

Nov. 3, 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

- Certificates of occupancy are being issued for the 23-townhome Cottages at North Beach, culminating the two-year project. Tribridge Residential is retaining ownership and leasing the units; the project included repairing a Brownfield and filling the site to remove it from a flood zone.
- Plans for the 12-townhouse project in the 300 block of Ahern are nearing approval. New addresses will be assigned after plat approval.
- The oceanfront home at 1927 Beach Ave. is slated to be demolished and replaced. The builders met with city staff to discuss periodic street closures, notifying neighbors, and temporary two-way traffic on that block. The site is seaward of the Coastal Construction Control Line and will have a deep-pile foundation.

City Clerk

- Prepared for and attended the Oct. 30 Town Center parking-solution meeting and Nov. 1 Commission roundtable meeting.
- Attended webinar, "iCompass Training Day 1 – Document Center and Agendas".
- Handled records requests, vehicle registrations, lien letter requests, etc.
- Prepared for, attended and performed administrative duties for the Nov. 2 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Worked on meeting minutes for Commission, Roundtable and Parking and Pedestrian Safety Advisory Resource Committee.
- Processed the draft agenda packet for the Nov. 13 Commission meeting.
- Continued sorting through damaged documents, and documenting and verifying compliance of records stored in Laserfiche.
- Continued scanning new and archived documents.
- Working on the Nov. 7 Board Member Review Committee agenda.

City Manager

- Conducted interdepartmental new-commissioner orientation with Commissioner-Elect Kelly; Mayor-Elect Glasser's orientation is scheduled for Nov. 3.

- Participated in roundtable planning meeting of newly elected city commissioners and Commissioner Stinson. Numerous matters were discussed, ranging from order and length of meetings to identifying issues of importance for each commissioner.
- Participated in Beaches Town Center parking solution meeting with Neptune Beach officials.
- Met with residents regarding various concerns, including issues on Park Terrace West and Beach Avenue.
- Met with residents and city attorney regarding Fifth Street drainage issues.
- Met with staff regarding submitting application for Florida House of Representatives appropriation for drainage improvements.
- Attended Beaches Watch meeting.
- Fielded several concerns regarding Magnolia curb and guttering project.

Community Development

- Tree-removal permit posting and Environmental Stewardship Committee Tree Subcommittee review have started.
- Selva Lakes has requested to replace neighborhood signs on rights-of-way, which requires City Commission approval. This issue will be presented to the commission soon.

Deputy City Manager

- Researching municipal websites and preparing RFQs with the expectation of revamping the City website by the end of first quarter 2018.
- Working with the Environmental Stewardship Committee and staff on various issues, including developing tree-removal permit signs and planning Arbor Day celebrations for 2017 and 2018 to ensure compliance with Tree City USA designation.
- Utilized the city website, social media, email and news media to communicate with citizens about various matters, including the Nov. 15 City Commission-Community Development Board workshop on the future of gas stations, etc., in the city.
- Worked with staff and Langton Consulting on beach walkover grant application, which was submitted on Oct. 30.
- The City is now publishing the City Manager Weekly Summaries on the web, and is spreading the word accordingly.
- Participated in new commissioner orientations.
- Met with Seventh Street residents regarding public safety and sanitation concerns.
- Met with staff, City of Jacksonville representatives and stakeholders regarding addressing and public safety response issues pertaining to the upcoming Fleet Landing development.

Finance

- Worker's compensation audit was performed Nov. 2.
- Offers went out to two meter reader candidates.
- A part-timer is filling in at cashier until new cashier Carly Bussey begins work.

Human Resources

- Updated hiring process for distribution to department heads and supervisors.
- Planning Fall Festival Extravaganza with incoming and outgoing commissioners and staff.

- Finalizing and submitting documentation for insurance renewals.
- Meeting with department heads regarding training needs.
- Initiating food day next week.

Police

- Held Citizens Academy graduation
- Began special events policy/procedures rewrite review
- Met with Langton & Associates about HMGP Grant for wind protection of Fire Department bay doors.
- Participated in the Atlantic Beach Elementary costume parade.
- Met with Neptune Beach Police Department regarding active-shooter training.
- Participated in the Generation WOW Conference for teenage girls at UNF; spoke to more than 500 participants regarding law enforcement careers.
- Participated in phone conference with Jacksonville Beach Police Department regarding driving on the beach policies

Public Utilities

- All water main breaks have been repaired.
- Working on sewer service issue at 398 Sherry Drive; service line may be damaged.
- Preparing work with surveyor and utility contractor on a low-pressure force main sewer connection for three North Seminole residents currently on septic.
- Interviewing two distribution operator trainee applicants.

Public Works

- Russell Park tennis courts 3 and 4 are complete; 5 and 6 are under construction.
- Saltair contractor is now working along Poinsettia.
- Public Works facility building plans are approved; work to begin the second week of November.
- Public works security system project has been requisitioned.
- Performing due diligence on whether to lease a vacuum truck.
- Completed emergency repair on Aquatic pond pipe.
- CDBG-funded sidewalk project for Jordan Park has been submitted to the City of Jacksonville for approval.
- Submitted plan for 10th Street beach walkover for grant application.

Recreation

- Upcoming special events:
 - o Friday, 11/3, and Saturday, 11/4 ABET performance (“The Effect of Gamma Rays on Man-in-the Moon Marigolds”), 8 p.m., Adele Grage
 - o Sunday, 11/5, ABET performance, 2 p.m., Adele Grage