

Feb. 2, 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**

- Discussed the following with Public Works, Public Utilities and Planning: Ahern plat and plan review; Jackson Street plat; Public Works provisions for swimming pool inspections; and coordinating plan review procedures with TRAKiT features.
- Discussed updating the department's inspection placard and notifying contractors about changes to the building code and permitting/inspection procedures.
- Discussed the prospect of advance notification of building codes/procedure changes with a local builder/resident. It's an idea worthy of follow-up; indeed, the department is collecting email addresses from builders and others for such communication.
- The department is notifying builders that when bathtubs do not have overflow protection, the bathroom floor must be waterproofed similar and a floor drain must be installed. Some popular imported bathtubs not built to U.S. standards don't have overflow protection.

### **City Clerk**

- Updated the Commission on Ethics' database to reflect the names and contact information for public officials and employees required to file financial disclosures.
- Processed the draft agenda packet and handling administrative duties for the Feb. 12 Commission meeting.
- Drafted minutes for the Jan. 22 Commission meetings.
- Prepared for, attended and performed various administrative duties for the Feb. 1 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Working on minutes of the City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.

### **City Manager**

- Met with Mayor Glasser and Jacksonville City Council member Bill Gulliford to discuss a number of issues

- Spoke with the city attorney and owner of a lot in Section H regarding code violations.
- Along with staff, held a phone conference with VHB regarding the planned nodes on Mayport Road. The scope of work and timeline were discussed; public input is scheduled for the first week in March.
- Discussed replacing water meters with the Finance and Public Utilities directors.
- Discussed various policing opportunities in the City with Chief Cook.
- Addressed several building and land use issues regarding the City code.
- Along with staff, attended the Jan. 27 town hall meeting, at which medical marijuana dispensaries and gas stations were discussed.

### **Deputy City Manager**

- Opened Dutton Island at 6:30 a.m. Jan. 31 for viewing and photography.
- Worked with the Finance Department and Utility Billing on communicating with residents about a vendor's error that resulted in some residents receiving the same bill twice.
- Along with Keith Randich, met via telephone with the City's website vendor regarding developing a new site.
- Performed preliminary legwork on the City's upcoming branding initiative.
- Worked with Public Works and Planning on a proposed tree-planting and gazebo at Tideviews Park.
- Utilized the city website, social media, email newsletter and news media to communicate with citizens about various matters, including board member vacancies, Mayport Naval Station exercises, the Jazz Festival poster contest, and Shakespeare in the Park auditions..

### **Finance**

- Completed pension and regular payroll.
- Prepped for annual financial statement audit.

### **Human Resources**

- Attended the Florida League of Cities Legislative Action Days in Tallahassee with Commissioner Kelly on behalf with the City. Discussed issues relevant to our City with our legislators.
- Worked with a department head on a personnel issue.
- Brainstormed about ways to attract qualified job applicants.

### **Information Technology**

- Attended a Florida League of Cities IT conference in Orlando.
- Updated license software on the City's servers in preparation of an update to the document management server.

### **Planning/Community Development**

- Created a report for the gas station moratorium extension for the City Commission. The proposed extension is for four months to allow additional public input and research.
- Staff investigated and confirmed a tree-removal violation that occurred during construction at a residence. The contractor has been informed a stop work order will be issued on Feb. 2 unless an approved tree removal permit with mitigation plantings is obtained.
- Staff began processing two variance applications for the February 20 Community Development Board meeting. One request is to lift an existing nonconforming house to allow the ground floor to be finished; the other is to allow a Mayport Road business to keep a chain link fence.
- Sent 15 notice-of-hearings to property owners for the March 13 Code Enforcement Board meeting.

### **Police**

- Posted the 2018 lifeguard vacancy announcement.
- The lifeguard building revisions were approved for a new bid posting next week.
- Met with police from Jacksonville, Neptune Beach, Jacksonville Beach, the University of North Florida, Duval County School Board and Jacksonville International Airport to discuss capabilities and resources.
- Spoke at the First Coast Women's Collaborative.
- Meeting with Jax Jumbo Shrimp representatives about Public Safety Day.
- Held APBD's first Atlantic Beach Elementary School "Student in the Spotlight" program.
- Meeting with Neptune Beach police regarding crime trends

### **Public Utilities**

- The Seaspray water service replacement project has a Feb. 19 notice-to-proceed date.
- City crews repaired several water service leaks/breaks, including Quad Court Apartments, 20<sup>th</sup> Street, and 8<sup>th</sup> Street at Sherry Drive.
- City crews are performing meter change-outs.

### **Public Works**

- Howell Park and Dutton Island debris cleanup are ongoing.
- Russell Park tennis courts 5 and 6 are being striped; the contractor will patch up and pressure wash courts 1 and 2.
- The Russell Park tennis court lights are being replaced.
- Performed carpentry work on several beach walkovers.

### **Recreation**

- Atlantic Beach Experimental Theater performed "The Clean House."
- Worked on the Adele Grage facility use agreements.
- Met with February artist Stephanie Hall.

- Visited Polly B's dance studio for possible use for Shakespeare in the Park rehearsals.
- Followed up the Cultural Arts and Recreation Committee meeting with communication to the members.