

March 1, 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

- Participated in teleconference with North Florida Land Trust representative regarding Johnston Island.
- Attended a Neptune Beach City Council meeting on paid parking.
- Attended the Feb. 25 City Commission workshop and meeting.
- Discussed an ongoing construction project in AB with the ownership's representative.
- Met with Stone Engineering regarding ongoing projects.
- Met with citizen to discuss financing opportunity for stormwater and other City projects.
- Met with the Neptune Beach city manager to discuss moving the paid parking program forward.
- Attended a 2019 Florida legislative preview event in Jacksonville featuring a panel of reporters who cover the Legislature.

Deputy City Manager

- Assisted city manager with various issues, including but not limited to: Prospective Johnston Island purchase;
- Held a collective bargaining unit grievance meeting.
- Attended a 2019 Florida legislative preview event in Jacksonville featuring a panel of reporters who cover the Legislature.
- Reviewing skate park rules/documents to determine whether bicycles may be allowed in the park.
- Accepted role as chairperson of the Florida Municipal Communicators Association Awards Committee.
- Received an award at the annual Refreshing Women P.U.S.H. Ministry luncheon in Arlington.
- Attended the Feb. 22 COAB black history play/dinner at Beaches Vineyard Church.
- Assisted with the Feb. 23 Beaches Go Green community movie/panel at Beaches Town Center.
- Attended the Feb. 25 City Commission workshop and meeting.

- Utilized various communications channels to inform citizens about these matters and more: the impervious surface ordinance; March 2 WellFest at Johansen Park; March 10 Beaches Go Green beach/park cigarette butt cleanup; March 23 Tour de Parks; April 13 Arts in the (Johansen) Park; and April 20 Easter Egg hunt at Jordan Park.

Building

- Issued 39 building permits.
- Conducted 43 plan reviews and 161 inspections.
- Participated in inter-departmental meeting and discussed two six-lot developments, stormwater compensatory storage, and floodplain requirements.
- Met with developers of six lots on Begonia Street, in flood zone, with Public Works and Planning/Community Development.
- Communicated with a bank and Code Enforcement regarding sale, foreclosure and condemnation of 198 Poinsettia.
- Discussed permitting procedures in flood zones during departmental meeting.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Feb. 25 Commission workshop, Feb. 25 regular Commission and Feb. 27 board/committee training meetings.
- Processed, published and distributed agenda packets for the Feb. 27 board/committee training and the March 11 Commission, and March 12 Code Enforcement Board meetings.
- Assisted with preparing and compiling board and committee training materials.
- Working on minutes for the Feb. 25 regular Commission meeting.
- Finished drafting minutes for the Feb. 20 Commission workshop and Feb. 21 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Drafted appreciation letters for outgoing board and committee members.
- Processed 13 lien letter requests.
- Working on records project to update city vehicle files.
- Prepared the public hearing notice for Ordinance No. 33-19-24 (mayoral terms) scheduled for the March 11 Commission meeting.

Engineering

- Fielded technical questions before and at City Commission meeting regarding impervious area analysis and implications of code change.
- Responded to numerous requests from homeowners and builders regarding implementation of Ordinance 90-19-238 (impervious surface regulations).
- Attended Duval County Local Mitigation Strategy meeting and presented Mary Street stormwater improvement project and Cutlass road culvert replacement project; both are being included in Duval County's Hurricane Michael tier III funding request
- Met with a developer about stormwater management and lot grading options at a Begonia Street lot.

- Attended meeting with a City of Jacksonville representative and Florida Inland Navigation District (FIND) Commissioner Michael O'Steen about including the purchase of Johnston Island purchase in a 2018 FIND grant application request.
- Completed scope of work and schedule discussions with Jones Edmunds regarding technical support for the City's grant-funded resiliency study effort.
- Worked with Public Works to scope needs for the West Plaza Road check valve project, wetlands and permitting evaluation, and south Seminole Road stormwater project scope of work and fee revision with Hanson.
- Attended Lower St. Johns River TMDL Executive Committee meeting as a representative for the three Beaches cities.

