

April 5, 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**

- Met with a citizen regarding a potential television production in AB.
- Participated in a conference call with the American Flood Coalition.
- Met with staff regarding the permitting of several lots.
- Met with representative from Thorguard, a lightning prediction system vendor.
- The executive assistant to the city manager led the coordination of the quarterly employee appreciation luncheon.

### **Deputy City Manager**

- Completed RFP for branding and signage initiative.
- Worked on social media policy.
- Attended a Beaches Dial-a-Ride event.
- Working with planning/community development director to prepare for the April 15 Mayport Road corridor improvements open house.
- Participated in meetings with the city manager in meetings regarding potential television production in AB; the City's plans to purchase a lightning prediction system; and the permitting of several lots.
- Worked on Donner Park tennis/pickleball resurfacing project planning.
- Utilized various communications channels to inform citizens about these matters and more: April 13 Arts in the (Johansen) Park; April 15 Mayport Road corridor improvements open house; and April 20 Easter egg hunt at Jordan Park.

### **Building**

- Issued 57 building permits.
- Conducted 20 plan reviews and 194 building inspections.
- Dan Arlington served as judge for Associated Builders and Contractors Annual Chili Cook-off.
- Answered a records request.
- Issued three new addresses for previously undeveloped lots.

- Met with the city attorney about the land development regulations update.
- Met with the city engineer about Selva Preserve.

### **City Clerk**

- Prepared, executed and recorded 10 release of liens with the Duval County Clerk of Courts.
- Met with city manager and planning/community development director about appeal hearing process and procedures.
- Processed, published and distributed final agenda packets for the April 8 Commission workshop and April 8 regular Commission meeting.
- Prepared the agenda guide for the April 8 Commission meeting.
- Finished drafting minutes of the March 27 Board Member Review Committee meeting.
- Processed nine lien letter requests.
- Registered records clerk for the 2019 records management seminar in Orlando on May 15.
- Assisted staff, elected officials and the public with inquiries and records.
- Participated in a teleconference with American Flood Coalition representatives.
- Worked on the ongoing records management project of converting records from hard copy to electronic copy; scanned 2014, 2015, 2016, 2017 and 2018 Code Enforcement Board records into Laserfiche.

### **Engineering**

- Analyzed reported flooding issues at Sevilla and completed report of findings.
- Received north Seminole Road (Tiffany by the Sea) survey data and developed GIS map overlay to use for development of potential drainage improvements.
- Completed Skate Road sidewalk plans.
- Discussed status of Aquatic Drive pond as an artificial waterbody with Jones Edmunds and confirmed with the St. Johns River Water Management District.
- Reviewed Selva Preserve drainage plans.
- Continued development of Vulnerability Assessment & Adaptation Plan.
- Reviewed and provided comments on draft project manual for the reconstruction of roadside ditches bid.

### **Finance**

- Vendor checks – 120 for \$192,618.52
- Pension payroll checks – 98 for \$172,658.86
- Purchase orders issued – 44 for \$62,963.86
- Service orders requested by Finance staff – 250
- Service orders completed by Finance staff – 254
- Processed 2,565 utility bills.

## **Human Resources**

- Participated in the Florida League of Cities Monday morning legislative call to update municipalities on the current legislative session and the issues that might affect us.
- Handled several risk management issues.
- Coordinated with the City's wellness support resource to develop the next employee wellness fitness challenge.
- Worked on a summer internship program.
- Assisted with a Recreation field trip protocol.
- Prepared application and supporting documentation for a First Coast Worksite Wellness Healthiest Company award.
- Assisted with the employee appreciation luncheon.
- Reviewed applications for the information technology position.

## **Information Technology**

- Working with Purvis Gray on the 2019 IT general controls review as part of the annual financial audit.

## **Planning/Community Development**

- Prepared staff reports and presentations for the April 8 Commission meeting.
- Participated in a conference call with the National Flood Coalition representatives and staff.
- Completed quarterly progress report for the Department of Environmental Protection's Coastal Vulnerability and Adaptation grant requirements.
- Attended the monthly Transportation Technical Coordinating Committee meeting.
- Finalized language of the Comprehensive Plan future land use element.
- Participated in staff meeting regarding the development of Begonia Street.
- Met with potential developer regarding Johnston Island.
- Continued working on the land development regulations update.
- 17 building permits reviewed.
- One tree permit submitted, three issued.
- Sent variance and use by exception notices

## **Police**

- Continued computer-aided dispatch (CAD) provisioning.
- Staff participated in a CAD progress update meeting.
- Recognized the employees of the quarter.
- Staff participated in a webinar with Ring.
- Chief attended the Duval County Sexual Assault Awareness month campaign ceremony.
- Chief attended the Crimestoppers event.
- Staff attended response to resistance training.
- Staff met with contractor in reference to life\guard station.
- Staff participated in vehicle barrier training.
- Lifeguards started beach patrols.
- Staff assisted local contractor who needed beach driving training.
- Staff worked on wildlife management template plan.
- Held a sergeant promotional exam.

## **Public Utilities**

- New gate arms installed at water treatment plant #1; replaced chlorinator at plant #2; performed routine maintenance; and performed required system sampling at all water treatment plants.
- Continued work on the 2018 water audit for St. Johns River Water Management District.
- Relocating meter box out of driveway on Beach Avenue.
- Isolating valves for change out on Gavagan Road.
- Continued work on septic-to-sewer conversion.
- Completed 11 permit reviews, performed citywide meter change outs and service orders.
- Performed multiple locates throughout city.
- Performed routine maintenance and checks on lift stations.
- Performed required system sampling and operations at wastewater treatment plant.
- Continued working on consumptive use permit with John Collins for drinking water plants.
- Met with contractors to coordinate city utility connections for Fleet Landing project and Ahern Street townhome project.

## **Public Works**

- The Sherry-Seminole sidewalk project continues; April 5 is day 83 of 170.
- A pre-construction meeting has been scheduled for April 4 to discuss start date for the milling and paving project.
- Engineers to scope the work for stormwater project on South Seminole Road.
- Received the North Seminole Road surveys. Preparing to go out to bid for ditch cleaning contract.
- Dug out the sand drifts at 7<sup>th</sup>, 11<sup>th</sup> and 13<sup>th</sup> Street beach accesses.
- Sodded Ahern Street beach access right-of-way.
- Re-sodded play area at Jordan Park.

- 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 is under way. The courts will be closed about three weeks.
- Met with the deputy city manager and others to discuss striping at Donner tennis courts.
- Howell Park south bridge replacement is completed. Replacement of the small bridge on the east side of the ditch begins April 15.
- Coquina shell for Howell Park and Tideview Park is on order.
- The Commission approved the new crosswalk poles; met with manufacturer 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.
- Public Works completed the NPDES audit.

- **Recreation**

- Took 21 reservations for fires on the beach, flag football, Arts in the Park, park rentals and campers at Dutton Island.
- Displaying the artwork of Linda Olsen.
- Met with two committee members about events.
- Coordinating the following events:
  - Flag Football – Games began March 30
  - Songwriters – April 7
  - Wild Wonders – April 13 & 27
  - Arts in the Park – April 13
  - Artist Reception – April 18
  - Egg Hunt – April 20
  - Acoustic Night – April 28