

September 27, 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 staff regarding sewer line to Fleet Landing addition.
- Met with staff and Mayor to update on City projects moving forward.
- Conducted performance reviews with Department Heads.
- Attended Sept. 23 City Commission meeting.

Deputy City Manager/Information Technology

- Attended the Sept. 23 City Commission meeting.
- Working with the mayor to assist a family whose home sustained a fire.
- Assisted with planning and promoting the Sept. 27-28 Three Beaches, One Community Bahamas Relief project.
- Worked extensively on Beaches Town Center paid parking messaging.
- Working with city engineer and grant writer on Stanley Road drainage challenge.
- Publicized selection of Shane Corbin to replace retiring City Manager Joe Gerrity.
- Also utilized various communications channels to inform citizens about these matters and more: Sept. 23 Teen Council meeting; Sept. 27 twilight movie at Donner Park; Oct. 12 Fall Festival at Donner Park; Oct. 19 Family Fun Day and Campout at Jack Russell Park; and City Government Week (Oct. 21-27).
- **Information Technology:**
 - o Thor Guard laptop configuration
 - o CJNET review
 - o Phishing Campaign test
 - o Installed replacement Konica Minolta copier at PW
 - o Installed 2 new printer/scan/copiers at PW

Building

- Issued 59 building permits.
- Conducted 16 plan reviews and 136 building inspections.

- Toni Gindlesperger attended continuing education classes to maintain her Code Enforcement Officer certificate.
- Attended development meeting and discussed current projects and repetitive loss properties.
- Attended webinar for *Fortified Buildings*, promoted by FEMA.
- Met with two property owners to mediate property line dispute.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Sept. 23 Commission Workshop and Sept. 23 regular Commission meeting.
- Processed, published and distributed amended agenda packet for the Sept. 23 regular Commission meeting.
- Working on minutes of the Aug. 8 Budget Workshop and Sept. 11 Special Called meeting.
- Interviewed and promoted Lori Diaz from records clerk to deputy city clerk.
- Preparing request for posting records clerk vacancy in-house.
- Finished drafting minutes of the Aug. 26 regular Commission and Sept. 12 Board Member Review Committee (BMRC) meetings.
- Processed four lien letter requests.
- Continued work on employee appreciation picnic planning.
- City Clerk prepared annual evaluation of records clerk.
- Drafted and mailed notice-of-hearing letters for the Nov. 7 Code Enforcement Special Magistrate meeting.
- Coordinated, scheduled, and noticed the Oct. 3 BMRC meeting.

Engineering

- Developed alternatives to help relieve drainage issues on Stanley Road.
- Analyzed proposals to assess and repair potential mold issues at the lifeguard station.
- Met with Fleet Landing engineer and contractor to discuss force main connection to the COAB sewer system.
- Conducted field inspection, prepared sampling plan and completed follow up with FDEP regarding potential contamination in Hopkins Creek.
- Prepared Donner Road reconstruction budget for \$200,000 CDBG cost share request.

Finance

- Purchasing
 - o Processed 38 purchase orders for a total of \$239,089.45
 - o Vendor Checks:
 - 108 checks for a total of \$220,714.75
- Service Orders
 - o 118 Requested
 - o 146 Completed
- Process 2,780 utility bills
- Worked with auditor on final items for the audit.

- Work continues finalizing items for the audit.
- Held pension board meeting; they accepted the transition from Graystone Consulting Orlando to Graystone Consulting Tampa. This transition will take place in January, 2020.
- Completed tasks for the upcoming Criminal Justice Information Security (CJIS) audit.
- Discussed implementation timeline for the new ERP system to begin in January, 2020 with department supervisors and Human Resources.
- Fiscal Year 2019-2020 Operating Budget was approved by the City Commission on September 23.
- Preparations for Fiscal Year End 2019 continue.

Human Resources

- Processed wage statement for employee on Worker's Comp.
- Posted "in house" job vacancy.
- Closed out Meter Reader and Deputy City Clerk job vacancies.
- Processed regular payroll including comp time payout.
- Attended meeting with Finance Dept. – Software conversion.
- Processed pension payroll.
- Attended picnic committee meeting.

