

Jan. 25, 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

- New city engineer Steve Swann joined the staff Jan. 22.
- Met with staff regarding septic-to-sewer project.
- Met with COJ representatives regarding Johnston Island.
- Attended the Jan. 23 Commission workshop with North Florida Land Trust regarding Johnston Island.
- Reviewed Jan. 28 Commission agenda with deputy city manager.

Deputy City Manager

- Attended Jan. 23 Commission workshop with North Florida Land Trust regarding Johnston Island.
- Attended Florida League of Cities social media conference in Lake City; developing a COAB social media policy.
- Prepped for Jan. 28 Commission meeting.
- Assisted with coordination and implementation of Beaches Go Green's Jan. 23 survey results/sustainability event in the Commission chamber. Also working with Beaches Go Green on Donna Run recycling.
- Participated in Johnston Island, septic-to-sewer and flood mitigation project discussions.
- Worked with Finance and Information Technology to develop, roll out and announce the utility payment deferral program for furloughed and other unpaid federal employees.
- Also utilized various communications channels to inform citizens about these matters and more: the City's parks master plan survey; the Jan. 21 community Martin Luther King, Jr. Day ceremony; the Jan. 23 Beaches Go Green survey results/sustainability presentation; Jan. 28 Commission meeting; Feb. 2 Beaches Museum storytelling event at the VooSwar; Feb. 8 community blood drive; and Feb. 10 Donna Run.

Building

- Issued 49 building permits.
- Conducted 26 plan reviews and 126 inspections.

- Interviewed applicants for permit technician; re-advertised the job.
- Reviewed concrete removal and temporary loss of a sidewalk with a builder.
- Reviewed and commented on mold report for the lifeguard station.
- Building staff reviewed new management system, asbestos regulations and current project.
- Reviewed flood zones, wetlands and building restrictions for owner's lot on marsh.

City Clerk

- Sent Outlook calendar invitations to each commissioner for their next invocation assignments.
- Researched other cities' board and committee applications.
- Prepared, set up, attended, performed administrative duties, and follow up tasks for the Jan. 23 Commission workshop, and Jan. 23 Board Member Review Committee (BMRC) meeting.
- Assisted Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) with planning special called meetings.
- Processed and published final agenda packet for the Jan. 23 Commission workshop and Jan. 28 Commission meeting.
- Processed, published and distributed the amended agenda packet for the Jan. 28 Commission meeting.
- Began drafting notice-of-hearing letters for March 12 Code Enforcement Board meeting.
- Completed minutes for the Jan. 14 Commission meeting.
- Working on minutes for the Jan. 9 Commission priority-setting and Jan 17 PPSARC meetings.
- Processed 13 lien letter requests.
- Prepared public meeting notices and updated City calendar.
- Worked on records management projects, including scanning, verifying, indexing, inventorying, and identifying retention requirements.
- City Clerk met with Commissioner Kelly to plan for board and committee training in February.

Finance

- Finance staff completed:
 - o Monthly finance report
 - o Minutes for the General Employees' Pension Board meeting
 - o Minutes for the Police Pension Board meeting
- Vendor checks – 73 for \$50,895.98
- Purchase orders issued – 32 for \$24,050.65
- Finance staff requested 155 service orders; 187 service orders were completed.
- Utility Billing generated 2,784 bills

Human Resources

- In-processed two new employees.

- Processed an employee for retirement/drop paperwork.
- Completing the 2019 wellness plan.
- Researching training tracking software.
- Researching options for changes to the City's defined contribution pension plan.
- Continued with certification training.

Information Technology

- Attended a first-responder drone class at FSCJ to prepare for the purchase of a drone for use by the Police and Building departments.
- Met with technical staff from Motorola and the City of Jacksonville in preparation for a new computer-aided dispatch application for the Police Department.
- Published a web page to enable furloughed/unpaid federal employees to apply for a waiver of fees from the City's water utility.

