

Aug. 31, 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**

- Issued 49 building permits.
- Conducted 27 plan reviews and 199 inspections.
- Universal Engineering began providing a part-time building inspector.
- Planning for the Web.com Tour Championship at Atlantic Beach Country Club and the associated North Beach Kickoff to Golf event at Beaches Town Center.
- Inspected high moisture in the lifeguard station.
- Discussed fire-rated walls at a condominium complex.
- Issued address numbers for six undeveloped Begonia Street lots.

**City Clerk**

- Prepared for, attended and performed various administrative duties for the Aug. 27 City Commission meeting.
- Processed and published agenda packets for Aug. 30 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) 10<sup>th</sup> Street Subcommittee meet Sept. 11 Code Enforcement Board meeting. Assisted the 10<sup>th</sup> St. Subcommittee with planning, noticing and setup for its Aug 30 meeting.
- Met with Commissioner Stinson and City Attorney Durden about boards/committees and special magistrates.
- Participated in a meeting on Code Enforcement Board processes and timelines; began drafting written procedures.
- Completed minutes for the Aug. 20 Commission workshop and the Aug. 27 Commission meeting.
- Working on minutes for the Aug. 6 Commission budget workshop.
- Finished setting up the agenda management software, iCompass, for Code Enforcement Board meetings.
- Prepared the public hearing notice for the tentative millage rate and ordinance establishing the fiscal year 2018-19 budget. The notice was published in the Beaches Leader on Aug. 30 in advance of the Sept. 10 Commission meeting.

## **City Manager**

- Discussed the Police Department contract with members of the police union.
- Attended a parking management meeting at Neptune Beach City Hall with the deputy city manager.
- Met with a Cloister resident, the planning/community development director and deputy city manager to discuss several issues.
- Met with a local businessperson regarding paver installation.
- Reviewed the City's investment policy with the finance director and deputy city manager.
- Met with the Environmental Stewardship Committee chair to discuss several issues.
- Met with Public Utilities leadership and deputy city manager regarding the upcoming septic-to-sewer project.
- Met with the City auditors to discuss fiscal year 2017-18 year-end.
- Attended the Aug. 27 City Commission meeting.

## **Deputy City Manager**

- Working with the city manager and executive assistant to the city manager on the City's participation in Florida City Government Week Oct. 22-28.
- Drafted a Blessings in a Backpack Day proclamation.
- Attended the Aug. 27 City Commission meeting.
- Planning for the North Beach Kickoff to Golf event at Beaches Town Center.
- Reviewed material pertaining to the proposed Mayport Road façade improvement program.
- Utilized various communications channels to inform citizens about numerous matters, including the Aug. 27 Commission meeting; the Aug. 28 election; and Adele Grage Cultural Center art exhibit.

## **Finance**

- Processed payroll.
- Assisted the external auditors with preliminary audit testing.

## **Human Resources**

- Processed payroll.
- In-processed a new employee
- Prepared for and attended a police union negotiation meeting.
- Drafted and presented talking points on classification and compensation study to department heads.
- Provided information to the audit team.
- Attended a continuing legal education training.
- Began Society for Human Resource Management senior certified professional certification training.

## **Information Technology**

- Produced a list of employee computers to replace with new machines by fiscal year-end.
- Scheduled a training class for new employees who will be administering the City's website for their department.
- Configured tablet devices for the Planning and Community Development staff.

## **Planning/Community Development**

- Continued working on the Mayport Road façade improvement program and the new Selva Marina PUD zoning district.
- Participated in a multidepartment meeting to develop a best-practice guidance for code enforcement.
- Met with a Beaches Vineyard pastor and the deputy city manager to discuss a food-distribution concept.
- Presented the backyard hen ordinance and a waiver request to the City Commission.
- Coordinating a Sept. 26 Environmental Stewardship Committee tree-protection code workshop.
- Researched the potential creation of a Mayport Road-area tax-increment financing district to provide a dedicated funding source for redevelopment activities.
- Continued working Comprehensive Plan evaluation and appraisal report.
- Attended a meeting with a professional in the paver installation industry to discuss pervious/permeable pavers and their relation to the City's impervious surface and stormwater retention codes.
- Attended the Duval County Local Mitigation Strategy Advisory Committee meeting.
- Reviewed 12 building permits and two tree-removal permits; issued one tree-removal permit.
- Updated City maps.

## **Police**

- Continued planning for the Web.com Tour Championship at Atlantic Beach Country Club and the associated North Beach Kickoff to Golf event at Beaches Town Center.
- Conducted water throw bag and officer survival swimming training.
- Chief Cook spoke to a citizens group.
- Held a Citizens Police Academy training class.
- Worked on budget issues in anticipation of the fiscal year-end.
- Met with several citizens regarding traffic concerns.
- Working on fire marshal-specified radio booster requirements.

## **Public Utilities**

- Continued the leadership transition from outgoing director Kayle Moore to incoming interim director Bill Pittman.
- Worked on radio booster enhancements.

- Contractors are 90-percent complete with meter change-outs.
- Trained on using the vacuum truck.

### **Public Works**

- Marshside asphalt milling and paving and striping are complete; sidewalk improvements is slated to begin Sept. 19, weather permitting.
- The Russell Park restrooms are slated to be bid in October; working on sidewalk design.
- Getting prices for Donner Park tennis court resurfacing and Russell Park tennis court lighting.
- The Sherry-Seminole sidewalk project is scheduled to begin in September.

### **Recreation**

- Working on the Cultural Arts and Recreation Advisory Committee's contribution/grant program.
- Attended a Florida Recreation and Parks Association conference.
- Displaying the artwork of John Rennie at the Adele Grage Cultural Center.
- Worked on the coordination of the Russell Park campout, next month's art exhibit, Artisans' Faire and the Jazz Festival.