

June 22, 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

- Development team (Building, Planning/Community Development, Public Works, Public Utilities) met with a Fifth Street property owner regarding drainage concerns. The team also discussed permit applications and active projects.
- Mike Jones was approved by the Building Code Administrators and Inspectors Board (BCAIB) to test for building official; Dan Arlington also attended the BCAIB approval meeting.
- Participated in a Hazard Mitigation Grant Program meeting.

City Clerk

- Prepared for, attended and performed various administrative duties for the June 18 Commission workshop.
- Researched, prepared, routed and faxed lien letters.
- Processed and published the final agenda packet for the June 25 City Commission meeting.
- Completed minutes for the May 29 Commission meeting; worked on June 11 Commission meeting minutes.
- Continued setting up the agenda management software, iCompass, to use for additional boards and committees.
- Researched archived records to determine whether they should be scanned, relocated to the off-site storage facility or scheduled for destruction.

City Manager

- Continued to meet with department heads, finance director and deputy city manager to review/refine the FY 2018-19 budget.
- Prepared for review of City Commission priorities at Monday-night workshop.
- Participated in a Beaches evacuation re-entry exercise.
- Met with citizens regarding stormwater drainage.

- Met over lunch with Jacksonville Mayor Lenny Curry and the Beaches mayors and city managers.
- Reviewed Hazard Mitigation Grant Program applications with staff and a Langton Associates representative.
- Met with Neptune Beach's city manager and the Beaches Town Center Agency president about upcoming projects.
- Reviewed the preliminary FY 2018-19 budget with Mayor Glasser and Commissioner Kelly.
- Continued to prepare for the Selva Preserve purchase and closing.
- Closed on the purchase of a parcel at the Public Works yard.
- Met with finance director and City of Jacksonville representatives regarding future Community Development Block Grant funding opportunities.
- Attended Vietnam War veterans commemoration pinning ceremony at Beaches Veterans Memorial Park.
- Attended Surfing with a Cop community program.

Deputy City Manager

- Facilitated a Hazard Mitigation Grant Program (HGMP) update meeting with a representative of Langton Associates, COAB's grant-writing firm. The city manager, finance director, building official, public works director and a police commander also were on hand. Although the HMGP is federally funded, it is administered by the Florida Division of Emergency Management.
- Facilitated sea turtle protection workshop at City Hall with presentations by the Beaches Sea Turtle Patrol and Florida Fish & Wildlife Conservation Commission. Representatives of Planning/Community Development and Police were on hand; about 40 people attended. The workshop video is posted at www.coab.us.
- Along with the public works and planning/community development directors, and some Environmental Stewardship Committee members, joined about 20 other volunteers in planting trees at Howell Park.
- Participated in a Beaches evacuation re-entry exercise.
- Attended City Commission meeting.
- Along with the executive assistant to the city manager, facilitated community blood drive at City Hall.
- Participated in the land development code rewrite kickoff meeting with consultant Kimley-Horn's representatives and COAB administrative leadership.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to the community tree planting, City Commission meetings, sea turtle protection workshop and community blood drive.

Finance

- Attended Florida Government Finance Officers Association conference.
- Participated in Hazard Mitigation Grant Program meeting.
- Met with commissioners regarding FY19 budget.

- Reviewed/refined the FY 2018-19 budget with the city manager and deputy city manager before meeting with Mayor Glasser and Commissioner Kelly.
- Met with city manager and City of Jacksonville representatives regarding future Community Development Block Grant funding opportunities.
- Ran payroll.

Information Technology

- Upgraded Laserfiche Weblink software; the new version eliminates the need for a weblink/weblink sign in.
- Reviewed TRAKiT land management software progress with the project manager from Superior, COAB's vendor.
- Reviewed IT infrastructure and procedures with new utilities plant director.

Planning/Community Development

- Made site visits with the Community Development Board chair in advance of the board's upcoming meeting.
- Presented a use-by-exception, plat, variance and potential resolution to the Selva Marina planned unit developments to the Community Development Board.
- Participated in the land development code rewrite kickoff meeting with consultant Kimley-Horn's representatives and city management.
- Met with property owners and staff to discuss flooding issues on Fifth Street.
- Working with a tree waiver applicant and residents on a compromise/solution.
- Finalized the backyard hen ordinance.
- Working with the police chief and others on a parking-in-the-right-of-way ordinance.
- Reviewed 17 building permits, four tree permits, and four certificates-of-occupancy.
- Continued research on sign code revisions.
- Participated in the sea turtle protection workshop.

Police

- Participated in a Beaches evacuation re-entry exercise.
- Participated in a Hazard Mitigation Grant Program meeting.
- Met with city manager and deputy city manager regarding FY 2018-19 budget.
- Held the annual Surfing with a Cop community event.
- Continued de-escalation training with officers.
- Participated in regional active-shooter policy meeting
- Participated in active-shooter training.
- Attended sea turtle protection meeting.

Public Utilities

- Participated in a Beaches evacuation re-entry exercise.
- Contractor completed fire hydrant relocation on Stanley Road.
- Prepared for upcoming risk management program inspection.

- Crews used new vacuum truck on sewer backup on Royal Palm Drive.
- Repaired and improved high-flow condition on Selva Marina Road manhole.
- Crews performed meter change-outs and repaired minor water service leaks/breaks.
- Using global information systems (GIS) for more efficient meter-reading routes.

Public Works

- Scott Williams joined volunteers in planting 37 trees at Howell Park; Public Works is watering the trees.
- Ordering a handful of additional dune protection signs; beach rules signs are on order.
- Participated in a Beaches evacuation re-entry exercise.
- Participated in a Hazard Mitigation Grant Program meeting.
- Took measurements and otherwise preparing to bid Levy Road sidewalk upgrades.
- Participated with Jacksonville Transportation Authority representatives in a Seminole-Sherry sidewalk project pre-bid meeting.
- Met with city manager and deputy city manager regarding FY 2018-19 budget.
- Met with Hansen, Inc., representatives regarding stormwater master plan.
- Lifeguard building work is ongoing; rain has slowed progress.
- Met with contractor in advance of June 25 City Commission presentation on improvements to Veterans, Russell, Jordan and Bull parks.
- Projects being prepared for bids:
 - o Taking quotes to restripe all city basketball courts.
 - o Russell Park fence gate quotes are being solicited.

Recreation

- Prepared for the monthly artist reception; Sharon Westbrook's work is being displayed.
- Prepared for the Cultural Arts and Recreation Advisory Committee meeting,
- Worked on coordination of Movies in the Park, Artisans Fair, Acoustic Night, artist receptions, and the Jazz Festivals.
- Set up for the Cultural Arts and Recreation Advisory meeting.
- Worked on the coordination of Movies in the Park, Artisans Faire, Acoustic, Artist Receptions, and the Jazz Festival.
- Took summer camp participants on a field trip.
- Moving forward with cultural center renovation project.
- Working with First Act on summer programming.