

Dec. 8, 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**

- The architects are working on the final construction drawings for the lobby remodel.
- The Building, Community, Public Works, and Public Utilities departments have resumed their weekly development discussion of projects, future plans and review processes. This helps the COAB better coordinate and expedite upcoming and current projects; it also enables builders to discuss their projects with four departments simultaneously.

**City Clerk**

- Finished the Nov. 15 joint Commission-Community Development Board workshop minutes.
- Prepared final agenda packets for and handled administrative duties for the Commission's Dec. 8 workshop and Dec. 11 meeting.
- Worked on minutes from the Commission's Nov. 20 stormwater workshop and Code Enforcement Board's Nov. 14 meeting.
- Completed annual Minority Appointment Report and submitted it to the state.
- Prepared for and attended Dec. 8 Commission workshop.
- Continued sorting through documents to verify compliance of records stored in Laserfiche which resulted in rescanning permanent documents such as old minutes and ordinances.
- Posted administrative assistant to the City Clerk vacancy announcement. A temporary contractor has been brought in to help with scanning.
- Assisted departments with research; provided assistance to residents coming into the office, questions, complaints, etc.; and performed various administrative duties for elected officials.
- Handled other duties such as records requests, vehicle registrations, lien letter requests, meeting notices, website maintenance, scanning documents, etc.

**City Manager**

- Attended a meeting with the Jacksonville Sheriff's Office, NBPD, ABPD and deputy city manager about transitioning from Code Red to Everbridge system of communicating with citizens.
- Met with citizens regarding the tree ordinance.
- Met with FEMA reps to discuss reimbursement procedures for Irma expenses.
- Met with Fleet Landing CEO Josh Ashby.
- Met with a citizen regarding pervious/impervious surfaces.
- Met with representatives from VHB, which performed the COAB's redevelopment study, to brainstorm ideas for the Mayport corridor.
- Attempted to resolve an ongoing issue with a roofing permit (will report the outcome).
- Met with staff to review the Selva Preserve plat application
- Participated in Commission workshop

### **Community Development**

- Attended a North Florida Transportation Planning Organization Technical Coordinating Committee meeting.
- Prepared notices for the Dec. 19 Community Development Board meeting.

### **Deputy City Manager**

- Worked with Derek Reeves and the Environmental Stewardship Committee on wrapping up Tree City USA requirements with the designation of a Heritage Tree in Johansen Park.
- Met with Keith Randich and website vendor Civic Plus on website redesign, which is slated to be completed by March 31, 2018.
- Attended tree-lighting ceremony and Holiday Artisans' Faire.

### **Finance**

- Preliminary audit work under way.

### **Human Resources**

- Conducted workplace harassment training for supervisors and employees in five training sessions. Additional training for police staff is forthcoming.
- Facilitated director of planning and community development recruitment activities.
- Worked with city manager, other staff and a contractor to resolve a building permit issue.
- Completed three continuing legal education sessions.

### **Police**

- Participated in FEMA Irma kickoff meeting.
- Celebrated ABPD 60<sup>th</sup> anniversary.
- Participated in AB lifeguard building construction meeting.
- Hosted an EverBridge communications discussion with JSO, ABPD and NBPD.
- Conducted police building walk-through with Auld & White Constructors.

- Building Walkthrough with Auld & White.
- Two police recruit officers completed classroom orientation training.
- Police Recruit Officers completed Classroom Orientation training.
- Participated in tree-lighting ceremony.
- Attended a High Intensity Drug Trafficking Area presentation on opioids.
- Participated in a use-of-force webinar training.
- Began collecting toys in the lobby for Christmas giveaway.

### **Public Utilities**

- Used vendor services to pump out six sewer pump stations to proactively remove grease and prevent system obstructions.
- Made updates/improvement to SCADA water treatment plant high service pumps to optimize operations.
- Crews made water line repairs and addressed sewer service issues.

### **Public Works**

- Royal Palms sidewalk project continues.
- Punch-list items are being done for otherwise-completed Saltair project.
- Veterans Park concrete walkway bids are being reviewed.
- Public works shed foundation will be poured next week, weather-permitting.
- Projects being prepared for bids:
  - o Safe Routes to School
  - o Veterans Park playset and ADA woodchips replacing sand; adding a couple of play items
  - o Dutton Island viewing and fishing pier
  - o Jordan Park walkway
  - o Kids swing set at Russell Park
  - o ADA swing chair for Bull Park
  - o Seminole Road (North of 20<sup>th</sup> Street) drainage

### **Recreation**

- Coordinated tree-light ceremony and the Holiday Artisans' Faire.
- Met with seniors.
- Met with city manager about employee issues.
- Put up artwork for Jack Zievis exhibition.
- Prepared agenda packet for Cultural Arts and Recreation Advisory Committee meeting.
- Worked to resolve plumbing issue.
- Upcoming special events:
  - o 8 p.m. Friday, Dec. 8, 8 p.m. Saturday, Dec. 9 and 2 p.m. Sunday, Dec. 10 -- ABET performance (The Ultimate Christmas Show), Adele Grage
  - o Toy Drive Collection, Police Station