

October 4, 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 yearly evaluations with Directors.
- Discussed options on 198 Poinsettia.
- Attended a tree planting at Jack Russell Park.

**Deputy City Manager/Information Technology**

- Thor Guard Text Alerts configuration
- Cad Update part II
- Phishing Email Training configuration for all users
- New printer in Donna's Office
- Office move for new Deputy Clerk position
- Office move for new City Manager

**Building**

- Issued 48 building permits.
- Conducted 36 plan reviews and 132 building inspections.
- Three building inspectors attended seminar for Continuing Education Credits, to maintain State licenses.
- Met engineer, on site, at 198 Poinsettia, regarding safety and demolition of building.
- Subpoena for deposition served on Dan Arlington, regarding civil suit for Cloister Condominiums.
- Met with JEA representative and discussed electric service procedures in COAB.
- Attended development meeting and discussed using outdated surveys, dune cross-overs, and current projects.

- Held Department meeting and discussed JEA permits, outdated surveys, and current projects.

### **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Oct. 3 Board Member Review Committee (BMRC) and Oct. 5 Town Hall meetings.
- Processed, published and distributed agenda packets for the Oct. 3 Board Member Review Committee and (draft) Oct. 14 regular Commission meetings.
- Records Clerk vacancy opened in-house on Oct. 1 and closed on Oct. 4.
- Working on minutes of the Sept. 9 regular City Commission meeting.
- Finished drafting minutes of the Aug. 8 Budget Workshop and Sept. 12 and Sept. 18 Board Member Review Committee (BMRC) meetings.
- Processed nine lien letter requests.
- Continued work on employee appreciation picnic planning.
- Worked on records management project - scanning and verifying records.
- Assisted the public with inquiries, records requests and notary public services.
- The city clerk prepared and submitted a request to roll over personal leave and met with the city manager.
- Coordinating deputy city clerk office setup.
- Updated City's calendar and prepared notices for the Oct. 5 Town Hall meeting.

### **Engineering**

- Steve Swann on personal leave Sept. 30 through Oct 4.

### **Finance**

- Purchasing
  - o Processed 20 purchase orders for a total of \$57,008.19
  - o Vendor Checks:
    - 114 checks for a total of \$720,321.41
- Service Orders
  - o 145 Requested
  - o 150 Completed
- Processed 2,583 utility bills
- Processed 140 payroll checks for a total amount of \$293,343.09
- Work continues finalizing items for the audit
- Discussions about implementation of new ERP system continued
- Completed tasks to start the New Fiscal Year in the current software system
- Preparations for Fiscal Year End 2019 continue

## **Human Resources**

- Met with City Manager and Mayor to discuss Leave rollover policy, history and this year's requests.
- Made a plan for a City Clerk salary survey requested by the City Manager.
- Met with the City Manager to discuss revising the position description for the Deputy City Manager.
- Reviewed and rescored the vacant accountant position at the request of the Finance Director
- Updated Draft Staff Report on updates to the Defined Contribution Plan for recommended approval by the Commission on final reading.
- Finally finalized all of the documentation and signatures required for our general liability and workers' compensation renewals.
- Calculated the salary increases for the Mayor and Commissioners, per City Ordinance.
- Attended Beaches Watch meeting with Rory Diamond as the speaker
- Annual Evaluation meeting with the City Manager
- Attended Ice Cream Social to celebrate the City Manager and his retirement.
- Attended a meeting for the Beaches Bar Association
- Met with the Director of Public Utilities to discuss his plan for reorganization of the department, including review of the old and new organizational charts, career pathing and proposed update of several position descriptions.
- Worked on updating the annual performance evaluation documents and process, with considerable input from the Public Safety department.
- Paid new FY renewal invoices to Harden & Assoc.
- Processing 135 personnel action forms for employee pay raises
- Processed fiscal year end reports for regular payroll
- Advertised 2 "in house" job vacancies
- Met with employee to discuss ICMA issue

## **Planning/Community Development**

- Met with City Manager and Clerk to discuss changes in the agenda preparation procedure.
- Met with finance to discuss the ERP implementation.
- Participated in a join beaches meetings to prepare for British aircraft carrier and its soldiers visiting.
- Reviewed available upcoming grants.
- Participated in a phone call with various departments and Wells Fargo regarding the dangerous structure at 198 Poinsettia.
- Completed and submitted Local Foods, Local Places grant application – Mayport Road
- Completed and submitted Coast Partnership Initiative (CIP) –for 5<sup>th</sup> St. dune walkover
- Advertising for 730 Plaza variance request. Staff report for variance
- Zoning verification letter for Pan Am site
- Water new trees in Royal Palms.

