

Dec. 7, 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.

City Manager

- Monitored weather on Saturday with the recreation director regarding the Beaches Town Center Christmas festivities.
- Met with the business manager for employees union.
- Attended the City Commission workshop.
- Met with the union steward for employees union.
- Conducted a telephone conference with representatives of Langton Associates (grant writers).
- Attended a Beaches Town Center Christmas event.
- Met with Jones Edmunds representatives regarding flooding problem in the Sevilla-Atlantic Beach Country Club area.
- Conducted interviews for the City engineer position.
- Coordinated the Fleet Landing bond signing.
- Met with Neptune Beach and Beaches Town Center board members about up-lighting of palm trees.
- Met with some Beaches Town Center property owners regarding development opportunities.

Deputy City Manager

- Attended the City Commission workshop.
- Attended a recycling webinar.
- Worked with on a grant opportunity.
- Participated in City engineer interviews.
- Produced and distributed an e-newsletter.
- Assisted the city manager and staff with consumptive-use permit, public utilities technology upgrades, beach-access parking, and future dune walkover presentations to the City Commission.
- Publicized the display of a COAB flag at FEMA's headquarters in Puerto Rico, where AB resident Gary Moore is working.

- Also utilized various communications channels to inform citizens about these matters: Beaches Go Green recycling survey; Dec. 3 City Commission workshop; Dec. 10 City Commission meeting; Dec. 14 blood drive (noon to 5 p.m.) at City Hall; Dec. 23 Cocoa & Caroling (4 to 7 p.m.) at the Police Department; Jan. 16 COAB/National Parks Service parks and trails workshop (3 to 7 p.m.); Feb. 10 Donna Run.

Building

- Conducted 34 plan reviews and 147 inspections.
- Issued 43 building permits, including one for a new home.
- Worked with Code Enforcement on construction and Americans with Disabilities Act-related cases.
- Attended internal development team meeting to discuss current projects.
- Worked with Human Resources to advertise permit technician position.

City Clerk

- Drafted minutes for the Nov. 14 special called City Commission, Nov. 29 Board Member Review Committee (BMRC), and Dec. 3 City Commission workshop meetings.
- Processed, published and distributed final agenda packets for the Dec. 10 regular Commission and Dec. 6 BMRC meetings.
- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Dec. 3 Commission workshop and Dec. 6 BMRC meeting.
- Drafted 22 Code Enforcement Board (CEB) Orders from Nov. 28 CEB meeting.
- Processed 14 lien letter requests.
- Collaborated with city management to close-caption future City Commission workshops. Beginning to update documents, notices, templates and website calendar, accordingly.
- Met with mayor and city attorney about the recent changes to boards and committees, and possible future amendments.
- Along with mayor and city attorney, signed bond paperwork related to Fleet Landing.
- Updating documents to reflect the recent board and committee changes.
- Worked on minutes for the Nov. 19 Commission workshop and Nov 28 CEB meeting.
- Registered Commissioner Anderson for the Institute of Elected Municipal Officers program to be held in January in Jacksonville.

Finance

- Finance staff requested 249 utility service orders; 246 service orders were completed.
- Issued 91 vendor checks totaling \$179,556.
- Issued 128 Payroll checks totaling \$268,952.
- Issued 34 purchase orders totaling \$111,785.

Human Resources

- Processed regular payroll.

- In-processed three new employees.
- Met with the city manager and deputy city manager on several issues.
- Continued with certification training.
- Worked with the public utilities director on multiple issues, including on filling a newly created position.
- Attended a continuing legal education seminar on the Affordable Care Act.
- Reviewed several issues with the Police Department.
- Worked with the Planning Department to get a certificate of insurance in association with a newly awarded grant.
- Reminded staff of the gift guidelines outlined in the employee handbook.
- Worked on finalizing the upgrade of two Recreation positions.

Information Technology

- Posted first closed-captioned commission meetings to the City website.
- Attended website accessibility seminar.
- Attended class and took exam for Criminal Justice Information Services security training.

Planning/Community Development

- Participated in a conference call with the National Parks Service regarding the parks and trails master plan.
- Presented tree planning concepts at the City Commission workshop.
- Drafted a use table for a new mixed-use zoning district.
- Prepared staff reports and presentations for the upcoming City Commission meetings.
- Attended the monthly Transpiration Coordinating Committee meeting of the Northeast Florida planning organization.
- Prepared updates to the proposed 2030 Comprehensive Plan for the Dec. 10 Commission meeting agenda packet.
- Prepared a resolution for the Commission to authorize the expenditure of tree funds for multiple tree planting projects throughout the City.
- Prepared notices for items on the Dec. 18 Community Development Board (CDB) agenda.
- Prepared three public notice mailers for the CDB and City Commission.
- Designed a tree permit tracking spreadsheet.
- Worked on minutes for the Nov. 20 CDB meeting.
- Reviewed 13 building permits and completed two certificate-of-occupancy inspections.
- Registered for the Fundamentals of Code Enforcement course and exam in February in Orlando.
- Finalized Code Enforcement Board orders from Nov. 28 meeting
- Continued research on a Fifth Street drainage issue.
- Concentrated on moving/removing signs in right-of-way.

Police

- Staff is planning the City's Dec. 23 "Cocoa and Caroling" event.

- Working with the Information Technology department to update all ABPD computers.
- Staff attended a parking meeting.
- Staff is wrapping up the lifeguard building project.
- Staff is working with AB residents to identify and assist local families at Christmas.
- Staff is planning a small ABPD luncheon on Dec. 12, to include recognition of volunteers.
- Wrapped up paperwork and meetings with the fall ABPD volunteers.
- Working with other law enforcement agencies on an agreement regarding notifications of juvenile offenders.
- Staff is working on the Feb. 10 Donna Run.

Public Utilities

- Attended The Longest Table event in downtown Jacksonville with the deputy city manager and Building Department director.
- Continuing work on consumption use permit.
- Worked on septic-to-sewer project with City of Jacksonville and scheduled a meeting with all parties for next week.
- Worked on a City Commission resolution to upgrade the City's lift stations with supervisory control and data acquisition system to ensure proper operation and reliability.
- Distribution crews repaired various water breaks and changed out older meters.
- Performed 50-plus inspections and locates.
- Met with developers of Fleet Landing expansion on impact fees.

Public Works

- 10th Street beach walkover construction continues.
- Put up the community Christmas tree outside of the Police Department.
- Made decorative large wooden boxes to be painted by Police Department volunteers.
- Two staff members attended the Florida Stormwater Association training in Orlando.
- Relocated painters shop to Public Works facility.
- Bid opening for Russell Park sidewalk design is scheduled for Dec. 12.
- Training two new park rangers.
- Attended ocean dredging meeting.
- Started pumping the Aquatic Pond preparing for weekend rain.
- Met with Sevilla Gardens homeowners to discuss stormwater runoff problems.

Recreation

- Took 16 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Met with the cleaning company about cleaning at the centers.
- Staffed the Cultural Arts and Recreation Advisory Committee meeting.
- Attended the Board Member Review Committee meeting.
- Worked on the department's 2019 brochure.
- Artist Reception, Thursday, 5 pm-8 pm, Adele Grage
- Songwriters, Sunday, 6 pm – 8 pm, Adele Grage

- Flag Football Games, Saturday, 9:00 am – 1:00 pm, Donner Park
- Meditation Buzz, Wednesday, 7:00 – 8:00 pm, Adele Grage
- Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage, Wednesday, 6:30 – 7:30 pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
- Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
- Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage