

Jan. 26, 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.

Building

- Met with the City Manager, Police and Planning/Community Development to discuss issues with addresses, mostly west of Mayport Road. New computer mapping systems are more exact than ever and have highlighted inconsistencies with addresses. We are working on a solution with the City Of Jacksonville.
- All building permits are now invalid for the incomplete house at 812 Ocean Blvd. and the owner has started cleaning up and securing the property. New permits with clear provisions must be obtained before work can resume.

City Clerk

- Prepared for, attended and performed various administrative duties for the Jan. 22 Commission meeting,
- Preparing for and handling administrative duties for the Jan 27 town hall meeting.
- Completed minutes for the Jan 8 Commission meeting.
- Working on minutes for City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.
- Attended training on the text message capture application (Smarsh) along with IT staff.
- Working on extensive records management projects, including scanning, verifying, inventorying, identifying records that met retention requirements, scheduling destruction of appropriate records and documenting in accordance with state laws.
- Assisted the Finance Department with research involving cell towers.
- Reviewed applications for the vacant administrative assistant position.
- Handled public records requests, vehicle registrations, lien letter requests, recording documents, meeting notices, website maintenance, and assisting elected officials, staff, boards/committees and the public.

City Manager

- Met with staff and Gate Petroleum representatives to get a project update and proactively discuss potential issues related to the Atlantic Boulevard business being located adjacent to a neighborhood. The business is expected to open as early as March.
- Met with several citizens about a variety of issues, including ABBQ, parking and stormwater.
- Attended staff meeting to begin to resolve Section H addressing issues.
- Met with Kayle Moore and Scott Williams to finalize matching City funds for FIND grant (fishing pier).
- Met with a student graduating this spring from UNF with a degree in political science/public administration with aspirations of becoming a city manager.
- Met with Neptune Beach City Manager Andy Hyatt about Town Center parking. NB is holding a meeting on Feb. 12; our staff will attend. The COAB is ready to implement the parking program.
- Gathered staff to give Selva Preserve preliminary plat a final review.

Deputy City Manager

- Represented the COAB at the Jan. 20 historical marker dedication for The Continental Hotel.
- Participated with Keith Randich in a conference call with website vendor Civic Plus and briefed department heads on their responsibilities as we switch over to a new website in late March.
- Met with Mayor Glasser about several issues, including a potential teen council or summit.
- Met with new Planning/Community Development Director Shane Corbin on various issues, including staffing the Environmental Stewardship Committee.
- Provided assistance to representatives of Changing Homelessness in advance of and during the annual homeless census conducted on Jan. 24.
- Worked on the Beaches Town Center landscaping issue.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including City Commission meetings; the Continental Hotel historical marker unveiling; and signing up to receive City Manager weekly updates.

Finance

- Welcomed new cashier Carly Bussey to the customer service team.
- Filed the 945 report (annual return of federal income tax).
- Utility billings for Routes 2 and 7 were billed and monthly cutoffs were performed.
- Performing annual audit preparation.
- Met with FEMA regarding Hurricane Irma reimbursement.
- Liaised with the state officials regarding Hurricane Matthew reimbursement.

Human Resources

- Preparing for upcoming pay study.
- Working with the City of Jacksonville and the Duval County School Board for use of the Fletcher High School pool by COAB ocean rescue personnel.
- Continuing HR document scanning project.

Information Technology

- Moved the document management application (Laserfiche) from an end-of-life server to a new virtual server in preparation of an update to the Laserfiche software in early February.
- Attended training on the text message capture application (Smarsh) along with the City Clerk.

Planning/Community Development

- The new Planning/Community Development director, Shane Corbin, began work Jan. 22.
- Presented a use-by-exception request to the City Commission on Jan. 22 for on-premises consumption of alcohol at a restaurant at 461 Atlantic Blvd. The Commission approved the request.
- Presented a waiver request to the City Commission on Jan. 22 to allow a pawn shop at 1487 Mayport Road. The Commission denied the request.
- Met with other city departments to discuss a resolution to addressing inconsistencies in neighborhoods west of Mayport Road. Grace Mackey is working with Jacksonville on next steps.
- Met with Environmental Stewardship Committee Chair Judith Leroux to discuss upcoming meeting and projects.
- Met with the residents of 315 Fifth St. to discuss a potential resolution to flooding issues. Additional information is needed.

Police

- About half of our officers attended firearms re-qualifications.
- Working on our annual reports (accreditation requirement).
- Continuing to work on accreditation proofs and policy revisions
- Working on Everbridge notification system procedures and implementation plan.
- Making final preparations for Feb. 11 Donna marathon.
- Held retirement luncheon for Diane Graves.
- Met with police recruiter from JSO to discuss ideas and techniques for recruiting.
- Met with contractors to get quotes for generator security fencing (accreditation requirement).
- Met with HR regarding the lifeguard application process for the 2018 season.

Public Utilities

- Completed fascia board replacement at the Public Utilities building and garage at 902 Assis Lane; City staff will paint.

- Utility contractor performed emergency repair of 8-inch water main break at Apollo Drive and Wonderwood Road.
- City crews replaced sewer lateral at Adele Grage Cultural Center and repaired several water service leaks/breaks, including Maritime Oaks in Atlantic Beach Country Club.
- The elevated tank at Water Treatment Plant #1 is scheduled for inspection on Feb. 19.

Public Works

- Triton and Cutlass sidewalks are complete; Sabalo Drive work has begun.
- Contractor has started on the Veterans Park walkway; the job should be complete within two weeks.
- The City property fence on Camelia has been replaced.
- The tennis court lights that are not working will be replaced soon.
- The Public Works building is scheduled to arrive on Feb. 2.
- Projects in bid/review process (partial list):
 - o The Jordan Park walkway (CDBG project) will be advertised for bids on Jan. 31.
 - o Dutton Island viewing and fishing pier bids will be presented on Feb. 12.

Recreation

- Prepared for and attended City Commission meeting.
- Held Shakespeare in the Park auditions and met with organizer regarding rehearsal location.
- Prepared for and attended the Cultural Arts and Recreation Advisory Committee meeting.