

September 20, 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

- Attended Sept. 16 City Commission workshop.
- Met with SJWMD regarding the City's consumptive use permit.
- Met with several citizens on a variety of issues.
- Met with representatives of ABBC.
- Prepped and attended CC workshop on Sept. 16.
- Began to orient Mr. Corbin on City issues and projects.

Deputy City Manager/Information Technology

- Attended Sept. 16 City Commission workshop.
- Completed a draft of social media policies and guidelines for COAB; sharing with several staff members for their input.
- Attended Sept. 19 Environmental Stewardship Committee (ESC) Outreach Subcommittee meeting and established an ESC Instagram account.
- Working on neighborhood identity program RFP.
- Published Beaches Leader article/photo on the City's Oct. 16 workshop featuring LEED certification and environmental initiatives.
- Beaches Leader photo/cutline about Lithuanian mayors' visit to AB.
- Also utilized various communications channels to inform citizens about these matters and more: the weekly market from 3 to 7 p.m. Wednesdays at Bull Park; Sept. 19 Artist Reception at the Adele Grage Center; 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 Public Works copier is ordered.
 - o Initiated repairs for Dell gates (badge reader) server
 - o Reviewed FDLE audit questionnaire for accuracy and signed SJIS security addendum
 - o Lightning Prediction System Web Configuration part 1
 - o EXSi troubleshooting

Building

- Issued 57 building permits.
- Conducted 28 plan reviews and 137 building inspections.
- Attended development meeting and discussed current projects and interdepartmental plan review process.
- The three building inspectors attended the BOAF September meeting and heard presentation from Department of Business and Professional Regulation on unlicensed contracting.

City Clerk

- Prepared, set up, attended, and performed administrative duties for the Sept. 16 Commission Workshop and Sept. 18 Board Member Review Committee (BMRC) meetings.
- Processed, published and distributed agenda packets for the Sept. 16 BMRC, Sept. 23 Commission Workshop, and Sept. 23 regular Commission meetings.
- Prepared agenda guide and official documents for signature for Sept. 23 meeting.
- Completed set up on the agenda management software, iCompass, to process General Employees' Pension Board of Trustees agendas.
- Finished drafting minutes of the Aug. 12 regular Commission meeting and Sept. 2 Emergency Special-Called Pre-Storm Briefing for Hurricane Dorian.
- Working on minutes of the Aug. 8 Budget Workshop and Aug. 26 regular Commission meetings.
- Processed 12 lien letter requests.
- Worked on employee appreciation picnic planning.
- Updated job description for vacant position and submitted for advertising.
- Wrapping up department purchases for end of fiscal year.
- Registered and obtained plate for Utility Trailer.

Engineering

- Completed response to information request regarding the West Plaza HMGP grant application.
- Met with SJRWMD to discuss the City's Consumptive Use Permit application and submitted additional information supporting the City's requested water demand.
- Presented the City's Vulnerability Assessment at City Commission workshop.
- Review South Seminole Stormwater plans and specifications and provide comments and revisions needed to the design.
- Developed methodology for assessing and tracking down potential contamination sources in Hopkins Creek.

Finance

- Purchasing

- Processed 44 purchase orders for a total of \$16,364.62
- Vendor Checks:
 - 108 checks for a total of \$368,953.09
- Payroll – 162 Payroll Checks processed for a total of \$322,030.53
- Service Orders
 - 178 Requested
 - 196 Completed
- Prepared for auditor’s visit
- Prepared agenda for upcoming Special Meeting for both the General Employees’ and Police Pension Boards.
- Preparations for fiscal year end 2019 started.

Human Resources

- Met with commissioner to discuss new City Manager agreement, drafted changes, finalized.
- Worked with finance director on organization changes; worked with another department head on restructuring.
- Coordinating the employee evaluation process.
- Coordinated the submission of evaluations on the three charter positions.
- Worked with department heads on proposed upgrade of three positions.
- Begin preparing paperwork for employee raises effective Oct. 1.
- Attended training on workers’ compensation updates to the law.
- Attended planning meeting for employee picnic.
- Processed employee’s DROP payout.
- Processed a new workers compensation claim.
- Coordinated with Carespot for a post-accident drug test.
- Worked with an employee on an insurance claim issue.
- Payment of monthly invoices to Harden, UHC, Lincoln, Sunlife, Humana, and Standard.

