

Sept. 28, 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.

**City Manager**

- Attended the Sept. 24 City Commission meeting.
- Along with key staffers, met separately with the mayor and commissioners to discuss utility rates.
- Met with the deputy city manager and public works director to discuss grant opportunities.

**Deputy City Manager**

- Attended the Sept. 24 City Commission meeting.
- Attended a Donna Marathon planning meeting; working on a community communications plan.
- Prepared City Commission code enforcement special magistrate and dune walkover presentations.
- Attended a Beaches Go Green event and, later in the week, met with the organization's founder to discuss and plan recycling and community education opportunities.
- Worked extensively with the public works director and grant writer on the City's fiscal year 2019-20 Florida Recreation Development Assistance Program applications.
- Participated in multiple meetings with the city manager and elected officials regarding utility rates.
- Working with the city clerk, prepared and executed the communication plan regarding the process for filling an upcoming City Commission vacancy.
- Utilized various communications channels to inform citizens about numerous matters, including the upcoming City Commission vacancy, job openings, Environmental Stewardship Committee tree-protection code workshops, parking and bicycle safety tips, the Sept. 24 City Commission meeting, Sept. 26 Youth Council meeting, Sept. 28 movie in the park, the Oct. 12 community blood drive at City Hall, and the Oct. 13 Fall Festival at the Gail Baker Community Center.

## **City Clerk**

- Prepared for, attended and performed various administrative duties for the Sept. 24 City Commission meeting; working on minutes.
- Processed and published draft agenda packet for Oct. 8 Commission meeting.
- Met with the city attorney, city manager and deputy city manager about the process for filling Commissioner Stinson's upcoming vacancy.
- Handling inquiries and accepting paperwork from candidates for City Commission Seat 2. The deadline to submit required paperwork to the city clerk's office is 5 p.m. Oct. 10.
- Finished drafting minutes for the Sept. 11 Code Enforcement Board meeting and Sept. 17 Commission workshop.
- Prepared and posted notices related to the Oct. 2 public meeting with Mayor Glasser and Commissioner Stinson, the Oct. 3 and Oct. 9 Environmental Stewardship Committee tree code workshops, Oct. 13 Commission town hall meeting, Oct. 15 Commission special called meeting, and the referendum on the Nov. 6 election ballot.
- Worked extensively on ensuring recent and newly published materials are ADA-compliant on the City's website. This project is ongoing.

## **Building**

- Issued 42 permits, including 8 new homes.
- Conducted 31 plan reviews and 122 inspections.
- The building official attended a three-day training seminar for continuing education.
- Met with a homeowner regarding fire damage.
- Met with a plumber at a restaurant regarding a new grease trap.
- Held an interdepartmental meeting to discuss Scrubbles Car Wash, ABBQ and Selva Preserve.

## **Finance**

- Worked on truth-in-millage compliance.
- Performed 2017-18 fiscal year-end procedures.
- Processed payroll.

## **Human Resources**

- Participated in code enforcement officer interviews.
- Working on final details for biometric screenings for the Oct. 12 employee health fair.
- Worked with Public Utilities and insurance carriers following an automobile accident, and drafted instructions for post-accident procedures.
- Processed payroll.
- Continued Society for Human Resources Management certification training.

## **Information Technology**

- Contained to train City staff to update their webpages to produce ADA-accessible content and documents.

### **Planning/Community Development**

- Toured parks to discuss projects for a federal grant.
- Met with AB resident Lisa Goodrich to discuss public art on Mayport Road.
- Met with the City's consultants to review the utility rate study.
- Presented to the City Commission on the concept of having a code enforcement special magistrate.
- Worked on the language and presentation materials for the new proposed zoning district for the Selva planned unit developments; met with members of the Community Development Board to review this initiative's progress.
- Presented an ordinance related to parking in City rights-of-way, towing rates, and adding towing provisions for unregistered and abandoned vehicles from private property to the City Commission.
- Coordinated and presented at the Environmental Stewardship Committee's Sept. 26 Tree Code Subcommittee's workshop.
- Met with a commercial property owner's representation regarding potential development.
- Attended a meeting related to recycling efforts in the City that included Beaches Go Green.
- Reviewed 20 building permits and issued two tree-removal permits.

### **Police**

- Participated in a Web.com Tour Championship after-action debriefing. A few minor issues were reported.
- Chief Cook attended the Continuum of Care Governance Board meeting.
- Participated in multi-agency gang information-sharing meeting.
- Participated in a Donna Marathon planning meeting.
- Met with volunteers to discuss better communication methods.
- Participated in an AB Jazz Festival after-action debriefing.
- ABPD officers attended "active listening" training.
- Met with the Jacksonville Sheriff's Office Narcotics Unit.
- Welcomed a representative from Operation Gratitude (organization that supports military, police, fire).
- Discussed a bicycle/pedestrian game plan.
- Worked with a contractor to determine where the moisture/leak is located in the lifeguard tower.
- Began preparations for police officer tryouts.
- Held a Citizens Police Academy class.
- Began planning the ABPD "Not so Scary Halloween Haunted House" event.

### **Public Utilities**

- Began using the new vacuum truck to pump out the lift stations (a monthly savings of \$1,200).
- Continued work on a septic/sewer survey.
- Continued to work with a City engineer on the wastewater treatment plant permit.
- Distribution crews continue to change out water meters.

### **Public Works**

- Marshside sidewalk improvements began on Levy Road.
- A pre-work conference for the 10<sup>th</sup> Street beach walkover will be scheduled soon.
- Relocating the 18<sup>th</sup> Street shower has begun.
- Met with engineers and designers on the Russell Park restroom renovation project. This project was submitted for a Florida Recreation Development Assistance Program grant.
- The Russell Park contract for replacing all sand with wood fiber is nearly complete; Bull Park is next.
- Working on getting the Russell Park sidewalk design out to bid.
- Received estimates for Donner Park tennis court resurfacing; will go out to bid soon.
- Met with engineers to discuss Donner Road surveys. Working on the design to widen and install curb and gutters.
- Russell Park picnic cabana replacement will begin next week.
- Participated in a three-hour training with the City's National Pollutant Discharge Elimination System consultant. Field training is scheduled for next week.

### **Recreation**

- Submitted staff report for contribution recommendation.
- Worked on Jazz Festival close-out.
- Worked on the coordination of the Russell Park campout, October art exhibit, Artisans' Faire and Fall Festival.
- Attended Youth Council meeting on Sept. 26.
- Displaying the work of Ted Head at Adele Grage Cultural Center.
- Accepting applications for flag football and Arts in the Park.