Planning/Community Development

- Met with Beaches Go Green to discuss future partnership on environmental education.
- Completed a zoning confirmation review/letter for Seaside Apartments.
- Worked on drafts for the traditional marketplace zoning district, façade grants, and public art grants.
- Completed a draft of the vulnerability and adaption grant RFP.
- Attended the public meeting on Johnston Island.
- Began drafting language for possible changes to the tree-protection code based on the recommendations from the Environmental Stewardship Committee in preparation to present to the City Commission.
- Met the builder of a single-family home to work out issues.
- Gathered data on COAB's LEED for Cities certification application.
- 17 building permits reviewed.
- One tree permit submitted.
- Posted two stop work orders for non-permitted work.
- Active code cases: 80
- Completed minutes for the Jan. 15 Community Development Board meeting.

Police

- Staff attended rifle training school.
- Held Donna Run planning meeting.
- Attended Jacksonville Beach Police Chief Pat Dooley's retirement ceremony.
- Chief coordinated with various agencies regarding assistance for the upcoming promotional exam.
- A law enforcement driver and vehicle information database audit was conducted.
- Annual policy reviews are under way.
- Processing applicants for part-time police officer and emergency communications officer positions.

Public Utilities

- Continued work on consumption use permit.
- Continued work on Data Flow install.
- Met with city manager, city engineer and deputy city manager on septic-to-sewer plan.
- Issued utilities availability letter to ABBQ restaurant.
- Crews performed 45 locates for 811 call-before-you-dig.
- Completed 12 inspections.
- Handled six water breaks.
- TV'd three sewer laterals and one sewer main on Ardella.
- Performed sewer repair on Cape Charles.
- Performed consumption reports at a residence on Oceanforest.
- Changed out meters and broken curb stops, and performed water pressure checks.
- Located and exercised valves at Lakeside for new development, and performed hydrant flow test.
- Prepared for new fiber cable.
- Prepared Public Utilities garage for painting.
- Reviewed six permits.
- Rerouted water lines at Water Plant No. 1.
- Installed gearbox for tank at the Wastewater Treatment Plant.
- Water treatment plants: Installed new chlorine equipment to improve chlorine system, prepared for new data equipment, performed various tests on chlorine systems, and establishing plant facility maintenance improvements.
- Performed 11 lift station system maintenance issues, repairs, resets.

Public Works

- 10th Street beach parking is back open.
- The 170-day Sherry-Seminole sidewalk project continues.
- Ten stumps in Johansen Park were ground up and raked out.
- The Russell Park sidewalk project has been approved by the City Commission; a pre-construction meeting is forthcoming.
- Attended beach re-nourishment project update.
- Dune protection poles and rope are being installed along with all the dune signs.
- Roads to be resurfaced have been identified; bid preparation is under way.
- Met with the new city engineer and rode and looked at several projects with him.
- Creek cleaning and slope clearing continues in Howell Park.
- Worked on cracked concrete in the skateboard park.
- Talked to two contractors about new lighting for Russell Park tennis courts.
- Soliciting quotes for coquina for Howell and Tideview parks.
- Soliciting quotes for Howell Park south bridge replacement.
- Worked on a CDBG grant project.
- Making preparations for the Donna Run.

Recreation

- Took 13 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Displaying the work of Miwa Fiore at Adele Grage Cultural Center.
- Staffed a special called meeting of the Cultural Arts & Recreation Advisory Committee.
- Drafted procedures for City-coordinated field trips.
- Coordinating the following events: flag football, WellFest, bike tour, Songwriters, Wild Wonders, Acoustic Night, Arts in the Park and Egg Hunt.
- Upcoming:
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
 - o Qigong – Wednesdays, 9:30 am – 10:30 am, Adele Grage
 - o Senior Aerobics – Wednesdays, 10:30 am – 12:30 pm, Baker Center
 - o Mid-Week Market, Wednesday 3 – 6:00 pm, Bull Park
 - o Yoga, Wednesdays, 5:00 pm & Thursdays 6:00 am, Adele Grage