

Nov. 9, 2017

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

- Spearheading City Hall building project, which will be put out to bid soon.
- Developed messages that will be communicated to the public about why fence permits are required and why fencing is important to prevent children from having access to swimming pools.
- The department is experiencing a trend of failed inspections on roofing projects. This could be a result of roofing contractors moving to areas where storm damage to roofs is prevalent.
- Attended new-hire training for COAB supervisors.
- Participated in a pre-construction meeting with Fleeting Landing team.

City Clerk

- Processed agenda packet and performed administrative duties for the Nov. 13 Commission meeting.
- Attended webinar training on the iCompass agenda software program and supervisor training regarding hiring procedures.
- Handled records requests, vehicle registrations and lien letter requests, etc.
- Processed agenda packet and performed administrative duties for Code Enforcement Board.
- Processed agenda packet, performed administrative duties, drafted minutes and attended Board Member Review Committee meeting on Nov. 7.
- Prepared minutes for the Oct. 23 Commission meeting and Nov. 1 roundtable meeting.
- Working on minutes for the Oct. 30 Beaches Town Center paid parking meeting and Nov. 2 Pedestrian Safety Advisory Resource Committee meeting.
- Continued sorting through damaged documents, documenting and verifying compliance of records stored in Laserfiche.
- Continued scanning new and archived documents.
- Assisted with the City's newsletter
- Prepared notices and agendas for the roundtable meeting and joint workshop to be held on Nov. 15.
- Attended new-hire training for COAB supervisors.

City Manager

- Met with representatives of a group opening a new restaurant in AB regarding parking and permitting
- Participated in a pre-construction meeting with Fleeting Landing team.
- Met with representatives of state Rep. Cord Byrd regarding the speed limit on Mayport Road.
- Had lunch with the two other Beaches city managers.
- Conducted an informal streetlight survey and filed a report with JEA.
- Attended new-hire training for COAB supervisors.

Community Development

- Staff is receiving input on code changes related to the automotive service station moratorium. The Florida Times-Union interviewed Derek Reeves for an article on this topic.
- Staff presented an overview of tree-protection code regulations, including an example of removal calculations, to the Environmental Stewardship Committee on Nov. 8.
- Notices went out on Nov. 7 for three new variances requests for the upcoming Community Development Board meeting.
- Preparing for the Nov. 14 Code Enforcement Board meeting, at which staff will present a Mayport Business Overlay District update.
- Attended new-hire training for COAB supervisors.
- Participated in a pre-construction meeting with Fleeting Landing team.

Deputy City Manager

- Processed agenda packets, performed administrative duties, drafted minutes and attended Environmental Stewardship Committee (ESC) meetings on Nov. 7 and 8.
- Worked with staff and ESC members on signage that tree-removal permit applicants will post notifying the public of their plans.
- Planning an Arbor Day observance event to be held in December and a grander 2018 observance tentatively planned for April.
- Performed some administrative functions in the absence of the executive administrative assistant, including assisting with producing the monthly newsletter.
- Assisting Board Member Review Committee's endeavor to streamline and otherwise improve processes related to citizen service on COAB boards and committees.
- Met with staff members regarding planned Commission Chambers technology improvements.
- Attended new-hire training for COAB supervisors.
- Participated in a pre-construction meeting with Fleeting Landing team.
- Met with representatives of state Rep. Cord Byrd regarding the speed limit on Mayport Road.
- Met with citizens about the prospect of the COAB participating in a community health initiative.

- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including how to know if a tree-removal permit is needed, the medical marijuana dispensary issue, the importance of posting address numbers on property, how to report streetlight outage, a regional transportation survey, and the upcoming citizen response to active-shooter training.

Finance

- The year-end budget adjustment has been submitted to close out accounting for FY-2017. Preliminary audit work will begin the first week of December.
- Interviews have concluded on the two vacant meter reader positions; the due diligence process has begun on the potential candidates.
- The vacant cashier position has been covered by a combination of the billing specialist, customer service supervisor and a former cashier working on a temporary basis. This will continue until the two meter readers are trained; then, the vacant cashier position will be filled.
- Hurricane Matthew Category B (Protective Measures) Reimbursement has been approved for payment to the City. Payment is forthcoming.
- Hurricane Matthew Category A (Debris) has been approved by FEMA but is still in review with the state. Because of the dollar amount, this project constituted a “large” project and there are more layers of review by the State compared to our Category B claim, which constituted a “small” project.
- Hurricane Matthew Category G (Parks) work submittal was completed a few months ago; the reimbursement request is being reviewed by FEMA.
- Hurricane IRMA – Deadline for Request for Assistance (RPA) was Nov. 10; the City submitted our RPA on Oct. 25.
- Attended new-hire training for COAB supervisors.

Human Resources

- Updated the hiring process and developed a manual, Powerpoint presentation and training for department heads and supervisors. Conducted two training sessions.
- Preparing for open enrollment meetings next week.
- Meeting with department heads regarding training needs.
- Prepared public records request responses.
- Communicated as needed with the mayor and commissioners.

Police

- 175 (and counting) Citizen Response to Active Shooter Event training have been picked.
- Facilitated a meeting with Duval County 911, the COJ Addressing Division and Fleet Landing to discuss improving 911 location services.
- Participated in Board Member Review Committee meeting to fill two expiring terms for Police Pension Board.
- Facilitated meeting with a contractor regarding the demolition and new construction of a Beach Avenue residence. Issues include traffic flow in and around that neighborhood for the next 20 months.

- Officers responded to a call of a suspicious object in the 1800 block of the beach. The object was identified as a very deteriorated practice bomb, circa 1940s, having no danger to the public.
- Continued dialogue with the Florida Fish and Wildlife Conservation Commission regarding coyotes. Additional community outreach is being planned.
- Chief attended the Advanced Law Enforcement Rapid Response Conference.
- Recognized ABPD staff who served in military and presented each with a pin to be worn on their uniforms

Public Utilities

- Utility contractors replaced leaking water valve on Willow Cove Drive (outside City) and repaired collapsing sewer lateral on Mako Drive.
- Installed new tap and replaced old water service on Sargo Road (in-house crew).
- Prepared draft bid specification for 66 water service replacements in Seaspray neighborhood; will advertise bid next week.
- Provided follow-up information to FDEP regarding Hurricane Irma sewer system impacts.
- Selected applicant for distribution operator trainee; hiring in progress.
- Attended new-hire training for COAB supervisors.
- Participated in a pre-construction meeting with Fleeting Landing team.

Public Works

- Planning stormwater master plan workshop to be held at 5 p.m. Nov. 20 in the Commission Chamber.
- Selection for the new storm debris contract has been made and is ready to be submitted to the City Commission.
- In-house design work has begun for the Veterans Park playset and sidewalk addition.
- Researching ADA swings for Bull and Russell parks.
- Attended new-hire training for COAB supervisors.
- Participated in a pre-construction meeting with Fleeting Landing team.

Recreation

- Attended new-hire training for COAB supervisors.
- Upcoming special events:
 - o Saturday, 11/11, Veterans Day program, 7:30-11 a.m., Veterans Park
 - o Thursday, 11/16, Artist Reception (Dr. Susanne Schuenke), 5-8 p.m., Adele Grage
 - o Thursday, 11/16, North Beaches Artwalk, 5-9 p.m., Beaches Town Center