

Dec. 1, 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

- We had four work-without-permits cases – higher than usual. Stop Work Orders were issued and we are working on obtaining compliance to prevent inferior work and code violations.
- Met with Police Department and others regarding the proposed addressing solution for the Fleet Landing campus proposed by the City of Jacksonville. The address changes were approved by all parties.
- Met with Finance Department staff regarding prospective payment gateway vendors for the processing of credit card payments on eTRAKiT. A gateway vendor was tentatively selected pending it meets criteria established in the meeting.

City Clerk

- Prepared for and attended the Nov. 20 Commission workshop and Nov. 27 Commission meeting.
- Worked on minutes and performed administrative follow-up duties for Commission meetings/workshops/roundtables, Parking and Pedestrian Safety Advisory Resource Committee meetings and Code Enforcement Board meeting.
- Processed agenda packet and handled administrative duties for the Nov. 27 Commission meeting.
- Notified and collected the final campaign treasurer reports from candidates for the Aug. 29 election.
- Processed draft agenda packet and handled administrative duties for the Dec. 11 Commission meeting.
- Completed minutes of Commission's Nov. 13 meeting and Nov. 1 roundtable.
- Helped Finance Department identify purged documents.
- Continued sorting through documents to verify compliance of records stored in Laserfiche.
- Finished open enrollment with HR.

- Handled other duties such as assisting residents, records requests, vehicle registrations, lien letter requests, meeting notices, recording documents, lien letter requests, website maintenance, scanning documents, etc.

City Manager

- Met with Beaches Town Center Agency President Jay Handline regarding several issues, including a new landscaping proposal.
- Attended the swearing in of two new COAB police officers
- Toured Johnston Island with Steve Swann of ATM.
- Met individually with several department heads about personnel issues.
- Met with the city attorney and building official regarding 812 Ocean Ave.
- Attended the sunshine and public records presentation by the First Amendment Foundation.

Community Development

- Meeting with representatives from the other Beaches cities, the City of Jacksonville and the Northeast Florida Regional Council on the Maritime Management Plan.
- Working on updates to notice requirements for public hearings in preparation of proposing new ordinance language.
- Working on presentation materials related to the medical marijuana ordinance for the Dec. 19 Community Development Board meeting.
- Working with the Selva Lakes HOA in preparation of a request to the Commission to replace neighborhood signs on Park Side Drive.
- Working with the Environmental Stewardship Committee to design a sign to be posted on properties requesting a tree removal permit.
- Code Enforcement staff is preparing the orders from the Nov. 14 board meeting and following up on properties that experienced storm damage to signs during Hurricane Irma.

Deputy City Manager

- Met with Beaches Town Center Agency president and city manager regarding landscaping maintenance and a proposed landscaping enhancement.
- Assisting with planning for technology improvements in City Commission chamber.
- Coordinated government-in-the-sunshine training for elected officials, members of boards and committees, and department heads and other staffers.
- Visited Johnston Island with the city manager, an ownership representative, and a City consultant.
- Met with citizens regarding various concerns including: coyotes, Sturdivant Avenue parking, and a building permit application.
- Prepared City Commission calendar, along with the staff report and resolution for proposed development regulations rewrite contract.

- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including the stormwater master plan, holiday celebration, garbage collection, and government-in-the-sunshine training.

Finance

- Completed monthly pension payroll.
- Completed preparation for auditors' upcoming visit.
- Completed gathering information of all tree mitigation fund expenditures.
- Submitted Annual Public Depositor Report to the Florida Department of Financial Services.
- Submitted Annual Equitable Sharing Agreement and Certification to the U.S. Department of Justice and the Department of the Treasury
- Completed Truth-in-Millage package and submitted to the state.

Human Resources

- Completed open enrollment with 100-percent participation of employees and retirees.
- Updated workplace harassment training for supervisors and employees to be given next week in five training sessions – two for supervisors and three for employees (must attend one session). Working to schedule two additional evening trainings for Police Department staff.
- Along with other department heads and staffers, planned the Dec. 1 Fall Festival Extravaganza for employees and elected officials.
- Monitoring the upcoming state legislative session, particularly bills impacting the City of Atlantic Beach.

Police

- Conducted Response to Active Shooter training for the community.
- Hosted Duval County 911 meeting to introduce the new 911 software/vendors and discuss integration with our system and rollout.
- Participated in active shooter tactics training at Cecil Field with Neptune Beach Police Department.
- Hosted Girl Scout tour of the police station.
- Participated in accreditation meetings with ABPD staff and with the Jacksonville Sheriff's Office.
- Two new officers were sworn in and participated in orientation.
- Participated in emotional intelligence webinar training.
- Assisted with Turkey Trot.
- Delivered 15 Thanksgiving dinners to families in AB
- Held tryout for potential new officers

Public Utilities

- Held SCADA (telemetry) software training for plant operators and pump station technicians.
- Utility contractor installed new water service on Seminole Road.
- Electrical power surge interrupted reclaimed water service and Park Street pump station operations. City staff and electrical contractors made repairs and restored all equipment to proper operation.
- Repaired water line break on 20th Street.

Public Works

- Conducted workshop to present a Stormwater Master Plan update.
- Russell Park tennis courts 5 & 6 are paved and curing for tennis court surfacing and striping to be done next week (weather permitting). New fencing is being installed.
- Royal Palms sidewalk work has begun on Triton.
- The Saltair project is nearly complete. Sod is being put down in the rights-of-way.
- In-house design work has begun for the Veterans Park playset and sidewalk. Quotes are due by Dec. 1 for sidewalk work.
- In conversations with the JEA engineers regarding the Safe Routes to School project.
- 18th Street east of Seminole Road has all new catch basins and will be asphalt-patched soon. Residents have already expressed their gratitude.
- A new storm debris removal contract was approved by the Commission.
- The Public Works shed foundation is slated to be poured Dec. 9 (weather permitting).
- Projects being prepared for bids:
 - o Veterans Park play set and ADA woodchips replacing sand; adding a couple of play items
 - o Dutton Island viewing and fishing pier
 - o Jordan Park walkway
 - o Lifeguard station upgrades
 - o Kids swing set at Russell Park
 - o ADA swing chair for Bull Park
 - o Seminole Road (North of 20th Street) drainage proposal

Recreation

- Planned for artist reception and employee-and-staff Thanksgiving luncheon.
- Met with resident bout tennis court usage concern.
- Contacted publishing companies about removing the newspaper boxes in front of Adele Grage.
- Worked on toy drive, Holiday Celebration, Artisans' Faire, Jazz Festival, and Arts in the Park.
- Upcoming special events:
 - o Sunday, Dec. 2, Holiday Celebration, Holiday Celebration, 2:30 p.m., Beaches Town Center
 - o Sunday, Dec. 3, First Act performance, 2 p.m., Adele Grage
 - o Tuesday, Dec. 5, First Act performance, 6:30 p.m., Adele Grage

- Thursday, Dec. 7, Artisans' Faire, 5-9 p.m., Adele Grage
- Toy Drive Collection, Police Station