

Nov. 30, 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 for the past week and the shortened Thanksgiving week. Please let us know if you have any questions.

City Manager

- Met with the mayor and several commissioners on a variety of topics.
- Resolved Christmas tree issue at Beaches Town Center for the traditional lighting and transfer to City Hall/Police Department.
- Met with two advocates regarding the Johnston Island purchase.
- Met with Atlantic Beach Preservation representatives and City staff regarding pervious and impervious surfaces.
- Discussed the Comprehensive Plan update with Kimley Horn representatives and City staff.
- Reviewed 18th Street and 10th Street parking options.
- Inspected the 10th Street walkover construction progress.
- Attended the police accreditation wrap-up discussion.
- Met with a resident regarding 10th Street parking.
- Reviewed Jackson Street drainage onsite with Public Works.
- Attended the Nov. 26 Commission meeting.

Building

- Conducted 56 plan reviews and 257 inspections.
- Issued 91 building permits, including three for new homes.
- Updated the flood determination letter to the new Federal Emergency Management Agency Flood Insurance Rate Maps (FIRMs), effective Nov. 2, 2018.
- Issued first flood determination letter under new FIRMs.
- Created a new franchise dumpster memo/notice to notify contractors of unpermitted dumpsters.
- Worked with Code Enforcement on several building violations.
- Revised Demo Bulletin 4-18 to include asbestos requirements.
- Conducted three business tax license inspections.
- Discussed construction parking with the police chief and public works director.
- Discussed hiring and pay structure with Human Resources.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Nov. 26 regular Commission, Nov. 28 Code Enforcement Board (CEB), and Nov. 29 Board Member Review Committee (BMRC) meetings.
- Processed and published agenda packets for the Nov. 26 and Dec. 10 Regular Commission, Nov. 28 CEB, Nov. 29 BMRC, and Dec. 3 Commission workshop meetings.
- Prepared and mailed seven notice-of-hearing letters for the Jan. 8 CEB meeting.
- Processed 19 lien letter requests.
- Obtained registration and plate for police motorcycle.
- After meeting with Commissioner Kelly, prepared amended board- and committee-related resolutions and ordinances for the Nov. 26 Commission agenda packet. Notified board and committee members about the proposed legislation and provided input during the Nov. 26 Commission meeting.
- Drafted minutes for the Nov. 13 Commission workshop, Nov. 13 regular Commission, Nov. 15 PPSARC meetings.
- Received a major maintenance release for our agenda management software, iCompass. Worked on fixing issues related to the release.
- Processed the first BMRC meeting agenda using iCompass.
- Scheduling interviews for people interested in serving on the Environmental Stewardship Committee and Cultural Arts and Recreation Advisory Committees.

Deputy City Manager

- Attended a Black History Month planning meeting with Beaches Museum representatives, Mayor Glasser and the Vooswar proprietors.
- Met with Atlantic Beach Preservation representatives to discuss amendments to the zoning code. Worked with the city manager on planning for 10th Street and 18th Street beach access parking.
- Attended the Nov. 26 City Commission meeting.
- Assisted the public utilities director with the preparation of two Commission agenda items: consumptive use permit renewal and supervisory control and data acquisition system upgrades.
- Worked with Planning/Community Development staff on a citizen survey that will assist with parks and trails master planning.
- Attended the inaugural two-day Florida Municipal Communicators Association (FMCA) meeting and assisted with one workshop as a moderator. FMCA was initiated by the Florida League of Cities to bring city communications professionals together to learn and share best practices, and to network.
- Utilized various communications channels to inform citizens about these matters: the Comprehensive Plan update; Beaches Go Green recycling survey; essay contest; Nov. 26 land development regulations update citizen workshop; Dec. 1 Beaches Town Center holiday celebration; Dec. 3 Commission workshop; Dec. 5 COAB/National Parks Service parks and trails workshop; and Feb. 10 Donna Run.

Finance

- Finance staff requested 389 utility service orders; 402 service orders were completed.
- Issued 173 vendor checks totaling \$340,800.
- Issued 122 Payroll checks totaling \$277,809.
- Issued 95 purchase orders totaling \$1,372,980.

Human Resources

- Processed regular and pension payroll.
- In-processed two new employees.
- Completed open enrollments of employees for 2019 benefits.
- Met with the city manager and deputy city manager on several issues.
- Met with police accreditation representatives.
- Worked with Public Utilities director on position upgrades and hiring of newly created position.
- Worked with Public Works on existing position.
- Worked on finalizing upgrade of two Recreation Department positions.
- Continued with certification training.

