

March 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 the March 11 City Commission workshop and meeting.
- Met with the mayor and several commissioners.
- Discussed tree code violations with the city attorney and community development director.
- Worked on the draft agenda with the city clerk.
- Coordinated with consultant Mark Rimmer on the parking presentation for the March 20 Commission workshop.

Deputy City Manager

- Attended an Anthem Lakes veterans event and assisted with public relations for the event.
- Created an Environmental Stewardship Committee Facebook page.
- Had a teleconference with Chief Cook and a resident regarding a potential citizens response team for emergencies.
- Working on initiative to enable utility customers to opt for paperless billing
- Chaired a Florida Municipal Communicators Association Awards Committee meeting; representatives of seven municipalities/agencies are on the committee.
- Utilized various communications channels to inform citizens about these matters and more: March 23 Tour de Parks; April 13 Arts in the (Johansen) Park; and April 20 Easter egg hunt at Jordan Park.

Building

- Received 63 permit applications.
- Issued 54 building permits.
- Conducted 58 plan reviews and 162 inspections.
- Registered two employees for the International Code Council permit technician exam.
- Issued commercial interior renovation permits for two new businesses.

City Clerk

- Prepared, set up, attended, performed administrative duties, and follow-up tasks for the March 11 Commission workshop and March 11 Commission and March 12 Code Enforcement Board meetings.
- Processed, published and distributed agenda packets for the March 20 Commission workshop and March 25 Commission meetings.
- Worked on minutes for the Feb. 20 Board Member Review Committee meeting, Feb. 27 board and committee training, and March 12 Code Enforcement Board meeting.
- Completed minutes for the March 11 Commission workshop and March 11 Commission meeting.
- Processed six lien letter requests.
- Sent Outlook calendar invitations to each Commissioner for their invocation assignments for the remainder of 2019.
- Updated City's calendar and prepared meeting notices for upcoming meetings.
- Prepared and sent the public hearing notice to the *Beaches Leader* for the March 25 special called Commission meeting.
- Facilitated delivery of election equipment and met with the precinct manager in preparation for the March 19 election. Polls are open from 7 a.m. to 7 p.m. Information is at www.duvalelections.com.
- The city clerk attended a Municode "unlock the mystery of your code" webinar on March 13.

Engineering

- Met with s potential purchaser of property on Gladiola Street to discuss floodplain development, wetlands, etc. affecting this parcel.
- Met with Hanson to re-scope the south Seminole Road stormwater improvement project to initially produce 50-percent plans and detailed cost estimate for City acceptance prior to final design.
- Drafted upland buffer language in support of potential changes to Sec. 24-271 & Sec. 24-272.
- Reviewed and commented on 90-percent plans for Begonia Street septic-to-sewer design (100-percent design expected next week).
- Met with an engineer working for developers on Begonia Street to go over the City's floodplain storage and onsite stormwater requirements.
- Developed draft guidelines and policy for staff review regarding impervious surfaces, onsite stormwater storage, floodplain development, and drainage requirements.
- Continued developing the Vulnerability Assessment & Adaptation Plan and reviewed approach from Jones-Edmunds for providing necessary technical data

Finance

- Vendor checks – 101 for \$328,756.66
- Payroll checks – 163 for \$192,303.37

- Purchase orders issued – 43 for \$321,976.10
- Service orders requested by Finance staff – 360
- Service orders completed by Finance staff – 360
- Billed 3,158 utility bills

Human Resources

- Processed regular payroll.
- Participated in the Florida League of Cities Monday morning legislative call to update municipalities on the current legislative session and the issues that might affect us.
- Conducted an information session with the Police sergeant candidates to answer questions on HR-related matters.
- Submitted a risk management issue for insurance coverage and answered follow-up questions.
- Research skate park/bike park risk management issues for the city manager.
- Close out in-house job vacancy (general maintenance worker), reviewed applications and forward to department head.
- Close out in-house job vacancy (director of information technology) and began advertising in several outside venues.
- Posted three new job vacancies.
- Drafted an update to the ordinance to change some terms of the defined contribution plan.
- Processed an employee retirement.
- Attended a short seminar on Human Resource-related issues.
- Continuing to attempt to get updated classification factor information from Cody & Associates to correspond to our new pay scale.
- Research a potential risk management issue for the city manager.

