

May 11, 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**

- Issued commercial permits this week for a new business, Reve Brewery, and expansion of an existing business, Moto Electric.
- The four development departments met with the new owners of the car wash on Atlantic Boulevard regarding planned renovations.
- Sent 180 outreach letters to the owners of repetitively flooding properties in conjunction with our Insurance Services Office community rating system. responsibilities, and are receiving feedback and questions, accordingly.
- Discussed the Tideviews pergola project with the John November.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the May 6 City Commission roundtable meeting.
- Processed and published the final agenda packet for the May 14 City Commission meeting.
- Worked on an extensive scanning project.
- Worked on minutes from the May 4 Parking and Pedestrian Safety Advisory Resource Committee and May 7 Commission Roundtable meetings.
- The associate city clerk filled in during the city clerk's absence.
- Continuing to accept and review applications for the records clerk position.
- Handled public records requests and lien letter requests.

**City Manager**

- Attended the May 6 Commission roundtable.
- Met with John November regarding potential Selva Preserve purchase.
- Greeted the Mayport Coastal Sciences Middle School Student Council members as they toured City Hall, the Police Department and Jacksonville Fire & Rescue Department.
- Worked with Scott Williams and Chief Cook to resolve congestion at the 18<sup>th</sup> Street beach access.

- Discussed tree issues with a homeowner in Oceanwalk.
- Reviewed the pay study with staff of Cody & Associates.
- Participated in a conference call with the firm conducting a workplace climate survey.
- Along with the deputy city manager, conducted several site visits, including tree removal on Tierra Verde Drive, the 18<sup>th</sup> Street beach access, and parking at construction sites.
- Met with several commissioners regarding, but not limited to, land purchases beach access, traffic and parking.
- Held a brief meeting with a COAB auditor.

### **Deputy City Manager**

- Worked with the city manager and executive assistant in preparation for the workplace climate survey.
- Preparing an agreement for First Act's use of Adele Grage Cultural Center.
- Conducted the sixth of seven customer service training sessions.
- Attended a portion of the Monday-afternoon City Commission roundtable.
- Along with Mayor Glasser, facilitated and participated in a Mayport Coastal Sciences Middle School Student Council field trip.
- Met with a concerned citizen, the city manager and Planning/Community Development staff regarding a tree mitigation issue; also met Shane Corbin and a resident/developer who wants to assist the City with various planning issues.
- Worked with Chief Cook and Scott Williams on parking issues.
  - Utilized various communications channels to inform citizens about numerous matters, including but not limited to automobile burglary prevention; hurricane preparedness; the June 6 Mobile Police Athletic League event at Donner Park; employee vacancies; and the Alert Atlantic Beach emergency notification system.

### **Finance**

- Work with auditors, who are onsite.
- Prepared for and staffed quarterly Pension Board meeting.
- Received annual pension actuary reports.
- Ran payroll.

### **Human Resources**

- Processed payroll and developed payroll insert.
- Participated in two interviews and discussed reorganization ideas for the Building Department.
- Attended an annual labor and employment law update.
- Conducted workplace harassment training and attended a customer service training for the Police Department.
- Along with the city manager and deputy city manager, analyzed the draft pay study results and participated in a telephone conference with a Cody & Associates representative.

- Conducted training for Police Department volunteers on workplace harassment, equal opportunity, customer service, safety and workers' compensation.

### **Information Technology**

- Reviewed all outstanding issues with the TRAKiT licensing application with our new Superior project manager from Superior. We expect to have the highest two issues (monthly reports and current open cases) resolved in the next two weeks.
- Approved the mobile application design proposed by Civic Plus. Production is under way.

### **Planning/Community Development**

- Attended the Beaches Town Center Agency board meetings.
- Staffed Environmental Stewardship Committee, Tree Subcommittee, and LEED for Cities Subcommittee meetings.
- Updated the department website to include an urban forestry page.
- Continued research for the parks master plan.
- Completed the review and scoring for land development code revision requests for proposals.
- Continued review of the Marport Road corridor visioning summary report.
- Sent 25 notice-of-violation letters for code enforcement.
- Finalized the agenda, prepared packets, and worked on presentations for next week's Community Development Board meeting.
- Completed presentations for next week's City Commission meeting.
- Held a conference call with the City's grant writer to review potential future projects.
- Met with the Northeast Florida Regional Council to review the proposed maritime management plan.
- Reviewed 14 building permits and three tree-removal permits.

### **Police**

- Conducted electronic control device recertification training.
- Conducted volunteer radio procedures training.
- Conducted a tour for the Mayport Coastal Sciences Middle School Student Council and recognized its members as the month's Students in the Spotlight.
- Conducted a survey of Donner Park for an upcoming Police Athletic League event.
- Met with the accreditation manager selectee, who starts work next week.
- Worked on 18<sup>th</sup> Street beach access parking.
- Conducted numerous site visits in regards to complaints of illegally parked cars.
- Conducted budget meeting.
- Reviewed and formatted numerous policies in preparation for an accreditation mock assessment.
- Spoke with the Jacksonville Sheriff's Office's Zone 2 leadership regarding automobile burglaries.
- Planning for a police bicycle operator class.

- Planning for Dancin' in the Streets.

### **Public Utilities**

- The Seaspray water service replacement project walkthrough is next week.
- Sewer services were installed on Seminole Road North to allow for connection of failing septic systems.
- Performed water break repairs and addressed customer service requests.
- Performing current year expense projections and capital improvement/ operating budget preparation.

### **Public Works**

- Cleaned part of the 20<sup>th</sup> Street ditch line.
- Vac-Con truck training continues.
- JEA has started to move the utility poles for the Sherry/Seminole sidewalk project.
- Restriping stop bars throughout the city.
- Hired a new park ranger.
- Installed "no parking" signs on Ahern and Seventh streets.
- Striped a shower line at the 18<sup>th</sup> Street beach access.
- Started building the second bulkhead on the Aquatic duck pond.

### **Recreation**

- Along with the deputy city manager, handled a complaint concerning park rules.
- Met with the Cultural Arts and Recreation Advisory Committee chair.
- Received estimates on lighting, sound and chairs for the theater.
  - Worked on coordination of flag football, Wild Wonders, Acoustic Night, the artist's reception, Arts in the Park, and the Jazz Festival.