

September 13, 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

- Worked with the police chief, public works director, deputy city manager and other staff on preparing for and recovering from Dorian's severe weather.
- Attended CC workshop and meeting on Monday.
- Attend CC Special Meeting on Wednesday.
- Participated in Dorian de-brief with PD.
- Met with member of the Town Center regarding palm tree up-lighting.
- Met with member of Fiorentino Group regarding 2020 FL Legislature session.

Deputy City Manager/Information Technology

- Worked with the police chief, public works director, city manager and other staff on preparing for and recovering from Dorian's severe weather.
- Attended Sept. 9 City Commission workshop and meeting, and Sept. 11 Commission meeting.
- Participated in Dorian preparedness/response debriefing at Police Department.
- Along with Mayor Glasser and Finance Director Melissa Burns, co-hosted a group of Lithuanian city government executives, including mayors of eight cities ranging in population from 30,000 to 100,000-plus.
- Utilized various communications channels to inform citizens about these matters and more: The City Commission's recognition of Bishop Percy Golden as a Police Department chaplain; police Cmdr. Vic Gualillo being selected to participate in the Federal Bureau of Investigation National Academy; preparations for severe weather that AB is expected to experience in the coming days; the Sept. 9 City Commission workshop and meeting; the Sept. 11 City Commission special-called meeting; the Sept. 11 Jumpin' Jax House-sponsored pizza party for COAB employees; the Sept. 15 (9 a.m. to 11 a.m.) Beaches Go Green beach and community cleanup, originating from The Courtyard at 200 First St., Neptune Beach; the Sept. 15 Beaches Go Green Movies that Matter program (7:30 p.m. at The Courtyard); and the Sept. 16 City Commission workshop on

environmental stewardship issues and dedication event for the COAB's LEED for Cities certification.

- **Information Technology:**

- Resolved pass-through and Chamber door lock issue.
- Detected WindStream 10m circuit failure and performed router failover procedure to mitigate AS400 connectivity until WindStream restores connectivity.
- New (pared down) quote for IT office partitions
- FDLE Questionnaire review.
- FDLE policies update.
- GIS Trakit configuration.
- VMware server configuration and troubleshooting.

Building

- Issued 57 building permits.
- Conducted 32 plan reviews and 172 building inspections.
- Mike Jones made two beach flyovers with the drone to document condition of beach and dunes before and after Hurricane Dorian. The videos are posted on the City O-Drive – Building – Drone.
- Attended pre and post hurricane meetings, preparation, damage assessment, and paperwork for Dorian.
- Attended development meeting and discussed current projects.
- Held Department meeting and discussed review/notification process and current projects.
- Met onsite with developer of wetland sites with Scott Williams.
- Met, at lifeguard station, with Vic Gualillo, City Engineer, and consultant, regarding moisture/mold issues.

City Clerk

- Performed storm preparations duties.
- Prepared, setup, attended, and performed administrative duties and follow-up tasks for the Sept. 2 Emergency Commission, Sept. 9 Commission Workshop, Sept. 9 regular Commission, Sept. 11 Special-Called Commission, and Sept. 12 Board Member Review Committee (BMRC) meetings.
- Contacted applicants and scheduled interviews for the Sept. 12 and 18 BMRC meetings.
- Processed, published, and distributed agenda packets for the (final) Sept. 9 regular Commission, (final) Sept. 11 Special-Called Commission, (final) Sept. 12 BMRC, and (draft) Sept. 23 regular Commission meetings.
- Prepared and sent public hearing notice for Resolution No. 19-47, adopting the millage rate and Ordinance No. 20-19-152, establishing the Operating Budget for fiscal year 2019/2020 for public hearings scheduled for the Sept. 23 Commission meeting.
- Finished minutes of the Aug. 19 Commission Workshop and obtained approval.
- Worked on minutes of the Aug. 26 Commission Workshop.
- Drafted seven notice of hearing letters for the Nov. 7 Code Enforcement Special Magistrate meeting.
- Processed 20 lien letter requests.

