

April 12, 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 Seventh Street resident regarding right-of-way issues.
- Met with a group of Sevilla homeowners regarding ongoing flooding issues.
- Dealt with several employee issues.
- Attended a joint Chamber luncheon.
- Attended the April 8 Commission meeting.
- Met with the Mayor and Advanced Disposal regarding recycling and extending the service contract.
- Attended a Beaches Town Center merchants parking meeting in Neptune Beach.
- Reviewed presentation for Mayport Road.

Deputy City Manager

- Attended the state-of-the-Beaches Chamber of Commerce luncheon.
- Attended a Beaches Town Center merchants parking meeting.
- Attended training for the SaferWatch notification system.
- Chaired a Florida Municipal Communicators Association Awards Committee conference call meeting.
- Worked with the executive assistant to the city manager to publish the monthly utility bill insert newsletter.
- Attended a Chamber of Commerce board meeting.
- Prepared Commission agenda items for the proposed special magistrate agreement and for the purchase of a lightning detection and warning system.
- Met with the police chief and a Beach Avenue property owner about a planned redevelopment.
- Met with Mayor Glasser and the Beaches Go Green director about upcoming environmental initiatives.
- Published an e-newsletter.
- Attended the April 8 Commission meeting.
- Assisted the city manager with several employee issues.
- Met with a Sturdivant Street resident regarding traffic and noise concerns.

- Prepped for the April 15 Mayport Road corridor improvements open house.
- 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 46 building permits.
- Conducted 43 plan reviews and 168 inspections.
- Provided a floodplain determination letter with additional background.
- Sent a building condemnation letter for 198 Poinsettia Street, with 30-day deadline.
- Met owner of Mayport Road property to discuss demolition and/or remodeling of buildings.
- Our new receptionist, Christian Giles, began work April 11.
- Attended a development review meeting and discussed Selva Preserve and a remodel project with property owners.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the April 8 Commission workshop and April 8 regular Commission meeting.
- Processed and published the draft agenda packet for the April 22 regular Commission meeting.
- Worked on the ongoing records management project of converting records from hard copy to electronic copy; scanned 1997, 1998, 2012 and 2013 Code Enforcement Board records into Laserfiche for long-term storage.
- Worked on designing an online application for utility services form for our finance department.
- Completed minutes for the April 8 regular Commission meeting.
- Processed 13 lien letter requests.
- Updated office procedures regarding lien letter requests with cashier's input.
- City clerk attended the April 14 Jax Chamber luncheon.

Engineering

- Presented analysis of flooding issues to Sevilla Homeowner's Association.
- Developed impact area maps for the Aquatic Drive Hazardous Mitigation Grant Program grant to support the Department of Emergency Management environmental review.
- Began analysis of north Seminole Road survey data to develop drainage improvements for Tiffany-by-the-Sea and neighboring properties.
- Reviewed Selva Preserve drainage plans.
- Attended National Oceanic and Atmospheric Administration training on sea level rise and adaptation planning.

Finance

- Vendor checks – 73 for \$115,389.65
- Payroll checks – 158 for \$297,315.41
- Purchase orders issued – 27 for \$57,703.84
- Service orders requested by Finance staff – 165
- Service orders completed by Finance staff – 165
- Processed 3,192 utility bills.

Human Resources

- Participated in the Florida League of Cities Monday morning legislative call.
- Met with the city manager, deputy city manager, a department head and a customer regarding a customer service issue. Worked on two other employee matters.
- Working with Mission House on providing temporary manual labor for Public Works due to several employee long-term absences.
- Worked with Information Technology to update the Human Resources website application process.
- Worked with a department head on revising the field trip form.
- Working with the City's insurance broker to resolve a claim against an at-fault driver who totaled a police vehicles.
- Attended an annual employment law seminar.
- Met with the city manager, a department head and supervisor regarding an employee matter.
- Reviewed applications for the Information Technology position.
- Attended the joint Chamber luncheon.

Planning/Community Development

- Attended the biweekly adaptation working group in downtown Jacksonville.
- Wrote six staff reports for the upcoming Community Development Board meeting.
- Had a conference call with our National Parks Service contact to discuss park charrettes.
- Attended National Oceanic and Atmospheric Administration's climate resiliency training in Ponte Vedra.
- Met with the business owners on Mayport Road to discuss grants and zoning.
- Met with residents of Seville Linkside to discuss flooding issues.
- Continued working on LEED for Cities certification.
- Met with a food truck operator to discuss setting up periodically at City Hall.
- Prepared and presented a zoning change request and final reading of the Comprehensive Plan to the City Commission.
- Prepared staff reports and published the agenda for the Community Development Board's April 16 meeting.
- Presented the Environmental Stewardship Committee's (ESC) recommendations on changes to the Tree Protection Code to the City Commission at their April 8 workshop.
- Presented the City Commission's comments on the ESC's recommended changes to the Tree Protection Ordinance to the ESC at its April 10 regular meeting.
- Continued working with the consultants on the land development regulations update. Uploaded the update to the City's website.

