

Nov. 9, 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 with the mayor and two Beaches Town Center property owners regarding parking opportunities.
- Conducted a count of available parking stalls at 18<sup>th</sup> Street: 49 public stalls, two handicapped and one “official use” stall.
- Discussed Utilities Department re-organization with the public utilities director.
- Met with a citizen regarding a neighborhood drainage issue.
- Reviewed and made necessary changes to the Comprehensive Plan ordinance process.
- Discussed lobbyist proposals with staff prior to scoring; Kevin Hogencamp, Russell Caffey and Patty Drake will score proposals.

**Deputy City Manager**

- Assisted with preparation of materials for the Nov. 13 City Commission workshop and Nov. 14 special called meeting.
- Toured various locations in the city with the city manager and public works director.
- Worked with the information technology director, city clerk and city manager on accessibility of meeting videos and closed-captioning.
- Met with city manager and public works and public utilities directors on staffing issues.
- Met with the Beaches Go Green director about various community education initiatives.
- Utilized various communications channels to inform citizens about various matters, including heritage tree designation applications; the Comprehensive Plan update; the beach/dune renourishment project; police accreditation; the Nov. 6 election; the Nov. 9 movie (“Wonder”) at Bull Park; the Beaches Go Green Nov. 11 Movies that Matter event at Beaches Town Center; the Nov. 12 Veterans Day program at Veterans Park; the Nov. 13 land development regulations update workshop and City Commission meeting; the Nov. 14 special called City Commission meeting; and America Recycles Day on Nov. 15.

**Building**

- Conducted 31 plan reviews and 179 inspections.
- Issued 48 building permits.
- Worked with Code Enforcement on several substandard properties.
- Discussed demolition, parking, and tree protection during construction at the inter-departmental meeting.
- Applying asbestos removal guidelines to single-family homes; only required by federal or state codes for commercial buildings, based on COAB Section 6-17(b)(6).
- Met with Code Enforcement and a Department of Environmental Protection agent to inspect wetlands violations.

### **City Clerk**

- Processed and published agenda packets for the Nov. 13 Commission workshop, Nov. 13 regular Commission meeting, and Nov. 14 special called Commission meeting.
- Finished minutes for the Oct. 22 regular Commission and Nov. 1 Parking and Pedestrian Safety Advisory Resource Committee meetings.
- Coordinated with county election staff on access, setup, and equipment pickup.
- Handled public inquiries regarding voting issues and the AB referendum on the Nov. 6 election ballot. (The AB referendum passed.)
- Lori Diaz, records clerk, successfully completed the Florida notary education course.
- Worked on placement of Beach Avenue assessments into long-term electronic storage.
- Prepared a report for Nov. 13 Commission agenda regarding appointment to the Board Member Review Committee.
- Preparing for Nov. 13 Commission meeting.
- Discussed accessibility of meeting videos and closed-captioning with the city manager, deputy city manager and information technology director.
- Attended bid opening for welding fabrication services.
- Processed 12 lien letter requests.
- Working on minutes of the Oct. 22 regular Commission meeting.

### **Finance**

- Staff prepared for and chaired the quarterly pension meeting.
- Conducted bid opening for welding fabrication services
- Staff participated in the evaluation of proposals for state lobbying services and helped prepared the staff report and resolution for the Nov. 14 City Commission meeting.

### **Human Resources**

- Completed Continuing Legal Education requirements this cycle to maintain Florida Bar license.
- Processed payroll.
- Drafted monthly payroll stuffer which was posted and sent out by e-mail. We will continue distribution in this manner and include them in the paychecks next month.
- Completing documents, handouts, spreadsheets and PowerPoint presentation for next week's employee benefits open enrollment meetings.

- Met with the city manager and deputy city manager on several issues, including the city engineer position.
- Worked with the Police Department on records processes.

### **Information Technology**

- Created a report for the Planning and Community Development Department showing water consumption for City properties during the past year.
- Worked with Windstream to fix a circuit problem that caused a WiFi outage in City Hall.

