

June 7, 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

- Reviewed parking configuration at 10th Street at the request of a citizen.
- Discussed a vested rights issue with the city attorney and staff.
- Participated in a hurricane/emergency preparedness exercise with COJ Emergency Management and other Beaches cities.
- Reviewed audit process with auditors.
- Attended June 5 Beaches Watch meeting.
- Discussed Hazard Mitigation Grant Program regarding Aquatic stormwater project and engineering.
- Continued working on 2019-20 budget.

Deputy City Manager

- Participated in a vested property rights discussion with the city manager, city attorney, and planning/community development director.
- Working with some citizens and Police on dog park concerns.
- Promoted new lightning-prediction system.
- Utilized various communications channels to inform citizens about these matters and more: June 5 Beaches Watch meeting; June 7 blood drive; June 14 Beaches Go Green beach and community; cleanup; June 15 Surfing with a Cop event; June 18 FDOT open house on proposed Atlantic Boulevard-A1A intersection improvements at the Beaches Branch Library; June 19 Beaches Sea Level Rise Symposium at Fletcher High; June 24 community celebration for Bill Gulliford.

Building

- Began lobby remodel.
- Issued 48 building permits.
- Conducted 31 plan reviews and 177 building inspections.
- Researched sign permit fees.
- Met with property owner regarding unsatisfactory work.

- Met with Code Enforcement on three cases.
- Met with engineer and owners of Cloister condominium units.
- Discussed nuisance ordinance with city manager, deputy city manager, and planning/community development.
- Attended development departments meeting and discussed ABBQ restaurant inspections, right-of-ways, vested rights, and City property in flood zone.

City Clerk

- Processed, published and distributed final agenda packets and mayor's agenda for the June 10 Commission meeting.
- Attended and recorded bid opening for Bid No. 1819-06 – Russell Park Restroom Remodel.
- Edited and posted draft minutes from the May 28 Commission meeting.
- Processed eight lien search requests.
- Visited Tax Collector's Office for title, registration and plate transaction for Public Works 2019 Chevrolet Express Van.
- Cancelled registration on five sold City vehicles through Tax Collector's Office.

Engineering

- Revisited reported flooding issues at Sevilla with HOA representative.
- Prepared a response to request for additional information regarding the Camelia Street lift stations HMGP application.
- Met with property owner on Stocks Street to assist with drainage design.
- Analyzed operation of the reuse system serving Atlantic Beach Country Club to aid in resolving capacity issues.
- Reviewed north Begonia survey to begin developing septic-to-sewer approach for this area of the City.
- Reviewed and commented on draft Consumptive Use Permit application for potable water withdrawals.

Finance

- Payroll Checks – 180 for \$294,822.88
- Vendor Checks – 94 for \$190,325.08
- Purchase Orders Issued – 49 for \$124,196.59
- Service Orders requested by Finance Staff – 220
- Service Orders completed by Finance Staff – 221
- Utility Billing Department – billed 2,567 utility bills
- Held bid opening for Russell Park restroom remodel.

Human Resources

- In-processed two Recreation interns.
- Processed employee payroll.

- Processed new Police vacancy.
- Preparing for hiring of new Public Works park rangers.
- Out-processed two employees (park ranger, police officer).

Planning/Community Development

- Revised the scope of work and timeline for the City's resiliency grant.
- Posted the public notification for Community Development Board meeting in Beaches Leader.
- Worked with city attorney on the land development regulations (LDR) update ordinance that will accompany the LDR redline.
- Attended the monthly Transportation Coordinating Committee meeting.
- Met with residents regarding tree mitigation.
- Met with Mayport Road business owner about Marsh Oaks.
- Met with a resident about his variance denial.
- Reviewed 23 building permits.
- One tree permit submitted; two issued
- Continuing flooding vulnerability assessments analysis, mapping and drafting language.
- Continued with Esri GIS training.
- Met with the City's GIS specialist to continue training on COAB GIS functions.
- Attended the Environmental Stewardship Committee (ESC) Outreach Subcommittee meeting.
- Managed active code cases: 78
- Consulted with city attorney regarding moving forward with a Code Enforcement action.
- Met with four citizens regarding code issues.
- Posted a stop work order.
- Made corrections, updated and printed departmental brochures for front desk.
- Edited three letters in TRAKiT.
- Worked on cleaning up 6,000-address spreadsheet for ESC postcard mailing with Staples for ESC postcard (finished).
- Finalized postcard and address list and sent to Staples for quote.

Police

- Staff continued working on lifeguard station issues.
- Staff continued computer-aided dispatch (CAD) upgrades.
- Staff participated in accreditation policy reviews.
- Search warrant on Sargo Road (two arrests, one gun with filed off serial number, methamphetamine and marijuana seized).
- Staff/officers attended Response to Resistance training and legal review.
- Chief participated in the 2019 Beaches Regional Hurricane Tabletop Exercise.
- Chief attended the Women's Collaborative Luncheon.
- Chief and Staff continue FY 2018-19 budget review and 2019-20 budget projections.
- Chief and staff continue ABPD branding efforts.
- Chief met with SaferWatch rep to discuss COAB roll-out.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants, replaced backflow on potable water line at WTP #2, met with contractor regarding upcoming tank project for WTP #3, worked on regulatory reports.
- Continued work on septic-to-sewer conversion.
- Completed locates for directional drilling on Mayport Road.
- Completed meter sets for new condos on Ahern Street.
- Completed 17 permit reviews, 13 inspections, locates, service orders and consumption reports.
- Locating sewer lateral on Seminole Road for drainage project.
- Completed meter sets for Fairway Villas.
- Met with pipe lining contractor for Levy Road.
- Completed case "B" for Fleet Landing project overnight.
- Replaced service for a resident on Main Street.
- Performed required system sampling and operations at wastewater treatment plant.

Public Works

- The Sherry-Seminole Sidewalk project continues; June 7 is day 146 of 170.
- Skate Road sidewalk from Plaza to Cavalla Road should be completed this week with final walk through scheduled for next week.
- Received bid for Russell Park restrooms refurbishing. Will go to Commission on 6-24-19.
- Marsh Side ditch cleaning project goes to Commission for approval on 6-10-19.
- Worked on next year's budget.
- Trimmed the trees around the Russell tennis courts getting ready for new lighting.
- Getting quotes for refinishing the cedar siding at Gail Baker Community Center.
- Began installing cigarette butt containers along each beach access.
- Ordered new beach access lightning information signs.
- Built new barrier/fence on Saturiba Drive to prevent parking in the right-of-way.
- Building new ADA wheelchair ramp to sidewalk at Sailfish Drive and Seaspray Avenue and getting ready to install crosswalk signs.
- Installed new soccer goals in Russell Park.
- Installed new lightning prediction poles and lightning system at 6th and 16th street.
- Milling has been completed and the paving is ongoing.
- Working on the south west section of Howell Park installing new RXX ties. Have started the coquina on the north end.
- Installed new bench at Donner Park tennis courts.
- Ordered new crosswalk warning signs.

Recreation

- Took 11 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Assisted Thor Guard on the lightning-prediction system.

- Displaying the artwork of Tia Overstreet and Abbey Matthews at Adele Grage.
- Working with Shimp Sign & Design on the sign for Bull Park.
- Staffed the Cultural Arts and Recreation Advisory Committee meeting.
- Met with the air-conditioning company servicing Adele Grage.
- Booked Vic Micolucci to emcee the Jazz Festival.
- Coordinating the following events:
 - Wild Wonders – June 8 & 22 (11 am)
 - Songwriters – June 9
 - Acoustic Night – June 30
- 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