

Oct. 5, 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

- Met individually with department heads to discuss job performance.
- Discussed revisions to pervious/impervious (Stormwater) chapter with staff.
- Met with a member of the Parking Committee to discuss 10th and 18th Street layouts.
- Worked with staff on a new Public Utilities job description.
- Met with citizens regarding stormwater issues.
- Discussed Selva Marina planned unit developments with staff.

Deputy City Manager

- Continued to work on the Florida Recreational Development Assistance Program grant applications due Oct. 15. The City is applying for two \$50,000 grants for improvements at Russell Park and Dutton Island; public meetings are planned for 2 and 2:30 p.m. Tuesday, Oct. 9, in the Commission Chamber of City Hall.
- Assisted the city manager in two department head evaluation sessions.
- Worked on messaging to the community about a proposed water and sewer rate increase.
- Along with the city manager and executive assistant to the city manager, worked on the request-for-proposals for a state lobbyist to represent COAB.
- Attended a Visit Jacksonville event at the Beaches Museum.
- Represented COAB in a Beaches Town Center landscaping meeting.
- 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. 12 community blood drive at City Hall; Oct. 13 Fall Festival at the Gail Baker Community Center; Oct. 20 Beaches Town Center Fall Festival and Costume Party; and the Beaches Go Green Nov. 11 Movies that Matter event at Beaches Town Center.

City Clerk

- Attended and performed administrative duties for the Oct. 2 public meeting of Mayor Glasser and Commissioner Stinson.
- Processed and published the final agenda packet for Oct. 8 Commission meeting.
- Accepted paperwork from candidates for Commission Seat 2. The deadline to submit the required paperwork to the City Clerk's Office is 5 p.m. Oct. 10.
- Prepared the legal notice published in the Beaches Leader on Oct. 4 regarding the proposed municipal election date charter amendment on the Nov. 6 election ballot. Information on the proposal is on the City's website (www.coab.us).
- Worked extensively on ensuring recent and newly published materials are ADA compliant on the City's website.
- Prepared, executed and recorded four release-of-liens.

Building

- Issued 65 permits, including two for new homes.
- Conducted 54 plan reviews and 160 inspections.
- During the weekly inter-departmental meeting, met with owners of six lots on Jasmine and discussed topographic surveys and condemned property on Poinsettia Street.
- Followed up on Federal Emergency Management Agency letter and received final approval for the COAB floodplain ordinance.
- Discussed the 2019 community rating system with the Florida Department of Emergency Management and the Insurance Services Office
- Researched asbestos guidelines for single-family homes.
- Contacted vendors to lease new scanner/
- Discussed department budget with the finance director.

Finance

- Worked on truth-in-millage compliance.
- Successfully rolled over the new fiscal year.

Human Resources

- Worked on final details for the Oct. 12 employee health fair.
- Worked to find a new provider for hepatitis B vaccines for staff.
- Coordinated the conclusion of the annual employee evaluations.
- Coordinated with the police chief regarding instructions for vehicle crash procedures.
- Implemented the employee pay increases approved by the City Commission.
- Worked with Public Utilities on a position description; met with the city manager, deputy city manager and interim department head.
- Updated position descriptions to reflect changes to the pay scale based on the compensation study.
- Assisted an employee regarding Family Medical Leave Act.
- Attended a continuing legal education class.

Information Technology

- Beginning a project to upgrade desktops from Windows 7 to Windows 10.

Planning/Community Development

- Met with Atlantic Beach Preservation regarding the R-SM zoning district.
- Continued working on stormwater flooding issues on Fifth Street.
- Prepared for a new code enforcement officer.
- Participated in a conference call for the beta testing of the new National Oceanic and Atmospheric Administration Adapting Stormwater Management for Coastal Floods website.
- Presented staff-identified issues within Chapter 23 (tree protections) of the city code to the Environmental Stewardship Committee on Oct.3. Another workshop is scheduled for Oct. 9.
- Reviewed and made edits to the proposed Ordinance No. 75-18-20 with the city attorney in preparation for a public hearing at a City Commission meeting.
- Met with City staff to discuss potential changes to the code relative to impervious surface and stormwater retention.
- Reviewed 22 building permits and issued two tree permits.

Police

- Chief Cook attended a press conference recognizing Domestic Violence Awareness Month and officers will be wearing purple pins during October.
- Staff attended training on field training officer software.
- Hosted police officer tryouts; 14 applicants participated.
- Continued planning/decorating for ABPD “Not So Scary Haunted House” event.
- Assisted a single AB mother with three kids – rallying the community to raise money to purchase a reliable used car for her.
- Chief Cook participated in a Regional Domestic Security Task Force Intelligence meeting.
- Chief Cook attended/participated in the Continuum of Care Governance Board meeting.
- Staff handled questions regarding the shooting of a firearm and bow-and-arrow within City limits.
- Continued social media messaging regarding bicycle and pedestrian safety.
- Began identifying hurricane shutters for the police building (grant money has been received).
- Staff worked on finishing touches on the department’s 2018-19 strategic plan.
- Staff attended special events risk management training.

Public Utilities

- A Plaza Road water valve serving a fire line to the U.S. Post Office was changed out.
- Continued work on wastewater renewal with the engineering firm ATM.
- Continued work on the septic-to-sewer project.

- Distribution crews continue to change out water meters.
- Sprucing up Public Works headquarters.
- Working on various projects at water and wastewater plants, including the centrifuge and reclaim water injection piping.
- Preparing for upcoming special sampling for the U.S. Environmental Protection Agency.
- Preparing for Florida Department of Environmental Protection quarterly sampling for disinfection byproducts.

Public Works

- Marshside sidewalk improvements were completed.
- Finished the new bulkhead at the Aquatic pond.
- Trimmed 20 palm trees on City right-of-way in Beaches Town Center.
- A 10th Street beach walkover pre-work meeting was held. Work is scheduled to begin Nov. 5. The beach access is scheduled to be closed for material storage beginning Oct. 29, weather permitting.
- The 18th Street shower relocation project continues. The next step is to move shower and run water lines.
- Met with engineers and designers for rehabilitating the Russell Park restrooms.
- The Russell and Bull parks contract for replacing sand with wood fiber is complete.
- 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 will be completed this week.
- Added a new shade sail to Sunset Pier.
- Construction will begin soon at Veterans Park; adding new swing sets and play sets, and replacing all sand with wood fiber.
- Working on Russell Park sidewalk design in preparation for bid.
- Met with National Pollutant Discharge Elimination System consultant and completed field inspections on Sherman Creek outfalls.
- Met twice with Langton Associates representatives to discuss Grants.

Recreation

- Scheduled the next Youth Council meeting for Oct. 12 in the Commission Chamber.
- Taking registrations for flag football and Arts in the Park.
- Scheduled a flag football parent meeting for Oct. 11 at the Baker Center.
- Displaying the work of Steven Haley at Adele Grage Cultural Center.