

Oct. 19, 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

- Briefed on land development regulations rewrite update by staff.
- Attended a meeting at NB City Hall about possible stormwater project; the deputy city manager was also on hand.
- Met with members of the Island Club condominiums.
- Discussed Atlantic Beach Government 101 programming with the deputy city manager.
- Met with a citizen regarding parking on 18th Street.
- Went through orientation with Commissioner-select Anderson.
- Met with stormwater engineers and staff.
- Attended Oct. 15 Commission meeting.

Deputy City Manager

- Met with city manager, others regarding the stormwater master plan; 10th Street parking; a potential AB-NB stormwater project; and the land development regulations update.
- Attended a Beaches Town Center Agency meeting.
- Met with Mayor Glasser and a resident concerned aerial mosquito spraying.
- Went through orientation with Commissioner-select Anderson.
- Met extensively with the city manager and the public utilities/public works directors regarding various issues.
- Met with the co-founder of the newly formed North Florida Green Chamber.
- Worked on AB's Florida City Government Week observance, including the inaugural Atlantic Beach Government 101 class planned for 3 p.m. Oct. 24 (register at info@coab.us).
- Attended Oct. 15 Commission meeting.
- Met with Mayor Glasser and the police chief regarding the Breast Cancer Marathon's community impact.
- Utilized various communications channels to inform citizens about numerous matters, including the Police Department's support of Hurricane Michael relief efforts; water line repairs; Beaches Town Center Style Week (Oct. 18-25) activities; the Oct. 18 Adele

Grage Cultural Center art exhibit; the Oct. 20 Beaches Town Center Fall Festival and Costume Party; Florida City Government Week (Oct. 22-28); the Oct. 22 City Commission impervious surface workshop; the Oct. 23 Youth Council meeting; the Oct. 24 Atlantic Beach Government 101 class; 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. 13 town hall and Oct. 15 special called City Commission meetings.
- The city clerk attended the Florida Association of City Clerks Fall Academy in Lake Mary, Fla.
- Noticed and set up for the Oct. 18 10th Street (Parking/Pedestrian Safety) Subcommittee meeting.
- Processed and published the final agenda packet for the Oct. 22 Commission meeting.
- Went through orientation with Commissioner-select Anderson.
- Handling tasks involved in the transitioning of a new elected official - website and agenda system maintenance, updating lists and meeting aids, and purchasing supplies.
- Completed minutes for the Oct. 13 town hall meeting.
- Working on minutes for the Oct. 15 special called Commission meeting.
- Executed and mailed 24 notice-of-hearing letters for Code Enforcement Board cases on Nov. 28.
- Processed 15 lien letters.

Building

- Conducted 37 plan reviews and 126 inspections.
- Discussed new Stucco Bulletin with contractors and other jurisdictions.
- Attended local building officials' monthly meeting and discussed framing tie-down metal.
- Discussed grease traps with Public Works Department and contractors.
- Met with new code enforcement officer.
- Went through orientation with Commissioner-select Anderson.
- Issued 43 permits, including three for new single-family homes.

Human Resources

- Completed wrap-up for Employee Health Fair held on Oct. 12.
- Researching pension issues.
- Revising position descriptions.
- Coordinated two Family Medical Leave Act claims.
- Went through orientation with Commissioner-select Anderson.
- Handled Public Utilities employee issue.
- Participated in webinar on new legal issues regarding position descriptions.
- Attended continuing legal education seminar.

- Continued training for Society for Human Resource Management-Senior Certified Professional certification.

