

March 29, 2019

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**

- Discussed the possibility of a new citizen's alert system with staff.
- Attended the March 25 appeal hearing of a Community Development Board decision.
- Attended the March 25 regular Commission meeting.
- Met with a property owner regarding an ongoing drainage issue.
- Explored the need for an accessible sidewalk ramp in the Royal Palms area.
- Met with an applicant for the Code Magistrate opening.

**Deputy City Manager**

- Assisted the police chief with planning a new citizen's alert system.
- Attended a meeting on urban wildlife with representatives of the Police Department and Florida Fish and Wildlife Conservation Commission.
- Worked on messaging for the City's new paperless utility billing program.
- Reviewing a customer service concern.
- Following up on an environmental concern in the community.
- Attended a meeting on the administration of new stormwater management regulations.
- Utilized various communications channels to inform citizens about these matters and more: April 13 Arts in the (Johansen) Park; and April 20 Easter egg hunt at Jordan Park.

**Building**

- Issued 72 building permits.
- Conducted 44 plan reviews and 136 inspections.
- Met with a Ninth Street homeowner to review fire damage and sent preliminary findings, regarding renovation requirements.
- Completed interviews for the receptionist position. A candidate is in the hiring process.
- Attended department development meeting and discussed requirements for grading, drainage, impervious surface and floodplains.

- Received notice from FEMA that Johnston Island has been reclassified from VE-9 to AE-6 and AE-7 and excluded from the Coastal A Zone. This allows developers to build without pile foundations.
- Expedited plan review for small projects.

### **City Clerk**

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the March 25 special called Commission, March 25 regular Commission and March 27 Board Member Review Committee (BMRC) meetings.
- Processed, published and distributed agenda packets for the April 8 regular Commission and March 27 BMRC meetings.
- Met with Mayor Glasser and City Attorney Durden regarding the appeal hearing.
- Working on minutes of the March 27 BMRC meeting.
- Finalized, executed and mailed 12 Code Enforcement Board (CEB) orders from the March 12 CEB meeting.
- Finished drafting minutes of the February 20 BMRC, March 20 Commission Workshop, March 25 special called and March 25 regular Commission meetings.
- Processed four lien letter requests.
- Assisted elected officials, board and committee members, staff and the public with inquiries, tasks, and records.

### **Engineering**

- Continued development of a 10-year water facilities supply work plan required by St. Johns River Water Management District (SJRWMD).
- Completed 90-percent Skate Road sidewalk drawings and ground-truthed design.
- Met with SJRWMD to discuss Sevilla flooding and conducted field investigation with Sevilla resident Jim Snyder.
- Discussed drainage and special flood hazard area development requirements with department heads and revised based on comments.
- Revised onsite storage worksheet for Public Works utilizing Jones Edmunds recommendations.
- Continued development of vulnerability assessment and adaptation plan.

### **Finance**

- Compiled and submitted the following reports to the City of Jacksonville's Council Auditor's Office-Pursuant to Item 5. Lifeguards and Beach Maintenance, Subsection (5) of the inter-local agreement between the City of Jacksonville and the City of Atlantic Beach dated September 28, 1995:
  - Lifeguard, Beach Maintenance and Capital Expenditure Report for year ended 09.30.18
  - Lifeguard, Beach Maintenance and Capital Expenditure Budget Calculation FY2019-20
  - Capital Expenditure Funding Credit Calculation as of 09.30.18

- Submitted estimated call taker salaries to the Counties' 911 Coordinator.
- Vendor checks – 96 for \$233,577.34
- Payroll checks – 135 for \$275,857.63
- Purchase orders issued – four for \$15,137.65
- Service orders requested by Finance staff – 100
- Service orders completed by Finance staff – 103
- Processed 2,809 utility bills

## **Human Resources**

- Processed regular payroll.
- Processed monthly pension payroll.
- Processed paperwork, payroll and other necessary items to hire an employee.
- Participated in Florida League of Cities Monday-morning legislative call to update municipalities on the current legislative session and the issues that might affect us.
- Attended Florida League of Cities Legislative Action Days in Tallahassee.
- Continuing to attempt to get updated classification factor information from Cody & Associates to correspond to our new pay scale, as a result of the classification study conducted last year.
- Attended Florida League of Cities Human Resources and Risk Management seminar in Green Cove Springs.

## **Information Technology**

- In recognition of the first anniversary of the City new website, all banner photos on the home page were replaced.
- Restored all servers after the power outage that occurred to City Hall Tuesday evening.

## **Planning/Community Development**

- Attended the March 25 City Commission special called meeting and presented variance appeal.
- Reviewed parks master plans to develop an outline for AB's plan.
- Drafted the order of the City Commission decision to the variance appeal.
- Coordinated watering of trees planted by Environmental Stewardship and repair of the water trailer.
- Conference call with grant coordinator for National Endowment of the Arts grant.
- Conference call with the city attorney on the land development regulations (LDR) update.
- Met with Kimley-Horn on the LDR update.
- Worked on various provisions of LDR update with internal staff.
- Prepared City Commission staff reports for zone change request and Comprehensive Plan adoption.
- Worked on the changes for the website in regards to the Parks Master Plan.
- Uploaded all of the historical backgrounds for 14 parks to the website.
- Met with representative of Habitat for Humanity to discuss finalizing their Oceangate project.

- Met with four homeowners to discuss violations.
- Held meeting with a 5th Street homeowner to discuss plan to identify any code violations on the properties adjacent to him.
- Posted a notice of a non-franchise commercial garbage container.
- Active code cases: 97
- 17 building permits reviewed.
- One tree permit submitted.

## **Police**

- Met with the city manager regarding the lifeguard station.
- Chief attended the March 25 Commission meeting.
- Staff held mid-year budget review with the Finance director.
- Chief attended luncheon for Pace Center for Girls.
- ABPD held a Coffee with a Cop event.
- Met with Motorola about the computer-aided dispatch (CAD) update.
- Continued CAD provisioning.
- Staff met with SaferWatch company regarding notification app.
- Chief attended the Continuance of Care Board meeting.
- Five employees are in training.
- Held a Citizen's Police Academy class.
- Met with the Florida Fish and Wildlife Commission and deputy city manager about the City's wildlife management plan.
- Chief met with UNF to discuss recent active shooter call at the campus/lessons learned.
- Chief participated in a radio talk show to discuss Atlantic Beach.

## **Public Utilities**

- Performed routine maintenance and required system sampling on four water treatment plants.
- New flooring installed at 902 Assisi.
- Sea Oats-new water services and new mains.
- Preparing 2018 water audit for St. Johns River Water Management District.
- Continued work on Septic-to-Sewer Conversion.
- Completed 21 permits; performed city wide meter change outs and service orders.
- Issued two Precautionary Boil Water/All Clear Notices – Atlantic Beach Country Club and 2610 State Rd A1A in accordance with DEP regulations.
- Coordinating water meter tap locates at Johansen Park with Planning/Community Development.
- Performed multiple locates throughout city.
- Performed one consumption complaint, two meter relocates, and inspected sewer services on Jackson Road for new construction.
- Inspected Donner Street lift station for Telemetry System install.
- Hosted two-day Data Flow Systems training for new SCADA equipment.
- Performed routine maintenance and checks on lift stations.
- Performed required system sampling and operations at wastewater treatment plant.

- Continued consumptive use permit with John Collins for drinking water plants.

## **Public Works**

- The Sherry-Seminole sidewalk project continues; March 29 will be day 76 of 170.
- A pre-construction meeting has been scheduled for Apr. 4 to discuss start date for the milling and paving project.
- Engineers to scope the work for stormwater project on South Seminole Road.
- North Seminole Road surveying is ongoing; preparing for some ditch cleaning.
- Working with the Florida Department of Environmental Protection for the \$30K grant for the 10<sup>th</sup> Street beach walkover.
- Working on removing old railroad ties in southwest section of Howell Park.
- The Donner Park tennis and pickleball court resurfacing project will begin on March 29. Courts will be closed approx. three weeks.
- Howell Park south bridge replacement is ongoing. That area will be closed during construction.
- The Commission approved the new crosswalk poles; meeting with the company this week to place order.
- South Seminole Road stormwater and sidewalk project is being designed to 50%.
- Working on the design for the Skate Road sidewalk from Plaza to Cavalla Road.
- Working on the design of the Russell Park restrooms and preparing to go out for bids.
- Receiving quotes to remove and replace Russell Park basketball court.
- Striping Donner Park football field.

## **Recreation**

- Took 20 reservations for fires on the beach, flag football, arts in the park, park rentals and campers at Dutton Island.
- Currently displaying the art work of Susan Bolenbaugh.
- Coordinating the following events:
  - Flag Football – Games start March 30
  - Book Reading – March 31
  - Songwriters – April 7
  - Wild Wonders – April 13 & 27
  - Arts in the Park – April 13
  - Egg Hunt – April 20
  - Acoustic Night – April 28