

Oct. 27, 2017

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**

- Hosted International Code Council permit technician exam-prep seminar. Three staffers attended and are pursuing certification as the department continues to strive to meet national-level processes, rules and procedures.
- Grace Mackey and police Cmdr. Vic Gualillo continue to work with the City of Jacksonville on 911 emergency response issues pertaining to upcoming Fleet Landing development.

**City Manager**

- Promoted Scott Williams to the position of Public Works director.
- Conducted interdepartmental new-commissioner orientation with Commissioner-Elect Norris. Additional orientations are scheduled next week.
- Had lunch with Sen. Aaron Bean, Rep. Cord Byrd, Mayor-elect Glasser and the mayors of Jacksonville Beach and Neptune Beach to discuss legislative priorities.
- Met with staffers and affected citizens regarding drainage issues on Seminole Road and adjacent to Selva Linkside. Everyone involved is optimistic that short- and long-term solutions are forthcoming.
- Issued policy directive on leave approval.

**Community Development**

- Staff is working with the City Manager's Office to produce a public outreach campaign to gather comments on the upcoming code changes related to the automotive service station moratorium. This effort is being undertaken in advance of the Nov. 15 joint City Commission-Community Development Board meeting.
- Staff attended the Environmental Stewardship Committee meeting on Oct. 25. Derek Reeves will review the tree-protection code at the committee's Nov. 8 meeting.

**Deputy City Manager**

- Met with residents regarding garbage collection and parking concerns on Seventh Street. Will work on solutions with the police and public works departments.
- Staffed the Oct. 25 Environmental Stewardship Committee meeting. Following up with updates to the website, planning a Tree City USA/Arbor Day observance, and other matters.
- Utilized the city website, social media, email and news media to communicate with citizens about various matters, including Family Fun Day (Oct. 21), Florida City Government Week (Oct. 23-29), the City's World Polio Day (Oct. 24) proclamation, the Nov. 18 Citizens Response to Active Shooter Event, and FEMA disaster assistance.
- Coordinating a First Amendment Foundation Sunshine Seminar for elected officials and others. Tentatively scheduled for 1 p.m. Nov. 30 in the Commission Chamber.
- Met with Selva Linkside's HOA president and Scott Williams regarding various issues.

### **Finance**

- Russell Caffey attended Florida Government Finance Officers Association training Oct. 23-27.

### **Human Resources**

- Prepared for health insurance open enrollment; all vendors scheduled.

### **Police**

- Participated in lifeguard building project meeting.
- Held all-PD supervisors meeting.
- Participated in information sharing meeting with St. Augustine Beach police chief.
- Participated in crisis communications training webinar.
- Officers volunteered for Special Olympics Tip-a-Cop fundraiser and made appearances at Healthy Halloween at Johansen Park, Camp Under the Stars at Russell Park, and the Beirut Bombing Memorial at Veterans Park.
- Coordinated with Knights of Columbus to accept winter coats for children.

### **Public Utilities**

- Crews made in-house water line repairs on Atlantic Boulevard, Oceanwalk and Seminole Road.
- Worked with consultant to improve automated pumping protocols at water treatment plans.
- Developed specifications for second centrifuge at Waste Water Treatment Plant. Preparing staff report and resolution for upcoming commission meeting.
- Assisted public works with National Pollutant Discharge Elimination System scope review with consultant.
- Preparing to hire distribution operator trainee.

### **Public Works**

- Hurricane debris removal completed with 45,156 cubic yards of vegetative debris and 220 cubic yards of construction and demolition debris picked up.

- Prepping for stormwater master plan public meeting.
- Discussed Seminole Road and 20th Street drainage issues with Hanson Engineering, which is developing a scope of services.
- Russell Park tennis courts 3 and 4 have been colored; courts 5 and 6 need well points for construction to continue.
- Saltair project contractor is filling in ditches after completing curb-and-gutters on Magnolia Street.
- Reviewed public works building plans.
- Reviewing new storm debris pickup contract submittals.
- Streetlight has been installed in Johansen Park on Park Terrace West.
- Installed memorial bench in Johansen Park.
- Held Royal Palms sidewalk pre-construction meeting.
- Worked on 10th Street beach walkover grant application.

### **Recreation**

- Upcoming events:
  - o Friday, 10/27-Saturday, 10/28, ABET Performance (“The Effect of Gamma Rays on Man-in-the Moon Marigolds”), 8 p.m., Adele Grage
  - o Sunday, 10/29, ABET Performance 2 p.m., Adele Grage
  - o Sunday, 10/29, Acoustic Night, 6-8 p.m., Bull Park