

Feb. 22, 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

- Met with a delegation of Russian elected officials participating in a GlobalJax program.
- Interviewed by a Brazilian public administration doctoral student about emergency management.
- Attended the accreditation ceremony for the ABPD.
- Attended the Feb. 18 Commission workshop on City-owned rights-of-way.
- Reviewed list of “new” parking areas by the Parking Committee.
- Met with Atlantic Beach Preservation members regarding pervious/impervious ordinance.
- Reviewed several personnel issues.

Deputy City Manager

- Attended the Feb. 18 Commission workshop on City-owned rights-of-way.
- Attended the ABPD accreditation ceremony at World Golf Village.
- Reviewed Parking Committee report and visited many of the recommended parking areas.
- Met with a Mayport Road business owner about façade and public art grants.
- Met with Atlantic Beach Preservation members regarding pervious/impervious ordinance.
- Attended a Donna Run after-action meeting.
- Met with the city manager and a delegation of Russian elected officials participating in a GlobalJax program; also participated in a Brazilian public administration doctoral student’s emergency management project.
- Assisted with the Feb. 21 Adele Grage Cultural Center artist’s reception.
- Attended the Recreation Department’s Feb. 22 Black History Month event.
- Utilized various communications channels to inform citizens about these matters and more: the proposed stormwater ordinance; parking education; Sherry-Seminole sidewalk project;

the City's Feb. 22 Black History Month event at Beaches Vineyard; March 2 WellFest; and the March 23 Tour de Parks.

Building

- Issued 38 building permits
- Conducted eight plan reviews and 139 inspections.
- Received two compliments from residents about our inspectors and front counter.
- Met with condo owners and engineers regarding settlement problems.
- The three building inspectors attended the Building Officials Association of Florida monthly meeting and discussed emerging technologies for building inspections.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Feb. 20 Commission workshop, Feb. 20 Board Member Review Committee (BMRC) and Feb. 21 Parking and Pedestrian Safety Advisory Committee (PPSARC) meetings.
- Processed, published and distributed final agenda packets for the Feb. 20 and Feb. 25 Commission workshops and the Feb. 20 BMRC, Feb. 21 PPSARC and Feb. 25 Commission meetings.
- Working on minutes for the Feb. 20 Commission workshop and Feb. 21 PPSARC meeting.
- Finished drafting minutes for the Feb. 11 Commission meeting.
- Processed six lien letter requests.
- Administered oath to new building maintenance technician.
- Assisted the public with inquiries, records requests and notary public services.
- Finalized and mailed paperwork for registration renewals on six vehicles.
- Assisted Commissioner Kelly with preparing and compiling board and committee training materials.
- City Clerk Bartle and Mayor Glasser attended Feb. 21 Northeast Florida League of Cities meeting in Starke.

Engineering

- Started assessing West Plaza drainage issue related to sunny day flooding complaints.
- Developed draft interpretation document for implementation of onsite storage in the context of the proposed draft ordinance.
- Conducted review and evaluation of Tiffany by the Sea engineering reports and documentation provided.
- Conducted site inspection on Begonia.
- Met with Atlantic Beach Preservation to discuss proposed changes to onsite storage requirements.
- Developed scope of work for north Seminole Road survey requirements for drainage improvements.

Finance

- Vendor Checks – 75 for \$160,262.09
- Purchase Orders issued – 6 for \$22,372.55
- Finance staff requested 161 service orders; 162 service orders were completed.

Human Resources

- In-processed new employee.
- Worked with Public Works on an employee issue.
- Preparing for 2018 Affordable Care Act reporting to employees and IRS with Harden.
- Advertised two positions.
- Met with the recreation director about a position description for seasonal part-time interns for the recreation centers, a new field trip policy and forms, and an employee issue.
- Researching law on several proposed policy updates.
- Reviewed applications for City receptionist position.
- Worked on updating the website regarding Ocean Rescue employment matters.
- Met with city management several times regarding an employee issue, and prepared paperwork accordingly.
- Worked with Recreation and Cultural Arts department head about an employee who did not complete their probationary period satisfactorily. Met with the employee and accepted her resignation.

Information Technology

- Repaired the City Hall security system.
- Working on issues with the server that is affecting the City document management system.
- Created presentation on video-recording public meetings for the Feb. 25 Commission workshop.

