

June 8, 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

- Three builders attended the weekly development meeting regarding their projects.
- The lifeguard station project was inspected; a new metal roof was installed.
- Jennifer Johnston and Valerie Jones are being trained on TRAKiT software.
- The department's offer of after-hours inspections on the first Saturday and second Wednesday of each month is being sparingly accepted. An exception was that two inspections were conducted Saturday.

City Clerk

- Performed various administrative duties for the June 11 City Commission meeting.
- Completed minutes for the April 13 and May 14 Commission Meetings.
- Researched, prepared, routed, and faxed lien letters.
- Scanned and filed lien letters, agreements, notices, resolutions and ordinances.
- Handled public records requests.

City Manager

- Met with Harden and Associates about 2018-19 insurance renewal.
- Reviewed department budgets with deputy city manager and finance director.
- Received conceptual plans from the Florida Department of Transportation for bike lanes on Mayport Road.
- Finalized Selva Preserve purchase/sale agreement to present to City Commission on June 11.
- Met with the mayors of Atlantic Beach and Neptune Beach, along with the Neptune Beach city manager, about the two cities' common issues.
- Along with the deputy city manager, attended the Police Athletic League Family Fun Day event at Donner Park.
- Attended Arts in the Park at Johansen Park.

Deputy City Manager

- Participated in a community wellness initiative planning meeting with six Atlantic Beach residents with varying expertise and interest in the topic. This endeavor is inspired by Blue Zones, an international movement to help people live longer, better lives by improving their environment.
- Assisted the information technology director and executive assistant to the city manager in efforts to ensure that all employees have an opportunity to participate in the workplace climate survey.
- Reviewed a code enforcement concern with staff and a business owner.
- Attended a National Park Service technical assistance meeting.
- Coordinated and attended meetings with the City's grant writer.
- Met with a concerned citizen and, separately, two elected officials.
- Rescheduled the sea turtle education workshop to 5:30 p.m. Wednesday, June 20.
- Attended Arts in the Park at Johansen Park.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to the June 6 Police Athletic League Family Fun Day; June 11 City Commission meeting; June 16 Howell Park community tree planting; June 20 sea turtle workshop; June 22 community blood drive; the ocean rescue corps; and the COAB mobile app.

Finance

- Ran payroll.
- Conducted budget meetings with city manager and deputy city manager.

Human Resources

- Processed payroll.
- In-processed a new employee.
- Prepared for and attended an insurance pre-renewal meeting with the city manager and the City's broker.
- Met with public utilities director on proposed position changes; worked on a public works position change; and worked on other employee issues.
- Handled a risk management issue.
- Received, reviewed and gathered information for a foreclosure action in which we were named as a party due to a code enforcement lien. Met with city manager and referred it to the city attorney for handling.
- Attended a free continuing legal education seminar.

Information Technology

- Discussed surveillance camera plans with vendors.
- Assisted with various website issues.

Planning/Community Development

- Continued inventory for the parks master plan; 13 have been completed.
- Hosted meet-and-greet with a National Parks Service representative in advance of a technical assistance opportunity.
- Prepared presentations for the June 11 City Commission meeting.
- Completed draft of the backyard hen ordinance.
- Completed review comments for the Mayport Road visioning report.
- Met with property owners to resolve code violations.
- Performed site visit and impervious calculations for a Fifth Street parcel.
- Attended the North Florida Transportation Planning Organization's monthly Transportation Coordinating Committee meeting.
- Worked on staff reports for the June 19 Community Development Board meeting.
- Completed 25 building permit reviews and two certificate-of-occupancy inspections.

Police

- Held Family Fun Day with the Police Athletic League at Donner Park.
- Met with Neptune Beach Police Department regarding upcoming events.
- Conducted several lifeguard station project walk-throughs.
- Met with the City's new accreditation manager.
- Discussed training with the University of North Florida deputy police and public safety chief.
- Interviewed police officer candidates.
- Met with a Langton Associates representative regarding grant opportunities.
- Worked on policy rewrites.

Public Utilities

- Crews performed meter change-outs and repaired minor water service leaks/breaks.
- Performed walkthrough of service replacement project; contractor addressing punch-list items.
- Revised Disinfection By-Products Rule Monitoring Plan to meet new Florida Department of Environmental Protection regulatory requirements.
- Scheduled contractor to relocate fire hydrant on Stanley Road and replace double sewer service on Selva Marina Drive.

Public Works

- Crews have been busy with the new vacuum truck.
- Continuing to water new trees at Tideview Park.
- Preparing for paving project.
- Reviewed budgets with each supervisor.
- Performing work at Adele Grage Cultural Center in advance of summer programming.
- Preparing Howell Park for June 16 tree planting.
- Assisted with Arts in the Park post-event work.
- Met with contractor in advance of upcoming park improvements.

- Performing various beautification projects community-wide.
- Setting up a pre-construction meeting with the paving contractor.
- Projects being prepared for bids:
 - o Basketball court restriping.
 - o Tenth Street ADA beach walkover project.
 - o Russell Park fence gate.
 - o Donner Park curb and sidewalks.
 - o Skate park fencing.
 - o Russell Park baseball field gates.

Recreation

- Working Adele Grage Cultural Center improvements.
- Hosted Arts in the Park (Johansen Park), Songwriters Night (Adele Grage), summer camp and Police Athletic League event (Donner Park).
- Prepared for and held Cultural Arts and Recreation Advisory Committee meeting.
- Revising community grant guidelines.