aquatic Dog Park.
- Pressured washed Jordan Park basketball court preparing for the resurfacing.
- Ordered new Christmas lights for Mayport Road and Atlantic Boulevard.
- Added a new gate door to Donner Park pickleball courts.
- 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.
- Marshside ditch digging is complete. Sodding to follow.
- Refinishing of the cedar siding and decking at Gail Baker Community Center will start sometime after the storm.
- Waiting on contractor to install the new crosswalk warning signals.
- Vac-Con truck is in the shop getting some wiring work done.
- Donner Road project is being engineered.
- City wide sidewalk repair contract has been approved by commission. Work will begin Sept. 3 (weather permitting).

- New fuel pumps added at Public Works.
- Requesting prices to remodel the restrooms at the Gail Baker Community Center.
- Preparing the city for the storm.

Recreation

- Took 8 reservations for park rentals and campers at Dutton Island
- Currently displaying the artwork of Abbey Matthews
- Received 16 contribution applications
- Coordinating the following events:
 - Jazz Festival, Johansen Park – September 7
 - Twilight Movie Night, Donner Park – September 27
 - Fall Festival, Donner Park – October 12
 - 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