

Feb. 8, 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

- Discussed system development fees regarding a large development project on Mayport Road.
- Attended the swearing-in of three new police officers.
- Met with HOA members of Tiffany-by-the-Sea regarding drainage, along with the deputy city manager, public works director and city engineer.
- Attended luncheon with the deputy city manager for Brian Teeple, retiring director of the Northeast Florida Regional Council.
- Worked with Langton & Associates regarding CDB grants.
- Attended Beaches Watch meeting with the deputy city manager.

Deputy City Manager

- Assisted the Police Department with Donna Run messaging.
- Assisted with personnel issues.
- Worked on several grant initiatives.
- Utilized various communications channels to inform citizens about these matters and more: police officer swearing-in ceremony; the City's parks master plan survey; citizens police academy; Feb. 8 community blood drive; March 2 WellFest; and the March 23 Tour de Parks.

Building

- Issued 77 building permits.
- Conducted 62 plan reviews and 158 inspections.
- Met with developers of six lots on Jasmine Street regarding wetlands, flood zone, and soil reports.
- Inspected a Main Street property, with Code Enforcement and Police, and posted property as "dangerous and unfit for human occupancy".
- Met with third-floor condominium owners regarding structural settlement.
- Discussed records retention with city clerk.

- Discussed driving on beach, inspection fees and current projects with staff.
- Met with the city engineer to discuss stormwater drainage, grading and permitting of new projects.

City Clerk

- Audited the active liens and recorded liens list using recorded documents and utility billing and accounts receivable records; making appropriate updates.
- Handled travel paperwork for Mayor Glasser to attend the Advanced Institute of Elected Municipal Officials training.
- Drafted the Parking and Pedestrian Safety Advisory Resource Committee's (PPSARC) request for a one-year extension.
- Worked on records management projects; listened to archived meeting audio files for proper naming, scanned, verified and indexed records.
- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Feb. 4 and Feb. 7 PPSARC meetings.
- Processed and published final, amended and second amended agenda packets for the Feb. 11 regular Commission meeting.
- Processed and published the agenda packet for the Feb. 7 PPSARC meeting.
- Administered the oath to four new employees.
- Working on minutes of the Jan. 28 regular Commission meeting.
- Completed minutes for the Feb. 4 PPSARC meeting.
- Processed 4 lien letter requests.
- Assisted staff and the public with inquiries, records requests, and notary public services.
- Prepared paperwork and purchased registration and plate for the new 2019 Chevy Silverado for Police Department.

Engineering

- Drafted an approach for the City's resiliency study.
- Developed scope of work for technical assistance need with associated flood modeling and reviewed with Jones Edmunds.
- Completed revisions to draft Ordinance 90-19-238 pertaining to maximum impervious surface lot coverage and stormwater/drainage requirements.
- Attended meeting with Tiffany-by-the-Sea HOA to present approach for addressing drainage issues in the neighborhood.
- Provided comments to the Florida Department of Environmental Protection regarding draft wastewater treatment facility operating permit.
- Met with Public Works and the city manager to discuss impact fees and application of equivalent residential units in fee calculation.

Finance

- Vendor checks – 127 for \$252,513.72.
- Purchase orders issued – 46 for \$64,907.07.
- Finance staff requested 200 service orders; 202 service orders were completed.

- Processed 2,552 utility bills.

Human Resources

- Coordinating the Donna Run COAB cheer squad.
- Assisted the city manager with various personnel matters.
- Talked with other municipal HR directors about job descriptions, HR manuals and training software.
- Worked on internal HR files/scanning.

Information Technology

- Set up FAA Part 107 drone pilot training for Building Department personnel.
- Configured the Public Utilities network for the new supervisory control and data acquisition system.
- Working on the training environment for the new Police CAD application.

Planning/Community Development

- Attended the monthly North Florida Transportation Coordinating Committee meeting.
- Participated in a conference call with Jones Edmunds to discuss vulnerability and resiliency planning.
- Continued working on the draft LEED for Cities sustainability road map.
- Continued working on the impervious surface ordinance and City Commission presentations.
- Researched possible locations for murals as part of the upcoming public art grant program.
- Prepared notices for the Feb. 19 Community Development Board meeting.
- Updated information for Ordinances 90-19-238 (impervious surface/stormwater retention) and 5-19-68 (special magistrate) for the City Commission's Feb. 11 meeting agenda.
- Prepared and mailed public notices for Begonia and Nautical variances.
- Worked on sorting the data from parks planning survey and workshop.
- 13 building permits reviewed.
- One tree permit issued; conducted one final tree permit inspection.
- Researched park history.

Police

- Staff participated in Donna Run preparations.
- Staff set up the Police Station to be used as the Donna Run command post.
- Staff continued extensive communication efforts with the citizens of Atlantic Beach regarding Donna Run impacts.
- Three new officers were sworn in and are in orientation training.
- Officers attended training on leadership and financial planning.
- Staff participated in a policy review meeting and policy updates/changes were identified

and assigned to members to complete.

- Processing two new employees who will both start next week (full-time officer and dispatcher).

Public Utilities

- Continued work on the City's consumptive use permit.
- Repaired five water breaks around the city.
- Changed out meters and curb stops.
- Relocated water service on Seminole Road.
- Performed Sewer repair on Ardella Road.
- Relocated meter and service out of driveway in Atlantic Beach Country Club.
- Performed backhoe training for distribution/collection trainees.
- Getting quotes for meter boxes.
- TV'd sewer lateral on Cape Charles.
- Performed routine maintenance and checks on three water treatment plants.
- Prepared water treatment plant No. 3 and home base at 902 Assisi for the supervisory control and data acquisition system installation.
- Wastewater treatment plant: calibrated effluent flow meter; performed electrical hookup for hoist in centrifuge and collected quarterly nutrient samples.
- Performed lift station system maintenance, repairs and resets.
- Seven employees attended respirator fit testing.
- Crews performed 41 locates for 811 call-before-you-dig.
- Reviewed 11 permits and completed four inspections.
- Completed mapping for the 2019 Donna Run and JSO/ABPD police response boundaries.

Public Works

- 10th Street Beach walkover is complete; opened the entire area to beachgoers.
- Russell Park sidewalk is scheduled to begin on Feb. 12, weather permitting.
- Dune protection poles and rope are being installed along with all the dune signs.
- Sea oats will be planted in April-June.
- Milling and paving is out for bid.
- Worked on a CDBG grant project.
- Making preparations for the Donna Run.
- Donner Park tennis court resurface will begin soon.
- Trimmed Palm trees at Beach Avenue and 19th Street.
- Installed a new door at the north racquetball court.
- Completed the grubbing of the Howell Park creek.
- Received quotes to replace the south bridge in Howell Park

Recreation

- Took 17 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Updated Facebook and the website.
- Currently displaying the work of Aisha McBurnie at Adele Grage.

- Spoke with the Atlantic Beach Arts Market about art classes
- Coordinating the following events:
 - Songwriters – Feb. 10
 - Black History Month play – Feb. 22
 - Flag Football – Begins in March
 - WellFest – March 2
 - Bike Tour – March 23
 - Wild Wonders – March 9 & 23
 - Acoustic Night – March 24
 - Arts in the Park – April 13
 - Egg Hunt – April 20
- 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