

June 15, 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

- During their three-day TRAKiT training last week, Jennifer Johnston and Valerie Jones connected with other TRAKiT users and Superior staff members, and are working to improve utilization of the land management software.
- Rick Bell participated in one- and two-family dwelling inspector training and is preparing for the four-part licensure test.
- Continuing to monitor the lifeguard station project.
- Issued ABBQ restaurant building permit.
- The Building Department is now requiring a more detailed construction site maintenance plan to help mitigate parking issues; the plan will be posted onsite with building permits.
- Met with Langton Associates' Melissa Beaudry regarding grant opportunities.

City Clerk

- Prepared for, attended and performed various administrative duties for the June 11 City Commission and June 14 Parking and Pedestrian Safety Advisory Resource Committee meetings.
- Prepared and published the draft agenda packet for the June 25 Commission meeting.
- Met with city manager and staff about a waiver, an appeal, public hearings, resolutions, ordinances and meeting notices.
- Along with Yvonne Calverley, interviewed and tested a candidate for the records clerk position.
- Completed minutes for the April 19 and May 3 Parking and Pedestrian Safety Advisory Resource Committee meeting; March 15 Code Enforcement Board meeting; and May 21 and May 29 Commission workshops.
- The associate city clerk tested for and received a notary stamp.

City Manager

- Participated on a teleconference call regarding a prospective COAB water and sewer rate study.

- Continued to work on FY 2018-19 budget.
- Participated in a walk-through with the mayor, deputy city manager, a City Neptune Beach representative and contractor to inspect new landscaping at Beaches Town Center.
- Discussed a Mayport Road redevelopment technical assistance opportunity with an Urban Land Institute representative.
- Worked with the deputy city manager on a presentation for the June 18 City Commission workshop.
- Facilitated the COAB's Selva Preserve deposit and payment/closing on the COAB's purchase of 0 Linkside adjacent to the Public Works yard.

Deputy City Manager

- Prepared a City Commission priorities update presentation for the June 18 Commission workshop.
- Continued to work on FY 2018-19 budget.
- Met with a business owner regarding various land development and code enforcement issues.
- Met with musician Mike Shackelford regarding opportunities to enhance residents' access to music education.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to the June 11 City Commission meeting; June 16 Howell Park community tree planting; June 20 sea turtle workshop; and June 22 community blood drive.

Finance

- Continued to work with the city manager and deputy city manager on FY 2018-19 budget.
- Conducted budget meetings with city manager and deputy city manager.
- Worked on the audit
- Compiled the monthly legal and finance reports.

Human Resources

- Completed the employee handbook revision.
- In-processed a new employee.
- Continuing to put together documentation and data for COAB's upcoming insurance renewals.
- Reviewing all old human resources files for scanning.

Information Technology

- Preparing for the June 18 upgrade of Weblink, the web interface to the Laserfiche document management system.

Planning/Community Development

- Prepared presentations and staff reports for the upcoming Community Development Board (CDB) meeting and City Commission workshop.
- Met with a CDB member about upcoming meeting agenda items, the COAB's comprehensive plan, and land development regulations.
- Worked on the department's web pages.
- Continued working on the parks master plan.
- Presented to City Commission on gas station and medical marijuana regulations; a tree-removal waiver; and the Selva Preserve plat.
- Met with a contractor to resolve an open structure issue.
- Met with a sales representative from Buxton, a customer analytics company, regarding marketing opportunities for commercial properties.
- Completed 21 building permit and three tree-removal permit reviews.

Police

- Facilitated a multi-departmental meeting to review parking issues; in attendance were the deputy city manager, building official, planning/community development and other police representatives,
- Met with Neptune Beach Police Department leadership regarding upcoming events.
- Attended meeting at the Jacksonville Sheriff's Office regarding Independence Day events at the Beaches.
- Attended a regional active shooter response policy meeting.
- Held de-escalation training at ABPD.
- Chief Cook served as a judge for the Atlantic Beach Kids Camp poster contest.
- Facilitated and participated in Community Career Day at Donner Park.
- Continued to monitor the lifeguard station remodel.
- Lifeguard Station remodel
- Conducted polygraphs on police applicants.
- Prepared for Surfing with a Cop and the veterans' pinning ceremony.
- Presented lifesaving awards at the City Commission meeting.
- Presented an appreciation certificate to Beaches Vineyard Church at the Commission meeting.
- Continued work on accreditation in preparation of the first onsite assessment.

Public Utilities

- A City crew repaired water main break caused by underground utility contractor on Beach Avenue near Town Center.
- A COAB contractor relocated a fire hydrant on Stanley Road.
- A City crew cleared a sewer main clog on Royal Palms Drive using the new vacuum truck.
- Replaced pump motor in Schooner's Bay sewer lift station.
- The buildings at the wastewater treatment plant are being planted.
- Diesel fuel for all emergency generators is being topped off in preparation for hurricane season.

Public Works

- Crews are continuing to be busy with the new vacuum training and are also continuing with training to use the truck.
- Making preparations in advance of the upcoming paving project.
- Preparing Howell Park for the June 16 tree planting.
- Preparing for upcoming enhancements to Veterans, Russell and Bull parks.
- Ordered a new “Welcome to Atlantic Beach” sign for Mayport Road.

Recreation

- Worked on the department’s web pages.
- Met with the deputy city manager and public works director regarding the City’s beach wheelchair loan program.
- Displaying the artwork of Sharon Westbrook.
- Prepared for the upcoming Cultural Arts and Recreation Advisory Committee (CARAC) meeting.
- Met with a CARAC member regarding revising the City’s community contribution guidelines.
- Worked on summer camp, flag football, Acoustic Night, the artist reception and the Jazz Festival.
- Met with parents regarding summer camp.
- Organized field trips and swimming lessons.
- Worked on the Adele Grage Cultural Center renovation project.