

June 1, 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

- New building permits technician Jamie Smith began work.
- The department is seeking to fill an additional building permits technician position and a part-time building inspector position
- The Federal Emergency Management Agency has issued a letter of final determination for the new flood insurance study and flood insurance rate maps, which become effective Nov. 2 and are posted online.

City Clerk

- Prepared for, attended and performed various administrative duties for the May 29 City Commission workshop and meeting.
- Prepared and published the draft agenda packet for the June 11 Commission meeting.
- Along with Executive Assistant to the City Manager Yvonne Calverley, interviewed and tested a candidate for the records clerk position.
- Completed minutes for the Jan 18 Parking and Pedestrian Safety Advisory Resource Committee meeting and April 13 Commission workshop.

City Manager

- Along with the finance director and deputy city manager, met with each department director regarding their proposed fiscal year 2019 budgets.
- Met with the mayor and three city commissioners about various issues, including the purchase of Selva Preserve.
- Worked to finalize the Selva Preserve purchase/sale agreement.

Deputy City Manager

- Participated in budget meetings with the city manager, finance director and all department heads.
- Prepared and distributed information regarding Subtropical Storm Alberto.

- Also utilized various communications channels to inform citizens about numerous matters, including but not limited to dune protection, Arts in the Park (June 2), LEED for Cities, the sea turtle workshop (June 5), emergency notification system signup, Memorial Day activities, garbage collection scheduling, and the May 29 City Commission workshop and meeting.

Finance

- Presented the police and general employees' pension plan actuary reports to the City Commission.
- Processed pension payroll.
- Selected two firms as finalists for the enterprise resource planning software project.
- Conducted initial budget meetings with the city manager and all department heads.

Human Resources

- In-processed a new employee.
- Coordinating the Florida League of Cities' annual CityStats survey.
- Revising/updating employee handbook.
- Handled various personnel and risk management issues.
- Preparing for police collective bargaining negotiation.

Information Technology

- Released CivicMobile, the City's new mobile app for smartphones and tablets, to the public; will publicize it next week.
- Worked with Comcast to move the telephone lines from City Hall to the Police Station. This move will enable the Police Department to be able to take calls when City Hall is without power.

Planning/Community Development

- Participated in internal discussions and reviews, and met with Selva Links Homeowners' Association, regarding the Selva Preserve plat.
- Presented a parks master plan update at the Commission workshop.
- Worked on a draft ordinance for backyard hens.
- Prepared staff reports for the upcoming Commission meeting.
- Presented medical marijuana and service station ordinances at the Commission meeting.
- Met with Atlantic Beach Country Club leadership regarding Web.com golf tournament logistics.
- Prepared public notices and signs for the upcoming Commission meeting.
- Re-inspected sites and completed presentations for the properties scheduled for the July 10 Code Enforcement Board meeting.
- Prepared notice-of-hearing letters and orders for Code Enforcement Board.
- Reviewed 10 building permits and two tree-removal permits.
- Completed two certificate-of-occupancy inspections.

- Met with the Environmental Stewardship Committee Tree Subcommittee chair regarding waiver requests.

Police

- Attended City Commission meeting.
- Attended a multi-agency gang information meeting.
- Met with Neptune Beach police leadership regarding upcoming events
- Met with the building official regarding parking issues.
- Attended Atlantic Beach Elementary School's end-of-the-year picnic at Russell Park.
- Held accreditation meeting.

Public Utilities

- Crews installed new water taps and performed meter change-outs.
- Performed troubleshooting and repair of instrumentation at plants and lift stations impacted by lightning.
- Pumped and cleaned the Buccaneer master lift station.
- Repaired minor water service leaks/breaks.
- Performed troubleshooting and repairs on reuse system hydro pneumatic pressure tank.

Public Works

- Crews have been busy with the City's new vacuum truck.
- All crews performed storm-preparation work and the Aquatic Pond water level was lowered and monitored.
- Preparing for milling and paving project.
- JEA completed utility pole relocation in advance of the Sherry/Seminole sidewalk project.
- The lifeguard building rehabilitation project is continuing.
- Preparing Adele Grage Cultural Center for summer programming.
- Preparing Johansen Park for June 2 Arts in the Park and Howell Park for June 16 tree planting.
- Working on a project to replace all sand in Russell Park play areas and adding wood chips.

Recreation

- Prepared for June 2 Arts in the Park at Johansen Park.
- Held the final Wild Wonders event at Dutton Island
- Held Acoustic Night in Bull Park.
- Displaying Sharkir Husein's artwork.
- Prepared for the Cultural Arts and Recreation Advisory Committee meeting; with the chair regarding proposed changes to the committee.
- Also worked on the coordination of summer camp registration, flag football and the jazz festival.

- Met with contractors regarding Adele Grage renovations.