

Feb. 1, 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**

- Out of office Jan. 28-Feb. 1.

**Deputy City Manager**

- Prepped for and attended the Jan. 28 City Commission meeting.
- Along with the city clerk and executive assistant to the city manager, prepared agenda for the Feb. 11 Commission meeting.
- Participated in a coyote-education planning meeting/webinar with Police staff and volunteers and representatives from the Florida Fish & Wildlife Conservation Commission and U.S. Humane Society.
- Met separately with the mayor and two City Commission members.
- Along with the public works director, attended a coastal restoration planning session for future projects, and a news conference acknowledging the completion of the major beach/dune renourishment project.
- Utilized various communications channels to inform citizens about these matters and more: the City's parks master plan survey; citizens police academy; Jan. 28 Commission meeting; Feb. 2 Beaches Museum storytelling event at the VooSwar; Feb. 8 community blood drive; and Feb. 10 Donna Run; March 2 WellFest; and the March 23 Tour de Parks.

**Engineering**

- Met with Planning, Building, Public Works and Public Utilities for general briefing and to discuss project needs and planning.
- Inspected wastewater treatment plant digester walkway and clarifier drive.
- Reviewed draft Florida Department of Environmental Protection wastewater permit and prepared comments.
- Reviewed resiliency grant and developed approach for grant completion; developed scope of work for consulting support for vulnerability assessment.
- Assessed proposed 12th Street dune walkover location.

- Reviewed Tiffany-by-the-Sea stormwater issues and inspected site.
- Reviewed and provided comments on draft Ordinance 90-19-238 pertaining to maximum impervious surface lot coverage and stormwater/drainage requirements.

## **Building**

- Issued 46 building permits.
- Conducted 47 plan reviews and 158 inspections.
- Posted ads for permit technician and receptionist.
- Finalized drawings for the proposed Building Department customer service area improvements.
- Met with two residential property owners and two commercial property owners regarding remodel projects.
- Met with two property owners regarding flood zone issues.
- Discussed FEMA Elevation Certificates and floor elevations with staff.

## **City Clerk**

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Jan. 28 Commission meeting.
- Processed and published agenda packets for the Feb. 11 Regular Commission (draft) and Feb. 4 special called Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meetings.
- Updated the Commission on Ethics' database with the names and contact information for public officials and employees required to file financial disclosures.
- Prepared and sent the public hearing notice for an ordinance scheduled for Feb. 11 Commission meeting.
- Met separately with the city attorney and Commissioner Kelly regarding board and committee member training.
- Completed travel reimbursement forms for a commissioner.
- Assisted with planning the Feb. 4 special called PPSARC meeting.
- Completed and mailed 15 notice-of-hearing letters for the March 12 Code Enforcement Board meeting.
- Completed minutes for the Jan. 9 priority-setting, Jan. 14 and Jan. 23 Commission workshops; Nov. 1 and Jan. 13 PPSARC 18<sup>th</sup> Street Subcommittee meetings; and Jan. 23 Board Member Review Committee meeting.
- Processed 6 lien letter requests.
- Updated the City's calendar and prepared notices for the Feb. 4 PPSARC and Feb. 13 Tree Subcommittee meetings.

## **Finance**

- Vendor checks – 164 for \$228,868.20
- Payroll checks – 134 for \$278,977.50
- Pension Payroll checks – 97 for \$167,919.54
- Purchase orders issued – 62 for \$156,672.24

- Finance staff requested 112 service orders; 129 service orders were completed.

## **Human Resources**

- Processed survivor pension paperwork
- Processed regular payroll, including the creation of the paycheck insert
- Processed pension payroll.
- Attended a risk management seminar.
- Updated forms for departments to use when adding, deleting or changing vehicles, buildings/contents and equipment for insurance coverage submission.
- Worked on employee benefits survey
- Worked with Harden/PATH to finalize a new wellness challenge (fitness).

## **Information Technology**

- Passed the Part 107 drone pilot FAA exam.
- Attended the Florida Local Government Information Systems winter conference.

## **Planning/Community Development**

- Met with a Mayport Road property owner to discuss the development of a food/art court.
- Met with Lisa Goodrich to discuss public art on Mayport Road.
- Continued working on the vulnerability and resiliency grant information.
- Presented the annexation resolution at the City Commission meeting.
- Worked on draft guidelines/resolutions for façade and public art grants for Mayport Road
- Staffed the Environmental Stewardship Committee 2019 work plan workshop.
- Continued working on draft language for amendments to the tree-protection code based on discussions with the Environmental Stewardship Committee.
- Presented the first reading of Ordinance No. 5-19-68, which would replace the Code Enforcement Board with a special magistrate to the City Commission.
- Updated the Community Development Department's projects website with new information on the special magistrate, parks master plan, Environmental Stewardship Committee, and others.
- Prepared notices for the upcoming public hearing of Ordinance No. 90-19-238 (impervious surface and stormwater retention requirements) at the City Commission's Feb. 11 meeting.
- 11 building permits reviewed
- One tree permit issued; three final tree inspections completed
- Three certificate-of-occupancy inspections for new homes completed
- Active code cases: 87
- Met with three citizens at their homes to discuss violations.

