

Aug. 10, 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

- Issued 65 building permits, including permits for eight new homes.
- Conducted 72 plan reviews and 143 inspections.
- Working with other agencies on addressing for new and existing Fleet Landing badges.
- Revoked a certificate-of-occupancy for altering drainage and lot grading after final inspections.
- Issued a temporary certificate-of-occupancy for Coop 303 restaurant in Beaches Town Center; stocking and training are in progress.
- Met with Jacksonville Beach Building Official George Knight.
- Investigating new enterprise software solutions.

City Clerk

- Prepared for, attended and performed various administrative duties for the Aug. 6 City Commission budget workshop.
- Processed and published final agenda packets for the Aug. 13 special called and Aug. 13 regular Commission meetings.
- Finished drafting minutes for the July 22 Commission workshop and Aug 2 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meetings.
- Assisted PPSARC subcommittees with meeting notices and information for Aug. 15 meetings.
- Administered oath to a new police officer.
- Attended a GlobalJax Women in Leadership program hosted at City Hall by Mayor Glasser. A group of Brazilian leaders were on hand to discuss best practices in overcoming gender biases and stereotypes.
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City Manager

- Presented the COAB FY 2018-19 proposed budget to the City Commission at its Aug. 6 workshop.

- Met with the deputy city manager and a Langton Associates representative to discuss grant opportunities.
- Attended a beach renourishment update meeting at Jacksonville Beach City Hall with the deputy city manager. Weather permitting, renourishment should begin in October and completed within 330 days; the work also will include dune rebuilding.
- Accepted the Public Utilities director's resignation effective Aug. 30.
- Attended a GlobalJax Women in Leadership program hosted at City Hall by Mayor Glasser; the deputy city manager also was on hand.

Deputy City Manager

- Represented the City at monthly Beaches Chamber of Commerce and Beaches Town Center Agency Board meetings.
- Attended the Aug. 6 City Commission budget workshop.
- Reviewing challenges and opportunities associated with converting to a municipal enterprise resource planning software solution.
- Met onsite with the planning/community development director, a property owners and an investors to discuss a potential zone change.
- Following up on a report on sea turtle lighting in the City.
- Worked with staff and Langton Associates to submit the City's federal Hazard Mitigation Grant Program applications.
- Participated with a police commander in a community meeting in Oceanwalk on the existence of coyotes in AB.
- Utilized various communications channels to inform citizens about numerous matters, including the existence of coyotes in the community, the Police Department lip sync challenge video, bicycle safety, and the Police Department's Aug. 17 training exercise.

Finance

- Presented the COAB FY 2018-19 proposed budget to the City Commission at its Aug. 6 workshop.
- Submitted two monthly finance reports to be presented at Aug. 13 Commission meeting.
- Completed minutes for the May 10 Pension Board of Trustees meetings.
- Chaired the Aug. 9 Pension Board of Trustees meetings.
- Prepared quarterly expenditure reports, fund balance reports and the annual budget for general employee and police pension plans.

Human Resources

- On-boarded a new Police Department employee.
- Preparing for the upcoming health fair, wellness program and flu vaccine clinic.
- Research retirement plan options for the City's general employees.
- Worked on four position descriptions.

Information Technology

- Held a Laserfiche document scanning class for Human Resources staff.
- Worked with a vendor on security system repairs.
- Made network changes necessary to allow Police Department staff to remotely control video camera recordings in the interview rooms.
- Met with Verizon staff to address problems capturing text messages on City phones.

Planning/Community Development

- Reviewed consultant notes from the land development regulations update public meetings.
- Met with a Parking and Pedestrian Safety Committee member regarding zoning regulations' influence on parking and site design.
- Walked Selva Preserve with a Public Trust Environmental Land Institute representative to learn about a trail concept.
- Discussed a strategy with Police Department staff on correcting address issues west of Mayport Road.
- Met with a property owner and investor to discuss a possible zone change, and conducted research on the property.
- Staffed the open house on the proposed Selva planning unit development rezoning.
- Staffed the Aug. 8 Environmental Stewardship Committee meeting.
- Reviewed a report on sea turtle lighting in the City.
- Attended a meeting with a contractor about tree removal permitting.
- Reviewed 11 building permits and three tree-removal permits; approved one tree-removal permit.

Police

- Planning a major police exercise in Aug. 17 in AB.
- Attended a State Attorney's Office meeting on juvenile civil citations.
- Participated in National Night Out.
- Participated in the John Jay College of Criminal Justice policing survey.
- Interviewed dispatch candidate.
- Welcomed new police recruit, Destiny Carter.
- Met with Motorola representatives regarding future equipment needs.
- Participated with the deputy city manager in community meeting in Oceanwalk on the existence of coyotes in AB.

Public Utilities

- Bill Pittman and Troy Stephens attended a Florida Rural Water Association conference in Daytona.
- Preparing for an Environmental Protection Agency inspection; painted the chlorine area.
- Water meters were delivered for change out, which gets under way next week.

Public Works

- Asphalt paving will start on Aug. 13, weather permitting.
- March Oaks sidewalk improvement bids will be presented to the City Commission on Aug. 13.
- The City's palm tree contractor has completed this year's trimming.
- Worked on proposals for Donner Road improvements.
- Painted borders of the Atlantic Beach entry signs.
- A new stormwater supervisor is onboard.
- Communicated with the City's storm debris and monitoring company to ensure that storm preparations are in place.
- Attended a software permitting class at City Hall.
- Working on 18th Street beach access shower relocation.

Recreation

- Lights have been installed in the Adele Grage Cultural Center theater.
- Working on a field trip policy.
- Displaying the artwork of John Rennie at Adele Grage.
- Worked on the coordination of Movies in the Park, Acoustic Night, Family Fun Day and Campout, the City's contribution/grant program, next month's art display, summer camp and the Jazz Festival.