

June 21, 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

- Continued to address various 2019-20 budget issues.
- Presented 2019-20 budget overview to the mayor and three commissioners in one-on-one meetings.
- Conducted interviews for soon-to-be-vacant finance director position.
- Attended Beaches resiliency presentation at Fletcher High School.

Deputy City Manager

- Participated in finance director interviews.
- Working with the city manager and finance director on the 2019-20 budget.
- Met with Information Technology staff on departmental needs.
- Worked with the Principal Planner Amanda Askew on the branding/signage initiative; Amanda will spearhead the project.
- Attended the June 18 Florida Department of Transportation open house on proposed improvements to the Atlantic Boulevard-Third Street intersection.
- Met with Planning, Code Enforcement and Police to develop an action plan on handling sea turtle lighting issues report by a City of Jacksonville contractor. Code Enforcement is taking the lead.
- Attended June 20 Northeast Florida League of Cities meeting in Orange Park.
- Utilized various communications channels to inform citizens about these and other matters: June 18 FDOT open house on proposed Atlantic Boulevard-A1A intersection improvements at the Beaches Branch Library; June 19 Beaches Sea Level Rise Symposium at Fletcher High; June 24 community celebration for Bill Gulliford.

Building

- Issued 48 building permits.
- Conducted 36 plan reviews and 132 building inspections.
- Completed the lobby renovation.

- Dealt with an owner vs. contractor dispute involving Florida Department of Business and Professional Regulation.
- Issued a flood determination letter for a homeowner.
- Attended development team meeting and met with three developers.
- Held department meeting and discussed contractor documentation and current projects.

City Clerk

- Processed and published the first Environmental Stewardship Committee agenda packet through iCompass.
- Processed, published and distributed final agenda packet and agenda guide for the June 24 regular Commission meeting.
- Prepared and published the June 26 Board Member Review Committee agenda packet.
- Attended bid opening for Bid No. 1819-07, Exterior Painting and Aerator Screen Replacements at the Ground Storage Tanks at Water Plant #3.
- Continued project to surrender license plates on sold vehicles and collaborating with Public Works and Procurement on master vehicle list.
- Worked on project of setting up and testing JustFOIA system in preparation of staff training and implementation.
- Processed nine lien letter requests.
- Staff assisted the public with inquiries, records requests and notary public services. Additionally, Records Clerk/Code Enforcement Special Magistrate secretary responded to various inquiries and records requests regarding cases.

Engineering

- Steve Swann out of the office June 17-21.

Finance

- Payroll Checks – 178 for \$295,947.17
- Vendor Checks – 63 for \$279,446.50
- Purchase Orders Issued – 45 for \$315,599.29
- Bid for storage tank painting & repairs at water plant #3.
- Service Orders requested by Finance Staff – 154
- Service Orders completed by Finance Staff – 188

Human Resources

- Processed regular payroll.
- Updated finance director job vacancy. Reviewed applications, set up interviews with two candidates, and developed questions. Conducted two interviews.
- Filled the recreation associate position, working with Recreation to process paperwork.
- Working on spreadsheet for PBA negotiations. Work with PBA to set up next meeting.
- Worked with city manager, deputy city manager and police chief on pay increases for certain lifeguards.

- Tracked down information for insurance claim.
- Updating employee contact information in preparation for hurricane season.
- Working with employment and labor law attorney on scheduling depositions for a lawsuit.
- Working on defined contribution plan changes.
- Compiling Occupational Employment Statistics and Wages program information.
- Attended Northeast Florida League of Cities dinner in Orange Park.

Planning/Community Development

- Met with Kevin White, president American Society of Landscape Architects Florida, regarding their volunteer work on the Parks Master Plan.
- Submitted the fourth and final task to close out the resiliency grant to the Florida Department of Environmental Protection.
- Prepared final agendas for Johnston Island and land development regulations update for City Commission.
- Reviewed a vested rights request.
- Researched/compared planning review fees for nearby municipalities.
- Reviewed two fence permits.
- Reviewed a pool permit.
- Reviewed a tree permit and conducted site visit.
- Working on a resubmittal to the state-adopted comprehensive plan.
- Attended the Beaches Sea Level Rise forum in Neptune Beach.
- Reviewed branding/signage RFPs.
- Met with a Francis Avenue developer about potential new townhomes.
- Worked on multiple website information updates.
- Met with the Community Development Board chair to discuss the draft LDR.
- Prepared for and staffed the monthly Community Development Board meeting, at which the first public hearing for the land development regulations update was held and recommended for approval.
- Working on third GIS online course.
- A condemned property with City liens and slated for demolition has gone through auction and the title was reverted back to the bank.
- Met with multiple departments to discuss action plan on handling sea turtle lighting issues report by a City of Jacksonville contractor.
- Active code cases: 78
- 15 building permits reviewed.
- One tree permit submitted.
- Performed sign code research and produced first draft.
- Performed Complete Streets policy research.

