

Dec. 14, 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

- Reviewed system development charges on Fleet Landing project.
- Met with COJ CDBG officials regarding the septic-to-sewer project.
- Attended the Dec. 10 City Commission meeting.
- Attended the swearing-in of new AB police officer.
- Met with several citizens regarding various issues.
- Attended annual employee holiday luncheon; Yvonne Calverley spearheaded the committee that created and hosted this increasingly popular annual event.

Deputy City Manager

- Attended the Dec. 10 City Commission meeting.
- COAB hosted a community blood drive Dec. 14; 2019 blood drives at City Hall are scheduled for Feb. 8, June 7, Oct. 4 and Dec. 6.
- Assisting the Planning staff with the LEED for Cities project.
- Participated in a Community Development Block Grant planning meeting.
- Attended a Donna Run planning meeting.
- Met with the planning director and a Mayport Road business/property owner about prospective site/business improvements
- Represented the City at the Jax Chamber of Commerce Beaches Division board meeting.
- Expanded the City's social media presence to the Nextdoor platform, which enables direct communication with more than 1,700 AB residents. In addition to Nextdoor, the COAB website and through news releases, other ways we reach our residents (and the estimated reach) include: utility bill newsletter (all AB households and some outside the city); e-mail newsletter (2,676 subscribers); COAB Facebook page (3,215 followers); Police Department Facebook page (5,761 followers); Recreation Department Facebook page (2,893 followers); AB community Facebook pages (more than 17,000 followers); and the Everbridge emergency communication system.
- Utilized various communications channels to inform citizens about these matters: Beaches Go Green recycling survey; 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

- Issued 38 building permits.
- Conducted 152 plan reviews and 51 inspections.
- Jennifer Johnston attended a two-day seminar on emerging technologies for building departments.
- Attended the development department meeting and discussed stop work orders and current projects.
- Dan Arlington held the annual directors meeting for the Building Officials Association of Florida First Coast chapter.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Dec. 10 regular Commission meeting. All handouts, speaker forms and minutes and resolutions approved at this meeting have been executed, scanned and filed.
- Attended and recorded bid opening for the Russell Park walking path.
- Finalized, executed and mailed 22 Code Enforcement Board (CEB) orders from the Nov. 28 meeting.
- Obtained registration and plate for 2019 Chevy Silverado for Public Utilities.
- Prepared draft agenda for the Dec. 20 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC).
- Completed minutes for the Dec. 3 Commission workshop.
- Working on minutes for the Nov. 19 Commission workshop and Nov. 28 CEB meeting.
- Processed six lien letter requests.
- Along with Mayor Glasser and City Attorney Durden, signed additional Fleet Landing bond paperwork.
- Submitted an online configuration request form to be used in setting up the new records request software with JustFOIA.
- Assisted residents with notary public services.
- Created new charts to be used for tracking minutes, agenda deadlines and meeting dates for 2019.

Finance

- Opened eight bids for the Russell Park walking path.
- The City announced its intent to select Edmunds and Associates as its enterprise resource planning software vendor.
- Utility bills – Cycle 3 was billed 3,151 bills.
- Vendor checks – 102 for \$177,794.
- Payroll checks – 128 for \$268,952.
- Purchase orders – 30 for \$31,314.

- Service orders requested by Finance staff – 240.
- Service orders completed by Finance staff – 241.

Human Resources

- In-processed new employee and worked on an offer to a prospective employee.
- Met with city manager and deputy city manager on several issues.
- Finalized upgrade of two Recreation positions.
- Updated pay scale.
- Continued research on training software.
- Worked with several employees on benefits, Medicare and retirement issues.
- Researched pension issues for city manager.
- Prepared for and attended Employee Appreciation luncheon.
- Continue to oversee scanning project.
- Continued with certification training.

Information Technology

- Worked with a consultant to solve sporadic network problems that were occurring between the City and its financial application vendor.
- Worked with Harris Corp. to upgrade circuits to the Florida Department of Law Enforcement network.

Planning/Community Development

- Coordinated and presented at the monthly Environmental Stewardship Committee meeting.
- Prepared presentations for the upcoming Community Development Board (CDB_ meeting.
- Prepared a draft decision matrix for public art review.
- Prepared road diet/East Coast Greenway material for discussion.
- Completed and submitted materials for the City's resiliency grant.
- Completed a zoning interpretation letter for properties on Violet Street.
- Prepared and presented presentations to the City Commission on the new residential Selva Marina zoning district and the Comprehensive Plan.
- Met with a property owner on Sherry Drive to discuss potential redevelopment.
- Met with a property owner on Fifth Street to discuss stormwater management.
- Met with the CDB chair to discuss redevelopment on Mayport Road.
- Participated in a multidepartment meeting to discuss a nuisance property.
- Participated in a LEED for Cities conference call.
- Drafted redline code language and ordinance for the proposed changes to impervious surface and stormwater retention requirements.
- Along with Chief Cook, presented updates to the City's parking requirements and adding private property towing regulations to the City Commission.
- Reviewed 17 building permits.
- Two tree-removal permits submitted and two were issued.

- Performed park history research.
- Opened seven new code enforcement cases; total active cases: 61.
- Signs relocated/pulled from right-of-way: 39.
- Produced agenda packets for the CDB meeting.
- Completed Comprehensive Plan letters of transmittal and sent them to all applicable state agencies.

Police

- Held a swearing-in ceremony for new police officer.
- Held AB police department luncheon and recognized our volunteers.
- Conducted training and weapons inspections and cleaning.
- Members of the staff attended a holiday breakfast hosted by Fleet Landing.
- Chief Cook met with several business owners.
- Chief Cook attended commission meeting.
- Met with several vendors to discuss police products and equipment.
- Hosted a Donna Run meeting.
- Continuing to collect toys for the toy drive.
- Staff attended employee appreciation holiday luncheon.

Public Utilities

- Attended the Dec. 10 City Commission meeting, at which a SCADA replacement system and consumptive use permit renewal services were approved.
- Met with City of Jacksonville representatives and others on Community Development Block Grant opportunities.
- Wastewater crews repaired an aerator blower.
- Set up candidate interviews for the water superintendent position and a wastewater operator position.
- Performed more than 50 locates and inspections.
- Met with city manager, deputy city manager and finance director about system development fees.
- Met with Almond eEngineering on new development.

Public Works

- Construction on the 10th Street beach walkover continues.
- Installed five security cameras at Public Works.
- Met with a Langston and Associates representative, the city manager and other staff members about prospective grants.
- Ordered another disability access ramp for a playset at Russell Park.
- Researching LED lighting for Russell Park tennis courts.
- Met with Jones Edmond representatives regarding the design of four projects identified in the stormwater master plan (Seminole Road South, Seminole Road North, Aquatic and West Plaza).
- Attended a beach dredging meeting.

- Received bids for the Russell Park sidewalk; slated for City Commission approval on Jan. 14.
- A crew assisted with the employee luncheon at Gail Baker Community Center.
- Pulling dune signs and trash poles preparing for the beach dredging.

Recreation

- Handled 19 total reservations for beach fires, park rentals and Dutton Island campers.
- Prepped for the monthly artist reception.
- Staffed the flag football championship games.
- Collected toys and gifts for the toy drive.
- Staffed the monthly songwriters event.
- Upcoming:
 - o Artist Reception for Andrew Quinn, Thursday, 5:00 – 8:00 pm, Adele Grage
 - o Meditation Buzz, Wednesday, 7:00 – 8:00 pm, Adele Grage
 - o Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage
 - o Zumba, Wednesday, 6:30 – 7:30 pm – Jordan Center
 - o Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
 - o Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage