

Jan. 18, 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 the Jan. 12 Town Hall meeting.
- Prepared for and attended the Jan. 14 City Commission workshop and meeting.
- Met with Employee Work Climate Committee.
- Attended Jan. 15 Community Development Board meeting.
- Attended the Jan. 16 Parks Master Plan Open House.
- Met with CEO of Fleet Landing to discuss utility impact fees.
- Met with several citizens on a number of issues.
- Met with the City lobbyist and deputy city manager to review funding requests.
- Along with the deputy city manager, held a telephone conference with City grant writer and Jones Edmunds regarding stormwater funding opportunities.
- Attended the Jan. 18 Arbor Day event at Johansen Park.

Deputy City Manager

- Helping plan the Feb. 2 Black History Month event at the VooSwar.
- Worked on various grant opportunities.
- Assisting Beaches Go Green with the Donna Marathon recycling initiative.
- Attended the Jan. 14 Commission workshop and meeting.
- Along with the city manager, executive assistant to the city manager and city clerk's office, prepared for the Jan. 28 City Commission meeting.
- Attended the parks master plan open house.
- Attended and participated in discussion at the Jan. 17 Parking and Pedestrian Safety Advisory Resource Committee meeting.
- Assisted with the Jan. 18 Arbor Day event at Johansen Park.
- Toured the city with the mayor and city manager to gain a better perspective about some of the City's challenges and opportunities.
- Utilized various communications channels to inform citizens about these matters and more: the City's parks master plan survey; the Jan. 14 Commission workshop and meeting; the Jan. 16 parks and trails workshop; the Jan. 21 community Martin Luther King, Jr. Day ceremony; the Jan. 23 Beaches Go Green survey results/sustainability

presentation; the Feb. 2 Beaches Museum storytelling event at the VooSwar; and the Feb. 10 Donna Run.

Building

- Issued 51 building permits.
- Conducted five plan reviews and 189 inspections.
- Continued discussions regarding addresses with Fleet Landing and the City of Jacksonville.
- Reviewed resumes for permit technician and interviewed four candidates.
- Toured Avesta Seaside Apartments.
- Three inspectors attended Building Officials of Florida monthly meeting and discussed commercial kitchen hoods.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the Jan. 12 Commission town hall, Jan. 14 workshop, Jan. 14 regular Commission, and Jan. 17 Parking and Pedestrian Safety Advisory Resource Committee (PPSARC) meetings.
- Processed and published agenda packets for the Jan. 17 PPSARC, Jan. 23 Board Member Review Committee (BMRC), and Jan. 28 Commission meetings.
- Prepared paperwork and obtained title and plate for 2019 Ford Police Interceptor.
- Finalized, executed and mailed seven Code Enforcement Board (CEB) Orders from the Jan. 8 CEB meeting.
- Completed minutes for the Jan. 3 PPSARC, Jan. 8 CEB, and Jan. 12 town hall meetings.
- Working on minutes of the Jan. 14 regular Commission and Jan. 17 PPSARC meetings.
- Processed five lien letter requests.
- Assisted the public with inquiries, records and video link requests, and notary public services.
- Created a new website page - Meeting Agendas - which includes an index with hyperlinks: <https://www.coab.us/859/MEETING-AGENDAS>.
- Prepared and processed appointment letters to two new Environmental Stewardship Committee and three new Cultural Arts and Recreation Advisory Committee members.
- Scanned, published and filed recently-passed resolutions, ordinances and minutes.
- Continued uploading all meeting audio files to our local network. The audio recordings for PPSARC and ESC meetings and the Jan. 12 town hall have also been posted to the City's FTP site for easy access.

Finance

- Vendor checks – 65 for \$313,107.
- Payroll checks – 125 for \$285,783.
- Purchase orders issued – 59 for \$51,812.
- Finance staff requested 268 service orders; 272 service orders were completed.

Human Resources

- In-processed a new Public Works employee.
- Processed an employee for retirement/DROP paperwork.
- Processed regular payroll.
- Working on insurance issues with the City's broker.
- Worked with Finance on issuance of W2s.
- Worked to finalize employee benefits survey.
- Participated in four interviews for a Building Department vacancy.
- Met with Harden/PATH to initiate a new wellness challenge (fitness).
- Assisted with the Arbor Day event in Johansen Park. Attended event.
- Researching options for changes to the City's defined contribution pension plan; discussed with finance director.

