

July 13, 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

- Examined what is apparently the city's first authentic chickee, a raised-floor open structure built by Seminole Tribe members and exempt from the Florida Building Code.
- Performed two Saturday building inspections, a recent customer-service enhancement.
- In addition to current projects, the development team (Building, Planning/Community Development, Public Works, Public Utilities) discussed waivers and stop-work orders.
- Met with the owners of a fire-damaged home and insurance adjusters regarding code requirements for rebuilding.

City Clerk

- Prepared for, attended and performed various administrative duties for the July 9 City Commission and July 10 Code Enforcement Board meetings.
- Completed minutes for the June 11 and June 25 Commission meetings. Working on minutes for other City Commission, Code Enforcement Board, and Parking and Pedestrian Safety Advisory Resource Committee workshops/meetings.
- Processed and published agenda packets and handling administrative duties for the July 14 Commission town hall meet, July 16 Commission stormwater workshop, July Commission budget workshop, and July 23 Commission meeting.
- Continued updating and setting up additional features in the agenda management software, iCompass.

City Manager

- Continued work on the FY 2018-19 budget in advance of the July 18 Commission workshop.
- Met with staff, Mayor Glasser and a Florida Department of Transportation representative regarding a prospective "complete streets" project on Mayport Road.
- Met with the deputy city manager, executive assistant to the city manager and representatives of the company conducting the workplace climate survey regarding preliminary survey results.

- Met separately with the deputy city manager two members of the Cultural Arts and Recreation Advisory Committee regarding various issues.
- Attended the July 9 Commission meeting and July 11 citizen land development regulations rewrite workshop.
- Conducted the July 12 staff land development regulations rewrite workshop.
- Met with Mayor Glasser and Otto von Feigenblatt, honorary ambassador of Kosovo, to discuss local governments.
- Met with Robert Stuart of Grey Robinson regarding legislative lobbyists.
- Continued to work on the Selva Preserve purchase in anticipation of the City Commission's final action on July 23; the land closing is scheduled for July 26.
- Had lunch with State Sen. Aaron Bean and Mayor Glasser.
- Attending July 14 Commission town hall meeting in the Commission chamber.

Deputy City Manager

- Continued work on the FY 2018-19 budget in advance of the July 18 Commission workshop.
- Attended the July 9 Commission meeting and the July 11 and 12 citizen and staff land development regulations rewrite workshops.
- Attended the ceremony in which Mayor Glasser was honored by Otto von Feigenblatt, honorary ambassador of Kosovo.
- Assisting with community relations and marketing component of the land development regulations rewrite project.
- Met with staff, Mayor Glasser and a Florida Department of Transportation representative regarding a prospective "complete streets" project on Mayport Road.
- Utilized various communications channels to inform citizens about numerous matters, including but not limited to: Mayor Glasser being honored by a Kosovan ambassador; the upcoming Citizens Police Academy; and the July 11 land development regulations public meeting, the July 14 town hall meeting, the July 16 stormwater workshop and the July 18 and Aug. 6 budget workshops.

Finance

- Continued work on the FY 2018-19 budget in advance of the July 18 Commission workshop.

Human Resources

- Reviewed, provided input and approved court filing.
- Submitted final information for insurance renewals and developed plan to improve efficiency by having Finance assume this fixed-asset management function.
- Participated in interviews of six prospective employees.
- Reviewed various employee issues.

Information Technology

- Working with the Police Department to meet the technical qualifications necessary for its Florida law enforcement accreditation.
- Began a rollout of Windows 10 workstations to City users, as Windows 7 machines are no longer available for purchase.
- Completed work with Comcast on an internet problem related to the fiber move from City Hall to the police station.

Planning/Community Development

- Participated in a conference call with Kimley-Horn representatives to discuss the land development regulations rewrite project website.
- Presented a tree waiver request to the City Commission.
- Participated in the development review committee meeting.
- Met internally with a Florida Department of Transportation (FDOT) representative to discuss a complete street concept on Mayport Road.
- Met with FDOT, City of Jacksonville, and East Coast Greenway representatives regarding the greenway's route.
- Attended the July 9 Commission meeting and the July 11 and 12 citizen and staff land development regulations rewrite workshops.
- Coordinated a topographic survey schedule for a Fifth Street parcel.
- Finalized the backyard hen ordinance.
- Prepared staff reports and presentations, and published the July 17 Community Development Board agenda packet.
- Presented 24 cases at the Code Enforcement Board; reviewed 23 building permits and three tree-removal permits; and issued one tree-removal permit.

Police

- Staff attended City of Jacksonville workshop for computer-aided dispatch, process mapping.
- Staff participated in accreditation technical assessment review and training.
- Staff conducted research and responded to various traffic safety concerns.
- Chief Cook attended a Duval County Medical Examiner Search Committee meeting; she is on the panel.
- Chief Cook participated in a Beaches Watch law enforcement panel.
- Chief Cook attended the Military Issues Committee meeting at the Jax Chamber of Commerce.
- Chief Cook attended the July 9 City Commission meeting.
- The lifeguard station rehabilitation project is nearing completion.

Public Utilities

- Contractor nearing completion of Oak Harbor sewer main rehab/lining.
- City crew performed meter replacements and water break repairs.
- Operators performed quarterly samples for disinfection byproduct in water system.
- Replaced seals on a pump Buccaneer sewer pump station.

- Seaspray water service replacement project has been completed.
- Addressed customer's landscaping concerns at Camelia Street lift station west of Mayport Road.

Public Works

- Installed rope fencing at Dutton Island.
- Discussed projects with four Eagle Scout candidates.
- The Seminole/Sherry sidewalk project bids were opened July 13.
- The City Commission stormwater master plan workshop is at 5:30 p.m. July 16.
- Met with Southern Recreation representatives to choose colors of new play area.
- Worked on Atlantic Beach entry signs.
- Preparing for milling and paving work to begin in mid-August.
- Surveying 8th Street for placement of relocated shower.

Recreation

- Worked with Public Works on Adele Grage air-conditioning issues.
- Coordinating photography contest.
- Worked with First Act director regarding ingress/egress issue.
- Displaying the artwork of Mark Wilson and Melinda Bradshaw.
- Worked on the Movies in the Park, Acoustic and Songwriters nights, art exhibits, summer camp and the Jazz Festival.
- Adele Grage renovations are slated to be completed by late August.