

May 3, 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

- Out of the office Monday-Wednesday.
- Attended the May 1 Beaches Watch “after the storm” presentation in Jacksonville Beach.
- Went to the May 2 Beaches Town Center kiosk ribbon-cutting.
- Met with Chief Cook and the deputy city manager regarding lifeguard tower and new alerting system.
- Met with Department Heads regarding ongoing and new projects for the upcoming budget year.
- Inspected landscaping on Mayport Road.
- Along with the deputy city manager, examined a public utilities issue at Atlantic Beach Country Club.

Deputy City Manager

- Attended the April 27 Beaches Habitat community event.
- Helped represent Atlantic Beach in the April 28 Opening of the Beaches Parade in Jacksonville Beach.
- Attended the May 1 Beaches Watch “after the storm” presentation in Jacksonville Beach.
- Went to the May 2 Beaches Town Center kiosk ribbon-cutting.
- Assisting with rollout of Utilities’ paperless billing solution.
- Worked with IT, Building and others on a new telephone tree – the automated options residents/customers get when they call City Hall.
- Discussed safety issues with the Atlantic Beach Elementary School principal.
- Assisted with land development regulations update planning.
- Helped prepare the May 13 City Commission agenda.
- Working with the city manager and departments on capital improvement project planning.
- Worked on LEED for Cities public relations. Also utilized various communications channels to inform citizens about these matters and more: Sea turtle nesting season; bicycle theft prevention; the May 1 Beaches Watch “after the storm presentation”; May 4

hazardous waste collection event in Jacksonville Beach; May 18 Dancin' in the Streets festival; and May 22 recycling forum at AB City Hall.

Building

- Issued 47 building permits.
- Conducted 60 plan reviews and 152 building inspections.
- Toni Gindlesperger passed the International Code Council permit technician exam, becoming a certified permit technician.
- Met with city attorney regarding condemnation letters and land development rewrite revisions.
- Met with Police regarding emergency procedures.
- Submitted annual Community Rating System Audit and received approval to maintain Level 7.
- Issued supplemental letter for condemnation of 198 Poinsettia with June 1 deadline.
- Attended development meeting, discussed survey minimum requirements, and met with prospective owners of wetlands.
- Issued temporary partial certificate of occupancy for sales area of new Planet Fitness.

City Clerk

- Processed and published draft agenda packet for the May 13 Commission meeting.
- Completed minutes for the April 22 Commission meeting.
- Processed 13 lien letter requests.
- Administered the oath to a new general maintenance worker.
- Worked on the ongoing records management project of converting records from hard copy to electronic copy; scanned Code Enforcement Board records into Laserfiche for long-term storage.
- Drafted a notice of hearing to consider reduction of fines for July 9 special magistrate hearing.
- Updated Commission page on the iCompass agenda portal.
- Worked on designing a lien letter request form.
- Completed extensive public records request involving research dating to 1982.
- Coordinated with Municode on codifying recently adopted ordinances for Supplement 45.

Engineering

- Conducted a site visit, reviewed air quality reports and provided recommendations relating to the lifeguard station.
- Developed documentation in response to information requests by the Florida Department of Emergency Management for multiple Hazard Mitigation Grant Program applications.
- Met with JEA staff members to discuss utility infrastructure coordination in the Mayport and Wonderwood areas.

- Worked with Public Utilities staff to develop information required for the City's St. Johns River Water Management District consumptive use permit application for water withdrawals.
- Continued development of the City's Vulnerability Assessment.
- Reviewed and provided comments on the 30% Aquatic Gardens stormwater improvement project.

Finance

- Vendor Checks – 129 for \$173,177.46
- Pension Payroll Checks – 99 for \$173,770.84
- Purchase Orders Issued – 44 for \$100,455.41
- Service Orders requested by Finance Staff – 156
- Service Orders completed by Finance Staff – 157
- Processed 2,564 utility bills

Human Resources

- Participated in Florida League of Cities Monday morning legislative call.
- In-processed a new general maintenance employee.
- Closed out two vacancies and sent applications to the department head.
- Processed pension payroll for May 2019.
- Worked with a department head and upcoming summer internship program; developed recruitment process.
- Contacted several companies regarding the provision of temporary manual labor candidates to fill Public Works' needs.
- Reviewed applications for park ranger position.
- Dealt with two insurance questions.
- Spoke with an employee regarding his position and out-of-position pay.
- Met with city manager, a department head and a supervisor regarding several employee matters.
- Continuing to research employee timekeeping options.
- Worked with Finance to provide additional information needed for annual audit.
- Reviewed additional applications for the IT director position.

