

May 10, 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**

- Resolved placement of Purple Heart City signs.
- Met with Harden and Associates' representatives to discuss insurance renewals for upcoming fiscal year.
- Met with Neptune Beach officials regarding interlocal agreement for Town Center parking.
- Conducted interviews for principal planner position.
- Participated in telephone conference with National Parks Service regarding the Parks Master Plan.
- Met with staff and Special Magistrate to discuss process.
- Reviewed the land development code with various staff members, mayor and commissioners.

**Deputy City Manager**

- Worked on North Beaches parking program planning.
- Participated in special magistrate meeting.
- Reviewing information technology director applications.
- Working with Beaches Go Green on placement of cigarette "ash cans" throughout AB.
- Attended the May 8 Environmental Stewardship Committee meeting; assisting with outreach.
- Volunteered with Health Planning Council/Fletcher Middle School bike-to-school event.
- Participated in parks master planning meeting with National Parks Service representatives and a local landscaping association official.
- Updated the COAB e-newsletter contact list; there are now 3,020 subscribers.
- Worked with Public Works to get Purple Heart City signs installed at the landscaped "Welcome to AB" at Atlantic Boulevard and Seminole Road, and on Mayport Road near Fleet Landing.
- Utilized various communications channels to inform citizens about these matters and more: a Duval County mitigation survey; sea turtle protection; Bull Park Wednesday farmer's market; May 13 Commission meeting; May 15 Commission/Community

Development Board workshop on the land development regulations rewrite; May 18 Dancin' in the Streets festival; May 20 Commission workshop on the North Beaches parking program; and the May 22 recycling forum at AB City Hall.

## **Building**

- Issued 63 building permits.
- Conducted 21 plan reviews and 144 building inspections.
- Met onsite with developers of property on Begonia Street.
- Weekly development meeting: met with two builders, discussed City GIS, Land Development Regulations rewrite, and current projects.
- Building Department meeting: Discussed permit applications, Survey Bulletin, flood zones, and scheduling rough inspections.

## **City Clerk**

- Processed, published and distributed final agenda packets for the May 13 Commission and March 15 Joint Workshop with Community Development Board and City Commission.
- The associate city clerk attended and recorded opening for Bid No. 1819-15 for reconstruction of roadside ditches and swales.
- Finished drafting minutes for the March 27 Board Member Review Committee (BMRC) meeting.
- Processed 15 lien letter requests.
- Facilitated delivery of election equipment and met with the 1306 precinct manager in preparation of the election being held on Tuesday, May 14, 2019. Election Day polls are open from 7 am to 7 pm. Information about where to vote can be found on the Duval County Supervisor of Elections' website at [www.duval elections.com/Voter-Information/Precinct-Finder#where](http://www.duval elections.com/Voter-Information/Precinct-Finder#where).
- The city clerk and records clerk, along with Police records clerk, attended a webinar for JustFOIA public records request administrators training.
- The city clerk and records clerk, along with management and staff, attended meeting with Special Magistrate Jeb Branham to discuss code enforcement processes and procedures.
- Worked on the ongoing records management project of converting archived records from hard copy to electronic copy; scanned various records such as contracts, actuary reports, and union negotiation minutes into Laserfiche for long-term storage.
- Updated City's calendar and prepared notices for March 20 workshop.

## **Engineering**

- Develop draft text for Sec. 24-66 to discuss individually with the mayor and Commission members.
- Prepare technical specifications for painting ground storage tanks at Water Treatment Plant #3.
- Reviewed and provided comments on the 30% design for the Donner Road improvement project.

- Reviewed final Russell Park restroom improvements plans and specifications for acceptability.
- Meet with property owners to discuss development options for a Jasmine Street property.
- Began developing future GIS strategy for the City and reviewed existing concurrent licenses & associated billings.

## **Finance**

- Vendor Checks – 133 for \$145,927.79
- Payroll Checks – 177 for 290,158.20
- Purchase Orders Issued – 33 for \$29,105.83
- Service Orders requested by Finance Staff – 157
- Service Orders completed by Finance Staff – 159
- Processed 3,180 utility bills

## **Human Resources**

- Processed regular payroll.
- Attended First Coast Worksite Wellness Conference and accepted the Silver Award on behalf of the City of Atlantic Beach.
- Drafted employee payroll insert.
- Worked to resolve an employee FMLA issue. Discussed with department head and city manager, as well as employment attorney.
- Met with broker and city manager on general liability and workers' compensation renewals.
- Coordinated interviews with three principal planner applicants, drafted questions and participated in interviews.
- Worked to develop next employee wellness challenge.
- Worked with department head on details of employee promotion.
- Met with the deputy city manager on IT director applicants.
- Closed out two vacancies, reviewed and sent applications to the department head.
- Reviewed additional applications for the IT director position.

## **Planning/Community Development**

- Created the agenda and staffed the Environmental Stewardship Committee monthly meeting.
- Worked on Land Development Regulations (LDR) draft language, slides, and coordination for the upcoming workshop.
- Worked on staff reports and agenda for upcoming Community Development Board (CDB) meeting.
- Participated in interdepartmental plan review meeting.
- Met with designers of a new Beach Avenue home.
- Met with every commissioner to discuss LDR draft language.
- Participated in a conference call with Kimley-Horn to discuss LDR draft release.

- Participated in a conference call with the National Park Service to discuss park design charrettes.
- Met with new special magistrate to discuss new process and procedure.
- Interviewed three candidates for principal planner.
- Noticing and signage for three CDB meeting agenda items
- Worked on variance, use-by-exception and waiver spreadsheet/history
- Worked on cleaning O drive, merging variance documents.
- Reviewed 19 building permits.
- Three tree permits submitted; one issued.

## **Police**

- Conducted Community Police Academy range day.
- Ongoing CAD provisioning and policy development meetings; hardware purchases in process; AT&T data connection for CAD being handled by JS.
- Police officers in field training program: Zach Caprio and Jimmy Williams
- Andressa Damascena released to solo status this week.
- Reviewing the scope of work that E.B. Morris Contracting is solely responsible for in the lifeguard station mold remediation project; phone conference in the next two weeks.

## **Public Utilities**

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; ran temporary water feed line for chlorine system; cleaned well pads.
- Continued work on septic-to-sewer conversion.
- Submitted documents to John Collins for the 2018 Water Audit for the St. Johns River Water Management District.
- Completed 10 permit reviews; two inspections; 14 meter change outs; and multiple locates and service orders.
- A lightning strike may have caused water main break at 100 Royal Palms Drive. Crews worked through the night on May 3 to repair.
- Met with contractor regarding lateral replacement on Poinsettia Drive.
- Coordinating utility pole removal with Jacksonville Electric Authority for valve replacement on Gavagan Road.
- Performed routine maintenance checks and coordinating with contractor to clean wet wells on lift stations.
- 26 lift stations completed on Data Flow.
- Performed required system sampling and operations at wastewater treatment plant; had electric contractor change out motor on a pump, Department of Environmental Protection compliance inspection, conducted generator safety demo for wastewater treatment plant and lift station personnel.

## **Public Works**

- The Sherry-Seminole sidewalk project continues; May 10 is day 118 of 170.

- Ordered new informational signs for Tideview walking path.
- Installed two Purple Heart City signs.
- Installing sod and upgrading Rose Dog Park.
- Installed coquina and brick border in Aquatic Dog Park.
- Repaired steps and handrail at 20<sup>th</sup> Street beach access.
- Trimming trees around the City; working on lifting low hanging branches.
- New LED lighting at Russell Park tennis courts is being requisitioned.
- The Donner Park tennis and pickleball court resurfacing project is completed.
- Working on bleacher seating and bike rack for Donner Park pickle ball court area.
- Design for the Skate Road sidewalk from Plaza to Cavalla Road goes to Commission on May 13 for approval.
- Russell Park restrooms refurbishing project is scheduled for bid opening on June 5.
- Reviewing bid for Marshside ditch cleaning project.
- Received the North Seminole Road surveys and preparing to go out to bid on a ditch cleaning contract.
- Reworked flowers and plants at five points.
- Public Works Week is May 19-25.

## **Recreation**

- Took 12 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
- Currently displaying the artwork of Raz
- Updated facebook and the website
- Spoke with Roger Lindsay of Thor Guard concerning the Lightning Prediction System
- Received 4 applications for the internship
- Met with Cohane's concerning the Jazz Festival
- Coordinating the following events:
  - Wild Wonders – May 11 and 25 (11 am)
  - Dutton Island Paddle Tours – May 12 & 26 (11 am)
  - Acoustic Night – May 26
  - Recreation Committee Meeting – June 4
  - Songwriters – June 9
- 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