

Dec. 22, 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**

- The City Hall lobby project construction drawings are near completion.
- The Building Department's Toni Gindlesperger now has Level 1 code enforcement certification and soon will begin assisting Debbie White with code enforcement responsibilities.
- Development meeting topics: New state legislation pertaining to wireless communication equipment in rights-of-way; as built-surveys at the end of projects

### **City Manager**

- Made several visits to Johansen Park to monitor the clean-up progress; received an email from a citizen thanking us for our efforts.
- Met with owner of Selva Preserve to resolve issues concerning their plat.
- Interviewed and hired a Planning and Community Development Director (more details after the first of the year).
- Met with an attorney and principal of a proposed new restaurant about shared parking.
- Met with citizens regarding drainage on Seminole Road.

### **Community Development**

- Reviewed zoning options for prospective medical marijuana facilities at the Dec. 19 Community Development Board meeting. Staff is drafting language that could be presented to the public.
- Two Community Development Board members are leaving their positions; Patrick Stratton termed out after eight years and Richard Reichler opted not to continue serving.

### **Deputy City Manager**

- Made significant progress on the City's 2017 Tree City USA application; it will be submitted by Dec. 29.

- Assisted city manager with Planning and Community Development Director interview and city tour, and with a meeting on the Selva Preserve plat application.
- Working with Atlantic Beach amateur and professional photographers willing to donate their creative work for the City website and Facebook page.
- Spent about 10 hours working on website updates/improvements.
- Staffed two Environmental Stewardship Committee subcommittee meetings.

## **Finance**

- Updated purchasing policy
  - o Purchasing and procurement forms
  - o Accounting system mapping in purchasing module
- Met with FEMA, updated initial paperwork for Hurricane Irma reimbursements, and submitted through grants module.
- Completed November legal and finance reports.

## **Human Resources**

- Brought planning and community development director recruitment activities to fruition with successful interview, negotiation and hiring of candidate.
- Overseeing moving city clerk's records, including identifying records to be destroyed and relocating information technology staff
- Reviewing and updating City policies and provisions in employee handbook.
- Reclassified several City positions.

## **Police**

- Participated in the community luminaria.
- Read Christmas stories to children in the police station lobby.
- Attended Everbridge notification system training.
- Prepared for the Jan. 2 multi-agency training exercise at Atlantic Beach Elementary School.
- Interviewed a police officer candidate.
- Continued to work on accreditation issues.

## **Public Works**

- Russell Park tennis court surface coating is scheduled for next week.
- Royal Palms neighborhood sidewalk project continues. Triton is nearly complete; grading is under way on Cutlass; Sabalo will follow.
- Completed 18<sup>th</sup> Street asphalt patchwork.
- Crews are clearing hurricane debris in Johansen Park and overgrowth from Country Club Road to Saturiba Drive.
- City property fence on Camelia Street was washed and six panels will be replaced soon.
- Public Works shed foundation has been poured and building has been ordered.

- Bull Park tennis court poles will be replaced soon

## **Recreation**

- Prepared for and hosted artist reception.
- Upcoming special events:
  - o Friday-Saturday, Dec. 22-23, ABET Performance (The Ultimate Christmas Show), 8 p.m., Adele Grage