

March 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 the mayor and several commissioners.
- Attended paid parking workshop.
- Addressed issue regarding changed out bulbs in streetlights.
- Held preliminary contract talks with employees union.
- Met with a property owner regarding potential re-development on Mayport Road.

**Deputy City Manager**

- Attended paid parking workshop.
- Attended Beaches Town Center Agency board meeting.
- Completing draft branding project request for proposals.
- In conjunction with Police, updated the City's coyote management plan.
- Utilized various communications channels to inform citizens about these matters and more: Tree planting at Johansen and Donner parks; March 20 parking workshop; March 21 artist's reception; March 23 Tour de Parks; the March 25 special-called City Commission meeting (hearing); April 13 Arts in the (Johansen) Park; and April 20 Easter egg hunt at Jordan Park.

**Building**

- Issued 68 building permits.
- Conducted 33 plan reviews and 142 inspections.
- Attended internal development meeting and met with property owners regarding flood zones, wetlands, and future development.
- Received the Community Rating Service recertification package for our annual review. The completed package is due May 1.
- Three building inspectors attended the Building Officials Association of Florida monthly meeting and discussed application details for stucco siding.
- Interviews are ongoing for the Building Department receptionist.

## **City Clerk**

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the March 20 Commission workshop.
- Processed, published and distributed final agenda packets for the March 25 special called and regular Commission meetings.
- Drafted 12 Code Enforcement Board (CEB) orders from the board's March 12 meeting.
- Completed minutes for the Feb. 27 board and committee training and March 12 Code Enforcement Board meeting.
- Processed 11 lien letter requests.
- Assisted staff, board members, and the public with various inquiries and records requests.
- Updated City's calendar and posted amended notice for the March 25 special called Commission meeting. The meeting time changed from 4:30 to 5:30 p.m.
- Registered, applied for titles, and obtained plates for three new City vehicles.

## **Engineering**

- Developing water facilities supply work plan required by the St. Johns River Water Management District.
- Reviewed notice of intent to Issue and final draft permit for the wastewater treatment facility.
- Reviewed and edited Tier III Hazard Mitigation Grant Program application for Cutlass Road culvert replacement project.
- Met with a Begonia Street property owner to discuss development options and restrictions.
- Continued development of Skate Road sidewalk design plans and specifications.
- Continued development of Vulnerability Assessment & Adaptation Plan.

## **Finance**

- Submitted monthly financial statements.
- Submitted quarterly and annual report for Florida Department of Law Enforcement grant program.
- Completed minutes for the quarterly meeting of the Police and General Employee Pension boards.
- Vendor Checks – 163 for \$456,283.99
- Payroll Checks – 134 for \$270,151.41
- Purchase orders issued – 67 for \$335,728.23
- Service orders requested by Finance staff – 283
- Service Orders completed by Finance staff – 285
- Processed 3,158 utility bills

## **Human Resources**

- Participated in the Florida League of Cities Monday morning legislative call to update municipalities on the current session and the issues that might affect AB.
- Met with department head regarding status of several HR issues.
- Researching conflict resolution and supervisory classes.
- Preparing for attendance at Florida League of Cities Legislative Action Days next week.
- Researching a potential risk management issue.
- Conducted first LIUNA “blue collar” union negotiation meeting for 2019-21 agreement.
- Coordinated two Family and Medical Leave Act certifications.
- Worked with the Police Department on a workers’ compensation issue.
- Participated in Society for Human Resource Management senior certified professional certification.

### **Information Technology**

- Received training for the computer-aided-dispatch application from Motorola.

### **Planning/Community Development**

- Met with the director of Art in Public Places in Miami to discuss that community’s public art program.
- Met with the North Florida Land Trust to discuss its conservation easement in AB.
- Met with members of the Community Development Board to discuss a rezoning request.
- Participated in the development of the Environmental Stewardship Committee Facebook page.
- Coordinated with staff for a public outreach campaign for tree permits.
- Participated in a conference call with grant writers for a National Endowment for the Arts grant intended for Mayport Road.
- Reviewed flooding issues on Fifth Street
- Met with a Mayport Road property owner regarding a future redevelopment.
- Coordinated the planting and watering of trees in Johansen and Donner parks.
- Met with the owners of the Salt Air Motel to discuss renovation plans.
- Continued to review materials from the consultants on the land development regulations update, including permitted uses and parking.
- Attended the Community Development Board's March meeting, at which the board considered a future land use map amendment and rezoning for the VooSwar and related properties.
- 11 building permits reviewed.
- One tree permit submitted; one issued.

### **Police**

- Continue to focus on computer-aided dispatch project, with the following milestones met within the last couple of weeks:
  - Customer design review
  - Client software installation
  - Provisioning training complete

- Finalize interface specification document
- Interface hardware install
- Staff met with newly promoted/transferred counterparts within the Jacksonville Sheriff's Office.
- Staff hosted and participated in required yearly beach driving training.
- Continue to prepare for the upcoming promotional exam.
- Six employees are in training.
- Hosted several youth tours of the police station.
- Partnered with Recreation and local organizers to assist with providing Easter baskets and dinners for AB families in need.
- Chief has partnered with local groups to collect prom dresses for girls in the Pace Center.
- Began promoting the March 28 Coffee with a Cop event at McDonald's.
- Assisted in preparing the coyote education plan and continue into week 11 of the coyote data gathering project.
- Staff met to discuss summer beach end-zone staffing and priorities.
- Staff is working to staff the volunteer emergency response team.

### **Public Utilities**

- Calibrated chlorine analyzer and repaired leak at water treatment plant #1. Cleaned screens on aerator on north tank; performed troubleshooting on generator at water treatment plant #3; performed routine maintenance and repairs.
- Received quote for two clarifier drives and had sludge pump and motor serviced at the wastewater treatment plant.
- Performed routine maintenance and checks on lift station stations; generator set up at Buccaneer Lift Station
- New flooring being installed at 902 Assisi.

### **Public Works**

- The Sherry-Seminole sidewalk project continues.
- A pre-construction meeting has been scheduled for April 4 to discuss start date for the milling and paving project.
- The Donner Park tennis and pickleball court resurfacing project will begin on April 8. Courts will be closed about 45 days.
- Howell Park south bridge replacement will begin on March 25, weather permitting. That area will be closed during construction.
- Working with the Florida Department of Environmental Protection for the \$30K grant for the 10<sup>th</sup> Street beach walkover. Partnership sign has been posted.
- Replaced the northwest section of the rail road ties in Howell Park.
- The Commission approved the new crosswalk poles; meeting with the company next week to place order.
- Received engineering quote for stormwater pipe project on Seminole Road; taking to Commission on Mar. 25.
- Working on the design for the Skate Road sidewalk from Plaza to Cavalla Road.

## **Recreation**

- Took 14 reservations for fires on the beach, flag football, and arts in the park, park rentals and campers at Dutton Island.
- Currently displaying the art work of Susan Bolenbaugh.
- Coordinating the following events:
  - Flag Football – Begins in March
  - Bike Tour – March 23
  - Wild Wonders – March 23
  - Acoustic Night – March 24
  - Arts in the Park – April 13
  - Egg Hunt – April 20