

Jan. 5, 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.

### **Building**

- The Florida Building Code 6<sup>th</sup> Edition (2017) went into effect Jan. 2. The code is revised every three years and includes other associated codes, standards, and documents.
- The Code now references the 2014 National Electric Code (NEC), updated from the 2011 NEC.
- The new Energy Code revived an old requirement to collect an additional Energy Form from builders and submit them quarterly to the state.
- There are about 48 unbuilt lots in Atlantic Beach Country Club, which has 180 lots total. Builders project that final buildout will occur in two years.

### **City Clerk**

- 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.
- Worked with Public Works staff to relocate boxed records.
- Processed agenda packets and handling administrative duties for the Jan. 8 commission meeting, Jan. 9 Code Enforcement Board meeting, and Jan. 12 commission priority-setting meeting,
- Prepared meeting minutes for commission meetings/workshops and Code Enforcement Board meeting.
- Completed and submitted the state Records Management Compliance Statement Report.
- Performed administrative duties for elected officials and handled other duties relating to public records requests, vehicle registrations, lien letter requests, meeting notices, website maintenance, and assisting staff, boards/committees and the public.

### **City Manager**

- Acted on a report of unpermitted building activity on Beach Avenue.
- Spent a considerable amount of time pulling together the Selva Preserve plat for presentation to the Community Development Board.

- Prepped for Jan. 12 visioning session.
- Worked with Cathy Berry on re-arranging office space in City Hall in preparation of arrival of the new Planning and Community Development director.
- Spent time finalizing the Ahern Street townhouse project review with staff.
- Met the regional branch manager of a local credit union.
- Met with employees regarding several workplace issues.

### **Community Development**

- With help from the Deputy City Manager, the Tree City USA application for 2017 was submitted.
- Sent notices for the items on the Jan. 16 Community Development Board meeting.
- Preparing for the arrival of the new department director by getting supplies and offices in place.
- Code Enforcement staff began cross-training a building permit technician to perform code enforcement duties.
- Code enforcement staff is preparing for Jan. 9 board meeting.

### **Deputy City Manager**

- Worked with staff and the mayor to submit the city's 2017 Tree City USA application.
- Officially kicked off the website redesign project with current vendor Civic Plus. We expect to have the project substantially completed in March.
- Spent about eight hours working on website updates/improvements.
- Worked extensively on the Adele Grage facility usage issue in advance of the Jan. 8 City Commission meeting.
- Prepared minutes for four Environmental Stewardship Committee and subcommittee meetings.

### **Finance**

- Prepared for the annual audit.
- Delivered the annual report on investment activity to the City Commission for both pension plans.
- Completed the December legal report.
- Completed the surplus report for presentation to the commission.

### **Human Resources**

- Performed new-year HR activities including input of each employee's benefit elections for the year.
- Attended the Florida League of Cities pre-session legislative preview webinar.
- HR is having all of its paper files and documents scanned in-house; this is an ongoing project.

- Worked with Finance to identify and mark files in the City Clerk's office that can be destroyed and had them moved pending destruction.
- Continuing to oversee various City office and storage relocations.

## **Police**

- Participated in the Active Shooter Incident Management training with seven other agencies at Atlantic Beach Elementary School.
- Command staff participated in a Practical Planning Strategies for Major Events webinar.
- Met with contractor regarding fence around generator (accreditation requirement).
- Trained with JSO SWAT team members.
- Met with JFRD representatives about response protocols.
- Participated in conference call about issues on Sturdivant/Sylvan.
- Received notification that the City received a Firehouse Public Safety Grant.
- Discussed process improvements with the new public records custodian
- Finalizing the volunteer program requirements.
- Meeting accreditation requirements is consuming a large amount of the staff's time.

## **Public Works**

- Russell Park Tennis Courts 5 & 6 are paved. The leveling courses has begun and coloring and striping will be next. Weather is the hold-up. Contractor is going to patch up tennis courts 1 & 2.
- Triton sidewalk is complete and the sod is being replaced. Cutlass sidewalks are being poured. Sabalo is next.
- Bids have been received for the concrete Veterans Park walkway; working on the playset design.
- The Public Works building foundation has been poured; the building has been ordered.
- The City property fence on Camelia Street was washed and six panels will be replaced soon.
- The clearing and cleanup is ongoing in Johansen Park from Country Club to Saturiba.
- Crews have been working the beaches, replacing all the trash can holders that were washed away from the storm. Crews have been trying to reduce the drop offs at each beach walkover caused by beach erosion.
- Hurricane debris removal is moving to Howell Park when Johansen Park is complete.
- Dutton Island viewing and fishing pier bids are due Jan. 17.
- Lifeguard Station renovation bids are due Jan. 10.
- Projects being prepared for bid:
  - o Jordan Park walkway is waiting on COJ to return paperwork.
  - o New little kids swing set is in the works for Russell Park, as is an ADA swing chair for Bull Park.
  - o Seminole Road (north of 20<sup>th</sup> Street) drainage proposal
  - o Safe Routes to School
  - o In-house designs are being done for Russell Park. (New picnic shelters, taking out sand in play areas, putting in ADA wood chips, and restroom renovation.)

- Veterans Park playset and ADA woodchips replacing sand. Adding a couple play items.

## **Recreation**

- Spoke to First Act representatives concerning theater usage
- Worked with the Baker Center seniors
- Removed holiday decorations.
- Coordinating Arts in the Park, the Jazz Festival and Shakespeare in the Park.