

Jan. 12, 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 best “quick-look” at building construction activity is new single-family dwellings (SFDs). Five new SFDs were permitted in December and there are 31 new SFDs for fiscal year 2018, which began Oct. 1, 2017 (compared to 36 at this point in FY 2017).
- Performed 587 inspections (all types) in December.
- All building permits for 812 Ocean Blvd. (the blue house next to the tennis courts) have expired and the property owner is being notified of the consequences with documentation delineating the relevant code sections.

### **City Clerk**

- Prepared for, attended and performed various administrative duties for the Jan. 8 Commission meeting, Jan. 9 Code Enforcement Board meeting and Jan. 12 Commission priority-setting session.
- Worked on minutes for Commission and Code Enforcement Board meetings.

- Working on extensive records management projects, which includes scanning, verifying, inventorying, identifying records that met retention requirements, scheduling destruction of appropriate records and documenting in accordance with state laws.
- Sorted through boxes of records, equipment and supplies and helped relocate those items to an offsite storage facility.
- Processed draft agenda packet and handling administrative duties for the Jan. 22 commission meeting.

### **City Manager**

- Had lunch with former Mayor Borno.
- Met with a resident and staff regarding the Gate station.
- Held a conference call with VHB regarding the Mayport Road corridor visioning project; other staff also were on hand.
- Met with the owner of Seafood Kitchen regarding a sign issue.
- Spent several hours preparing for the Jan. 12 City Commission priority-setting session
- Attended the Chamber of Commerce “State of the Beaches” luncheon. Three of our elected officials and six department heads also were on hand.
- Reviewed correspondence regarding issues at 812 Ocean Blvd.
- Worked with staff to prepare the proposed Selva Preserve plat for Community Development Board review.
- Working with staff to resolve a severe recurring plumbing problem at the Adele Grage Cultural Center.
- Addressed several building/permitting issues.

### **Community Development**

- Staffed the Jan. 9 Code Enforcement Board meeting.
- Developed the agenda packet for the Jan. 16 Community Development Board meeting, which will have a use-by-exception request and four variance requests; the proposed Selva Preserve

plat; and the ordinance for proposed changes to notice requirements.

## **Deputy City Manager**

- Received notification that the City's 2017 Tree City USA application has been approved by the State Forester and that it is being reviewed by the Arbor Day Foundation for final approval.
- Worked on facilitating the Beaches Town Center landscaping project, which will be presented to the City Commission on Jan. 22.
- Working with Public Works on the issue of trees that fell during and after Hurricane Irma, disrupting natural water flow in Sherman's Creek. The matter is complicated by the trees being on private property – even within the creek.
- Worked with Yvonne Calverley and Jessica McVay to prepare for the City Commission priority-setting session.
- Prepared for and staffed the Nov. 10 Environmental Stewardship Committee.
- Made a presentation on the Seafood Kitchen issue at the Jan. 10 Code Enforcement Board meeting.
- Unveiled the City's slogan contest, a project conceived by Mayor Glasser; entries are due Jan. 31.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including the City Commission meeting and priority-setting exercise; Martin Luther King Jr. celebration; Continental Hotel historical marker unveiling; the City slogan contest; and recreation programs.

## **Finance**

- Met with Police Department staff for the quarterly budget overview and update.
- Completed processing 1099s.
- Conducted the lifeguard tower renovation bid opening.

## **Human Resources**

- Participated in a Florida League of Cities 2018 legislative session conference call.
- Met with a Public Risk Underwriters of Florida representative regarding the City's loss history summary, member experience report and safety program; also discussed the grant program.
- Working with the Duval County School Board attorney to revise the agreement for use of the Fletcher pool by our lifeguards.
- Presented after-hours workplace harassment training to Police Department volunteers; all employees and new hires are being trained.
- Developing a customer service training module with Kevin Hogencamp to present to all employees and new hires.
- Overseeing City Hall moves; most of the city clerk's records and additional items have been relocated or disposed of.
- Attended a free continuing legal education seminar for Florida Bar license requirements.
- Participated in an Affordable Care Act webinar and a municipal ethics webinar.

## **Information Technology**

- Implemented a process for collecting text messages to and from City-owned phones. We are working to add City-related text messages to and from employee-owned cell phones.

## **Police**

- Held firearm requalifications.
- Hosted the first ABPD volunteer orientation; 21 people participated.
- Held an internal budget review with Russell Caffey.
- Held an internal review of goals and objectives progress.
- Accepted an appreciation award from Atlantic Beach Elementary School.
- Hosted Buddy Aid training for Beaches officers.
- Updated the police officer job description to reflect current job duties.

### **Public Utilities**

- The City Commission approved the contractor for the Seaspray water service replacement project; the pre-construction meeting will be next week.
- Insituform (vendor) performed re-lining of sewer main on Selva Marina Drive. It is anticipated that this improvement will prevent future sewer overflows in this location.
- Utility contractor is working on capital improvements to sewer lift stations.

### **Public Works**

- Crews cleaned up North Seminole Road at the turnaround.
- Cleaning ditches off 20<sup>th</sup> Street from fallen trees in the water flow.
- A new wind screen has been installed at Russell Park tennis courts 3 and 4.
- The handrail was replaced at the Dewees Street beach walkover.
- An 18<sup>th</sup> Street bike rack has been replaced.
- Projects in bid process (partial list):
  - Howell Park hurricane debris removal (when Johansen Park is complete)

- Dutton Island viewing and fishing pier is out for bid; due Jan. 17.
- Jordan Park walkway is waiting on COJ to return paperwork.

## **Recreation**

- Preparing for Arts in the Park and Jazz Festival.
- Met with Vineyard Church regarding the Shakespeare event.
- Met with Patricia Nottingham about upcoming cooking classes