

Nov. 17, 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

- Met with architect designing City Hall lobby project.
- Discussed new antennas on the Mayport water tower with Sprint.
- Discussed these issues with staff: demolition permits, TRAKiT problems, and inferior roofing nails on the market.
- Reviewing Selva Preserve plat submittal and Ahern townhouse project.

City Clerk

- Prepared for and attended the roundtable meeting and joint City Commission-Community Development Board (CDB) workshop on Nov. 15, and Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) on Nov. 16.
- Prepared for, attended and working on documenting the various actions taken at the City Commission meeting on Nov. 13 and the Code Enforcement Board meeting on Nov. 14.

- Website maintenance for City Commission pages, directory, calendar, etc.
- Handled tasks involved in transitioning the newly elected officials.
- Completed minutes from the Beaches Town Center parking solution meeting on Oct. 30 and PPSARC meeting on Nov. 2.
- Worked on minutes from the Commission meeting on Nov. 13, roundtable meetings on Nov. 1 and Nov. 15, and the joint workshop on Nov. 15.
- Prepared agenda packet for the PPSARC meeting on Nov. 16, Commission workshop on Nov. 20, and (draft agenda) Commission meeting on Nov. 27.
- Continued sorting through damaged documents and documenting and verifying compliance of records stored in Laserfiche.
- Continued scanning new and archived documents.
- Handled other duties such as records requests, vehicle registrations, lien letter requests, meeting notices, recording documents, lien letter requests, etc.

City Manager

- Met with Jones Edmunds representatives to review the upcoming stormwater presentation.
- Attended Josh Calverley's memorial service with along with other staff members.
- Met with staff and the city attorney about requirements for new 5G wireless towers.
- Met with a citizen about drainage issues.
- Walked the Bennett property and viewed a fence issue.
- Took my first trip to Johnston Island.
- Engaged ATM to complete Johnston Island due-diligence study.
- Walked Johansen Park with Scott Williams; Public Works expects to return the week after Thanksgiving for additional cleanup.
- Met with a Donna Foundation representative.

Community Development

- Participated in joint Commission-CDB workshop on the upcoming code rewrite, medical marijuana dispensary moratorium, and automotive service station moratorium.
- Participated with meeting with Neptune Beach, the City of Jacksonville and the East Coast Greenway about potential improvements to the path through our respective communities.
- Prepared the agenda for the Nov. 21 Community Development Board meeting.
- Presented an update on the Mayport Business Overlay District as it relates to open code cases to the Code Enforcement Board on Nov. 14.
- Attended the monthly Mayport Waterfronts Partnership meeting on Nov. 14.

Deputy City Manager

- Met with Beach Avenue residents regarding parking, public safety and garbage collection concerns.
- Took a driving tour with Scott Williams to evaluate various public works-related concerns in the city.
- Drafted a report on maximizing the effectiveness and productivity of citizen boards and committees. The report is under review by Commissioner Stinson as the Board Member Review Committee chair.
- Looking into concerns with the performance of our TRAKiT e-Gov software solution vendor.
- Assisting with coordination of upcoming city hall carpeting project.
- Attended VFW Veterans Day ceremony.
- Performed some administrative functions in the absence of the executive assistant.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters,

including the City Commission changeover, Royal Palms sidewalk project, and FEMA storm recovery assistance.

Finance

- Completed workers' compensation audit.
- Attended quarterly Pension Board meeting; draft minutes are posted online.
- Preparing for Dec. 6 FEMA kickoff meeting.
- Budget books were made available electronically.
- Monthly finance report was posted for the next Commission meeting.
- The initial monthly legal report has been drafted for presentation to the City Commission; the format is fluid and open for potential change.

Human Resources

- Conducted open enrollment meetings; began enrollment process with staff.
- Coordinated official photos of elected officials and department heads.
- Attended Beaches Chamber of Commerce board meeting; provided report to city manager and deputy city manager.
- Created workplace harassment training for volunteers and provided it to the Police Department; created and scheduled
- Created workplace harassment training for supervisors and employees; scheduled five training sessions for the first week of December.
- Creating training on several other topics that will be held in the near future.

Police

- Met with two police officer candidates who start work at ABPD on Nov. 27.
- Hosted Cub Scout Troup 282 and Beaches Chapel tours.
- Met with Donna Run organizers to begin planning the event.
- Met with various 911 representatives to discuss 911 call routing (Fleet Landing).
- ABPD participated in active shooter training with NBPD.
- Met with Timmy Johnson to discuss the tree-lighting ceremony
- Held internal accreditation meeting and discussed policy updates.
- Began collecting donations for ABPD's Thanksgiving dinner giveaway.
- Finalized Turkey Trot plans.
- Met with HR to discuss lifeguard pay.

Public Utilities

- Advertising bids for 66 water service replacements in Seaspray neighborhood; bid opening is Dec. 13.
- Utility contractor installed new water and sewer services on Donner Road.
- Utility crew performed several water meter change-outs; also, it repaired two service leaks and two small water line breaks.
- Utility crew investigated several sewer service issues and cleaned/cleared lines, when necessary.
- Reviewed stormwater consultant's draft presentation and provided guidance and input.

Public Works

- Preparing for stormwater workshop to be held from 5 to 7:30 p.m. Nov. 20.
- Russell Park tennis courts 5 & 6 are being paved.
- Royal Palms neighborhood sidewalk project scheduled to begin Nov. 20 on these streets: Cutlass Drive from Aquatic Drive to

Royal Palms (north side); Sabalo Drive from Royal Palms Drive to Sailfish Drive (south side); and Triton Road from Royal Palms Drive to Sailfish Drive (north side)

- Saltair project is moving along; contractor is filling in the swales on Magnolia and Poinsettia.
- In-house design work has begun for the Veterans Park playset and sidewalk; quotes are due Dec. 1.
- Communicating with engineers and JEA about the Safe Routes to School project.

Recreation

- Upcoming special events:
 - o Sunday, Nov. 19, Songwriters, 6-8 p.m., Adele Grage
 - o Thursday, Nov. 23, Turkey Trot, 8 a.m., Atlantic and Ocean boulevards