Planning/Community Development

- Met with Mayport Road business owner to discuss a food hub concept and public art.
- Oversaw the tree planting project for the first 20 trees in Royal Palms neighborhood.
- Visited utility sites.
- Discussed timeline for the upcoming septic-to-sewer project.
- Had multiple conference calls regarding resolution to 198 Poinsettia St.
- Met with a commissioner and the city attorney to review pay for parking.
- Met with city attorney regarding a Mayport Road property matter.
- Presented at the Sept. 16 City Commission workshop.
- Revised Resolution 19-48, 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 program details.
- Presented at the Community Development Board (CDB) meeting for 590 Jasmine St. rezoning and Homespun Kitchen use-by-exception.
- Worked with grant writer for the coastal resilience Grant.

- Printed agendas and set up the chambers for CDB meeting.
- Finished minutes for CDB meeting
- Continued working on the history spreadsheet of all Planning and Community Development projects
- Researching beach litter basket program.
- Tree permit scans and uploads for Environmental Stewardship Committee (ESC).
- Processed three meter changes in GIS.
- Completed two GIS lesson plans
- Watered the newly installed trees in the Royal Palms area.
- Attended the ESC Outreach and Education Subcommittee meeting.
- Active code cases: 72

Police

- Staff wrapped up outstanding budget items.
- Staff continues the processing of new police officer applicants.
- Staff attended Donuts with Dad at Atlantic Beach Elementary School.
- Staff continues to address ABPD building issues.
- Staff conducted a volunteer meeting.
- Met with citizens regarding various disputes and civil complaints.
- Chief met with city manager and deputy city manager regarding parking.

Public Utilities

- Reviewed 11 permits, 14 inspections, performed locates, meter changes outs and service orders.
- Performed hydrant flow test at 2009 Andreu Rd.
- Performed consumption reports for residences on Selva Marina Dr. and Assisi Lane.
- Met with contractor regarding meter locations for new homes being built on Stocks St. and performed inspection at the Sea Oats water replacement services project.
- Repaired water breaks at Selva Marina Circle, Magnolia St. and Pioneer Dr.
- Inspected residence on Mary St for low water pressure complaint- advised resident how to clean/remove debris from faucet screens.
- Installed water meter tap for new home on Sherry Dr.
- Installed and programmed distribution system automatic flusher for water quality on Hornet Ct.
- Performed routine maintenance and cleaning on lift stations.
- Performed required system testing and maintenance on water treatment & wastewater treatment facilities.
- Continued work on septic-to-sewer conversion.

Public Works

- Public Works has picked up over 2,000 square yards of debris since Hurricane Dorian.
- Put all our trash can holders and cans back on the beach.
- Purchase order written to resurface one of the basketball courts in Donner Park.

- 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.
- Aquatic Stormwater project was approved by the Commission and is being engineered.
- Marsh Side ditch digging is complete. Sodding is ongoing.
- Refinishing of the cedar siding and decking at Gail Baker Community Center will start sometime soon.
- Waiting on Contractor to install the new crosswalk warning signals.
- City wide Sidewalk repair in ongoing. They have finished the marsh side.
- Waiting on Contractor to remodel the restrooms at Gale Baker Community Center.
- Donner Road project is being engineered.
- Ardella Road repairs of putting a liner in the stormwater pipe and building a new concrete swell and gutter for flooding area.
- Repaired a broken pipe on Stocks Street.
- Building concrete walkway from Clippership to Russell Park walking track. (No trees taken out.)
- Rebuilding three bridges in Johansen Park.
- Trimming in Howell Park and installing new RXR ties.
- All new equipment boxes installed in Donner and Russell Park baseball dugouts.

Recreation

- Took 30 reservations for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Philip Bennett Walker.
- CARAC scored 16 contribution applications.
- Campout registration began Sept. 2; eight campsites remaining.
- Entered requisition to purchase and install the marquee sign for Bull Park.
- Flag football registration began Sept. 2; 28 registrations.
- Coordinating the following events:
 - Artist Reception, Adele Grage – Sept. 19
 - Acoustic Night, Bull Park – Sept. 22
 - Twilight Movie Night, Donner Park – Sept. 27
 - Fall Festival, Donner Park – Oct. 12
 - Campout, Russell Park – Oct. 19
 - Twilight Movie Night, Russell Park – Oct. 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