### **Planning/Community Development**

- Responded to dozens of inquiries regarding the public notices mailed out regarding the Comprehensive Plan Update.
- Coordinated upcoming Land Development Regulations update workshops with Kimley-Horn.
- Met with developers and the city manager to discuss a possible project in Town Center.
- Attended the North Florida Transportation Organizations monthly meeting.
- Met with an architect to resolve a design feature requirement on a residential structure.
- Met with the Environmental Stewardship Committee chair to discuss upcoming meetings and projects.
- Prepared the newspaper notice for the Comprehensive Plan ordinance update public hearing at the Nov. 20 Community Development Board meeting.
- Prepared the newspaper notices for the ordinances creating the R-SM zoning district and rezoning the Selva planned unit developments to the zoning district. Public hearings are scheduled at the Nov. 20 Community Development Board meeting.
- Met with a resident regarding stormwater.
- Presented concepts for possible revisions to the tree-protection code based on previous workshops to the Environmental Stewardship Committee.
- 10 Building permits reviewed; two tree-removal permits submitted and two issued.
- Developed tree planting concepts on eight locations for Arbor Day.
- Researched tree contractor requirements for other Florida municipalities and prepared a summary for Environmental Stewardship Committee.
- Performed a site visit with Dan Arlington and a Florida Department of Environmental Protection representative to address lot over-clearing and wetland encroachment
- Continued researching lien foreclosures and amnesty programs offered by other counties as a means to gain compliance.
- Conducted daily inspections and followed up on 66 open cases.

### **Police**

- Volunteers staffed the Atlantic Beach Elementary School Fall Festival.
- Held Citizen's Police Academy graduation.
- Met with JSO regarding the risk protection order process.
- Met with JSO regarding the KEYS 2 Drive program (to help traffic violators earn their driver's license back).

- Participated in a phone conference with JSO regarding nuisance statutes and procedures.
- Participated in the Atlantic Beach Elementary School Flag Raising Ceremony; Sgt. Hundley was a guest speaker.
- Met with a University of North Florida student regarding law enforcement and an internship.
- Chief Cook spoke at the Florida Leadership Academy.
- Chief Cook spoke at the Urban Land Institute Boardroom After Dark event.
- Began the process of identifying part-time officer applicants.
- Continued to prepare for accreditation, which is less than three weeks away.

### **Public Utilities**

- A distribution crew repaired customer's yard with sod from a sewer lateral install.
- Staffers received fire hydrant maintenance training.
- Worked on the upcoming septic-to-sewer project with the City of Jacksonville and ATM engineers.
- Met with Florida Department of Environmental Protection representatives regarding wastewater updates.
- Distribution crews are continuing to change water meters out.
- Met with deputy city manager on communications opportunities and an upcoming presentation.
- The wastewater plant generator was repaired with a new radiator.
- Took delivery of a new generator for the Courtyard lift station.
- Crews performed 55 locates and five inspections.

### **Public Works**

- Attended a Northeast Florida Emergency Management training class.
- Met with a Girl Scout group about award advancement projects.
- Construction is under way on the 10<sup>th</sup> Street dune walkover.
- The 18th Street shower is in operation; the old shower was removed.
- Installed Beaches Town Center information signs.
- Cleaned and cut back an area in Johansen Park south of Saturiba Drive.
- Lifted the tree canopy on Park Terrace West.
- The bid opening on the Russell Park sidewalk project will be Dec. 12.
- Met with a Jones Edmond representative and took a field trip to Tiffany by the Sea and Sea Gardens condominiums.
- Installed crosswalk warning signs at Seminole and 11<sup>th</sup> Street; working on the radar signs.
- Added new signature bricks to the Veterans Park walkway.
- Preparing for Veterans Park Memorial Day ceremony and Rotary picnic.

### **Recreation**

- Worked on the coordination of the holiday tree lighting, train day and bike ride, Artisans' Faire, and artist reception.

- Collected Arts in the Park applications, rental fees and made deposits.
- Met with the Youth Council liaison to discuss beach clean-up project.
- Worked on grant reimbursement.
- Displaying the work of Sarah Hourihan at the Adele Grage Cultural Center.