- Illegal tree removal on Seminole Road: Owners have responded and will be submitting their permit application by the end of the week. They intend to appeal the calculations and required mitigation
- 198 Poinsettia: The notice to demolish was mailed on April 10 to the owner and Wells Fargo, emailed to Wells Fargo, and posted at the property on April 11. The City will obtain bids to quickly proceed if the owner or bank does not take action.
- Watered trees at Johansen and Donner parks; trained resident Mark Tingen to be an additional volunteer/driver.
- Lined property listed for sale -- 1365 Violet St.: This property has two Code Enforcement violation liens. One is accruing daily fines and the total exceeds the property value. The City has received numerous calls regarding the lien status and amount from interested buyers.
- Posted an illegal Dumpster notice.
- Stopped a pool contractor on Beach Avenue from piping water from a new pool construction through the lot behind him and onto East Coast Drive.
- Active Code Cases: 95
- 27 building permits reviewed.
- Three tree permits issued.

Police

- Staff met with SaferWatch representatives to discuss crime tip app.
- Staff held phone conference with Ring representatives to discuss crime fighting partnership.
- Chief gave a presentation on surviving an active-shooter incident.
- Chief spoke at the Victim's Rights Week kickoff event.
- Chief participated in the Sexual Assault Awareness Week "I ASK" event.
- Chief and staff met with various homeowners at their residence to discuss parking issues.
- Chief attended the April 8 Commission meeting.
- Chief attended the Beaches Chamber luncheon.
- Staff continued with computer-aided dispatch provisioning.
- Staff worked with lifeguards in preparation for the upcoming season.
- ABPD hosted the regional crossing guard training.
- Staff continued efforts on the coyote project.
- Staff prepared for the April 13 Arts in the Park and other community upcoming events.
- Staff continues to work with volunteers, assigning them various duties and responsibilities.
- Continuing to train new officers and a new dispatcher.

Public Utilities

- Completing work on the 2018 water audit for St. Johns River Water Management District.
- Continued work on septic-to-sewer conversion.
- Completed 13 permit reviews; performed citywide meter change outs and service orders; repaired water break on Stanley Road; set tap and meter for a new residence on Jackson

Road; relocated water service on Beach Ave; issued meters for construction use at Fleet Landing and new Atlantic Preserve subdivision; removed clogged debris from two separate sewer mains.

- Replaced leaking plug on well at water treatment plant #1; Ring Power worked on generator at plant #3; performed routine maintenance and required system sampling at all water treatment plants.
- Performed multiple locates throughout City.
- Performed routine maintenance and checks on lift stations.
- 13 lift stations completed on Data Flow.
- Performed required system sampling and operations at wastewater treatment plant; had contractor troubleshoot AC for reclaim building; changing transfer pump in Davco tank.
- Continued working on consumptive use permit with John Collins for drinking water plants.

Public Works

- The Sherry-Seminole sidewalk project continues; April 12 is day 90 of 170.
- Painted parking cap lines on Seventh Street between Ocean Boulevard and East Coast Drive.
- Engineers have received notice to scope the work for stormwater project on South Seminole Road.
- Performing beautification work in islands around the city.
- Received the North Seminole Road surveys. Preparing to go out to bid for ditch cleaning contract.
- Dug beach sand from around the bushes at Seventh Street beach access.
- Milling and paving will start about June 3 (weather permitting).
- Working with the Florida Department of Environmental Protection for the \$30K grant for the 10th Street beach walkover.
- Letters sent to FDEP requesting permits for the 12th 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 for three or four weeks.
- Howell Park 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. Locations will be presented to Commission for approval.
- 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.
- Striping Donner Park football field every Friday.
- An Eagle Scout project is scheduled to begin on April 27. A Hammock Village will be built at the entrance to Tideview Park at the Camelia Street entrance.
- Received consultant's report on the West Plaza pipe valve project.
- Preparing Parks for Wild Wonders and Arts in the Park.
- Installed "local traffic only" sign at Ahern and Beach Avenue.
- Russell Park restrooms refurbishing project is getting ready to go out to bid.

- Putting a Marshside ditch cleaning project out to bid.

Recreation

- Took 14 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 Linda Olsen.
- Met with two committee members concerning events.
- Coordinating the following events:
 - Wild Wonders – April 13 & 27
 - Arts in the Park – April 13
 - Artist Reception – April 18
 - Egg Hunt – April 20
 - Acoustic Night – April 28
- Flag Football - Saturday, 9:00 am – 1:00 pm – Donner Park
- Arts in the Park – Saturday, 10:00 am – 5:00 pm – Johansen Park
- Wild Wonders – Saturday, 1:00 pm – Dutton Island
- Taekwondo – Mondays & Wednesdays - 6 pm & Fridays, 10:30 am – Baker Center
- Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
- Qigong – Wednesdays, 9:30 am – 10:30 am – Adele Grage
- Senior Aerobics – Wednesdays, 10:30 am – 12:30 pm – Baker Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
- Yoga, Wednesdays, 5:00 pm & Thursdays 6:00 am – Adele Grage