

Feb. 15, 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

- Attended Feb. 11 Commission meeting.
- Discussed the pervious/impervious ordinance with staff prior to Commission meeting.
- Met with a citizen regarding a stormwater issue.
- Discussed progress on a Seminole Road pipe replacement project with staff.
- Met with a representative of the owner of a property on Mayport Road.
- Discussed Johnston Island COJ-COAB MOU with the North Florida Land Trust's representative, Rebecca Perry.
- Met with Jones Edmunds for an update on stormwater projects.

Deputy City Manager

- Assisted the city manager and staff with the pervious/impervious ordinance deliberation, stormwater projects, and a personnel issue.
- Met with the staff and a constituent group regarding a stormwater issue.
- Finalizing the Commission 2019 priorities document.
- Performed various City and volunteer functions during and after the highly successful Feb. 10 Donna Run.
- Attended Feb. 11 Commission meeting.
- Working with the lightning prediction system vendor and staff on a system design.
- Participated in a coyote management plan meeting with Police staff and representatives of the U.S. Humane Society and Florida Fish and Wildlife Conservation Commission.
- Utilized various communications channels to inform citizens about these matters and more: Everbridge citizen alert registration; recycling tips; the City's Feb. 22 Black History Month event at Beaches Vineyard; March 2 WellFest; and the March 23 Tour de Parks.

Building

- Issued 71 building permits.

- Conducted 41 plan reviews and 157 inspections.
- Met with a condominium's board members regarding structural and permitting issues.
- Attended an inter-department development meeting and met with developers of two single-family residences.
- Discussed "permit conditions" in TRAKiT, checklists, and electrical grounding with staff.
- Issued a flood determination letter for a Beach Avenue residence (changed flood zones).

City Clerk

- The city clerk and records clerk, along with Police records clerk, attended a webinar for JustFOIA public records request process training.
- Continued auditing the active liens and recorded liens list using recorded documents and utility billing and accounts receivable records. Met with the finance director regarding septic-to-sewer liens.
- Administered the oath to three new employees.
- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Feb. 11 Commission meeting. Working on minutes.
- Processed, published and distributed draft agenda packet for the Feb. 25 Commission meeting.
- City clerk met with Commissioner Kelly and City Attorney Durden about board and committee training to be held on Feb. 27.
- Completed minutes for the Jan. 25 Commission and Feb. 7 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meetings.
- Processed eight lien letter requests.
- Prepared paperwork for registration renewals for six vehicles.
- Assisted the PPSARC meeting with its report of recommendations for the Feb. 25 Commission meeting.
- Worked on records management projects; listened to archived meeting audio files for proper naming, scanned, verified and indexed records.
- Prepared notices, updated website calendar, and drafted agendas for the Feb. 20, Feb. 25 and March 11 Commission workshops.
- Prepared notices and updated the website calendar for the Feb. 20 Board Member Review Committee meeting and the Feb. 27 board and committee training meeting.
- Notified all board and committee members about the training and the new resolutions and ordinances pertaining to boards and committees. Answering questions and tracking responses.

Engineering

- Refined technical approach and deliverables for the grant-funded resiliency plan effort.
- Reviewed project scope and deliverables with Jones Edmunds staff for various stormwater projects.
- Provided technical support to the City Commission relating to Ordinance 90-19-23, which addresses maximum impervious surface lot coverage and stormwater/drainage requirements.

- Walked the north Seminole Road ditch to define the project area and start developing survey scope of work to support drainage improvement design.
- Met with a Beach Avenue homebuilder to resolve issues surrounding the proposed drainage plans.
- Met with a Fifth Street homeowner to review drainage complaints assess potential solutions
- Conducted site inspection on West Plaza Road to determine feasibility of installing check valve in culvert crossing.
- Discussed a waiver request from the 3-foot minimum clearance over a dune crest for the 12th Street dune walkover with the Florida Department of Environmental Protection.

Finance

- Submitted the monthly finance report for January.
- Compiled material for Police and General Pension board meetings.
- Chaired joint pension meeting.
- Vendor Checks – 59 for \$223,287.67
- Payroll Checks – 130 for \$266,823.39
- Purchase Orders issued – 36 for \$78,329.33
- Finance staff requested 211 service orders; 215 service orders were completed.
- Processed 3,145 utility bills.

Human Resources

- Processed regular payroll.
- In-processed three new employees.
- Met with employee regarding job classification and supervisory responsibilities.
- Requested an update to our classification factors in line with last year's classification and compensation study.
- Discussed various issues with Ocean Rescue staff.
- Participated in discussions regarding physical exam paperwork for new Police hires.
- Researching law on several proposed policy updates.
- Provided guidance on Florida Department of Environmental Protection documents and paperwork required for the biannual inspections. Notarized signatures on required forms.
- Provided guidance on license/certification issues for Public Works and Public Utilities employees. Creating a form to simplify process.
- Met with city management regarding a personnel issue.
- Meeting with a department head regarding an employee issue and two policy implementation issues.

