

Aug. 24, 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 64 building permits, including permits for two new homes.
- Conducted 37 plan reviews and 136 inspections.
- Reviewed and approved a Johnston Island Federal Emergency Management Agency letter-of-map revision application.
- Researched a homeowner's flood zone status and issued a flood-insurance letter.
- Approved tent permits for Web.com Tour Championship.
- Discussed 5G antennas and maximum pole height at weekly development team meeting. Development Department meeting discussed new 5G antennas and maximum pole height.
- Discussed planned Americans with Disabilities Act-compliant restrooms at Russell Park.
- Discussed fire-rated walls with the Seaplace Condominiums homeowners group.
- Discussed sidewalks with the Atlantic Beach Country Club homeowners group.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the Aug. 20 City Commission workshop.
- Processed and published agenda packets for Aug. 24 meeting of the Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) 18<sup>th</sup> Street Subcommittee meeting and Aug. 27 Commission meetings.
- Assisted the PPSARC 18<sup>th</sup> Street Subcommittee with planning, noticing and setup for its Aug. 24 meeting.
- Researched and compiled records on charter officers' evaluations.
- Met with deputy city manager and planning/community development director regarding the process for ensuring committee meeting minutes and agendas are accessible online.
- Restructured/organized electronic records accessible through WebLink to provide easier access. This project is ongoing.
- Registered and obtained tags for four new trailers.
- Completed minutes from the July 18 Commission budget workshop, Aug. 13 special-called and regular Commission meetings, and Aug. 2 and Aug 16 PPSARC meetings. Working on minutes from the Aug. 20 Commission workshop.

- Facilitated delivery of election equipment and met with the 1306 precinct manager and her staff in preparation from the Aug. 28 primary election. Election Day polls are open from 7 a.m. to 7 p.m. Election information is at [www.duvalelections.com](http://www.duvalelections.com).

### **City Manager**

- Attended the Aug. 20 City Commission workshop.
- Reviewed a public parking opportunity on Beach Avenue.
- Discussed 5G antennas and maximum pole height with in-house development team and deputy city manager.
- Met with Beaches Go Green representatives and staff about recycling, plastic-reduction opportunities and education.

### **Deputy City Manager**

- Attended the Aug. 20 City Commission workshop.
- Met with Mayor Glasser and celebrity AB resident Kyle Brady regarding an upcoming stormwater management master plan communications initiative.
- Met with city grant writers and Public Works staff to plan future Florida Recreation Development Assistance Program grant applications.
- The City began distributing e-newsletters a year ago. Here are some stats: 46 campaigns; 73,548 emails; 50 percent have been opened at desktops and 50 percent have been opened on mobile devices; and 2,509 current subscribers.
- Met with Public Works staff and a homeowner about prospective aesthetic improvements to a public parking area on Beach Avenue.
- Utilized various communications channels to inform citizens about numerous matters, including job openings; the Aug. 19 Beaches Go Green beach and park cleanup; the Aug. 20 City Commission workshop; Aug. 24 Movies in the Park at Bull Park; the Sept. 15 Jazz Festival at Johansen Park; the Sept. 17 North Beach Kick-Off to Golf event at Beaches Town Center; the Oct 13 Fall Festival at Donner Park; and flag football registration.

### **Finance**

- Produced monthly finance and legal reports.

### **Human Resources**

- Participated in an employee benefits pre-renewal meeting.
- Met with Police leadership regarding employee retention.
- Participated in a liability and workers compensation insurance renewal meeting.
- In-processed a new employee.

### **Information Technology**

- Installed the first Windows 10 workstations in preparation for using the new Jacksonville Sheriff's Office computer-aided Police dispatch application.
- Wrote performance evaluations for Information Technology staff.
- Reinstalled the repaired Russell Park tennis court camera and made it accessible at [www.coab.us/657/Russell-Park-Tennis-Court-Skate-Park-Cam](http://www.coab.us/657/Russell-Park-Tennis-Court-Skate-Park-Cam).

### **Planning/Community Development**

- Continued work on the Mayport Road façade improvement program.
- Staffed the Arbor Day subcommittee meeting to initiate event and project planting.
- Met with the city attorney about various projects.
- Met with Ann Marie Moquin of Beaches Go Green about community recycling.
- Presented the Mayport Road visioning implementation plan and Selva Preserve planned unit development (PUD) rezoning at the Commission workshop.
- Worked on the conservation and coastal management element of the City's Comprehensive Plan as part of the ongoing state-required evaluation and appraisal report.
- Presented at the Community Development Board's regular meeting, at which the Selva PUDs and their potential rezoning options were discussed.
- Met with a potential commercial property buyer about opportunities and limitations to redeveloping the site.
- Reviewed nine building permits reviewed.
- Updated city maps for the Comprehensive Plan.

### **Police**

- Participated in a regional Domestic Security Task Force meeting.
- Participated in a Donna Marathon planning meeting.
- Administered a swearing-in ceremony for two new police officers.
- Held water flotation device training and officer water emergency survival training.
- Kicked off a new Citizens Police Academy.

### **Public Utilities**

- Worked on the Florida Department of Environmental Protection consumer confidence report and cross-connection control program plan.
- Prepared for 18<sup>th</sup> Street beach access shower relocation.
- Continuing water meter replacements; about 300 of about 760 have been completed by a city contractor.

### **Public Works**

- Marshside asphalt milling and paving are complete; half-way done with streets east of Mayport Road.
- Working on Florida Recreation Development Assistance Program grant applications.
- The Marshside sidewalk improvements bid was approved by the City Commission; a preconstruction meeting is being scheduled.

- Surveyors are working on Donner Road in advance of an engineering analysis.
- Received engineering plans and specifications; the project is now out for bids.
- Performed road grading at Dutton Island.
- Met with engineers and designers for the Russell Park renovation project.
- Working on Russell Park sidewalk design.

### **Recreation**

- Working on the department's contribution/grant program.
- Met with Beaches Town Center Agency representatives regarding holiday activities.
- Displaying the artwork of John Rennie at the Adele Grage Cultural Center.
- Worked on the coordination of Movies in the Park, Acoustic Night, the Russell Park Campout, next month's art exhibit, and the Jazz Festival.