Human Resources

- Processed regular and pension payrolls.
- Advertising for general maintenance worker.
- Assisted management with a personnel issue.
- Investigated and closed out a risk management matter.

Information Technology

- Installed a new virtual server to run the physical security, print serving, and document management applications.
- Performed system repairs on the City's physical security system, including the doors on the Commission Chambers and City Hall and the gate at Public Works.

Planning/Community Development

- Prepared for and presented the impervious surface ordinance, façade grant resolution, and public art resolution at the Feb. 25 City Commission meeting.
- Participated in the first multiagency Adaptation Action Area Working Group hosted by the City of Jacksonville.
- Marked tree locations and walked the planting sites at Johansen and Donner parks with the City's tree supplier. Staff flagged the locations of nearly 100 trees to be planted.
- Submitted the LEED for Cities application.
- Reviewed the City consultant's proposed revisions to the land development regulations.
- Met with representatives from the Atlantic Beach Country Club homeowners association (HOA) as the group continues to work through its transition from developer management to the HOA.
- 23 building permits reviewed.
- Three tree-removal permits submitted.
- Working 98 code cases.
- Designed applications for the façade improvement and public art grants.
- Posted notices on properties for the March 12 Code Enforcement Board meeting.

Police

- The chief recognized the 2018 employees of the year at the Feb. 25 Commission meeting. Employees of the quarter were recognized separately at the Police Department.
- The chief attended a meeting with True North, a faith-based group that focuses on mental health issues at the beach.
- Staff met with a representative regarding a community technology approach to crime tips in crime intelligence information.
- The department hosted and participated in the following training classes: operational staging, national grid, and de-escalation tactics.
- The chief met with the St. Johns County sheriff and his staff to discuss law enforcement-related trends.
- Staff met with Jacksonville Sheriff's Office representatives to debrief a critical incident and discuss training opportunities.
- Staff worked on various grant submissions.
- Staff participated in a conference call with the State Attorney's Office to discuss misdemeanor filing.
- The chief attended the Continuance of Care Board meeting

Public Utilities

- Completed consumptive use permit for John Collins for drinking water plants.
- Reviewed/approved 14 permits.
- Continued work on SCADA system install.
- Installed force main on Mealy Street.
- Planning for septic-to-Sewer conversion on Begonia.
- Performed routine maintenance and checks for four water plants and ran extension on chlorine feed line.

Public Works

- The Sherry-Seminole sidewalk project continues.
- The Russell Park walkway project is complete.
- Completing roping off dunes; dune-protection signs are up.
- Bids have been opened for the milling and paving project; will be presented to the Commission on March 11.
- Replacing railroad ties in Howell Park.
- Creek bank cleaning and clearing on Seminole Road is done.
- The Donner Park tennis and pickleball court resurfacing project likely will begin in early April. Courts will be closed about 45 days.
- Received quotes to replace the south bridge in Howell Park.
- Received quotes for coquina shell for Howell Park and Tideview Park.
- Presenting price for eight more crosswalk signs to City Commission on Mar. 11.
- An Eagle Scout completed project adding a bench and picnic table to Howell Park.
- Met with the planning and community development director about tree planting in Johansen Park.

- Aquatic Dog Park is being re-sodded.
- Meeting with consultant about the bike pump track project.

Recreation

- Took 10 reservations for fires on the beach, flag football, Arts in the Park, park rentals, and campers at Dutton Island.
- Displaying the artwork of Aisha McBurnie.
- Coordinating the following events:
 - o Flag Football – Begins in March
 - o Wellfest – March 2 (10 a.m.-4 p.m. in Johansen Park)
 - o Bike Tour – March 23
 - o Wild Wonders – March 9 and 23
 - o Acoustic Night – March 24
 - o Arts in the Park – April 13
 - o Egg Hunt – April 20
- Upcoming:
 - o Songwriters – Sunday, 6-8 p.m., Adele Grage