- Staff report and resolution for tree funding disbursement
- Getting quotes from Down to Earth (formerly R&D Landscaping) for the watering of newly planted trees
- Coordinating with RTA consulting (Mark Rimmer) and COANB regarding the pay for parking roll out program
- Working on Adaptation grant application
- 14 building permits reviewed
- 2 CO inspections
- 2 Final tree inspections (separate from COs)
- 1 Initial tree inspection
- 1 fence inspection
- Worked on tree planting plan
- Public Noticing for upcoming CDB Meeting
- Worked on History Spreadsheet of all projects (ongoing)

## **Police**

- Staff met to discuss Commander Gualillo's upcoming absence and how duties will be divided up.
- Staff continues to prepare for our CAD upgrade – training and installation of software on laptop computers.
- Staff participated in Coffee with a Cop at McDonald's and Anthem Lakes.
- Staff participated in discussions regarding upcoming visit by British soldiers.
- Staff participated in discussions regarding the Air Show.
- Staff began planning for numerous upcoming events – Halloween House, Cocoa and Caroling and Thanksgiving meal giveaway.
- Chief was the guest speaker at a community meeting on Active Shooter.
- Chief attended a press conference on Veteran's Suicide.
- Chief attended a press conference to mark the beginning of Domestic Violence Awareness Month.

## **Public Utilities**

- Reviewed 11 permits, 16 inspections, performed 52 locates, and performed meter changes outs /service orders throughout city
- Repaired water breaks on 20<sup>th</sup> St., Hickory Lane, and Beach Ave.; repaired damaged line on Fairway Villas Dr.
- Repaired leaks at meters for residences on Sargo Rd. and Saratoga Cir.
- Repairing water main break on Dutton Island Rd.
- Preparing hydrant for replacement at 6<sup>th</sup> and East Coast.
- Installed new water meter for a residence on 14<sup>th</sup> St.
- Director Pittman attended 19<sup>th</sup> Annual Florida Aquifer Conference in Orlando.
- Performed routine maintenance and cleaning on lift stations and surrounding areas.
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities.
- Continued work on septic-to-sewer conversion.

## Public Works

- New water drinking fountain installed in Johansen Park.
- Refinishing of the cedar siding and decking at Gail Baker is complete.
- Ardella drainage project of re-lining the stormwater pipe and creating a new water drainage concrete flumes and curb is complete.
- Completed all of the bridges in Johansen Park.
- Received and spread two loads of lime rock at Dutton Island roads.
- Repaired a broken pipe on Stock Street.
- Repaired break in pipe at 10<sup>th</sup> St and East Coast Dr.
- Sprayed Russell Park baseball fields for ants.
- Started the re-coating of the basketball courts in Donner Park.
- Received the new Christmas lights for Mayport Rd. and Atlantic Blvd.
- Russell Park restroom renovations is ongoing. Portable restrooms are set up for use.
- Engineers have turned in 95% plans and specifications for South Seminole Road drainage and sidewalk project. Public Works and the City Engineer has made our corrections and has everything back to the Engineering firm.
- Aquatic Stormwater project was approved by the Commission and is being engineered.
- Refinishing of the cedar siding and decking at Gail Baker Community is complete
- Waiting on Contractor to install the new crosswalk warning signals. Foundations and new walkways have been put in.
- City wide sidewalk repair in ongoing.
- Waiting on contractor to remodel the restrooms at Gail Baker Community Center.
- Donner Road project is being engineered. 80% plans are being reviewed.
- Concrete walkway from Clippership to Russell Park walking track is complete.
- Rebuilt a small walkover bridge for Howell Park at Seminole Road.
- Back in Howell Park trimming and putting in new RXR ties.

## Recreation

- Took 17 reservations for park rentals and campers at Dutton Island
- Currently displaying the artwork of Ginifer Brinkley, October 1-31
- Flag Football Parent Meeting is scheduled for October 10
- Art in the Park Registration opened on October 1
- Coordinating the following events:
  - Songwriters Concert, Adele Grage – October 6
  - Fall Festival, Donner Park – October 12
  - Artist Reception Featuring Ginifer Brinkley, Adele Grage – October 17
  - Family Fun Day & Campout, Russell Park – October 19
  - Twilight Movie Night “A Dogs Way Home”, Russell Park – October 19
  - Acoustic Night, Bull Park – October 20
- 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