

Oct. 6, 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

- The department operated within budget and brought in more permit fees than projected in FY-2017. Inspections performed increased 7 percent from FY-2016; permits issued decreased 7 percent; and construction value was down 20 percent.
- The increase in building inspections in comparison to permits issued is partly due to new policies pertaining to wind codes, windows, wall sheathing and siding, and roofing. These policies are resulting in higher-quality construction.
- The department will host an International Code Council permit tech exam preparation seminar on Oct. 24. The three front-counter employees and staff from other Northeast Florida departments will attend. The department will offer limited services that day and will post an advance notice accordingly.
- Working with Fleet Landing and the City of Jacksonville on determining and issuing address numbers for the new buildings being planned.

City Manager

- Met with staff and stakeholders to review issues and identify potential solutions associated with new construction on Camelia Street.
- Met with staff and the city attorney regarding numerous tree-related challenges resulting from Hurricane Irma to develop consistent practices moving forward.
- Met with staff and the city attorney about developing an ordinance pertaining to 5G wireless technology implementation.
- Resolved a tree issue associated with new construction on 12th Street.
- Met with city attorney, Russell Caffey and Patty Drake regarding procurement.
- Met with Sen. Aaron Bean and Kevin Hogencamp regarding various issues, including pursuing state funding opportunities.
- Met with Public Works and Advanced Disposal regarding bagged yard waste collection.
- Continued efforts to resolve drainage challenge on Fifth and Sixth streets.
- Continued to monitor storm debris pickup program and field citizen inquiries associated with the City's Irma-recovery efforts.

Community Development

- The second and final reading of the Mayport Business Overlay District ordinance is scheduled for Oct. 9. The presented ordinance reflects changes approved by the City Commission on Sept. 25.
- The approval of an enhanced staff in the FY-2018 budget signals an opportunity for smooth departmental operations moving forward.

Deputy City Manager

- Assisted Chief Cook with the coordination of a critical FEMA public assistance meeting with city staff.
- Planned and facilitated Oct. 3 FEMA individual assistance town hall meeting. About 15 residents attended; the presentation video and a summary will be made available to the public.
- Served as staff liaison at the Oct. 4 Environmental Stewardship Committee meeting and the Oct. 5 Parking/Pedestrian Safety Advisory Resource Committee meeting. Reports from both meetings are being produced.

Finance

- Preparing the following reports:
 - Fuel tax audit due Oct. 20
 - Truth-in-millage compliance packet due to state Oct. 25
 - Florida Department of Law Enforcement year-end reports due Oct. 30
 - Omnibus year-end budget mod and public depositor annual report due Nov. 30.

Human Resources

- Processed FY-2018 wages.
- Secured a 6.9-percent United Healthcare rate hike (below the 7.8-percent rate previously negotiated). This amounts includes the Patient Protection and Affordable Care Act-mandated 3.25-percent fee.
- Finalized both union contracts for presentation to City Commission.

Police

- Wrapped up public safety activities associated with Web.com golf tournament, which concluded Oct. 2 after a weather delay.
- Coordinating organization-wide Hurricane Irma after-action report.
- Met with citizens to discuss Cloisters gate-access issue.
- Officers participated in Atlantic Beach Elementary Walk-n-Roll to School Day activities.
- Began Active Shooter Incident Management training.
- Participated in FEMA public assistance meeting with staff and town hall meeting on individual assistance.
- Police officer interviews began Oct. 5

Public Works

- Storm debris cleanup continuing with great success. Through Oct. 5, 853 loads (34,129 cubic yards) of vegetative debris had been hauled, far exceeding the post-Hurricane Matthew effort in a much shorter period of time.
- Held pre-construction meeting for public works storage building project; contractor preparing submittals.
- Russell Park tennis court project commenced Oct. 2; courts 3-4 expected to re-open within 30 days; courts 5-6 expected to re-open within 90 days.

Public Utilities

- Performed water main repairs on Seminole Road and on Plaza.
- Met with sewer pipe lining contractor to begin Selva Marina Drive line repairs.
- Most of the equipment staged for the Web.com golf tournament at Water Treatment Plant 2 has been removed.

Recreation

- Dutton Island and Howell Park have some restricted access due to Hurricane Irma's damage to trees.
- Football registration is under way; games begin Oct. 21 in Donne Park.
- Preparing for signature fall events at Russell Park:
 - o Family Fun Day on Oct. 21
 - o Campout Under the Stars on Oct. 21-22