Engineering

- Worked on Tier III Hurricane Michael HMGP grant applications – Aquatic Gardens Phase II and Mary St Drainage Improvements.
- Began developing a response to the 2nd Request for Information from SJRWMD regarding the City’s Consumptive Use Permit application.
- Conducted follow-on efforts for additional delineation of sources of potential bacterial contamination in Hopkins Creek and Sunrise Ditch.
- Continued efforts with Adaptation Planning and refining the City’s Vulnerability Assessment.
- Initiated efforts with consultant to develop scope of work for correcting moisture issues at the lifeguard station and preparing a remedial action plan.
- Documented tidal conditions and roadway flooding throughout the City immediately before and during Hurricane Dorian impacts.

Finance

- Purchasing
 - o Week of 8/30-9/5 processed 4 purchase orders for a total of \$986.20
 - o Week of 9/6-9/12 processed 54 purchase orders for a total of \$36,544.55
 - o Vendor Checks:
 - Week of 8/30-9/5 - 13 Vendor Checks for a total amount of \$17,835.37
 - Week of 9/6-9/12 – 148 Vendor Checks for a total amount of \$203,564.01
- Payroll – 170 Payroll Checks processed for a total of \$280,143.52
- Utility Billing
 - o Week of 8/30-9/5 – Processed and sent 2,582 Utility Bills
 - o Week of 9/6-9/12 – Processed and sent 3,180 Utility Bills
- Service Orders
 - o Week of 8/30-9/5
 - 112 Requested
 - 102 Completed
 - o Week of 9/6-9/12
 - 164 Requested
 - 178 Completed
- Prepared offices for Hurricane Dorian.
- Tentative millage rate was set for Fiscal Year 2019/2020
- 1st hearing on adopting Fiscal Year 2019/2020 was held.
- Discussed transparency and the request for proposal process with visiting mayors from another country.
- Began preparing for various upcoming audits.

Human Resources

- Provided a clinic, in partnership with Publix, for all employees a free flu vaccine and a \$10 Publix gift card; 37 employees participated.

- Met with CM and Harden to review proposals from both insurance trusts on liability and workers' compensation renewals for 2019-20. CM asked Harden to negotiate with one of the Trusts to see if we could get the premium reduced even more.
- Finalized the insurance renewals and drafted the resolution and draft staff report for the Sept. 23 Commission meeting.
- Followed up on two risk management cases that the City is trying to collect money from and resolve.
- Worked with the LIUNA blue collar union representative regarding ratification of the latest negotiated contract.
- Drafted the employee payroll insert for the Sept. 13 pay date.
- Drafted an ordinance and draft staff report for the proposed modifications to the City's defined contribution plan.
- Worked with City Attorney to incorporate two provisions into the new City Manager draft contract.
- Worked with two employees on payroll direct deposit changes.
- Met with four new employees for benefit enrollments.
- Processed regular payroll.

Planning/Community Development

- Participated in a conference call with National Parks Service regarding the upcoming Parks and Trails Master Plan charrettes.
- Presented at the Northeast Florida USGBC on Coastal Vulnerability and LEED for Cities.
- Presented at the City of Jacksonville annual Environmental Symposium on Coastal Vulnerability and LEED for Cities.
- Narrowed the LEED roadmap selection categories for an Environmental Stewardship Committee (ESC) survey
- Finalized the ESC agenda and rescheduled the meeting until September 25.
- Revised Resolution 19-48 and staff report for Interlocal Agreement for pay for parking. Drafted Resolution 19-54, attachment A (program details) and staff report for the pay-for-parking parking project details
- Revised staff report for Community Development Board for 590 Jasmine St. rezoning.
- Worked on the Local Food, Local Place technical grant.
- Conference call with Northeast Florida Regional Council, UF and CONB regarding Vulnerability Assessments/FDEP Coastal Resilience Funding.
- Met with owner, architect and builder about a prospective variance for a Beach Avenue residence.
- 14 building permits reviewed.
- 1 certificate-of-occupancy inspection and one final tree inspection completed
- Completed and sent zoning verification letter.
- Marked tree planting locations in Royal Palms.
- Completed a use-by-exception application staff report.
- Attended Northeast Association of Code Enforcement bimonthly continuing education luncheon. This month's topic was presented by Holly Bell with the Department of Agriculture and Consumer Services on the new regulations for the sale and consumption

of hemp products. Each meeting is hosted by a different city. Hosting includes finding a location and inviting a speaker for the meeting. COAB has volunteered to host a 2020 meeting.