## **Police**

- Staff attended a project kickoff meeting with Motorola to discuss timeline and scheduling the computer-aided dispatch project.

- Staff and volunteers participated in a meeting to discuss coyote education.
- Staff handled several traffic related concerns/complaints.
- Staff held internal discussions regarding/planning community-engagement initiatives for the year.
- Staff participated in Donna Run planning meeting.
- Staff is processing/preparing to accept three police officers and a communications officer into the agency.
- Lifeguards have started planning for 2019 season and have begun swimming training.
- Lifeguards and staff worked on a junior lifeguard initiative. Details will be announced soon.
- Staff presented citizen response to active shooter training to Vineyard Church members.
- Officers and supervisors attended training on managing a critical incident.
- Staff continues to work on 2018 Uniform Crime Reporting numbers for submission to FDLE.
- Staff prepared annual reports on biased-based profiling, response to resistance, and the ABPD's recruiting and Hiring Plan. Once these are finalized, they will be posted on the web. (A 2019 ABPD goal is to improve transparency.
- Chief attended the Jan. 28 City Commission meeting.
- Chief met with community group to discuss personal safety.
- Chief participated in meeting regarding county initiatives to address homelessness.
- Chief met with members of the St Johns County Sheriff's Office to discuss potential training partnerships between the agencies

## **Public Utilities**

- Continued work on the City's consumptive use permit.
- Met with contractor regarding water and sewer tap fees.
- Repaired water breaks at multiple locations around the city.
- Exercised valves in Linkside and performed hydrant flow test on Linkside Ct.
- Replacing water service in 300 Block of Magnolia.
- Changed out curbstop at 1126 Sandpiper Lane.
- Changed out numerous meters.
- Dressed up area on East Coast Drive and backfilled around manhole sewer connection.
- Met with ABBQ regarding SDC charges.
- Redirected ditch for fiber install, removed old debris, cleaned out and painted garage floor at 902 Assisi.
- Installing electrical conduits for new SCADA system.
- Updated plans for bacteriological testing.
- Installed pressure gauges on chlorination system.
- Rebuilt and installed a chlorine rotameter.
- Cleaning & organizing pump rooms, creating storage space for parts and equipment.
- Installed breaker enclosure at Wastewater Treatment Plant.
- Worked with City Engineer to finalize WWTP operating permit.
- Changed oil on all WWTP blowers.
- Performed lift station system maintenance, repairs and resets.

- Processed and scheduled Respirator Fit Testing for Utilities employees.
- Registered four employees for CEU class with Florida Rural Water Association for February.
- Created data collecting documentation for distribution/collection, locating and water loss reporting.
- Processed homeowner refund for repairs.
- Met with flooring contractor to finalize plans for new flooring at 902 Assisi.
- Continued mapping work for Police locations for Donna Run.
- Created police response boundaries for JSO and ABPD.
- Crews performed 41 locates for 811 Call-Before-You-Dig.
- Reviewed four permits and performed 11 inspections.

## **Public Works**

- The 10<sup>th</sup> Street beach walkover is complete; the parking lines will be striped next week.
- Cleaned up in Johansen Park where the stumps were removed.
- Russell Park sidewalk is scheduled to begin Feb. 11, weather permitting.
- Attended the final beach/dune renourishment meeting; the project is complete.
- Dune protection poles and rope are being installed along with all the dune signs.
- Sea oats will be planted in April-June.
- This year's milling and paving is out for bid. Bid opening is Feb. 20.
- Visited 12<sup>th</sup> Street beach access to plan the new beach walkover.
- Creek cleaning and slope clearing continues in Howell Park.
- Soliciting quotes for coquina for Howell and Tideview parks.
- Soliciting quotes for Howell Park South Bridge replacement.
- Worked on a CDBG grant application.
- Making preparations for the Donna Run.
- Donner Park tennis court resurface will start soon.
- Trimmed palm trees at Beach Ave and 19<sup>th</sup> Street
- Met with Advanced Disposal and meet the new supervisor.
- Met with several boys working on their Eagle Scout projects and girls working on their Silver Awards.
- Met with engineers about the Donner Road improvement project.

## **Recreation**

- Took 19 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Displaying the artwork of Aisha McBurnie at Adele Grage Cultural Center.
- Working with Human Resources on policies for interns and field trip procedures.
- Coordinating the following events:
  - Songwriters – Feb. 10
  - Fag 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
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- 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 – 6 pm, Bull Park
  - Yoga, Wednesdays, 5 pm; Thursdays 6 am – Adele Grage