

June 14, 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 work on FY 2019-20 budget.
- Attended June 10 Commission meeting.
- Met with Beaches Town Center Agency officials regarding palm tree lighting.
- Reviewed re-use water supply agreements to ABCC and conducted site visit.
- Reviewed FDEP inspection report of sewer plant (facility in compliance).
- Reviewed staffing needs with HR director.
- Inspected lawn and landscaping at Adele Grage Cultural Center.

Deputy City Manager

- Working on Information Technology staffing.
- Attended June 10 Commission meeting.
- Met with city manager regarding several staffing/personnel issues.
- Reviewed branding/signage request-for-proposal responses with principal planner.
- Attended June 13 Beaches Town Center Agency meeting.
- Attended SaferWatch app press conference and followed up with public relations activities.
- Utilized various communications channels to inform citizens about these and other matters: Beaches Go Green ash can rollout; June 10 City Commission meeting; June 14 Beaches Go Green beach and community cleanup; June 15 Surfing with a Cop event; 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 54 building permits.
- Conducted 22 plan reviews and 111 building inspections.
- The department lobby remodel is in progress.
- Attended development departments' meeting and discussed current projects.

- Held department meeting and discussed plan notes and department documents.
- Met with Code Enforcement and two property owners on one case.
- Reviewing new state legislation.
- Processing a records request.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the June 10 Commission meeting.
- Prepared, processed and published the draft agenda packet for the June 24 Commission meeting.
- Finished minutes for the June 10 Commission meeting.
- Began drafting agenda for the July 11 Code Enforcement Special Magistrate meeting.
- Administered the oath to new meter reader.
- Processed eight lien letter requests.
- Assisted the public with inquiries, records requests and notary public services.
- Updated City's calendar with 2019 Environmental Stewardship Committee Subcommittee meetings.

Engineering

- Conveyed schedule regarding pending swale improvements to Tiffany-by-the-Sea HOA.
- Completed Vulnerability Assessment pertaining to future projected sea level changes.
- Presented Vulnerability Assessment to ESC and received recommendation to move forward with Adaptation Planning.
- Begonia septic-to-sewer project – prepared preliminary design plan.
- Met with England, Thims & Miller to discuss GIS best practices and to go over updated stormwater geodatabase.

Finance

- Vendor Checks – 105 for \$358,442.66
- Purchase Orders Issued – 29 for \$148,724.12
- Service Orders requested by Finance Staff – 138
- Service Orders completed by Finance Staff – 150
- Utility Billing Department – billed 3,199 utility bills

Human Resources

- In-processed our new principal planner.
- Closed out a police officer vacancy and forwarded applications to Police Department.
- Working on spreadsheet for Police Benevolent Association negotiations.
- Followed up with department head on added-duty pay for employee.
- Updating two ordinance provisions regarding the defined contribution plan for employees to make a 3-percent contribution mandatory for employees upon new employment with the City and reducing the vesting period from five years to three.

- Issued a Family Medical Leave Act certification for an employee recovering from surgery.
- Advertised for a new finance director with Florida League of Cities and Florida Government Finance Officers Association.
- Working on Information Technology staffing.
- Compiling information to submit to the Florida Department of Economic Opportunity's Occupational Employment Statistics Report.
- Received and began reviewing 2019 advanced labor law Topics course materials.

Planning/Community Development

- Shane Corbin attended the Congress for New Urbanism in Louisville, Ky.; presented on the City's sea level rise vulnerability assessment.
- 12 building permits reviewed.
- One tree permit issued.
- Attended Environmental Stewardship meeting (ESC) on discuss the vulnerability assessment, educational outreach and LEED certification
- Held Tree Subcommittee mitigation appeal regarding tree removal on city property
- Completed vulnerability assessment and sent to state for review.
- Mailed, posted and hand-delivered nuisance order; discussed abatement action plan with the police chief.
- Met with three citizens to discuss code violations.
- Responded to a report of a tree being removed without a permit
- Active Code Cases: 74.
- Completed two Esri geographical information system web courses and one practice lesson.
- Updated COAB GIS and TRAKiT files with current parcel owner data from COJ GIS office.
- Attended a meeting at ETM to review their updates and modifications to the stormwater service GIS layer and discuss best GIS practices moving forward
- Responded to a report of a tree being removed without a permit.

Police

- Chief attended the June 10 City Commission meeting.
- Chief spoke at Leadership Jacksonville Generation Next.
- Held internal budget discussions.
- Met with city manager and finance director regarding budget.
- Unveiled the SaferWatch App and held a press conference.
- Staff continues with communications center upgrades.
- Staff participated in phone conference in reference to JAG grant requirements.
- Staff participated in Incident Command System training.
- Updated several policies.
- Continue to work parking concerns while working with citizens to address long-term solutions.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants, prepared pump room wall at WTP #1 for new chlorine feed lines, cleaned storage tank aerators & chlorine buildings.
- Continued work on septic-to-sewer conversion.
- Completed consumptive use permit and sent to Department of Environmental Protection.
- Distribution and wastewater treatment team working on Atlantic Beach Country Club reclaim system.
- Inspected sinking area in parking lot of a business at W. 8th Street for possible water main leak. No leaks found.
- Repaired emergency water breaks at Sea Oats and Garden Lane.
- Completed five permit reviews, three inspections, and daily locates and service orders.
- Completed consumption report for a residence on Nantucket.
- Locating sewer laterals on Seminole Road for drainage project.
- Completed water pressure test for residence on Haywood Estates; changed meter.
- Took hydrant out of service at West First Street and Camelia.
- Performed required system sampling and operations at wastewater treatment plant, crew onsite from GEA Westfalia troubleshooting vibration in centrifuge, had inspector onsite to okay diesel fuel storage tank plumbing repairs.
- Installed backup generator at Buccaneer lift station, performed routine maintenance and cleaning at life stations.

Public Works

- The Sherry-Seminole Sidewalk project continues; June 14 was day 153 of 170.
- Ordered new crosswalk warning signs.
- Eagle Scout candidate installed 30 new kayak directional signs in the creeks leading out to the intracoastal.
- Finished building new ADA wheelchair ramp to sidewalk at Sailfish Drive and Seaspray Avenue getting ready to install crosswalk warning signs.
- The engineering of stormwater pipe replacement for south Seminole Road is being designed to 100%.
- Beach sea oats are being planted in Atlantic Beach now through June 20. (Weather permitting)
- Paving should finish up this week with final clean up and adjustments being done next week.
- Installing new LED lighting on all Russell Park tennis courts this week and next week.
- Working on the southwest section of Howell Park installing new railroad ties. Have started the coquina on the north end.
- Completed Skate Road sidewalk.
- Received bid for Russell Park restrooms. Taking to Commission for approval on 6-24-19.
- Marshside ditch cleaning project was approved by the commission. Setting up pre-work meeting.
- Worked on next year's budget.

- Installed a new AC 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 planting.

Recreation

- Took six reservations for fires on the beach, 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 kids 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
- Qigong – Wednesdays, 9:30 am – 10:30 am – 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