

Feb. 16, 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

- The four development departments discussed various construction projects, enforcement of the dumpster franchise agreement, and new marshside development.
- Finalized specifications with the architect for the lobby remodeling project.
- Met with Gate representatives and an adjacent landowner regarding ground subsidence along the common property line.
- Grace Mackey arranged a meeting with department heads and Edmunds and Associates regarding operating system software.
- Discussed the Adele Grage electrical system and theater emergency egress with Timmy Johnson.

City Clerk

- Completed minutes for the Sept. 6 budget workshop. Working on minutes for various City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.
- Processed agenda packets for these meetings: Feb. 26 special called Commission, Feb. 26 regular Commission and Feb. 15 Parking and Pedestrian Safety Advisory Resource Committee.
- Prepared for, attended and performed various administrative duties for these meetings: Feb. 9 Commission roundtable, Feb. 12 regular Commission, Feb. 15 Parking and Pedestrian Safety Resource Committee, and Feb. 16 Empowering Women to Lead.
- Continuing to accept and review applications for the City Clerk's administrative assistant position. The city clerk and city manager's administrative assistant are designing skills tests to be used during the interview process.
- Attended webinar training for iCompass, our new agenda management program provider (www.icompasstech.com/solutions/meeting-manager-pro).
- Handled public records requests, vehicle registrations, lien letter requests, meeting notices, website maintenance, and requests/inquiries from elected officials, staff, boards/committees and the public.

City Manager

- Along with Kevin Hogencamp and Michelle Cook, attended a Beaches Town Center pay-for-parking meeting in Neptune Beach.
- Discussed Johnston Island and Selva Preserve with several citizens.
- Met with ATM's Steve Swann regarding Selva Preserve.
- Along with Kevin Hogencamp and Shane Corbin, spoke with an ABBQ principal regarding smokers.
- Participated with staff in a telephone conference with VRB regarding Mayport Road corridor improvements.
- Met with Selva Preserve property owners.
- Addressed several code issues and citizen concerns.

Deputy City Manager

- Worked extensively on the Adele Grage usage agreements.
- Performed administrative duties for the Environmental Stewardship Committee and attended monthly meeting; Planning is staffing the committee henceforth.
- Worked with Planning and Public Works on plans to plant trees and install a pergola at Tideviews Preserve.
- Along with Mayor Glasser, Timmy Johnson and Cathy Berry, represented the City while cheering on the Donna marathon runners.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including job announcements, coyote information, tree-removal permit applications, garbage collection, and lost pets.
- Working with the City Manager to draft a public records request handling procedure.

Finance

- Ran payroll.
- Prepped for and conducted quarterly Pension Board meeting.
- Worked on the January finance report for submission to the City Commission.

Human Resources

- Processed payroll, including bonus updates.
- Working on lifeguards' use of the Fletcher High School pool for testing and training.
- Arranged for Commissioner Kelly to represent the City at the Feb. 20 Constitution Revision Commission public hearing and discussed talking points.
- Working with department heads and multiple staffing issues.

Information Technologist

- Replaced the City's website filter.

- Working with a vendor to improve the quality of the images received from the utility billing counter camera system.

Planning/Community Development

- Presented the Ahern and Selva Preserve plat proposals to the City Commission.
- Staffed the Environmental Stewardship Committee; discussed the tree-protection ordinance and proposed Tideviews Preserve changes.
- Met with Edmunds & Associates to review permitting software.
- Prepared staff reports and agenda packet for the Feb. 20 Community Development Board meeting.
- Met with developers regarding plans to redevelop the commercial building at Atlantic Boulevard and Seminole Road.
- Performed site visits on properties scheduled for the March 13 Code Enforcement Board meeting.
- Reviewed 14 building permits and three tree removal permits.

Police

- Performed public safety responsibilities before, during and after the Donna marathon.
- Met with the Police Athletic League director regarding potential partnerships and community activities.
- Attended the Feb. 12 City Commission meeting.
- Met with the lifeguard captain regarding summer staffing and resource needs
- Attended Everbridge notification system training.
- Completing the volunteer training curriculum.
- Participated in discussions regarding establishing a family assistance center during critical incidents.
- Identified five capital improvement projects and developing project files on each
- Completing final punch list need for building contractor.
- Participated in quarterly Juvenile Assessment Center training.
- Participated with Jacksonville Sheriff's Office in command role and responsibilities tactical team exercise.

Public Utilities

- The Seaspray water service replacement project notice-to-proceed date is Feb. 19. Shop drawings have been submitted for review; the contractor is to notify impacted customers next week.
- Met with vendor to determine scope and cost of Oak Harbor capital sewer system rehabilitation project.
- Worked with the city grant consultant and submitted St. Johns River Water Management District cost-share grant application for Marsh Oaks septic-to-sewer project.
- City crews repaired water breaks at 13th Street and Mayport Road. 10th Street and Mayport Road, and Seminole Road and Selva Marine Drive.

- Completed and submitted reuse reports to the Florida Department of Environmental Protection.

Public Works

- The Veterans Park walkway project is expected to be completed within two weeks.
- The Environmental Stewardship Committee is reviewing the Dutton Island viewing and fishing pier project.
- Tennis court lightbulbs have been replaced in Russell Park.
- Howell Park and Dutton Island debris cleanup is ongoing.
- The Russell Park children's and ADA swing set is scheduled to arrive March 26.
- The Royal Palm sidewalk project is wrapping up; final inspections are scheduled for next week.
- The Public Works building is complete; a walk-thru and final inspection with punch list is being created.
- Greenspace, in collaboration with the JEA, has donated 40 trees that will be planted soon in Tideviews Preserve.
- Projects in bid/review process (partial list):
 - o Obtaining prices for the Seminole Road (north of 20th Street) drainage project.
 - o The 10th Street ADA beach walkover is being designed.
 - o A proposal to acquire a vacuum truck for public works and public utilities is being prepared for City Commission consideration.
 - o Soliciting quotes for replacing the sod at the Aquatic dog park.
 - o Russell Park fence gate quotes are being solicited.
 - o A parks master plan is being planned.

Recreation

- Prepared for, hosted and cleaned up after the monthly artist reception.
- Updated Facebook page and website.