

Oct. 12, 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.

City Manager

- Attended the Oct. 8 City Commission meeting.
- Reviewed proposed 10th and 18th Street beach access parking configurations in advance of discussions at the Oct. 22 City Commission meeting.
- Met with the deputy city manager and staff regarding updating fees for various City services.
- Prepared a staff report and participated in discussions regarding an annexation proposal that will be discussed at the Oct. 22 City Commission meeting.

Deputy City Manager

- Along with the public works director and the City's grant consultant, held public meetings regarding the City's Florida Recreational Development Assistance Program grant applications. The application deadline is now Oct. 29.
- Wrote and distributed a news release/article for the Beaches Leader and Times-Union/Shorelines on the City receiving notification that the National Park Service has selected AB as a partner in its Rivers, Trails and Conservation assistance program. The endeavor will result in a new parks master plan for the City.
- Wrote a news release on a scam targeted AB businesses.
- Along with Yvonne Calverley, coordinating the Oct. 12 community blood drive at City Hall.
- Participated in a Skype meeting with the Planning staff and the City's land development regulations update consultant.
- Met with the Beaches Go Green director and a Neptune Beach staffer regarding joint recycling efforts and messaging.
- Attended the Oct. 8 City Commission meeting.
- Authored a resolution amending Parking and Pedestrian Safety Advisory Resource Committee membership stipulations.
- Drafted staff reports in advance of the City Commission's 10th and 18th Street beach access parking discussions on Oct. 22.
- Met with the city manager and staff regarding updating fees for various City services.

- Utilized various communications channels to inform citizens about numerous matters, including the upcoming City Commission vacancy; the Environmental Stewardship Committee tree-protection code workshops; Beaches Community Fund parenting workshops; Oct. 8 City Commission meeting; Oct. 9 FRDAP grant application public meetings; Oct. 12 community blood drive at City Hall; Oct. 13 Fall Festival at the Gail Baker Community Center; Oct. 15 special called City Commission meeting; Oct. 20 Beaches Town Center Fall Festival and Costume Party; the Beaches Go Green Nov. 11 Movies that Matter event at Beaches Town Center; the Nov. 15 America Recycles Day event; ABPD's Oct. 29-30 Not So Scary Halloween House; and the Thanksgiving Tony's Turkey Trot.

City Clerk

- Attended and performed administrative duties for the Oct. 8 Commission meeting.
- Preparing for Oct. 13 Town Hall meeting.
- Processed and published agendas for the Oct. 15 special called meeting, and the Oct. 22 Commission workshop and regular meeting.
- Accepted paperwork from a candidate for Commission Seat 2, bringing the number of candidates to four.
- Working on minutes for the Oct. 10 Commission meeting.
- Prepared and sent legal notice to be published in the Beaches Leader on Oct. 18 regarding the referendum on the Nov. 6 election ballot. Information on the proposal is on the City's website (www.coab.us).
- Drafted 26 notice-of-hearing letters for Code Enforcement Board cases on Nov. 28.
- Prepared and presented a proposal of the Oct. 15 special called meeting format to the Commission at the Oct. 8 Commission meeting.

Building

- Issued 40 permits, including one for a new single-family home.
- Conducted 37 plan reviews and 164 inspections.
- Considering proposals to lease a new scanner.
- Attended a webinar with IworQ, a new operating system to replace TRAKiT.
- Met with a St. Johns River Water Management District agent to discuss filling of wetlands.
- Completed staff evaluations.

Finance

- Billed Cycle 3 (3,171 bills)
- Processed 114 vendor checks
- Issued 97 purchase orders
- Processed payroll.

Human Resources

- Employee health fair and biometric screenings was held Oct. 12.
- Completed updates to position descriptions to reflect changes to the pay scale based on the compensation study.
- Worked on reclassification of several job positions.
- Attended a continuing legal education class.

Planning/Community Development

- Prepared the agenda packets and presentation for the Oct. 16 Community Development Board meeting.
- Participated in the LEED subcommittee's first conference call to explore the Arc platform and identify data needs.
- Participated in a conference call with Stone Engineering to discuss stormwater concerns on Fifth Street.
- Participated in a webinar for permit tracking software.
- Met with Amanda Askew from Neptune Beach to discuss future planning efforts.
- Met with a developer to discuss future possibilities for Johnston Island.
- Continued work on the Comprehensive Plan update and the proposed façade improvement program.
- Participated in inter-departmental meeting to review application fees.
- Researched past annexations in the City and potential paths forward to a possible annexation of properties south of Assisi Lane in the City of Jacksonville in preparation for an upcoming City Commission meeting.
- Reviewed revisions to Ordinance No. 75-18-20 (parking and towing) with Police Department staff.
- Participated in a conference call with staff and the consultants on the land development regulations rewrite.
- Drafted and presented concepts for specific revisions to the tree-protection code to the Environmental Stewardship Committee.
- Prepared and presented at the Tree Subcommittee meeting/appeal.
- Reviewed nine building permits.

Police

- Chief Cook and her emergency team are working in the Panhandle as a result of Hurricane Michael. ABPD will have a two-week summary next week.

Public Utilities

- Staff is working on a centrifuge operation issue with outside technical assistance.
- Utilities operations team prepped for storm as a precaution and drill.
- Continued work on wastewater permit renewal with the engineering firm ATM.
- Continued work on the septic-to-sewer project.

- Inspector performed 11 certificates-of-occupancy inspections and three cross-control inspections (backflow prevention).
- Took quarterly disinfection byproducts samplings for the U.S. Environmental Protection Agency and Florida Department of Environmental Protection.

Public Works

- The sidewalk contract on Levy Road and other roads throughout the City are completed.
- Public Works pumped the Aquatic pond in preparation for the storm.
- The 18th Street shower relocation project continues. The next step is to move shower and run water lines.
- Engineers are working on the Donner Road plans to widen and put in a new sidewalk, curb and gutters.
- The Russell Park picnic cabana replacement is completed.
- Added a new shade sail to Sunset Pier.
- Replaced fountain pump on West Fourth Street.
- Working on Russell Park sidewalk design in preparation for bid.
- Met twice with Langton Associates representatives to discuss grants.
- Received estimates for Donner Park tennis court resurfacing project.
- Public Works crews prepared the City for the storm. Night crew worked on Wednesday night in case of falling trees.
- Attended a meeting for grants for Russell Park and Dutton Island Preserve.

Recreation

- Worked on the coordination of the Russell Park campout, tree lighting, Songwriters Night, Artisans' Faire and Fall Festival.
- Taking registrations for flag football and Arts in the Park.
- Collected Youth Council applications.
- Attended Oct 8. Commission meeting.
- Staffed a flag football parent meeting.
- Displaying the work of Steven Haley at Adele Grage Cultural Center.
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