

Sept. 29, 2017

## 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**

- Post-Irma, the department is responding to multiple cases of residents undertaking repair projects without permits, and is promoting FEMA individual assistance program and sharing consumer-protection information.
- Preliminary site work is done and construction is under way for the new Gate gas station.

### **City Manager**

- Held a telephone conference with Brian Teeple, Brenna Durden and Cathy Berry regarding the vacant community development director position and the Land Development Code rewrite.
- Met with the Selva Preserve development project ownership group and other interested parties, and reviewed site plans with staff, the city engineer.
- Working with various departments to attempt to mitigate stormwater challenges on Fifth Street and near Linkside Court North.
- Met with FEMA representatives regarding post-Irma individual assistance opportunities for Atlantic Beach residents.
- Re-established a handicap parking space at the Third Street beach access to accompany the ADA dune walkover.
- Had an introductory meeting with the Langton Consulting team and discussed current and prospective funding opportunities. Assigned Kevin Hogencamp to administer the Langton contract, which will be presented to the City Commission in October.
- With the assistance of staffers from various departments, Yvonne Calverley successfully coordinated the committee and board member reception Sept. 28 at the Adele Grage Cultural Center.

### **Community Development**

- Preparing for a heavy Community Development Board agenda in October with four variances and one use-by-exception on the docket, thus far.
- Working with the city attorney on draft language addressing the gas station moratorium. The next step is to determine a plan for public input and the required public hearings.

### **Deputy City Manager**

- Working with FEMA representatives to coordinate an individual-assistance town hall meeting Oct. 3 and to meet with department heads regarding reimbursement opportunities.
- Developing process-improvement strategy for Board Member Review Committee.
- Coordinating startup of the Environmental Stewardship Committee and Parking/Pedestrian Safety Advisory Resource Committee.

### **Finance**

- Wrapping up FY-2017 with activities such as budget reconciliation, fulfilling truth-in-millage requirements, and preparing for the worker's compensation audit. FY-2018 begins Oct. 1.

### **Human Resources**

- Finalized general liability and workers' compensation insurance renewals at a rate of 8.8 percent (an 11-percent increase is budgeted) and completed the renewal documents with the City's broker.
- Negotiated and finalized rates for employee-benefit insurance products, including continuing with United Healthcare at a 7.8 percent increase (a 10-percent increase is budgeted). The buy-up plan was adjusted to reduce the co-pay on advanced imaging -- a highly utilized service.
- Drafted updated collective-bargaining agreements as a result of continued negotiations.
- Rescheduled employee wellness activities for Oct. 16-20.
- Reviewing the new COAB All Hazard Emergency Plan and timeline.

### **Police**

- Productively busy Web.com golf tournament week.
- Installation blinds and addressing roof leaks in public safety building.
- Signed off on remaining FY-2016 purchase orders all purchase orders.
- Attended FEMA/Florida Emergency Management briefing on public facility damage.
- Submitted draft of new COAB All Hazard Emergency Plan to Cathy Berry for review.
- Received FDLE approval for the public safety building multi-purpose room to serve as a certified training site.

### **Public Works**

- On Sept. 28, the 11<sup>th</sup> day of Irma storm-debris collection, the City's contractor exceeded the amount of vegetative debris collected during the entire post-Matthew cleanup project.
- Completed storm-debris clearing in the Saltair project in preparation for roadway improvements, which began with asphalt cuts and will get fully under way Oct. 2.

### **Public Utilities**

- Working with Public Works on drainage issue near Linkside Court; dug 200-foot trench to drain stagnant water.

### **Recreation**

- Upcoming events:
  - o Thursday, Sept. 28-Sunday, Oct. 1 -- Web.com golf Tournament, Atlantic Beach Country Club
  - o Friday, Sept. 28 -- Movie in the Park, Donner Park, 8 p.m.