Planning/Community Development

- Developed a new timeline for resiliency plan deliverables for Jones Edmonds.
- Met with a business owner on Mayport Road to discuss the façade and public art grants.
- Met with business owners off Mayport Road to discuss a proposed zone change.
- Prepared for and presented at the City Commission workshop for tree plantings in rights-of-way.
- Attended a sea level rise meeting with officials from Neptune Beach and St. Augustine.
- Attended a webinar on sea level rise hosted by 1000 Friends of Florida.
- Began researching prohibitions on the use of certain plastics and polystyrene materials within the City in anticipation of a future discussion by the City Commission.
- Updated the Planning Department's projects page on the City's website with information on the proposed Façade Improvement Program and Mayport Road Public Art Program, which will be presented to City Commission for approval on February 25th.
- Prepared for and presented at the Community Development Board's regular meeting where it was decided to move their upcoming March 19 meeting to March 20th due to Duval County primary elections. At that meeting, the board unanimously voted to name Kirk Hansen as the chair and Brea Paul as the vice chair.

- 20 building permits reviewed
- One tree permit submitted
- Worked on LEED for Cities certification and attended a LEED meeting with members of the Environmental Stewardship Committee.

Police

- Staff participated in an accreditation conference and the department received Florida Law Enforcement Accreditation.
- Staff participated in Donna Run after-action meeting.
- Continued police and dispatch recruit training.
- Chief attended the Northeast Florida Law Enforcement Executives Association meeting.
- Staff oversaw environmental testing of the lifeguard station.
- Lifeguards continued conditioning training and vacant lifeguard positions were posted.
- Stop-the-bleed training was held at Atlantic Beach Country Club.
- ABPD volunteers began working on a community project focusing on the AB Kids Camp.
- Staff continued working on CAD and Radio system upgrades.
- The agency migrated to a new report-writing system.
- Focusing on parking education through social media and community meetings.

Public Utilities

- Installed new gear/motor in effluent disc filter at the wastewater treatment plant.
- Performed routine maintenance and repairs on 16 lift stations.
- Seven Public Utilities employees attended stop-the-bleed training.
- Obtained quotes for valve replacement at Plaza and Mayport Road.
- Performed water and sewer utilities locates for new builds on West Second Street.
- Performed meter change-outs.
- Completed consumption report for a Selva Grande residence.
- Completed the Sea Oats project scope.
- Reviewed/approved nine permits.
- Septic-to-sewer conversion engineering is at 60-percent completion.
- Continued work on SCADA system install.
- Replaced broken curb stops.
- Performed system maintenance in several areas.
- Installed irrigation meter at new hotel on Mayport Road.
- Obtaining quotes for concrete replacement.
- Working on water loss for the consumptive use permit.
- Preparing to install force main on Mealy Street.
- Performed 20 inspections.
- Met with six contractors.
- Continued collecting operator information for license recertification due in April.
- Installed new backer board, chlorine probe and water feed line in Water Plant #1, rebuilt and installed rotameter Water Plant #4.
- Performed routine maintenance and checks for two water plants and replaced all permit tags on water wells.

Public Works

- The 170-day Seminole-Sherry multi-purpose path project is continuing. There will soon be a detours around Plaza.
- The Russell Park walkway project is under way.
- Finishing roping off dunes and putting back signs to protect the new dune system; sea oats will be planted in April-June.
- Bids opened for milling and paving; presenting to City Commission on March 11.
- Working with the Florida Department of Environmental Protection (FDEP) on being reimbursed \$30,000 for the 10th Street beach walkover project. A partnership sign is being made.
- Letters sent to FDEP requesting permits for 12th Street beach walkover.
- Replacement of the railroad ties in Howell Park will start next week.
- 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 and pickleball 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 Johansen parks.
- Presenting price for eight crosswalk signs to City Commission on March 11.
- Working on Eagle Scout projects: 1) hammock village at Bennett property; 2) marsh kayak signs; 3) benches and information trail signs in Howell Park; 4) little free library stations in Russell and Bull Park.

Recreation

- Took 22 reservations for fires on the beach, flag football, Arts in the Park, park rentals and campers at Dutton Island.
- Currently displaying the work of Aisha McBurnie; hosted Feb. 21 artist's reception at Adele Grage Cultural Center.
- Coordinating the following events:
 - Flag Football – Begins in March
 - WellFest – March 2
 - Bike Tour – March 23
 - Wild Wonders – March 9 and 23
 - Acoustic Night – March 24
 - Arts in the Park – April 13
 - Egg Hunt – April 20