

Jan. 4, 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. Please note that a summary was not produced on Dec. 28 due to the Christmas holiday.

### **City Manager**

- Out of the office from Dec. 24-28.
- Worked with facilitator on the Jan. 9 Commission visioning workshop agenda.
- Reviewed beach renourishment progress minutes.
- Worked on agreement with North Florida Land Trust regarding the potential purchase of Johnston Island for Jan. 14 Commission agenda.

### **Deputy City Manager**

- Updating the City's coyote management/education plan and initiatives with the police chief, a Florida Fish and Wildlife Conservation Commission representative, and a U.S. Human Society representative.
- Discussed several community issues with the city manager and a concerned/involved citizen.
- Assisting with planning for the Jan. 9 Commission visioning workshop.
- Working with Beaches Go Green on Donna Run recycling and on the organization's continuing environmental-protection outreach.
- Drafted City Commission resolution on the North Florida Land Trust serving as the negotiating agent for the potential purchase of Johnston Island.
- Utilized various communications channels to inform citizens about these matters: the City's parks master plan survey; dune protection; the beach renourishment project; holiday garbage and Christmas tree pickup; the Beaches Go Green recycling survey, which expired Dec. 31; the Jan. 9 Commission visioning workshop; the Jan. 12 Commission town hall meeting; the Jan. 14 Commission workshop and meeting; the Jan. 16 COAB/National Parks Service parks and trails workshop (3 to 7 p.m.); the Feb. 2 Beaches Museum storytelling event at the VooSwar; and the Feb. 10 Donna Run.

### **Building**

- Issued 41 building permits.
- Conducted 45 plan reviews and 126 inspections.

- Met with owners, builder and engineer for design discussion regarding a new home on Seventh Street
- Met with Code Enforcement regarding demolition of a Poinsettia Street townhouse.
- Discussed design criteria with property owners on Beach Avenue and Gladiola Street.
- Discussed design criteria for 1304 Gladiola, marsh-front lot, with owner.

### **City Clerk**

- Donna Bartle was out of the office from Dec. 24-Jan. 4.
- Updated Minutes Tracking Log.
- Completed draft minutes for the Dec. 3 Commission workshop.
- Assisted a resident with notary public services.
- Scanned, uploaded and filed the Nov. 20 Community Development Board meeting minutes.
- Proofed the Dec. 20 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) minutes.
- Processed, prepared and posted the agenda for the Jan. 14 Commission workshop and meeting.
- Edited minutes for the Nov. 28 Code Enforcement Board meeting, distributed to members, and re-posted to iCompass.
- Completed, distributed and published the Jan. 3 PPSARC meeting agenda packet.
- Completed minutes for the Dec. 20 PPSARC meeting.
- Attended and performed administrative duties for the Jan. 3 PPSARC meeting.
- Drafted and mailed eight notice-of-hearing letters for the Jan. 8 Code Enforcement Board meeting.
- Completed, distributed and published the Jan. 8 Code Enforcement Board meeting agenda packet.

### **Finance**

- Processed 1099s and W-2s.
- Vendor checks – 145 for \$203,331.
- Payroll checks – 129 for \$279,367.
- Pension payroll checks – 96 for \$163,025.

### **Human Resources**

- In-processed new water superintendent.
- Handled workers' compensation and risk management issues.
- Processed end-of-year for regular payroll (coordinated with Finance and IT).
- Processed end-of-year for pension and January 2019 pension payroll.
- Processed first 2019 regular payroll.
- Drafted and disseminated the January payroll insert.
- Went through every employee's benefits selection to ensure accuracy.
- Met with Health Department representative to discuss provision of Hepatitis B vaccines for certain employees.
- Coordinated several recruitment processes.
- Attended a Public Utilities staff meeting.
- Initiated recoupment of pension overpayment.

### **Information Technology**

- Upgraded police laptops to Windows 10 to provide access to Jacksonville Sheriff's Office computer applications.
- Attended class and passed the Florida Department of Law Enforcement Local Agency Security Officer exam.
- Set up office for the new Public Utilities supervisor.

