

May 17, 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 Mayport Middle School Student Council.
- Met with several citizens and staff to review stormwater ordinance.
- Reviewed preliminary budgets with several department directors.
- Attended Northeast Florida League of Cities dinner.
- Attended joint Land Development Code meeting with Commission and Community Development Board.

Deputy City Manager

- Participated in budget meetings with department heads and the city manager.
- Met with Mayport Middle School Student Council.
- Attended Sulzbacher event honoring former AB mayor Bill Gulliford, who is returning from the Jacksonville City Council.
- Attended Northeast Florida League of Cities dinner.
- Attended joint land development regulations update meeting with Commission and Community Development Board.
- Followed up on a citizen inquiry about an issue with a dune walkover.
- Fielded media inquiry about the City's coyote management and education program.
- Utilized various communications channels to inform citizens about these matters and more: Mayor Glasser being honored as a Florida League of Cities "home rule hero".
- 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 42 building permits.
- Conducted 28 plan reviews and 168 building inspections.
- Inspected property with Code Enforcement.

- Weekly development meeting: Met with two property owners with properties on oceanfront and flood zone.
- Building Department meeting: Discussed department printout materials.
- Met with owner/builders of low property in flood zone with Public Works and city engineer.
- Three inspectors attended joint Building Officials Association of Florida and Electrical Inspectors meeting and discussed electrical codes.
- Met with Beaches librarian about flood plain and FEMA documents. The City receives Community Rating System points for providing those materials to the library.

City Clerk

- Coordinated with precinct manager on accessing the polling place and facilitated the voting equipment pickup.
- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the May 13 regular Commission meeting and May 15 joint workshop.
- Processed and published the May 28 Commission meeting draft agenda packet.
- Processed and published the May 20 Commission workshop agenda.
- Received the updated AB Code of Ordinances (Supplement 45) which includes ordinances approved through Feb. 25, 2019. An electronic version of the Code of Ordinances can be accessed by clicking on the following link:
https://library.municode.com/fl/atlantic_beach/codes/code_of_ordinances
- Attended the May 16 Northeast Florida League of Cities meeting.
- Finished setting up the agenda management software, iCompass, to process Community Development Board (CDB) agendas and trained board liaison to process and publish the May 21 CDB agenda.
<https://coab.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=136>
- The records clerk attended the 2019 Florida Department of State Records Management Seminar in Orlando on May 15.
- Finished drafting minutes of the May 13 Commission meeting.
- Working on minutes for the May 15 joint workshop.
- Processed five lien letter requests.
- Registered, applied for titles, and obtained plates for two new city vehicles and purchased registration renewal decals for a public works boat and lifeguard sea doo.
- Scanned and filed old ordinances dating back to 1930s into Laserfiche.

Engineering

- Finalized text relating to Sec. 24-66 – onsite stormwater requirements.
- Met with three property owners to discuss drainage issues relating to proposed development projects.
- Presented COAB updates at the COJ Waterways Activation meeting.
- Attended COJ Storm Resiliency & Infrastructure Development Review Committee meeting.
- Conducted field inspection on North Seminole Road and continued with drainage improvement design.

- Presented our technical approach to vulnerability assessment to FDEP Office Coastal Resilience.

Finance

- Participated in budget meetings with department heads, the city manager, and deputy city manager.
- Vendor checks – 59 for \$261,709.25
- Purchase orders Issued – 28 for \$112,263.68
- Service orders requested by Finance Staff – 186
- Service orders completed by Finance Staff – 191

Human Resources

- Worked to resolve two employee FMLA issues. Worked with employees and healthcare providers.
- Met with city manager, deputy city manager and finance director on IT director applicants. Set up telephone interviews with the top candidates. Developed questions for first round of interviews.
- Met with Finance on budget questions. Budget review meeting on Friday.
- Attended a meeting on worksite wellness initiatives.
- Attended Florida League of Cities' end-of-legislative session webinar.
- Working with a job candidate on getting pre-employment items completed.
- Attended a meeting on workforce development.
- Working with insurance broker to get police building added to our Flood Insurance policy.
- Attended the Florida League of Cities dinner.
- Additional research on converting the City's pension plans to the state retirement system.
- Worked with employment attorney on discovery requests.

Planning/Community Development

- Met with other departments to review a proposal for landscaping at a Beach avenue residence.
- Presented at the joint City Commission/Community Development Board (CDB) workshop on Land Development Regulations revisions.
- Continued working on the vulnerability assessment.
- Prepared a staff report and ordinance for the proposed amendments to Chapter 23: Protection of Trees and Native Vegetation.
- Proofed minutes.
- Presented Environmental Stewardship Committee mailer resolution and a use-by-exception at the City Commission meeting.
- Met with Atlantic Beach Preservation representatives to discuss code revisions.
- Performed two site inspections for tree-removal application-related issues.
- Responded to three calls from the public regarding trees being removed within the city.
- Met with the city attorney to discuss follow up action plan for a condemned property.

- Posted three stop work orders.
- Met with four citizens to discuss code violations.
- Active code cases: 73
- Learned iCompass agenda management software to design the CDB agendas and minutes.
- Completed the agenda and set up the format for the May CDB meeting.
- Worked on history spreadsheet of all projects since 1962 (ongoing).
- Participated in budget review meeting with finance director and city manager.

Police

- Ongoing computer-aided dispatch provisioning.
- Continue with internal budget discussions in preparation for meeting with city manager.
- Held Citizens Police Academy graduation.
- Staff gave students from Mayport Coastal Sciences a tour of facility.
- Staff attended Atlantic Beach Elementary School volunteer breakfast.
- Staff attended Jacksonville Beach Police Department Police Memorial Day Service.
- Staff continued preparations for Dancin in the Street and Gospel in the Park events.
- Chief participated in a radio talk show.
- Chief attended commission meeting.
- Sgt. Adrian Moore was recognized for his promotion at the commission meeting.
- Staff attended the Local Mitigation Strategy meeting.
- Two officers are in training.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; replaced fuel gauges on diesel storage tanks; attended two-day Data Flow training.
- Water superintendent met with Florida Department of Environmental Protection regarding Consumer Confidence Reporting.
- 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 seven permit reviews; five inspections; and multiple locates and service orders.
- Inspected tie in connections for The Preserve at Atlantic Beach; met on-site with contractor for Sea Oats bid; met with contractor at Donner and Mayport Road regarding directional drilling.
- Repaired water break on 6" main, 19th Street, Stanley Road; leak on Mealy Lane, 10th Street.
- Repaired sewer cleanout on 10th; unclogged sewer main on Ahern; cleaned sewer main at 14th and Begonia.
- Installed new meter and tap on Mealy Lane; replaced damaged sod on Royal Palm; replaced boxes and dressed area on Ocean Blvd.

- Coordinating valve replacement on Gavagan Road; removed old fire hydrant on Royal Palms Drive in preparation for new hydrant.
- Performed routine maintenance and checks on lift stations.
- Replacing ceiling tiles at 902 Assisi Lane.
- Performed required system sampling and operations at wastewater treatment plant; electric contractor changed out bearings on incline conveyor.

Public Works

- The Sherry-Seminole Sidewalk project continues; May 17 is day 125 of 170.
- Installing sod and upgrading Rose Park.
- Trimming trees around the City; working on lifting low hanging branches.
- Received new soccer nets for Russell Park.
- Working on bleacher seating and bike rack for Donner Park pickleball court area.
- 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.
- Requested prices for speed radar system for Royal Palms Drive.
- Engineers have the notice-to-proceed to scope the work for stormwater project on South Seminole Road. Purchase order was issued on April 3; 45-day turnaround.
- New crosswalk signs have been ordered.
- Skate Road sidewalk from Plaza to Cavalla Road was approved by the Commission. Flyers have been posted to residents houses.
- Ordered poles for the lightning prediction and warning System.

Recreation

- Took 17 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Working on the 19-2020 budget inputs and end of the year projections
- Displaying the artwork of Raz Balotescu (reception May 16)
- Working with Taylor Sign & Design on the sign for Bull Park.
- Planning installation a bike rack at Bull Park.
- Coordinating the following events:
 - Wild Wonders – May 25 (11 am)
 - Dutton Island Paddle Tours – May 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