

Feb. 9, 2018

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.

Building

- Permitted six new single-family houses in January. The fiscal year-to-date total is 37 and the projected total for the year is 111, the same as FY-2017.
- Inspectors Mike Jones and Rick Bell are pursuing additional licensing.
- The building permit placard has been updated to match current codes and clarify required inspections; an updated application form is forthcoming.

City Clerk

- Processed the final agenda packet and handling administrative duties for the Feb. 9 Commission roundtable and Feb. 12 Commission meeting.
- Working on minutes for City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.
- Conducted research for the city attorney, city staff and elected officials and provided appropriate records.
- Reviewed applications for the administrative assistant position. The job remains open.
- Discussed staffing needs with the human resource director and city manager.
- Administered the oath to two new officers at the Feb. 7 swearing-in ceremony.
- Working on extensive records management projects, which includes scanning, verifying, inventorying, identifying records that met retention requirements, scheduling destruction of appropriate records and documenting in accordance with state laws.
- Handled public records requests, vehicle registrations, lien letter requests, meeting notices, website maintenance, and requests/inquiries from elected officials, staff, boards/committees and the public.

City Manager

- Met with the agent of Johnston Island's owner.
- Met with several commissioners on various issues.
- Met with the agent of the general employees union.

- Attended the swearing-in of two new COAB police officers.
- Worked with several staff members to research a commissioner's concerns.
- Participated in the Feb. 9 City Commission roundtable.
- Met with union steward to resolve a personnel issue.
- Worked with staff to resolve above personnel issue.
- Reviewed progress on the Royal Palms sidewalk project.
- Reviewed remaining issues with Selva Preserve plat.
- Met with the City's auditor.

Deputy City Manager

- Unveiled the City Commission's priorities at Beaches Watch and on the City's website and Facebook page.
- Working on website updates in advance of the City's late-March relaunch.
- Continuing to compile a database of citizen and business email addresses for the City's e-newsletter and other email communication. The email distribution list, which was initiated about six months ago, is at 2,306 and counting.
- Continuing to undertake efforts to increase the number of "likes" the City's Facebook page has. The page, which was initiated in February 2017, now has 2,284 "likes" and counting. Everyone is encouraged to send all of their Facebook friends a message encouraging them to "like" the page.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including ABPD's student in the spotlight program and the city's database update.

Finance

- Prepped for City Commission Budget 101 roundtable presentation.
- Attended CDBG finance meeting.
- Continuing to work with auditors who are onsite.

Human Resources

- Met with department head and supervisor about revising position description and potential upgrade of a hard-to-fill position.
- Met with city leadership regarding various HR issues.
- Met with a supervisor before and after a disciplinary action; processed paperwork.
- Working with the U.S. Equal Employment Opportunity Commission to update the format for the City's state and local government report.
- Discussed upcoming training opportunities with the city manager and deputy city manager.
- Continuing review of position descriptions in preparation for pay classification study.
- Resolved the process for annual payment to unionized employees for obtaining licensing and certification.

Information Technology

- Upgraded the Laserfiche document management application.

Planning/Community Development

- Met with Environmental Stewardship Committee Chair Judith Leroux and other ESC members to discuss potential tree-protection ordinance changes.
- Met with ESC member Bruce Andrews to discuss Tideview plantings, the Ahern plat and tree permits.
- Attended the North Florida Transportation Planning Organization's monthly meeting.
- Attended the City of Jacksonville's monthly waterfront activation meeting.
- Submitted a revised draft of public notice requirements to the city attorney for review.
- Continued research on the flooding issues for 315 5th St.
- Reviewed 19 permits for new construction and two permits for tree removal.

Police

- Making final plans for Feb. 11 Donna marathon.
- Met with state accreditation team and continuing to review and rewrite policies to meet accreditation objectives.
- Discussed public safety issues with City Commission members.
- Discussed efficiency improvements with state attorney's representatives.
- Coordinating courthouse access for ABPD staff with the Jacksonville Sheriff's Office.
- Developed a training requirements plan for 2018.
- Planned for public safety concerns in advance of a special event.
- Administered physical fitness test to officers.
- Two new officers began their first week of training.
- Conducted the swearing-in ceremony for two new officers.

Public Utilities

- A contractor is completing roadway repair/replacement of a portion of Apollo Drive at Wonderwood Road damaged by a water main break.
- City crews are performing meter change-outs.
- City crews provided assistance to meter reading/customer service for service reconnects.
- Coordinating with vendor on scope and cost of capital sewer system rehabilitation project.
- Working with the City's grant consultant on a St. Johns River Water Management District cost-share grant application for a septic-to-sewer project.
- Processing paperwork for position advertisements for plants division director, plant operator and distribution operator trainee.

Public Works

- Russell Park Tennis Courts 5 & 6 are complete; wind screens have been installed.
- Dutton Island debris cleanup is ongoing.

- The Russell Park children's and ADA swing set as been ordered.
- Crews repaired several sinkholes.
- City streets are being evaluated for resurfacing.
- The public works building percent is 50-percent complete.
- Projects in bid/review process (partial list):
 - o Presenting Dutton Island pier bids to the City Commission on Feb. 12.
 - o Jordan Park walkway (CDBG project) bid opening is Feb. 28.
 - o The lifeguard station plans have been altered; bids are due March 7.
 - o The Safe Routes to School project contractor is slated to be selected in May and work begins in July.

Recreation

- Working on a Black History Month play with children from the community.
- Processing Arts in the Park application.
- Met with ABET and First Act representatives.
- Prepared for Sunday's Songwriters Night.
- Continuing efforts to try to continue the community's Shakespeare in the Park tradition.