Information Technology

- Posted the IT director job announcement with the Florida Local Government Information Systems Association, a Florida League of Cities group.
- Received training from Motorola on JSO's new computer-aided dispatch application, which the Police Department will start using in the fall.

Planning/Community Development

- Attended the biweekly Adaptation Action working group in Jacksonville.
- Toured the COrK art facility for a second time to discuss operations and a potential project on Mayport Road.
- Met with Environmental Stewardship Committee (ESC) Chair Bruce Andrews to discuss the committee's 2019 work plan.
- Discussed public art and façade grants with multiple business owners on Mayport Road.
- Discussed the Comprehensive Plan revisions with a Florida Department of Economic Opportunity representative.
- Worked with Jones Edmonds to complete the first resiliency grant deliverable to the state.
- Began a National Endowment of the Arts grant process for Mayport Road.

- Prepared and presented at the monthly ESC committee.
- Prepared and published the agenda packet for the Community Development Board's March 20 meeting.
- Reviewed proposed revisions to the land development regulations update from the consultant.
- Participated in a conference call with staff and a representative of the St Johns River Water Management District on the City's Comprehensive Plan amendments as part of the City's regular Evaluation and Appraisal Report.
- Developed a tree-removal permit analysis report.
- Worked on retrieving data from the parks and marsh master plan survey and getting it into some type of presentable form
- Redesigned the facade and art program guidelines and applications.
- Uploaded all new forms and redesigns to the website.
- The final meeting of the Code Enforcement Board was held.
 - o Four Committee members were present
 - o Mayor Glasser presented the members with a certificate and thanked them for their service
 - o 13 cases were heard (four found in compliance; four were given additional time to come into compliance).
- Active Code Cases: 96
- Reviewed 20 building permits.

Police

- Training five new police officers.
- Met with contractor, environmental investigative agency and AB Building Department representatives regarding issues with newly renovated lifeguard station.
- Created a "Message from the Chief" newsletter that is being disseminated through various platforms.
- Recognized the Atlantic Beach Police Department "Student in the Spotlight".
- Staff held a policy review meeting.
- ABPD members met with the Human Resources director to discuss the upcoming promotional exam.
- Chief Cook and the deputy city manager held a conference call with a citizen regarding the creation of a Community Emergency Response Team.
- Chief Cook and staff met with members of the Atlantic Beach Country Club stakeholders about traffic and crime concerns.
- Staff hosted a Citizen's Police Academy class.
- Staff continues to work on computer-aided dispatch provisioning.

Public Utilities

- Performed routine maintenance and checks, cleaned floors and screens on aerators at water plants and collected samples.
- Collected flow data for consumptive use permit.

- Performed routine maintenance and checks and performed service repairs on 12 lift stations.
- Performed hydrant flow test for the new subdivision Preserve at Atlantic.
- Performed generator work at Buccaneer lift station.
- Troubleshoot and repair issue with reclaimed supply at wastewater treatment plant.
- Working on septic-to-sewer project with the city engineer and ATM.
- Reviewed/approved 16 permits.

Public Works

- The Sherry-Seminole sidewalk project continues.
- Met with engineers to scope the work for the stormwater project on south Seminole Road.
- North Seminole Road is being surveyed for ditch cleaning.
- Preparing for a pre-construction meeting with the contractor on the milling and paving project.
- Replacing railroad ties in Howell Park.
- The Donner Park tennis and pickleball court resurfacing project likely will begin in early April. Courts will be closed about 45 days.
- Howell Park south bridge replacement will begin on March 18, weather permitting. That area will be closed during construction.
- New water drinking fountains are installed in Donner and Jordan parks.
- Installed Seventh Street beach access chain and bollards.
- Met with local Girl Scouts and leaders to discuss some projects.

Recreation

- Took 18 reservations for fires on the beach, flag football, arts in the park, park rentals and campers at Dutton Island.
- Displaying the art work of Susan Bolenbaugh.
- Discussed offering a children's book reading with a resident.
- Coordinating the following events:
 - Flag football
 - Bike Tour – March 23
 - Wild Wonders – March 23
 - Acoustic Night – March 24
 - Arts in the Park – April 13
 - Egg Hunt – April 20