

Nov. 16, 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.

Please note that the City observed Veterans Day on Monday, Nov. 12.

**City Manager**

- Attended the Land Development Regulations workshop and City Commission meeting.
- Held first COAB Workplace Climate Committee meeting.
- Met with Jones Edmunds, deputy city manager and public works director to review the Stormwater Master Plan Update presentation.
- Contacted The Florentino Group regarding contract for state lobbyist services.

**Deputy City Manager**

- Attended the Land Development Regulations workshop and City Commission meeting.
- Attended Florida League of Cities recycling symposium; preparing after-action report.
- Participated in a Donna Run meeting.
- Working with Northshore Shopping Center tenants on various issues.
- Attended Beaches Town Center Merchants Association meeting.
- Utilized various communications channels to inform citizens about these matters: the Comprehensive Plan update; Beaches Go Green recycling survey; essay contest; the Nov. 13 land development regulations update workshop and City Commission meeting; the Nov. 14 special called City Commission meeting; and America Recycles Day on Nov. 15; the Dec. 1 Beaches Town Center holiday celebration; and the Feb. 12 Donna Run.

**Building**

- Conducted 29 plan reviews and 150 inspections.
- Issued 47 building permits, including one for a home.
- Provided design information for a public safety building grant.
- Working through a TRAKiT land management software upgrade, Hotfix9.
- Staff converted 11 Building Department forms to an auto-fill PDF and placed on web page.

## **City Clerk**

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Nov. 13 Commission workshop and Nov. 13 regular Commission, Nov. 14 special called Commission, Nov. 15 10<sup>th</sup> Street Subcommittee and Nov. 15 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meetings.
- Processed and published agenda packets for the Nov. 15 PPSARC meeting, Nov. 19 Commission workshop and Nov. 26 regular Commission meeting.
- Records clerk attended a Florida Department of State Records Management Training webinar.
- Collaborated with the city attorney on board and committee-related resolutions for the Nov. 26 Commission agenda.
- Met with the IT director and a vendor regarding video options.
- Prepared and sent the legal notice ad to the Beaches Leader for six public hearings to be held on Nov. 26.
- Working on minutes for the Nov. 13 Commission workshop.

## **Finance**

- Presented the year-end budget modification and the request for lobbying services to the City Commission.
- Issued 67 vendor checks totaling \$399,877.
- Issued 13 purchase orders totaling \$12,343.
- Finance staff requested 266 utility service orders; 258 service orders were completed.

## **Human Resources**

- Attended Commission meeting for approval of 2019 employee benefits.
- Finalized all documents, handouts and spreadsheets, as well as the PowerPoint presentation for five employee benefits open enrollment meetings. Conducted all five meetings.
- Assisted employees with signing up for 2019 benefits using the employee navigator program.

## **Information Technology**

- Worked with the City's video vendor, Swagit, to create the first closed captioned Commission meeting and posted it. See [www.coab.us/CivicAlerts.aspx?AID=696](http://www.coab.us/CivicAlerts.aspx?AID=696).
- Met with the city clerk and the video vendor to determine our future needs/options.

## **Planning/Community Development**

- Presented a waiver request to the City Commission.
- Presented final concepts for tree-protection code revisions and potential tree planting locations to the Environmental Stewardship Committee.

- Prepared presentations for the Community Development Board on the Comprehensive Plan update, R-SM zoning district, and the Selva Marina rezoning.
- Met with Community Development Board members to review the upcoming meeting agenda.
- Had several conference calls with the Florida Department of Economic Opportunity regarding the Comprehensive Plan update.
- Participated in a Florida League of Cities conference call regarding a new program that provides their partners with a tool to promote tourism, educate and welcome future families and residents, recruit new business.
- Attended the City Commission workshop on the Land Development Regulations rewrite with consultants Kimley-Horn.
- Participated in a post-workshop conference call with Kimley-Horn.
- Began researching and drafting language for an ordinance creating a special magistrate per the Commission's request. Published the agenda packet for the Nov. 20 Community Development Board meeting.
- Prepared the staff report for the ordinance updating the City's Comprehensive Plan.
- Reviewed 11 building permits and issued one tree-removal permit.
- Continued work on inventories for the Parks Master Plan.
- Reevaluated the stop work order follow-up procedures and modified the process between permit technicians and Code Enforcement.
- Prepared and posted final hearing notices for Nov. 28 Code Enforcement Board meeting.
- Researched questions for AB parks public opinion survey
- Working 78 active code cases
- Began researching a Supreme Court case regarding sign ordinances and other municipalities' sign ordinances.

## **Police**

- Chief Cook and Commissioner Kelly participated in an event recognizing that more than \$50,000 was provided to local law enforcement agencies to purchase automated external defibrillators. ABPD received five devices.
- Chief Cook met with a University of North Florida (UNF) professor regarding student intern opportunities.
- Chief Cook met with a UNF professor Brazilian state police lieutenant about community policing in Atlantic Beach.
- Chief Cook participated in a Northeast Florida Law Enforcement Executives' Association meeting to discuss terrorism and emerging threats.
- Staff and volunteers assisted at the annual Veteran's Day ceremony.
- Participated in a Donna Run planning meeting and began door-to-door notification to businesses and citizens to provide information about the marathon's impact on AB.
- Chief Cook attended the Commission meeting.
- Chief Cook participated in the Atlantic Beach Elementary School science fair.
- Staff continued preparing for on-site accreditation (less than two weeks away).

## **Public Utilities**

- Started repair work on cross bars and vent on water tower at Water Plant 1.
- Interviewed candidates for distribution crew.
- Conducted 45 locates and five inspections.
- Water crews installed two water services.
- Operators performing weekly water quality tests.
- Crews are continuing to install water meters and repair water leaks.
- Continued work on septic-to-sewer program.

## **Public Works**

- Added ADA wood fiber chips to play/swing areas in Rose Park.
- Construction will begin Nov. 19 on the 10<sup>th</sup> Street dune walkover.
- Radar and crosswalk signs on Seminole Road are installed and working.
- Interviewed four candidates for park ranger and stormwater positions.
- The bid opening on the Russell Park sidewalk project will be Dec. 12.
- Scheduling a pre-work conference for the Donner Park tennis court resurfacing project.
- Set up and took down tables, chairs and bleachers for the Veterans Day ceremony at Veterans Memorial Park.
- Unloaded new chairs at Bull Park and Donner Park.
- Added new signature bricks to the Veterans Memorial Park walkway.
- Researching new LED lighting for the Russell Park tennis courts.
- Spoke with Jones Edmond regarding proposed ditch-digging on North Seminole Road.
- Met with the city manager, deputy city manager and HR director about Public Works vacant positions.
- Met with Unifirst Uniform Service to discuss new employee uniforms.
- Attended weekly meeting for beach dredging.
- Public Works staff met with Finance Director to review the budget.

## **Recreation**

- Upcoming programming:
  - o Artist Reception, Thursday, 5 pm – 8 pm, Adele Grage
  - o Holiday Luncheon, Friday, Noon, Baker 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