Planning/Community Development

- Met with city manager, others to review status of ongoing projects.
- Met with engineering and utilities to discuss a utility connection to Fleet Landing.
- Reviewed the 2018 Water and Sewer Revenue Report.
- Prepared for and presented at the monthly/rescheduled Environmental Stewardship Committee (ESC).
- Researched and prepared multiple grants.
- Prepared and presented at the Commission workshop and meeting regarding pay for parking.
- Preliminary review for new medical office building in the 1000 block of Atlantic Boulevard.
- Review 3 tree removal permits and site inspections.
- Water new trees in Royal Palms.
- Coordinating with RTA consulting and COANB regarding the paid-parking roll out program.
- Working with grant writer for the Local Foods and Local Places grant
- 18 building permits reviewed
- 2 certificate-of-occupancy inspections.
- 1 final tree inspection, 2 initial tree inspections.
- 3 fence inspections.
- Updated zoning application forms.
- Summarized the LEED roadmap survey results.
- Developed renderings for Waters Park parking scenarios.
- Efforts to resolve the 198 Poinsettia challenge continues.
- GIS plotter is being moved from Public Utilities to City Hall.

- Printed posters for the Beaches Dorian drop off event.
- Entered meter changes out into GIS records.
- Split parcels in GIS and added new addresses.
- Active Code Cases: 72

Police

- Met with SaferWatch representatives about marketing.
- Chief met with a representative from the International Association of Chiefs of Police.
- Commander Gualillo continues to prepare for the FBINA, passing along information regarding upcoming projects to staff.
- Computer-aided dispatching project continues.
- Body camera test and evaluation continues.
- Processing three police applicants.

Public Utilities

- Reviewed 2 permits, 14 inspections, performed 26 locates, and performed 32 meter changes outs /service orders.
- Set meters for 3 new homes on Stocks Street.
- Dressed up the distribution system automatic flusher area that was previously installed on Hornet Street.
- Tapped the fountain for Park Terrace.
- Created a new tap for a business on Atlantic Boulevard due to low pressure.
- Conducted sewer inspection for a residence on Saratoga.
- Investigated water covering meter for a residence on Magnolia.
- Met with contractors regarding Fleet Landing project.
- Performed routine maintenance and cleaning on lift stations
- Performed required system testing and maintenance on water treatment and wastewater treatment facilities
- Continued work on septic-to-sewer conversion.

Public Works

- Ardella drainage project of relining the stormwater pipe and creating a new water drainage concrete flumes and curb is complete.
- Installing the “KEEP OFF DUNES” signs back on the beach.
- Repaired a broken pipe and catch basin at Bonnetta and Wahoo Street.
- Repaired break in pipe at 10th St and East Coast Drive
- Sprayed Russell Park baseball fields for ants.
- Ordered new Christmas lights for Mayport Road and Atlantic Boulevard.
- 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 corrections and has everything back to the engineering firm.

- Marshside ditch digging is complete. Sodding is ongoing.
- Refinishing of the cedar siding and decking at Gail Baker Community Center has started.
- Waiting on Contractor to install the new crosswalk warning signals. Foundations and new walkways have been put in.
- Citywide 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.
- Rebuilding three bridges in Johansen Park.
- Rebuilt a small walkover bridge for Howell Park at Seminole Road.
- Back in Howell Park Trimming and putting in new RXR ties.
- Installing drinking water fountain in Johansen Park next week.

Recreation

- Took 19 reservations for park rentals and campers at Dutton Island
- Currently displaying the artwork of Philip Bennett Walker, September 1-30
- Displaying new artwork featuring Ginifer Kunsberg, October 1-31
- CARAC scored 16 contribution applications; CARAC meeting on September 30
- Campout is sold out and there are no remaining camp sites available
- Purchase order has been issued to install the marquee sign for Bull Park
- Flag Football Registrations-currently have 30 registrations
- Coordinating the following events:
 - Artist Reception Featuring Ginifer Kunsberg, Adele Grage – October 17
 - Twilight Movie Night “Spiderman Into The Spider Verse”, Donner Park – Sept 27
 - Songwriters Concert, Adele Grage – October 6
 - Fall Festival, Donner Park – October 12
 - 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