

Oct. 20, 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

- Working with architects preparing bid drawings for City Hall lobby remodel.
- Met with Fleet Landing representative regarding future buildings on the campus, which straddles the Atlantic Beach-Jacksonville city limits. Coordination is ongoing between Fleet Landing and the two cities regarding building heights, street address arrangement, emergency services, and floodway management.

City Manager

- Reviewed surveys and other documents specific to Johnston Island in preparation of hiring an appraiser.
- Worked on Fifth Street-area drainage issue.
- Reviewed New Commissioner Orientation book compiled by Yvonne Calverley.
- Met with several citizens about various issues

Community Development

- Derek Reeves attended the Florida Redevelopment Association's annual conference in Daytona. Topics included discussions about the future of community redevelopment agencies and redeployment strategies that can be applied to CRAs and non-CRAs alike.
- On Oct. 17, the Community Development Board approved two variances and deferred a third to its next meeting.

Deputy City Manager

- Developing requests for qualifications for website services.
- Began administering the Langton Associates grant services contract; working with public works and public utilities to acquire state Coastal Protection Initiative funding for dune walkovers.
- Attended webinar, "Implementing Florida 2070: Successful Local Conservation Ballot Measures in Florida." Will produce a report on presentation as it relates to opportunities for Atlantic Beach.
- Followed up on the opportunity to reinstitute Tree City USA certification.

- Involved in coordinating Environmental Stewardship and Parking/Pedestrian Safety committee meetings.
- Utilized website, social media and email to communicate with citizens about debris pickup and upcoming meetings.

Finance

- Preparing for:
 - o Budget book distribution (week of Oct. 23)
 - o Procurement close-out for FY-2017 (projected to be Oct. 25).
 - o Worker's compensation auditors visit (Nov. 2).
 - o Regular audit preliminary work (Dec. 4).

Human Resources

- Employee Health Week was Oct. 16-20; activities included health fair, employee screenings, and health coaching presentations.
- Updated Community Development and Planning director position description and began advertising vacancy.
- Completed and submitted liability insurance renewal documentation.
- Updated pay scale due to pay increases and position modifications; reviewed, updated and score several positions to ensure pay equity.
- Attempted to negotiate an update to the 2013 Code & Associates pay study.

Police

- Held departmental meeting to discuss in-car cameras and body cameras.
- Conducted Chief's Walk in Royal Palms neighborhood.
- Met with Fleet Landing representatives to discuss security/police services
- Attended Hurricane Irma after-action meeting at the Duval County Emergency Operations Center.
- Officers participated in "GOALS" day at Atlantic Beach Elementary.
- Met with U.S. Drug Enforcement Agency representatives to discuss potential collaboration on various issues.
- Attended Art Walk and JASMYN breakfast.

Public Works

- Completed first round of Irma debris removal and began construction and demolition debris removal.
- Cutting trees on public properties that are safety concerns.
- Russell Park tennis court milling completed.
- Received \$100,000 Florida Inland Navigational District grant for a viewing and fishing pier at Dutton Island; reviewing plans and specifications.
- Exploring Community Development Block Grant funding for Jordan Park sidewalks. The City of Jacksonville is performing an environmental assessment.
- Assisting the Recreation Department with Oct. 21 Russell Park activities and campout.
- Working on Public Works security surveillance plan.

Public Utilities

- Assisted Public Works with various activities, including: FIND grant project meeting with design engineer; scoping meeting with surveyor for several drainage easements; scoping meeting on stormwater issue at Seminole Road and 20th Street; stormwater master planning.
- New meter reader successfully completed first week.
- Completed employee evaluations.

Recreation

- Upcoming events:
 - o Friday, 10/20, ABET Performance (The Effect of Gamma Rays on Man-in-the Moon Marigolds), 8 p.m., Adele Grage
 - o Saturday, 10/21, ABET Performance (The Effect of Gamma Rays on Man-in-the Moon Marigolds, 8 p.m., Adele Grage
 - o Saturday, 10/21, Campout/Fun Day, 3-10 p.m., Russell Park
 - o Sunday, 10/22, Healthy Halloween, 2 p.m., Johansen Park
 - o Monday, 10/23, Beirut Memorial, 3 p.m., Veteran's Park
 - o Thursday, 10/26, Town Hall Meeting, 5 pm, Adele Grage