

Aug. 3, 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

- Conducted 35 plan reviews, including six new houses.
- Conducted 166 inspections.
- Met with a homeowner regarding a roof leak.
- Met with a condominium owner regarding settling of floors.
- Inspector Rick Bell passed the final (5 out of 5) test to qualify for licensing as a standard one and two family dwelling inspector.
- Met with contractors to discuss the planned soundproofing wall in the City Hall lobby.
- Met with a homeowner and a Universal Engineering representative regarding private and after-hour inspections.

City Clerk

- Prepared for, attended and performed various administrative duties for the Aug. 2 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meeting.
- Processed and published agenda packets for the Aug. 6 City Commission budget workshop, Aug 13 special called Commission meeting (Houser appeal), and Aug. 13 Commission meeting.
- Prepared and mailed nine notice-of-hearing letters for the Sept. 11 Code Enforcement Board meeting.
- Registered three new police vehicles, applied for titles and obtained tags/decals.
- Received the updated AB code of ordinances, which codified ordinances approved through June 11.
- Completed minutes for the July 9 Commission meeting and July 16 Commission workshop.
- Working on minutes of the July 23 Commission and Aug. 2 PPSARC meetings.

City Manager

- Met with Police Department leadership and the deputy city manager about grant opportunities.

- Met with the deputy city manager and a representative of Beaches Go Green, a Town Center project.
- Met with the deputy city manager and two 10th Street residents regarding parking issues.
- Met with the Public Trust Environmental Land Institute's John November and deputy city manager regarding Selva Preserve.
- Discussed stormwater issues with Live Oak and Fifth Street residents and staff.
- Refined budget presentation regarding stormwater and utility enterprise funds.
- The climate survey results were presented to department heads.

Deputy City Manager

- Met with Beaches Town Center Agency President Jay Handline regarding current agency issues.
- Worked on the presentation for the Aug. 6 City Commission budget workshop.
- Attended Beaches Watch meeting.
- Met with an Ocean Boulevard resident regarding concerns in the neighborhood.
- Worked on Recreation Department field trip proposal; discussed the matter with the city manager, recreation director and human resources director.
- Worked with department heads and Langton Associates on City's federal Hazard Mitigation Grant Program application, which is due Aug. 6.
- Attended the Police Department community video shoot with the city manager.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to: the Aug. 6 Commission budget workshop; the Aug. 7 Selva Marina/Selva Tierra planned unit development open house; dune protection; Movies in the Park; the Police Department community video shoot; and the existence of coyotes in the community.

Finance

- Worked on the presentation for the Aug. 6 City Commission budget workshop.
- Composed board minutes for both pension plans.
- Established the agenda for next pension board meetings.

Human Resources

- Processed pension and regular payroll; generated a payroll stuffer.
- On-boarded a new employee.
- Worked with a department heads on staffing needs.
- Discussed changes in promotion and recruitment policy with city manager; updated the employee handbook and notified employees.
- Wrote a letter of recommendation for an employee to get a job-related certification.
- Obtained a temporary employee for the Recreation Department.
- Conducted an employee exit interview.
- Continued discussions with the City's broker on 2019 insurance rates.
- Initiated preparations for a health fair and flu vaccine clinic.

- Worked with the Recreation Department and city management on ensuring that the COAB has adequate insurance coverage and procedural guidelines in place for City-administered field trips.
- Cathy Berry attended an Equal Employment Opportunity Commission technical conference in Orlando.

Information Technology

- The director attended a Florida League of Cities IT conference.
- IT staff worked on a solution to a critical public utilities computer networking issue.

Planning/Community Development

- Performed window surveys on the Selva planned unit development to identify violations in advance of the Aug. 7 rezoning open house; prepared presentations for the open house.
- Began drafting a code enforcement manual for the city clerk and code enforcement officer.
- Met with the owners of 1604 Coquina Place to discuss a potential variance.
- Reviewed the tree-protection ordinance for potential revisions.
- Met with AB resident Anne Marie Moquin, who is spearheading the Beaches Go Green initiative.
- Began reviewing the comprehensive plan for future update.
- Prepared the agenda, minutes and presentations for the Aug. 8 Environmental Stewardship Committee.
- Attended webinar: Resiliency & Vulnerability Assessments: How Understanding Your Community Risks Improves Decision-Making.
- Toured the city with former mayor Mike Borno to discuss a variety of issues.
- Completed 10 building permits, two tree permits, and two certificate-of-occupancy permits.

Police

- Met with representatives of Jacksonville Sheriff's Office, Neptune Beach and Jacksonville Beach regarding the upcoming Justice Assistance Grant disbursement.
- Held a mock accreditation assessment follow-up meeting with staff.
- Participated in a multi-agency gang information sharing meeting.
- Met with staff to discuss budget priorities and end-of-year goal completion.
- Held a community lip sync video event.
- Staff attended campus security training provided by the Federal Emergency Management Agency.
- Conducted a radio operability test at Atlantic Beach Elementary School.
- Worked with the City's grants consultant to finalize Hazard Mitigation Grant Program applications.
- Working with Motorola representatives regarding the department's planned computer-aided dispatch system upgrade.

Public Utilities

- Utility contractor installed new sewer service in 300 block of Ocean Boulevard.
- Crews performed utility locates, water pressure checks, meter sets and sewer repair.
- Utility contractor coordinated with utility staff to begin repair/replacement of small lift station at 902 Assisi (Water Treatment Plant 3).
- Worked with the City's grants consultant to finalize Hazard Mitigation Grant Program applications.
- Met with consultants to review and update the City's 10-year capital improvement plan.
- The Plants Division continued preparing for upcoming Environmental Protection Agency inspections.
- Contractor installed return-activated sludge pumps at the wastewater treatment plant.

Public Works

- Measured and designed a new 10th Street beach access parking pattern.
- Worked on Hazard Mitigation Grant Program applications and met with an engineer that is providing quotes.
- Held bid openings for Marshside sidewalk improvements and public works uniform contracts.
- Discussed the Sherry-Seminole sidewalk construction schedule with the project's low bidder; work is scheduled to begin in September.
- Worked on proposals for Donner Road improvements.
- Painted the Atlantic Beach entry sign borders.
- Milling and paving work is slated to begin in mid-August.
- Thinned out trees and shrub in Waters Park.
- Palm tree trimming is continuing.

Recreation

- Reviewed photography contest entries.
- Fielded and answered questions about the contribution/grant process.
- Removed the artwork of Mark Wilson and Melinda Bradshaw from the Adele Grage Cultural Center.
- Worked on the coordination of Movies in the Park, Songwriters Night, the community campout, the monthly art exhibit, summer camp and the Jazz Festival.
- A contractor is working on the storage improvement project at Adele Grage.