

Sept. 22, 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**

- Temporary facilities for the Web.com golf tournament are being constructed. Permits were issued for tents, grandstands and other event facilities; in-progress inspections continue.
- Reviewing state-mandated Florida Building Code changes that go into effect Dec. 31, 2017. City land development regulations automatically adopt the most current state code.
- Dan Arlington and Rick Bell are undergoing Building Officials Association of Florida training. Building officials are required to have 14 continuing education units every two years. Mike Jones is holding down the fort.

### **City Manager**

- Met with staff and citizens regarding various tree and drainage issues resulting from Hurricane Irma.
- Conducted onsite visit to Third Street beach access and made a determination regarding the location of a handicap parking space.
- Met with Johnston Island representatives in advance of executing a letter-of-interest and procuring an appraisal.

### **Community Development**

- Presented the proposed Mayport Business Overlay District ordinance to the Community Development Board on Sept. 20 and received a recommendation for approval with one modification. The City Commission's first reading is Sept. 25.
- Staff is responding to code enforcement inquiries while coordinator Debbie White is on extended leave.

### **Deputy City Manager**

- Continuing to coordinate post-Irma public information efforts and customer-service issues. Utilized Website, Facebook and “e-blasts” to inform residents on storm debris pickup and upcoming COAB meetings.
- Assisted with facilitated Mayport Business Overlay District discussion on Sept. 18.
- Staffed Parking and Pedestrian Safety Advisory Resource Committee meeting on Sept. 21.

## **Finance**

- Estimated billing is being temporarily instituted; the city manager’s office will receive regular status updates.
- The deadline to submit FY-2017 purchase orders is Sept. 25.
- Deputy Finance Director Brittany Percell will be on extended leave beginning Sept. 25.

## **Human Resources**

- Collaborating with city attorney and outside counsel in preparation for the Sept. 25 attorney-client City Commission meeting.
- Negotiating general liability and health insurance renewals in an effort to bring them within budget. It appears the City will continue to utilize United HealthCare services.
- Coordinating the City’s annual health fair, scheduled for the first week in October. It is being expanded from a four-hour activity into a weeklong event.

## **Police**

- Conducted public safety building damage assessments and asked the builder to address the issues under warranty.
- Conducted damage assessments on ABPD equipment and began collecting repair quotes.
- Collecting hurricane after-action information, including identifying operational gaps and improvement opportunities.
- Completed the 2017-2018 ABPD strategic plan.
- Met with the Neptune Beach Police Department to discuss the Combined Voluntary Cooperation and Operational Assistance Law Enforcement Mutual Aid Agreement.

## **Public Works**

- Hurricane debris removal began Sept. 18 and continues for three to four weeks.
- Soliciting proposals for a new hurricane debris removal contract; the current agreement expires Nov. 30.
- Completed the Donner and Jordan park playground project.
- Wrapping up milling and paving work; only Linkside speed humps remain.
- Milling and Paving work has started. This project is complete except for the Speed Humps in Linkside.
- Public works storage building and janitorial bid for city buildings approved by City Commission on Sept. 18.

- Bid award for Royal Palms-area (Triton, Sabalo, Cutlass) sidewalks will be presented to the City Commission on Oct. 9.
- Debris-clearing for Saltair neighborhood roadway improvements is under way in preparation for contractor startup. Hurricane Irma postponed the project.

### **Public Utilities**

- The City's water and wastewater treatment plants and sewer pump stations are operating properly and electrical service has been fully restored following Hurricane Irma.
- Completed Selva Marina Drive sewer main repair on Sept. 20; patched the asphalt roadway section on Sept. 21.
- The most recent Sherman's Creek sample, taken Sept. 19, reflects normal waterway conditions; so further sampling is unnecessary.

### **Recreation & Special Events**

- Upcoming events:
  - o Friday, Sept. 22 – ABET performance, 8 p.m., Adele Grage
  - o Saturday, Sept. 23 – ABET performance, 8 p.m., Adele Grage
  - o Sunday, Sept. 24 – ABET performance, 2-4 p.m., Adele Grage
  - o Sunday, Sept. 24 – Acoustic Night with food truck, 6-8 p.m., Bull Park