

April 26, 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 septic-to-sewer project with grant writers and City staff.
- Attended April 22 Commission workshop on recycling, followed by the regular Commission meeting.
- Met with Neptune Beach officials to discuss several mutual concerns.
- Went to the Transportation Planning Organization office to learn how to obtain funding for Mayport Road improvements.
- Discussed interlocal agreement with Neptune Beach regarding Town Center parking program.

Deputy City Manager

- Published and distributed an e-newsletter to 2,960 recipients on April 25.
- Attended the April 25 U.S. Green Building Council rollout of its case study on Atlantic Beach's LEED for Cities certification process; performed associated public relations duties, including establishing the URL www.coab.us/LEED.
- Worked with the utility customer service supervisor on the June roll-out of paperless billing.
- Reviewing the City's GIS needs.
- Worked with IT and HR to improve the employment section on the City's website.
- Participated in an in-house hurricane season discussion.
- Attended the April 22 Commission workshop on recycling.

Building

- Issued 55 building permits.
- Conducted 52 plan reviews and 149 building inspections.
- Attended development department meeting and discussed City GIS and current projects.
- Participated in an in-house hurricane season discussion.
- Gave approval to start rebuild of Building Department front desk.
- Worked with JEA on updated electrical service at the end of Seminole Road.

- Discussed roofing permits, among other topics, during interdepartmental development team meeting.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 22 Commission workshop and meeting. Scanned and filed minutes, resolutions, ordinances, speaker cards, and handouts. Drafting minutes.
- Drafted and mailed a notice-of-hearing letter for the July 9 Code Enforcement Special Magistrate meeting.
- Continued working on extensive public records request involving research dating back to 1982.
- Processed eight lien letter requests.
- Worked on the ongoing records management project of converting records from hard copy to electronic copy; scanned Code Enforcement Board records into Laserfiche for long-term storage.

Engineering

- Revised Aquatic Gardens Hazard Mitigation Grant Program (HMPG) grant application per Dept. of Emergency Management request for additional information.
- Obtained data required for updating the Camelia lift station generator HMGP application.
- Met with Melissa Ross of WJCT to discuss the City's approach to vulnerability and adaptation.
- Assisted a Begonia Street developer with managing stormwater on six developable lots.
- Reviewed City's GIS databases and operating protocols.
- Developed options for completing the St. Johns River Water Management District-funded septic-to-sewer project on Begonia Street.
- Continued development of a vulnerability assessment.

Finance

- Payroll Checks – 171 for \$279,964.41
- Vendor Checks – 59 for \$244,446.78
- Purchase Orders Issued – 47 or \$111,940.55
- Service Orders requested by Finance Staff – 152
- Service Orders completed by Finance Staff – 165

Human Resources

- Participated in Florida League of Cities Monday-morning legislative call.
- Processed regular and pension payroll.
- Strategized with employment attorney regarding employee issue.
- Met with department head and a supervisor regarding retention and recruitment of employees. Discussed supervisory training opportunities.
- Worked on a worker's compensation matter.

- In-processed a new employee.
- Met with the city manager, a department head and a supervisor regarding several employee matters.
- Advertised several positions.
- Dealt with a flexible spending account issue.
- Developing next employee wellness challenge.
- Worked with Finance department to provide additional information needed for annual audit.

Planning/Community Development

- Staff met with the city attorney three times to review and edit the draft and development regulations update
- Presented zoning and map amendments for the VooSwar at the April 22 City Commission meeting.
- Met with various property owners to resolve impervious surface issues.
- Presented at the LEED for Cities event in downtown Jacksonville.
- Met with TPO to discuss next steps for the Mayport Road multiuse path.
- Met with the Beaches Sea Turtle Patrol to discuss beachfront lighting.
- Notice of hearing letter was sent to a tree company.
- Working on the prospective demolition of a structure.
- Active Code enforcement cases: 103
- Reviewed 17 building permits

Police

- Staff held flag etiquette training for AB Scout Troop 37.
- Staff led a discussion with several City department heads regarding grants and critical infrastructure.
- Staff participated in the Police Memorial Day ceremony held in downtown Jacksonville.
- Staff participated in required less lethal weapons training.
- Staff continues to monitor and update the coyote project.
- Staff participated in an in-house hurricane season discussion.
- Staff worked with Neptune Beach Police Department on Dancin' in the Streets event.
- Chief reviewed several required state surveys and local MOUs.
- Chief met with event organizer regarding event at Beaches Town Center.
- Chief attended the commission meeting.
- Chief continued budget discussions with staff.
- Staff continued with computer-aided dispatch provisioning.
- Continuing to train two new officers and a dispatcher.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants; repaired vacuum issue on chlorine system;

- obtaining quotes and inspections for upcoming projects.
- Submitted documents for 2018 Water Audit for St. Johns River Water Management District.
- Continued work on septic-to-sewer conversion.
- Completed eight permit reviews; performed city wide meter change outs, curb stop change outs, locates and service orders.
- Cleaned sewer main from Ahern to Atlantic, Ocean to East Coast, met with property owner and contractor on Poinsettia regarding sewer lateral replacement.
- Inspected water quality issue on Gavagan Road due to hydrant flushing and conducted Selva Lakes Pool meter change out.
- Met with surveyor for Begonia St. project.
- Performed routine maintenance and checks on lift stations.
- 18 lift stations completed on Data Flow.
- Performed required system sampling and operations at wastewater treatment plant; had oil changed in mixers on aeration tanks; coordinated with Public Works for tree trimming inside plant yard.
- Continued consumptive use permit with John Collins for drinking water plants.

Public Works

- The Sherry-Seminole sidewalk project continues; April 26 is day 104 of 170.
- Trimming trees around the City; completed the marsh side and moving across to Mayport Road.
- Receiving quotes for new LED lighting at Russell Park tennis courts.
- Milling and paving will start about June 3 (weather permitting).
- Working on removing old railroad ties in southwest section of Howell Park.
- The Donner Park tennis and pickleball court resurfacing project is under way. The courts will be closed for three or four weeks.
- Both Howell Park bridges on the south end are completed.
- New crosswalk warning signs have been ordered.
- Working on the design for the Skate Road sidewalk from Plaza to Cavalla Road.
- South Seminole Road stormwater and sidewalk project is being designed to 50%.
- Striping Donner Park football field every Friday.
- An Eagle Scout project (hammock village) is scheduled to begin soon.
- Russell Park restrooms refurbishing project is getting ready to go out to bid.
- Putting a Marshside ditch cleaning project out to bid.
- Aquatic Dog Park water fountain is being installed.

Recreation

- Took 12 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Displaying the artwork of Linda Olsen at Adele Grage Cultural Center.
- Working on the 2019-20 budget inputs.
- Coordinating the following events:
 - Artist Reception – April 26 (Mark Lester)

- Wild Wonders – April 27
- Acoustic Night – April 28
- 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