

May 24, 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 several department heads to review budgets.
- Attended Commission workshop on paid parking.

Deputy City Manager

- Participated in departmental budget review.
- Attended Public Works Week luncheon.
- Attended a Florida Municipal Communicators Association webinar, "Using Social Media for Emergency Communications: Before, During & After."
- Chaired a Florida Municipal Communicators Association Awards Committee meeting.
- Attended May 20 Commission workshop on paid parking.
- Assisted with hosting the May 22 Beaches Go Green recycling forum.
- Interviewed five Information Technology director candidates.
- Met with a Sailfish Drive resident and the public works director regarding drainage concerns.
- Utilized various communications channels to inform citizens about these matters and more: May 20 Commission workshop on the North Beaches parking program; May 22 Beaches Go Green recycling forum at AB City Hall; 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; and June 18 FDOT open house on proposed Atlantic Boulevard-A1A intersection improvements.

Building

- Issued 49 building permits.
- Conducted 47 plan reviews and 134 building inspections.
- Met with city manager, others about 2019-20 budget.
- Met onsite with builder and property owner of a lot that is challenging to build on.
- Reviewed City of Jacksonville resiliency plan.

- Attended development review meeting and met with owners of nine lots in wetlands.
- discussed fuel gas inspections and current projects during departmental staff meeting.

City Clerk

- Prepared, set up, attended, and performed follow-up tasks for the May 20 Commission workshop.
- Processed, published and distributed final agenda packet and prepared agenda guide for the May 28 regular Commission meeting.
- Administered the Oath to new park ranger.
- Prepared department budget and reviewed with city manager, deputy city manager and finance director.
- Processed paperwork for Department of Highway Safety and Motor Vehicles on sold vehicles.
- Attended and recorded bid opening for Bid No. 1819-04 – Sea Oats Water Install & Water Service Replacements.
- Worked on records disposition project.
- Finished drafting minutes of the May 15 and May 20 Commission Workshops.
- Processed five lien letter requests.
- Set up the agenda management software, iCompass, to process Environmental Stewardship Committee agendas.
- Assisted with training Community Development Board’s staff liaison on iCompass’ minutes module.

Engineering

- Continued analysis to support the City’s Vulnerability Assessment.
- Met with two property owners to discuss drainage issues relating to proposed development projects.
- Conducted technical review and provided comments on City of Jacksonville Draft Floodplain Ordinance updates.
- Reviewed and commented on 50% South Seminole Road stormwater improvement plans.
- Reviewed and commented on 30% Aquatic Gardens stormwater improvement plans.
- Began development of citywide GIS strategy.
- Continued with north Seminole Road stormwater design project design.

Finance

- Payroll Checks – 161 for \$272,768.31
- Purchase Orders Issued – 59 for \$258,755.04
- Bid Opening for Sea Oats Water Service replacements.
- Received funds for five of seven vehicles sold. Started posting other items such as lawn mower, tractors, golf carts, Polaris and generator.
- Service Orders requested by Finance Staff – 134
- Service Orders completed by Finance Staff – 176

Human Resources

- In-processed new park ranger.
- Processed regular payroll.
- Met with Harden (insurance broker) to go over experience mods for health insurance and discuss plans moving forward.
- Worked to resolve two employee FMLA issues.
- Updated questions for first round of interviews for Information Technology director, which took place on May 22.
- Attended a meeting on training software demo.
- Working with insurance broker and department heads to get the police building added to our flood insurance policy.
- Met with city manager and a commissioner to share research on converting the City's pension plans to the state of Florida retirement system.

Planning/Community Development

- Participated in multiple predevelopment meetings.
- Presented a variance and the Johnston Island PUD amendment at Community Development Board (CDB)
- Met with a resident regarding land development regulation changes.
- Had a conference call with the city attorney to discuss Johnston Island PUD.
- Reviewed 19 building permits.
- Continued working on the vulnerability assessment.
- Set-up Commission Chamber, printed 13 agendas, performed other prep, and attended CDB meeting.
- Completed the minutes for the May CDB meeting.
- Redesigned 14 Code Enforcement letters for TRAKiT; uploaded and tested for special Magistrate.
- Worked on history Spreadsheet of all projects (Ubex, Var, Pud, etc.) since 1962 (ongoing).
- Scanning (ongoing).
- Began GIS online training.
- Finalized violation notices and hearing letter templates with the special magistrate; uploaded the new templates into TRAKiT.
- Active Cases: 70

Police

- Staff attended First Responder Appreciation Day at Atlantic Beach Elementary.
- Held "Lunch with a Cop" at Jumpin Jax restaurant.
- Staff participated in computer-aided dispatch meetings.
- Ramping up lifeguards for the summer season.
- We have two officers in training.
- Staff worked on lifeguard tower issues/options.
- ABPD volunteers delivered summer camp backpacks to Recreation staff.

- Staff attended the Joint Hurricane Preparedness Meeting hosted by COJ Public Works.
- Chief participated in a radio show.
- Staff worked Dancin' in the Streets and Gospel in the Park.
- Chief attended the True North Mental Health Collaboration meeting.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; resolved electrical control issue at water treatment plant #3; replaced chlorinator at plant #4.
- Worked on completing budget numbers.
- Water Superintendent met with AEGIS to perform city-wide fire extinguisher testing.
- Continued work on septic-to-sewer conversion.
- Completed 11 permit reviews, 13 inspections, locates and service orders.
- Replaced sewer lateral on Poinsettia.
- Completed conduit installation for lift stations.
- Met with directional drilling crew on Mayport Rd concerning utility locates.
- Completed valve replacement on Gavagan Road and dressed up area.
- Performed routine maintenance and checks on lift stations.
- Performed required system sampling and operations at wastewater treatment plant; repaired centrifuge; installed new exhaust fan for sump pump vault. Looking at quotes for install of clarifier drives.
- Participated in Public Works Week luncheon.

Public Works

- The Sherry-Seminole Sidewalk project continues; May 24 is day 132 of 170.
- Installed new lightning prediction poles up at Sixth and 16th streets.
- Requested prices for speed radar system for Royal Palms Drive.
- Cut down six dead pine trees at Dutton Island South kayak ramp.
- Installed new sod and upgrading Rose Dog Park.
- The engineering of Stormwater pipe replacement for South Seminole is 50% designed. Going to commission for approval to go to 100% engineered.
- Actively working on tree trimming around the City. Lifting low hanging branches.
- New LED lighting for Russell tennis courts have been ordered by the contractor.
- Ordered a bench for the tennis courts at Donner. Small bleachers for pickle-ball side.
- New crosswalk warning signs have been ordered.
- Skate Road sidewalk from Plaza to Cavalla Road has begun.
- 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.

Recreation

- Took 16 reservations for fires on the beach, park rentals and campers at Dutton Island.

- Met with the City Manager and Finance Director on the 19-2020 budget.
- Displaying the artwork of Raz Balotescu (Artwork coming down on May 31st)
- Requested another design on the sign for Bull Park.
- Received the contracts from Musicians for the Jazz Festival.
- Apex is on board with working with the City for Shakespeare in the 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