

Dec. 15, 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**

- Met onsite with the City Hall lobby project architects. The next drawings should be the final construction plans for bid purposes.
- We have a new policy for completed projects: When building permits are issued, we stamp up two copies of the plans. One stamped JOB COPY goes to the builder for construction; the other, stamped OFFICE COPY, is scanned into the permanent record and kept in the office until the project is complete. We then offer the office copy to the builder or owner for their records. The office copy includes all plans, engineering, energy sheets, product approval, and plan review documents.
- Development meeting topics: Discussed sidewalks in neighborhoods and ABCC, Selva Preserve, wireless antennas, and plan review projects.

### **City Clerk**

- Prepared for, attended and performed administrative follow-up duties for the Dec. 11 Commission meeting.
- Worked on minutes for Commission meetings/workshops and Code Enforcement Board meeting.
- Completed minutes for the Nov. 20 Commission workshop and Nov. 30 sunshine law training.
- Continued sorting through documents to verify compliance of records stored in Laserfiche, which resulted in rescanning documents such as minutes, ordinances, resolutions, deeds and easements.

### **City Manager**

- Participated in Dec. 11 City Commission meeting.
- Walked northern park of Johansen Park with Scott Williams and a resident regarding cleanup.
- Attended stormwater meeting with Langton and Associates about grant opportunities.
- Discussed Selva Preserve with two appraisers.

- Met with Brenna Durden and with Marc Hudson from the North Florida land Trust.
- Attended the Heritage Tree designation ceremony.
- Met with several citizens regarding drainage, trees and customer service

## **Community Development**

- Prepared and distributed the agenda packet for the Dec. 19 Community Development Board meeting. In addition to some variances and a use-by-exception, the board will discuss location requirements for medical marijuana dispensaries.
- Filled in for the deputy city manager at the Dec. 13 Environmental Stewardship Committee.

## **Deputy City Manager**

- Worked with Derek Reeves and the Environmental Stewardship Committee to publicize and coordinate the Dec. 15 Heritage Tree ceremony at Johansen Park.
- Participated with the city manager and other staff in stormwater meeting with Langton and Associates about grant opportunities; following up accordingly.
- Met with Keith Randich on the website redesign; we are co-managers of the project.
- Coordinated Dec. 15 bloodmobile visit at City Hall.
- Produced the January monthly newsletter.
- Along with Mayor Glasser, attended a traffic safety meeting at Mayport Middle School. Other attendees were from the Duval County School System, City of Jacksonville, Jacksonville Sheriff's Office and Florida Department of Transportation. Topics discussed included speed limit, signage, flashing lights and other pedestrian-safety mechanisms, and community education.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including the Heritage Tree ceremony, bloodmobile, Beaches Town Center activities, missing pet communication, and police and recreation department holiday activities.

## **Finance**

- Received Category B payment for Hurricane Matthew \$19,223.32 (federal = \$16,477.13; state = \$2,746.19).
- Completed Police and General Employee Pension Fund census surveys for the Department of Commerce.
- Signed off on FEMA form 90-91 Category G (Hurricane Matthew) for \$13,940.70:
  - o Site 1: 960 Park St. \$1,150
  - o Site 2: Water Treatment P Plant \$2,419.76
  - o Site 3: Skate Park \$ 3,767
  - o Site 4: Atlantic City Streets \$1,885.80
  - o Site 5: Russell Park \$2,950
  - o Site 6: Jordan Park \$212.88
  - o Site 7: Donner Park Lift Station \$1,433.26

- Site 8: Gail Baker Community Center \$122
- Participated in first weekly meeting with FEMA regarding Hurricane Irma.

### **Human Resources**

- Met with Police Department staff to plan for HR-related accreditation requirements; provided the needed documentation.
- Conducted director of planning and community development recruitment activities.
- Assisted the deputy city manager and public works director with Beaches Town Center landscaping maintenance issues.
- Planned Dec. 15 City Hall Holiday Cheer activities and participated in blood drive.
- Continuing to monitor upcoming legislative session, specifically bills filed of interest or impact to the City of Atlantic Beach.

### **Police**

- Collected more than 1,000 toys for kids. Yes, 1,000!
- Met with Lifeguard leadership team to discuss the budget and staffing the upcoming season.
- Held Emergency Family Assistance Center discussion with Jacksonville Fire and Rescue Department, U.S. Navy, UF Health and Duval County EOC.
- Met with Neptune Beach police about Jan. 2 active-shooter exercise.
- Participating in phone conference with Florida Fish and Wildlife Conservation Commission regarding coyotes; public outreach is forthcoming.
- Reviewed lifeguard tower plans.
- Still have finish work being done around the building

### **Public Utilities**

- Verifying information and references for low bidder on water service replacement project.
- Utility crew repaired minor water service line breaks.
- Scheduled contractor to replace (upgrade) 6-inch water meter and meter vault at Sea Place Condominium next week.
- Received requested quotes for fascia board replacement at Utility Office building; processing purchase order.
- Relocated fire hydrant on Triton Road away from new sidewalk.

### **Public Works**

- Russell Park tennis courts 5 & 6 are paved; the surface coating has been delayed due to low temperatures.
- Royal Palms neighborhood sidewalk project continues. Triton is nearly complete; Cutlass and Sabalo will follow.
- The Saltair project is completed. Punch list items are being done.

- 18th Street asphalt patchwork has been delayed due to a death in the contractor's family.
- Public Works' shed foundation has started and the building has been ordered.
- Projects being prepared for bids:
  - o Safe Routes to School
  - o Veterans Park playset and ADA woodchips replacing sand; adding play items.
  - o Jordan Park walkway is waiting on COJ to return paperwork
  - 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
  - o Lifeguard station renovation
  - o Russell Park picnic shelters, restroom renovation, and ADA woodchips replacing sand; design is being handled in-house.

## **Recreation**

- Participated in Commission workshop about theatre usage.
- Coordinated the Artisans' Faire.
- Collected Toys for the Toy Drive.
- Prepared for and attended the Cultural Arts and Recreation Advisory Committee meeting.
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- Upcoming special events:
  - o Friday-Saturday, Dec. 15-16, ABET Performance (The Ultimate Christmas Show), 8 p.m., Adele Grage
  - o Sunday, Dec. 17, ABET Performance (The Ultimate Christmas Show), 2 p.m., Adele Grage
  - o Toy Drive Collection, Police Station