Information Technology

- Putting together network for the new water department system.
- Repaired antenna after power outage.
- Testing new Police link to the Jacksonville Sheriff's Office.

Planning/Community Development

- Presented the special magistrate and impervious surface ordinances to the City Commission.
- Prepared and published the agenda packet for the Community Development Board's Feb. 19 meeting.
- Published the notice for the second public hearing on Ordinance No. 90-19-238 for changes to impervious surface and stormwater retention.
- Continued park history research.
- Attended a land development regulations update meeting with Kimley-Horn
- Met with a representative of the owner of a property on Mayport Road.
- Completed the proposed façade improvement and public art grant guidelines for consideration on Feb. 25.
- Attended meeting with Fifth Street resident to discuss flooding issues.
- Met with a property owner on Mayport Road to discuss a future site redevelopment.
- Presented at the Tree Subcommittee and Environmental Stewardship Committee (ESC) meetings.
- Worked on the 2019 ESC work plan.
- Uploaded data sheets from the workshop comments to the parks master plan project website.
- Redesigned the dog-friendly restaurant permit application and uploaded to the website.
- Met with property owners with active lien files to discuss a solution to obtain compliance for their open violations and the process of appealing once all violations are corrected.
- 89 active code cases.
- Reviewed 10 building permits.

Police

- Staff is training new recruits and dispatcher.
- Chief attended regional domestic security task force meeting.
- Staff met with vendors to discuss police uniforms.
- Staff met with new county 911 coordinator.
- Staff working with Recreation on upcoming events.
- Most agency members worked the Feb. 10 Donna Run.
- Staff gave police building tours to students from Atlantic Beach Elementary School and the Mayport Naval Station School 4H Club.
- Staff worked with Motorola to establish installation timeline for computer-aided system.
- Staff continues to work on Uniform Crime Reporting numbers.
- Chief participated in a conference call reference coyotes and the AB plan.
- Chief met with members of St. Johns Sheriff's Office to discuss upcoming training.

Public Utilities

- Continued work on the City's consumptive use permit.
- Worked on Data Flow installation for upgrades.`

- Relocated water service on Seminole Road.
- Performed sewer repair on Plaza and relocated a service on Plaza.
- Repaired a 2-inch service line on Mayport Road.
- Obtained quote for an 8-inch valve replacement at Mayport Road and Plaza.
- Worked on a sewer issue quote for a residence on Orchid Street.
- Performed a consumption report on Selva Grande.
- Cross-trained distribution/collection operators on performing locates.
- Performed maintenance and checks on three water treatment plants and performed chlorine room updates.
- Wastewater treatment plant and lift stations: mud valves installed and diesel fuel tanks inspected.
- Four employees attended the Florida Rural Water Association “Focus on Change” seminar.
- Crews performed 41 locates for 811 call-before-you-dig.
- Reviewed 11 permits and conducted four inspections.
- Gathering licensing information to begin processing utilities operator license renewals for 2019.

Public Works

- Five employees worked on Sunday due to the Donna Run: two were at Beaches Town Center; two rode the route behind the last runners picking up trash and clothing; and one performed routine tasks.
- The 170-day Seminole-Sherry multi-purpose path project is continuing.
- Russell Park walkway project is under way.
- Finishing up on roping off dunes and putting back signs to protect the new dune system; sea oats will be planted in April-June.
- This year’s milling and paving is out for bid; the bid opening is Feb. 20.
- Requested Florida Department of Environmental Protection permits for the 12th Street beach walkover
- Creek cleaning and slope clearing is completed in Howell Park.
- Creek bank cleaning and clearing will start next week on Seminole Road.
- Worked on a community development block grant project.
- The Donner Park tennis court resurfacing project will begin soon.
- Received quotes to replace the south bridge in Howell Park.
- Received quotes for coquina shell for Howell Park and Tideview Park.
- New park signs added to Howell, Donner, Rose. Tideview and Johanson parks.
- Cleaned ditch at end of Hickory Road.
- Presenting price for eight crosswalk signs to City Commission on March 11.

Recreation

- Took 31 reservations for fires on the beach, flag football, Arts in the Park, park rentals, and campers at Dutton Island.
- Displaying the work of Aisha McBurnie at Adele Grage Cultural Center.
- Coordinating the following events:

- 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
 - Artist Reception, Thursday, 5:00 – 8:00 pm – Adele Grage
 - Black History Performance, Friday, 6:30 pm – Vineyard Church