

Aug. 17, 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 55 building permits, including 3 new homes.
- Conducted 24 plan reviews and 173 inspections.
- Met with Public Works on several properties to clarify lot grading, drainage and finished-floor elevations for infill lots.
- Development department meeting discussed dumpster franchises, Ocean Gate at 80-percent completion, and new hybrid wireless antennas.

City Clerk

- Prepared for, attended and performed various administrative duties for the Aug 13 special-called and regular City Commission meeting and Aug. 16 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meeting.
- Assisted the 10th Street and 18th Street Subcommittees of the PPSARC with planning, noticing and setup for the Aug 15 meetings.
- Processed and published agenda packets for the Aug. 15 10th Street Subcommittee meeting and the Aug. 16 PPSARC meeting, Aug 20. Commission workshop, and Aug 27 Commission meeting.
- Prepared notice for ordinance Nos. 95-18-116 and 20-18-149 scheduled for public hearing at the Aug. 27 Commission meeting.
- Finished drafting minutes for the April 13 Commission community outreach and July 23 Commission meeting. Working on minutes for various City Commission, Code Enforcement Board, and PPSARC meetings.
- Researched and provided information regarding special magistrates for the Aug. 20 Commission workshop agenda.
- Records Clerk attended “Basics of Laserfiche” online training.

City Manager

- Attended the Aug. 13 City Commission appeal hearing (Houser) and regular meeting.

- Participated in a utilities revenue sufficiency study meeting along with city consultants, the deputy city manager, finance director and public utilities director.
- Attended the Florida League of Cities annual conference in Hollywood.
- Along with deputy city manager, met with a contractor about a small City Hall construction project.

Deputy City Manager

- Produced and distributed an e-newsletter on Aug. 16.
- Attended the Aug. 13 City Commission appeal hearing (Houser) and regular meeting.
- Along with the executive assistant to the city manager, helped coordinate the Aug. 17 community blood drive.
- Met with some residents and the Community Development Board chair on Selva Marina planned unit development zoning.
- Participated in the Aug. 17 AB Police/Jacksonville Sheriff's Office training exercise in a public information officer capacity.
- Utilized various communications channels to inform citizens about numerous matters, including the upcoming beach renourishment project, the City's water meter replacement project, the Aug. 13 City Commission meeting, the Police Department's Aug. 17 training exercise, the Aug. 17 community blood drive, and the Aug. 18 Beaches Go Green beach and park cleanup.

Finance

- Processed payroll.
- Completed minutes for police and general employee pension board meetings.

Human Resources

- Processed payroll.
- In-processed a new employee.
- Reviewing HR files for scanning project.
- Facilitated compilation of data for new insurance coverage.
- Provide training and input on the employee evaluation process.
- Attended a continuing legal education session.

Information Technology

- Replaced the Russell Park tennis courts webcam.
- Participated in the Police Department multi-agency training exercise.
- Attended a Federal Emergency Management Agency Integrated Public Alert and Warning System training class.

Planning/Community Development

- Participated in a walking tour with Kimley-Horn representatives working on the City's land development regulations update.
- Met with some residents and the Community Development Board chair on Selva Marina planned unit development zoning; developed a draft alternative zoning district.
- Attended a planning directors meeting hosted by the Northeast Florida Regional Council.
- Continued property tax evaluation and research.
- Prepared material for the Aug. 20 City Commission workshop
- Presented at the Aug. 13 Houser variance appeal hearing conducted by the City Commission.
- Presented the backyard-hen ordinance and the four-lot plat on Dutton Island Road West on Aug. 13 to the City Commission.
- Prepared staff reports and issued the agenda packet for the Aug. 21 Community Development Board meeting.
- Met with a Mayport Road property owner to review ways to fix code enforcement issues and improve the property.
- Met with an architect about a potential redevelopment project in the Central Business District.

Police

- Launched the "You've Been Caught" community initiative.
- Planned and participated in a large-scale training exercise with the Jacksonville Sheriff's Office.
- Participated in a conference call with a Langston Associates representative regarding grant opportunities.
- Attended a Women in Law Enforcement Awards ceremony.
- Staff attended an Automated Training Management System training.
- Attended Aug. 13 City Commission meeting.
- Staff attended accreditation manager training.
- Welcomed Atlantic Beach Elementary School students back to school.

Public Utilities

- A City of Atlantic Beach-contracted work crew began changing out 760 water meters throughout the community; about 180 meters were changed out in Week 1.
- City crews repaired water service line breaks.
- The City passed a utility risk management plan state inspection at the Waste Water Treatment Plant and Water Treatment Plant 1.
- Adjusted new return-activated sludge pumps at the Waste Water Treatment Plant.
- Changed out the sewer pumping station on Assisi Lane with the help of the new City's vacuum truck.

Public Works

- Asphalt milling began Aug. 13 and paving began Aug. 17.
- Working on Florida Recreation Development Assistance Program grant applications.

- The Marshside sidewalk improvements bid was approved by the City Commission; a pre-construction meeting is being scheduled for next week.
- The City's palm tree contractor has wrapped up its work.
- Donner Road survey work is under way in advance of engineering.
- Received engineered plans and specifications for the beach walkover project.
- Seeking prices from contractors to move the 18th Street beach access shower.
- New benches were made and installed in the Aquatic dog park.
- Road grading was performed on Dutton Island.

Recreation

- The Adele Grage stage and storage construction is near completion.
- Displaying the artwork of John Rennie at Adele Grage.
- Worked on the coordination of Movies in the Park, Acoustic Night, Family Fun Day and Campout, the City's contribution/grant program, next month's art display, summer camp and the Jazz Festival.