Planning/Community Development

- Staff devoted three days to Land Development Regulations (LDR) update review with the City Attorney.
- Prepared notices for the upcoming Community Development Board meeting.
- Prepared agenda for the Environmental Stewardship Committee Outreach Subcommittee.
- Reviewed 10 building permits.
- Submitted two tree permits; one issued.
- Posted two stop work orders for work without a permit.
- 198 Poinsettia: revised notices were sent to the owner, mortgage holder, attorney for mortgage holder, and attorney for owner.

- Active Code cases: 81
- Began developing webpage for Coastal Vulnerability Assessment Adaptation & Resiliency.
- Worked on the postcard for LDR mailing (and finalized).
- Worked on the mailing list for LDR mailing.

Police

- Chief spoke at JP Hall scholarship dinner.
- Staff attended OceanGate neighborhood celebration.
- Staff participated in the Opening of the Beaches parade.
- Staff met to discuss volunteer program.
- Staff met to discuss agency branding.
- Staff worked on 2019-20 budget items.
- Staff worked on Marsy's Law compliance.
- We continue computer-aided dispatch provisioning.
- We recognized our "Student in the Spotlight".
- Staff attended mandatory firearms training.
- Chief attended Parkland shooting presentation by Sheriff Gualtieri.
- Chief attended women's luncheon.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; resolved control circuit electrical issue; obtaining quotes and inspections for upcoming projects.
- Continued work on septic-to-sewer conversion.
- Met with John Collins' team to finalize documents for 2018 Water Audit for the St. Johns River Water Management District.
- Completed eight permit reviews; six inspections, performed 16 meter change outs, conducted 49 locates and completed eight service orders.
- Conducted water main taps on Gavagan Road and Ahern Street.
- Distribution crew ran new lines and installed a new hydrant at Dutton Island.
- Crews repaired two emergency water breaks.
- Performed routine maintenance and checks on lift stations.
- 24 lift stations completed on Data Flow.
- Performed required system sampling and operations at wastewater treatment plant; Florida Rural Water Association performed meter calibration on reuse system meter.

Public Works

- The Sherry-Seminole sidewalk project continues; May 3 is day 111 of 170.
- Trimming trees around the City; working on lifting low hanging branches.
- New LED lighting at Russell Park tennis courts is being requisitioned.
- Milling and paving will start about June 3 (weather permitting).
- Working on installing new 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.
- New crosswalk warning signs have been ordered.
- Design for the Skate Road sidewalk from Plaza to Cavalla Road goes to Commission on May 13 for approval.
- An Eagle Scout project (hammock village) is scheduled to begin soon.
- Russell Park restrooms refurbishing project is getting ready to go out to bid.
- Marshside ditch cleaning project is scheduled for bid on May 8.
- Aquatic Dog Park water fountain is installed.
- Engineers have the notice to proceed to scope the work for storm water project on South Seminole Road (45 day turnaround).
- Received the North Seminole Road surveys and preparing to go out to bid on a ditch cleaning contract.
- Letters sent to Department of Environmental Protection requesting permits for the 12th Street beach walkover.
- Received new soccer nets for Russell Park.
- Held a budget meeting with Public Works staff.
- Dug out dirt border around Donner Park tennis courts.

Recreation

- Took 16 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Working on the 2019-20 budget inputs and end of the year projections.
- Posted internship flyer at the community centers.
- Sent out the contracts for Shakespeare and the musicians for the Jazz Festival.
- Coordinating the following events:
 - Songwriters – May 5
 - Wild Wonders – May 11 and 25 (11 am)
 - Acoustic Night – May 26
- 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