Information Technology

- Added a tool to the City's website that enhances the ability of some people with disabilities to use the website.
- Implemented a form on the City's website that will enable citizens who work for the federal government who are impacted by the government shutdown to apply for a waiver of fees from the City's water utility.

Planning/Community Development

- Presented the final reading of the new Residential Selva Marina R-SM zoning district to the City Commission.
- Presented the draft impervious surface code revisions to the Community Development Board.
- Met with a property owner to discuss a redevelopment project on Mayport Road.
- Continued working on the land development regulations update.
- Helped coordinate a heritage tree designation and planting of five Live Oaks with Environmental Stewardship Committee members and staff.
- Presented the final reading of Ordinance No. 75-18-20 amending parking regulations and providing the ability to tow from private property to the City Commission, which passed the ordinance.
- Presented a use-by-exception application to the City Commission, which approved on-premises consumption of alcohol in conjunction with a men's apparel retail store at 299 Atlantic Boulevard in the Town Center.
- Attended the Community Development Board's regular meeting at which, among other things, the board considered Ordinance No. 90-19-238 to amend impervious surface and stormwater retention requirements and ultimately recommended denial of the ordinance.
- Participated in the City's open house on the Parks Master Plan, where a status update was given and citizens were given the opportunity to provide input on the current and future state of parks in the City.

- Prepared a staff report for the upcoming City Commission meeting on Ordinance No. 5-19-68 that will replace the duties of the Code Enforcement Board with a Special Magistrate.
- 10 Building permits reviewed.
- Two tree-removal permits submitted; four issued
- Posted stop work orders at four addresses for work being done without a permit.
- Active cases: 80
- 280 people and counting have completed the community parks and trail survey at bit.ly/ABParkSurvey.

Police

- Prepared accreditation annual reports.
- Met with the team, including the deputy city manager, to discuss coyote research plan.
- Chief spoke to public policy students at Jacksonville University.
- Conducted interviews for part-time police officers.
- Met with staff regarding ABPD social media messaging.
- Met with COJ/JFRD, Public Works and Neptune Beach representatives regarding Emergency Road Access Team.
- Attended the City Commission and Parking and Pedestrian Safety Advisory Resource Committee meetings.
- Met with Citizens Police Academy alumni.
- A new intern is now working with the department.

Public Utilities

- Began updating the Chlorine injection system with new auto pacing and continuous monitoring.
- Continued work on the City's consumption use permit.
- Participated in a pre-construction meeting with Almond Engineering and Florida Road Contractors for Atlantic Preserve.
- Crews performed about 50 locates for 811 call-before-you-dig to protect utilities below ground.
- Ordered water system auto flushers to help maintain water quality.
- The Data Flow lift station project is ongoing; met with Data Flow and the Information Technology staff on infrastructure needed for new system.

Public Works

- The 10th Street beach walkover is completed except for the handrail.
- Began restriping the 10th Street beach access parking area.
- The Sherry-Seminole path project has begun on the north end; the project is scheduled to be completed in about six months.
- Met with Hansen Engineering regarding the south Seminole Road pipe project.
- Met with the City's grant writer about CDBG funding.

- The Russell Park sidewalk has been approved by the City Commission; a pre-construction meeting will be held soon.
- Dune protection poles and rope are being installed along with all the dune signs.
- Visited 12th street beach access to plan the new beach walkover.
- Visited potential locations for new crosswalk signals.
- Attended the parks master plan meeting.
- Installed the heritage tree stand and plaque in Johansen Park for Arbor Day.
- Repaired a broken fountain pump on West Third Street.
- Creek cleaning and slope clearing is under way in Howell Park.
- Worked on cracked concrete in the skateboard park.
- Attended an Emergency Road Access Team meeting with the Police Department, Neptune Beach police, and the JSO.
- Talked to two contractors about new lighting for the Russell Park tennis courts.
- Talked to two contractors about skate park repairs.
- Soliciting quotes for coquina for Howell and Tideview parks.

Recreation

- Took 22 reservations for fires on the beach, park rentals and campers at Dutton Island.
- Displaying the work of Miwa Fiore at the Adele Grage Cultural Center.
- Met with two fitness instructors to schedule classes.
- Conducted interviews for the recreation coordinator position.
- Upcoming:
 - o Yoga, Tuesday, 9:30 – 10:30 am, Adele Grage
 - o Kids Yoga, Tuesday, 5:30 – 6:30 pm, Adele Grage
 - o Mid-Week Market, Wednesday 3:00 – 6:00 pm, Bull Park
 - o Yoga, Wednesday, 5:00 – 6:00 pm, Adele Grage