Information Technology

- Developed a plan to migrate the Police Department laptops and desktops to Windows 10.

- Began posting closed-captioned Commission meeting videos to the City website.

Planning/Community Development

- Prepared a tree-planting presentation for the Dec. 3 City Commission workshop.
- Met with Atlantic Beach Preservation representatives to discuss amendments to the zoning code.
- Prepared materials for the Dec. 5 parks master plan workshop.
- Attended the Code Enforcement Board meeting.
- Worked on the development of new land use districts for the Comprehensive Plan update.
- Participated in the City's Nov. 27 land development regulations update citizen workshop.
- Prepared a staff report to the City Commission for Ordinance No. 31-19-12 to update the City's Comprehensive Plan.
- Research for the City's Leadership in Energy and Environmental Design for Cities project and participated in a conference call on the project.
- Participated in a staff site visit to the 18th Street beach access parking and updated sketches based on the group's findings.
- Prepared sketches for the 10th Street beach access parking modifications being proposed.
- 19 building permits reviewed; two tree-removal permits submitted and 1 issued
- Visited and took photographs for all 23 cases scheduled for the Nov. 18 Code Enforcement Board (CEB) meeting.
- Prepared and presented 23 cases at the CEB meeting.
- Issued hearing notices for the January CEB meeting.
- Met with three owners in the field to discuss solutions for their open code cases.
- Monitored 66 active code cases.

Police

- Hosted Commission on Law Enforcement Accreditation assessors for three days.
- Conducted Citizen Response to Active Shooter Training.
- Processing new police officers; a new officer starts on Dec. 10.
- Hosted an Emergency Road Access Team meeting with the City of Jacksonville.
- Participated in Donna Run planning meetings.
- Staff worked the Tony's Turkey Trot Thanksgiving run.
- Staff assisted in the preparation and delivery of Thanksgiving dinners to families.
- Hosted the Atlantic Beach Police Department employees-of-the quarter ceremony.
- Chief Cook participated in the Medical Examiner Search Committee meeting.
- Staff attended the Nov. 26 Commission meeting.

Public Utilities

- Repaired various water leaks and worked on customer relations issues.
- Completed tank cleaning at Wastewater Plant.
- Worked on septic-to-sewer design for Mealy Road.
- Starting working on consumptive use permit.
- Worked on a supervisory control and data acquisition system for lift stations upgrades.

- Performed 65 inspections and locates.

Public Works

- Installed new water fountain at Beaches Town Center.
- Construction on the 10th Street beach walkover has begun. The access will be closed through the duration of the project.
- Installed Christmas decorations on poles on Atlantic Boulevard and Mayport Road.
- Purchased Christmas trees for various City facilities.
- New radar devices on Seminole Road are operational.
- Training two new park rangers.
- Added new signature bricks to the Veterans Park walkway.
- Graded and raked Dutton Island roads.
- Changed one of the Americans with Disabilities Act-compliant swing set seats to a heavy-duty type seat.
- Researching new LED lighting for Russell Park tennis courts.
- Met with Jones Edmonds representatives to discuss design of four stormwater projects: Seminole Road South, Seminole Road North, Aquatic Gardens and West Plaza.
- Attended beach dredging meeting.
- Met with Eagle Scout candidate to discuss his project for Howell Park.

Recreation

- Provided 47 families with Thanksgiving baskets
- Met with the Cultural Arts and Recreation Advisory Committee chair.
- Took 30 reservations for fires on the beach, park rentals and campers at Dutton Island
- Met with staff and the cleaning company.
- Decorated the angel tree for the toy drive.
- Held a Youth Council officers meeting.
- Worked on the department's 2019 brochure
- Met with contractors at the Baker Center to install cabinet doors.
- Prepared the agenda for the Dec. 4 Cultural Arts and Recreation Committee meeting
- Upcoming events:
 - o Holiday Celebration, Saturday, 2 pm, Beaches Town Center
 - o Flag Football Games, Saturday, 9:00 am – 1:00 pm, Donner Park
 - o Meditation Buzz, Wednesday, 7:00 – 8:00 pm, Adele Grage
 - o Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage
 - o Zumba, Wednesday, 6:30 – 7:30 pm – Jordan Center
 - o Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
 - o Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage