

May 31, 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 COJ officials about joint issues/opportunities.
- Began negotiations with Police union on new contract.
- Attended May 28 Commission meeting.
- Attended May 30 vulnerability assessment workshop.
- Continues to work on 2019-20 budget.

Deputy City Manager

- Reviewing the viability of participating in an International City Management Association small communities' video project.
- Attended May 28 Commission meeting.
- Attended May 30 vulnerability assessment workshop.
- Reviewing branding/signage initiative proposals.
- Reviewing various city fees for potential revisions.
- Reviewing some dog park protocols.
- Utilized various communications channels to inform citizens about these matters and more: an Atlantic Boulevard road closure; May 27 Memorial Day ceremony and associated AB history; May 28 City Commission meeting; May 30 vulnerability assessment study workshop; June 15 Surfing with a Cop event; June 18 FDOT open house on proposed Atlantic Boulevard-A1A intersection improvements at the Beaches Branch Library; and June 19 Beaches Sea Level Rise Symposium at Fletcher High.

Building

- Issued 41 building permits.
- Conducted 25 plan reviews and 129 building inspections.
- Met with project engineer for Selva Preserve and Steve Swann regarding development permit.

- Held Building Department meeting and discussed post-hurricane procedures and field permits.
- Met with Code Enforcement on two cases.
- Discussed oceanfront development with Florida Department of Environmental Protection.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the May 28 regular Commission meeting.
- Processed and published draft agenda packets for the June 10 regular Commission meeting.
- Worked on minutes of the May 28 Commission meeting.
- Scheduled Board Member Review Committee (BMRC) meetings on Sept 12 and Sept 18 to interview candidates interested in serving on boards/committees.
- Updated board and committee application form.
- Processed nine lien letter requests.
- Prepared and mailed 16 Notice of Hearings for July 11 Code Enforcement Special Magistrate (CESM) meeting.
- Began drafting the July 11 CESM agenda based on notice of hearing letters.
- Processed paperwork for title and plate on new Building Maintenance Van.
- Assisted department heads with documents for the June 10 Commission agenda.
- Updated templates to change the format of agendas and minutes in iCompass.
- Assisted with noticing May 30 open house and June 5 Outreach Subcommittee meetings.
- Prepared notices and updated website calendar for various BMRC meetings.

Engineering

- Continued analysis to support the City's Vulnerability Assessment.
- Prepared presentation regarding the technical approach to our Vulnerability Assessment.
- Presented Vulnerability Assessment presentation to Community Development Board.
- Completed north Seminole Road drainage improvement drawings and met with contractor to discuss.
- Met with representative of Selva Preserver to discuss floodplain compensation.
- Attended value engineering meeting with Hanson consultants regarding south Seminole Rd drainage improvements.

Finance

- Pension Payroll Checks – 99 for \$172,213.00
- Vendor Checks – 153 for \$485,846.90
- Purchase Orders Issued – 9 for \$4,999.75
- Service Orders requested by Finance Staff – 49
- Service Orders completed by Finance Staff – 66
- Utility Billing Department – billed 2,801 utility bills

Human Resources

- Worked with department head and city manager on new vendor contract employee.
- Discussions regarding the success of two mandatory Employee Assistance Program referrals.
- Responded to extensive public records request.
- Coordinating response for City Stats annual survey. Submitted the City's response.
- Working on updates for general liability and workers' compensation insurance renewals.
- Drafted the payroll stuffer for next week.
- Developing the next employee wellness challenge – potentially about mental wellness.
- Answered questions and participated in an interview with a Masters of Public Administration student from University of Alabama.
- Following up on insurance claims for two public works issues.
- Attended medical marijuana seminar.
- Preparing for first police union negotiation meeting of the year.

Planning/Community Development

- Prepared maps and presentation for Future Flooding and Vulnerability Assessment.
- Attended the Jacksonville Area Adaptation Planning meeting.
- Revised fee schedule.
- Held conference call with Kimley Horn to discuss final revisions to the land development regulations update.
- Began processing notice of hearing letters for the July Magistrate meeting. Notices mailed May 31.
- Watered newly planted trees.
- Posted a stop work order.
- Began training with GIS/TRAKiT.
- Met with three residents regarding code issues.
- Reviewed eight building permits.
- Completed three certificate-of-occupancy inspections.
- Worked on cleaning up 6,000 address spreadsheet for Environmental Stewardship Committee postcard mailing with Staples.
- Scanning (tree permits, maps, etc.).
- Printed tree applications and brochures.
- Worked on set-up for flood meeting (Chamber, minutes, agenda, etc.).
- Worked on cleaning O drive, merging variance docs (ongoing).

Police

- Staff attended the third-grade ceremony at Atlantic Beach Elementary (ABE).
- Staff participated in a kickball game with the ABE fifth-graders.
- Chief attended the fifth-grade student banquet for ABE kids.
- Chief participated in contract negotiations.
- Staff participated in a Beaches Law Enforcement Working Group to discuss hurricane season (ABPD, JBPD, NBPD, SJSO, JSO, Mayport EM).

- Continued with computer-aided dispatch (CAD) provisioning.
- Started working on CAD GPS hardware installation.
- Chief met with numerous citizens regarding parking.
- Chief met with staff to discuss street by street review of parking.
- Staff met with deputy city manager to discuss the dog park.
- Chief met with staff to discuss grant and budget items.
- Chief attended the Commission meeting.
- Chief met with citizens to discuss hurricane response.
- ABPD is working with Angelwood to support its fundraiser.
- Staff is handling numerous building repairs (door, air conditioner, leaks/plumbing).

Public Utilities

- Repaired sample line on deep well #2 at water treatment plant.
- Replaced air compressor on East Water Reservoir control line.
- Ring Power serviced and load tested generator at water plants #1, #2, and #3.
- Met with contractor about the air conditioner and performed routine maintenance checks at water plants.
- Performed required sampling on water system.
- WWTP had generators load tested.
- Completed WWTP weekly required sampling.
- Crews worked on centrifuge bearing issue from GEA Westfalia.
- Distribution crew replaced broken hydrant on Gavagan Road.
- Crews repaired sewer lateral at 364 Irex Road.
- Set water meters in the system.
- Repaired various water system leaks.
- Unclogged grease at West 10th Street with Vac Con.
- Continued consumption use permit work with John Collins.
- Completed the install of new SCADA for lift stations.
- Completed locates and inspections on system.

Public Works

- The Sherry-Seminole Sidewalk project continues; May 31 is day 139 of 170.
- The engineering of Stormwater pipe replacement for South Seminole has received commission approval for 100% engineering.
- Actively working on tree trimming around the City. Lifting low hanging branches.
- Skate Road sidewalk from Plaza to Cavalla Road is ongoing.
- Russell Park restrooms refurbishing is out to bid. Bid opening is 6-5-19
- Marsh Side ditch cleaning project goes to Commission for approval on 6-10-19.
- Worked on next year's budget.
- Ordered new A/C unit for Adele Grage Cultural Center.
- Trimming the trees around the Russell tennis courts getting ready for new lighting.
- Installed new bleacher seating at Donner Park pickleball courts

- Received the North Seminole Road surveys. We will be putting everything together for the re-digging and re-shaping of the ditches on Seminole Road around Tiffanies.
- Getting quotes for refinishing the cedar siding at Gail Baker Community Center.
- Ordering poles for cigarette butt containers.
- Getting prices for beach access lightning information signs.

Recreation

- Took 15 reservations for fires on the beach, summer camp applications, park rentals and campers at Dutton Island.
- Worked with Roger Lindsay on the lightning system.
- Currently displaying the artwork of Raz Balotescu.
- Working with Shimp Sign & Design on the sign for Bull Park.
- Coordinating the following events:
 - Recreation Committee Meeting – June 4
 - 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