- GIS training continues. IT's Ron Bautista is reviewing the programs, backup, and system drive mapping to ensure the code enforcement officer has access to all of the files.
- The Sept. 5 Special Magistrate hearing was rescheduled for Nov. 7. New notice-of-hearing letters with the new date have been generated.
- Active code cases: 71

Police

- Administered pre- and post-Dorian efforts; staff held a debriefing and is working on associated paperwork.
- Staff participated in Flag Day ceremony at Atlantic Beach Elementary.
- Staff began working on the Criminal Justice Information Systems audit.
- Staff worked the Jazz Fest and produced an after-action report.
- Chief attended a breakfast at Fleet Landing.
- Chief participated in the Women's Club meeting.
- Chief attended an All Hazards Team leaders meeting.

Public Utilities

- Reviewed 7 permits, 6 inspections, performed locates, meter changes outs and service orders.
- Crews assisted Public Works with storm shutter placement at City Hall; removed all barricades from worksites and prepared water and wastewater treatment facilities and lift stations for Hurricane Dorian. Bill Pittman, along with 2 utilities crew members, and water/wastewater operators, stayed overnight during Hurricane Dorian to monitor plants and alarms, and respond to any water or wastewater emergencies.
- Prepared and submitted FEMA forms.
- Attended Works/Utilities appreciation lunch provided by Jumpin Jax House of Food.
- Assisted customer service/finance with meter reading.
- Repaired damaged manhole in Johansen Park.
- Located water services for new homes being built on Stocks St.; performed Case B connection on Dutton Island Rd at Mealy.
- Repaired water breaks at Ocean Gate., and 9th & Seminole Rd., inspected sewer backups at residences on Skate Rd. and Makua.
- Replaced service at a residence on East Coast Drive, and at a business Atlantic Ct. and installed irrigation service for a residence on 8th St.
- Performed routine maintenance and cleaning on lift stations; prepared all stations for hurricane.
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities; prepared facilities for hurricane.
- Continued work on septic-to-sewer conversion.

Public Works

- Pumped out more than 3.2 million gallons from Aquatic pond preparing for the storm.
- Delivered seven truckloads of dirt to city hall for sandbagging.
- Installed hurricane shutters to the City Hall and to the Chambers.
- Took up all trash can holders and rope with PVC on the beach preparing for the storm.
- Had the vehicle beach access dunes pushed up for beach dune and property protection. (Atl. Blvd.-Ahern St.-7th St.-15th St. and 19th St.)
- Fixed broken stormwater pipe on Forrestal Circle.
- Fixed leaking inlet box on Aquatic Drive.
- Replaced fountain pump on Aquatic Dog Park.
- Jordan basketball court resurfacing is complete.
- Ordered new Christmas lights for Mayport Road and Atlantic Boulevard.
- 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.
- Seminole Road North ditch project is complete.
- Refinishing of the cedar siding and decking at Gail Baker Community Center will start soon.
- Waiting on contractor to install the new crosswalk warning signals.
- Received Vac-Con truck back in time for the storm.
- Donner Road project is being engineered.
- Citywide sidewalk repair contract has been started. They are working on the marshside starting out.
- Requesting prices to remodel the restrooms at the Gail Baker Community Center.
- Graded roads again at Dutton Island.
- Doing a lot of after storm debris pickup.

Recreation

- Took 24 reservations for park rentals and campers at Dutton Island
- Currently displaying the artwork of Philip Bennett Walker
- CARAC is reviewing the 16 contribution applications
- Campout Registration beginning Sept. 2; 20 campsites remaining
- Flag Football Registration beginning Sept 2nd.
- Coordinating the following events:
 - Jazz Festival, Johansen Park – September 7
 - Songwriters Concert, Adele Grage – September 8
 - Artist Reception, Adele Grage – September 19
 - Acoustic Night, Bull Park – September 22
 - 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