Planning/Community Development

- Began uploading data into the LEED for Cities Arc performance platform.
- Met with Community Development Board chair to review meeting discussion items.
- Provided a recap of the land development regulations update consultant meeting to the city manager.
- Reviewed a draft drainage report from Stone Engineering.
- Reviewed the draft five-year capital improvement plan with several departments.
- Met with the Cultural Arts and Recreation Board chair regarding a proposed public art initiative on Mayport Road.
- Met with a property owner on Beach Avenue to discuss a prospective variance request for fence height.
- Met with Lisa Goodrich regarding public art and community partnerships.
- Went through orientation with Commissioner-select Anderson.
- Presented information related to the state-mandated peril-of-flood component of the City's Comprehensive Plan to the Community Development Board.
- Drafted ordinance language for the creation of the R-SM zoning district and separate ordinance language proposing to change the zoning district of the Selva planned unit developments to the new R-SM zoning district.
- Prepared a presentation on annexation for the City Commission's upcoming discussion on the topic at its Oct. 22 meeting.
- Met with representatives of a potential residential development project off of Levy Road.
- Met with a representative of The Cloister condominiums.
- Participated in a kickoff conference call with the National Park Service as part of the City's recent selection as a partner in their Rivers, Trails and Conservation Assistance program for the development of the City's parks master plan.
- Training for the new code enforcement officer included general office layout; TRAKiT case management functions and report functions; and Laserfische.
- Visited properties of 48 open active case files.
- Reviewed 23 active case files for referral to Code Enforcement Board.
- Met with two homeowners onsite to provide guidance for property compliance.

Police

* Chief Cook and her emergency team were working in the Panhandle in the aftermath of Hurricane Michael. Below is a two-week summary.

- Worked on City vehicle crash response protocols with Human Resources.
- Participated in the Atlantic Beach Elementary School "Walk N Roll" event.
- Met to discuss the Breast Cancer Marathon and local impacts.
- Prepared bags with information on bicycle and pedestrian safety to give to kids at the Atlantic Beach campout.
- Met with concerned citizens about parking on 10th Street.

- Spoke with numerous citizens in the community about volunteer opportunities.
- Decorating the station in preparation for the Not So Scary Haunted Halloween House.
- Met with staff to review the fiscal year 2018-19 strategic plan.
- Worked with community to collect items for Hurricane Michael relief.
- Prepped for accreditation assessment.
- Went through orientation with Commissioner-select Anderson.

Public Utilities

- Completed work on the centrifuge operation issue.
- Utilities crew performed 53 locates and seven inspections.
- Continued work on the septic-to-sewer project.
- Working on future plans for lift station communications connectivity upgrades.
- Working on plans to evaluate water distribution valves.
- Racetrack gas station service crews installed new manhole and sewer service on Dutton Island Road.
- Water crew installing new meters.
- Replaced sewer lateral at 1805 Mayport Road.
- Went through orientation with Commissioner-select Anderson.

Public Works

- Conducted catch basin and pipe cleaning.
- Engineers are working on the Donner Road plans to widen and put in a new sidewalk, curb and gutters.
- Construction will begin on the 10th Street dune walkover on Nov. 1. The beach access will be closed for material storage beginning Oct. 29, weather permitting.
- The 18th Street shower relocation project continues; the next step is to move the shower and run water lines.
- Met with engineers and designers for Russell Park restrooms.
- Construction has started at Veterans Park to have new swing sets and play sets added with new borders and new wood fiber to replace sand.
- Working on Russell Park sidewalk design; preparing to go out to bid.
- Estimates have been received for Donner Park tennis court resurfacing.
- Public Works met with the Florida Department of Environmental Protection to discuss challenges of ambient waters.
- Went through orientation with Commissioner-select Anderson.
- Met with contractor to install crosswalk flashers at Seminole and 11th Street.
- Public Works will install two speed radar poles on Seminole Road.

Recreation

- Worked on the coordination of the Russell Park campout, tree lighting, Train Day & Bike Ride, and Artisans' Faire.
- Staffed Fall Festival at Donner Park on Oct. 13.

- Collected Youth Council applications.
Went through orientation with Commissioner-select Anderson.
- Held reception for artist Steven Haley at Adele Grage Cultural Center on Oct 18.