### **Planning/Community Development**

- Visited a site on Seminole Road to discuss a proposed tree removal with a Tree Subcommittee member and staff.
- Worked on the request-for-proposals for the City's resiliency grant.
- Continued drafting language on impervious surface standards.
- Met with Lisa Goodrich to discuss plans for public art on Mayport Road.
- Updated the Community Development Department's projects webpage with information on the proposed impervious surface and stormwater retention ordinance (Ord. No. 90-19-238).
- Prepared notices for the Jan. 14 City Commission meeting and Jan. 15 Community Development Board meeting for ordinances pertaining to impervious surface and the creation and application of the R-SM zoning district, as well as notices for variance and use-by-exception cases.
- Reviewed progress from the consulting team on the land development regulations Rewrite.
- 16 building permits reviewed; two tree-removal permits submitted and four issued.
- Prepared agenda and Powerpoint for the Jan. 8 Code Enforcement Board meeting.
- Posted final notice-of-hearing notices.
- Visited restaurants to discuss dumping of grease in a storm drain.
- Met with two homeowners to discuss complaints on neighbors.
- Managed 67 code cases.

### **Police**

- Hosted the "Cocoa and Caroling" event on Dec. 23.
- Staff removed holiday decorations and conducted cleaning in preparation of the new year.
- Staff attended training – The Bulletproof Mind.
- Chief Cook met with Clay County emergency manager.
- Chief Cook met with the St. Augustine Beach police chief.
- Met with Florida Wildlife Commission to discuss nuisance animal issues.
- Processed potential new part-time officer candidates.
- Chief Cook met with various Jacksonville Sheriff's Office representatives to discuss promotional exams.
- Met with an environmental engineering company reference about mold inspection for lifeguard station.

### **Public Utilities**

- Water leaks repaired by distribution team.

- Repaired a sewer blockage that crews handled with the Vac-Con truck.
- A new water superintendent is on board.
- Starting planning on water services replacement on Sea Oats.
- Crews performed about 45 locates and inspections.

## **Public Works**

- Construction on the 10<sup>th</sup> Street beach walkover is ongoing.
- Three employees received Stormwater Operator Level 1 certification.
- Attended meeting for beach dredging project.
- Pulling dune signs and trash poles in preparation for beach dredging. Replacing the dune rope and signs behind the dredgers.
- Locating roads for the asphalt contract.
- Surveying has begun for the Sherry-Seminole sidewalk project.
- Received bids for the Russell Park sidewalk. Taking to commission for approval at Jan. 14.
- Located roads for the asphalt contract.
- Replaced railroad ties on islands around trees in Dutton Island Preserve.
- Visited the 12<sup>th</sup> Street beach access to plan a new beach walkover.
- Visited potential locations for new crosswalk signals.
- Repaired pipe and sinkhole in the Royal Palms area.
- Repaired broken fountain pump on West Third Street.
- Began removing the sand fences on Beach Avenue north of 18<sup>th</sup> Street.
- Removed Christmas pole decorations on Mayport Road and Atlantic Boulevard.
- Repairing restroom leak in wall at Tideviews Park.

## **Recreation**

- Permits issued:
  - o Beach fires: 14
  - o Pavilions: 3
  - o Camping: 7
  - o Facility rental : 3
  - o Arts in the Park: 3
- The annual toy drive benefited 185 children.
- A contractor has completed the cabinet doors at the Baker Center.
- The featured Adele Grage artist for January is Miwa Fiore
- Programs:
  - o Yoga -- 9:30 a.m. Tuesday, 5:30 p.m. Wednesday and 6:10 a.m. Thursday, Adele Grage
  - o Kids Yoga, Tuesday, 5:30 p.m., Adele Grage
  - o Qigong – 9:30 a.m. Wednesday, Adele Grage
  - o Senior Aerobics, 10 a.m. Wednesday, Baker Center
  - o Mid-Week Market, 3-6 p.m. Wednesday, Bull Park
  - o Yoga, 5-6 p.m. Wednesday, Adele Grage
  - o Zumba – 6:30 p.m. Wednesday, Jordan Center
  - o Meditation Buzz, Wednesday, 7 p.m., Adele Grage