Police

- Hosted Surfing with a Cop on June 15. Thirty-one children participated. Aqua East was the community business partner.
- ABPD hosted a successful Community Career Day at Donner Park.

- Chief Cook attended a Sea and Sky Airshow planning meeting in Jax Beach. The event is Oct. 26-27.
- Staff spoke with ThorGuard representatives; Police is now leading the lightning-protection system project.
- Communications officers attended weeklong computer-aided dispatch training.
- Staff and volunteers hosted a pop-up coyote information sharing event at 11th Street and Linkside.
- Staff held volunteer training to update volunteers on radio procedures.
- Staff continued review of the lifeguard station.
- AB lifeguards participated in a Beaches lifeguard competition at Jax Beach.
- Met with City staff to discuss sea turtle lighting enforcement.
- ABPD has begun testing and evaluating body cameras.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; replaced chlorine regulator, had chain hoist for chlorine containers serviced and inspected at all water treatment plants, had new computer installed in control room at WTP #1, replaced chlorine ejector and replaced some of the chlorine vacuum tubing at WTP 3 and 4, tested chlorine residuals around Oak Harbor with normal results.
- Continued work on septic-to-sewer conversion.
- Sent Consumer Confidence Report to the Department of Environmental Protection.
- Working on Seminole Road storm water project.
- Repaired emergency water breaks at Sea Oats, Cove Landing, Chelwood, Seminole Road, completed sewer inspection for residence on Belvedere, set seven meters at Ahern St townhomes, changed out curb stop for a residence on Fiddler's Lane, changed meter box for a residence on Seminole, worked with Public Works using Vac Con for a sewer backup at Atlantic Beach Preserve project.
- Completed manhole core inspection for Fleet Landing project.
- Performed required system sampling and operations at wastewater treatment plant, had hoist for chlorine/sulfur dioxide tons inspected and collected by-annual samples for reuse system.
- Performed routine maintenance and cleaning at lift stations.

Public Works

- The Sherry-Seminole Sidewalk project continues; June 21 was day 160 of 170.
- Finished building new ADA wheelchair ramp to sidewalk at Sailfish Drive and Seaspray Avenue getting ready to install crosswalk warning signs.
- Beach Sea-oats planting in Atlantic Beach is ongoing. Held up due to weather.
- Road paving project is completed.
- New LED lighting has been installed at the Russell Tennis Courts.
- Finished the RXR ties on the West side of the creek in Howell Park, installing coquina.
- New Crosswalk warning signs have been ordered.

- Skate Road sidewalk is complete.
- Received bid for Russell Park restrooms. Taking to Commission for approval on 6/24.
- Held the Marsh Side ditch cleaning project pre-work meeting, work should begin on Monday July 15 (weather permitting).
- Worked on next year's budget.
- Installed a new A/C unit for Adele Grage Community Center
- Getting quotes for refinishing the cedar siding at Gail Baker Community Center.
- Finished the installation of the Cigarette butt containers along each beach access.
- Ordered the new beach access lightning information signs to be installed at every beach access.
- Working at Adele Grage Community Center doing painting, pressure washing, and replacing plants and mulch.
- Cleaned graffiti off of several areas around town.
- Vac-coned numerous drains and basins to keep ahead of the afternoon storms.
- Worked the carrier activity at Donner Park.
- Jordan Park Basketball courts to be refinished soon.

Recreation

- Took one reservation for park rentals and campers at Dutton Island.
- Currently displaying the artwork of Tia Overstreet and Abbey Matthews.
- Worked with Public Works on landscaping at Bull Park.
- Received an estimate for a sign at Adele Grage.
- Summer camp started with 45 children in attendance.
- Working with Shimp Sign & Design on the sign for Bull Park.
- Met with the a/c company at Adele Grage.
- Coordinating the following events:
 - Wild Wonders – June 22 (11 am)
 - Gulliford Reception – June 24
 - Acoustic Night – June 30
 - Shakespeare in the Park – July 19 (Johansen Park)
- Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
- Senior Aerobics – Wednesdays, 10:30 am – 12:30 pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
- Yoga, Wednesdays, 5:00 pm & Thursdays 6:00 am – Adele Grage