

April 19, 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

- Participated in April 15 open house on Mayport Road improvements.
- Met with members of a neighborhood to discuss localized flooding problems.
- Met with the mayor and the city manager of Neptune Beach to discuss mutual opportunities.
- Met with potential buyers of Johnston Island.
- Worked on septic-to-sewer grant logistics.

Deputy City Manager

- Along with the planning/community development director, facilitated the April 15 Mayport Road improvements open house; drafted a summary, which will serve as minutes.
- Assisted with a code enforcement matter and logistics for special magistrate hearings.
- After consulting with various staff and residents, made the decision to establish a permanent pickleball-exclusive court and permanent tennis-exclusive court upon the completion of the Donner Park court resurfacing project.
- Met with potential buyers of Johnston Island.
- Worked on septic-to-sewer project logistics.
- Attended Art Walk and the Adele Grage artist's reception on April 18.
- Utilized various communications channels to inform citizens about these matters and more: April 15 Mayport Road corridor improvements open house; and April 20 egg hunt.

Building

- Issued 33 building permits.
- Conducted 15 plan reviews and 182 building inspections.
- Jennifer Johnston passed the International Code Council permit technician exam, becoming a Certified Permit Technician.
- Met with a condominium resident regarding American with Disabilities Act and fair housing issues.

- Attended inter-department development meeting and discussed floodplain issues on Stocks Street and other current projects.
- Building inspectors attended the monthly Building Officials Association of Florida meeting and discussed workforce training with the local construction community.

City Clerk

- Processed, published and distributed final agenda packets for the April 22 Commission workshop and meeting.
- Completed minutes for the April 8 Commission workshop.
- Administered the oath to a new park ranger.
- Worked on an extensive public records request involving research and retrieval of records from 1982 to 2019.
- Processed 11 lien letter requests.
- Continued scanning and verifying building plans of city-owned property.
- Updated City's calendar and prepared notice for April 22 Commission workshop.
- Participated in a conference call to the city attorney with city manager about the special magistrate contract on the April 22 Commission agenda.

Engineering

- Prepared and presented analysis of flooding issues in Sevilla Gardens to Atlantic Beach Country Club representatives.
- Prepared vulnerability data assessment for Northeast Florida Regional Council.
- Continued design analysis of north Seminole Road drainage improvements.
- Began drafting Water Facilities Supply Plan as required by St. Johns River Water Management District.
- Revised Vulnerability Assessment scope of work and began developing report format and content.

Finance

- Vendor checks – 95 for \$692,420.37
- Purchase orders issued – 35 for \$109,479.65
- Service orders requested by Finance staff – 273
- Service orders completed by Finance staff – 286

Human Resources

- Swore in new and returning ocean rescue personnel.
- Participated in Florida League of Cities Monday-morning legislative call.
- Researching options for employee timekeeping systems.
- Met with city the city manager, a department head and a supervisor regarding several employee matters.
- Work with a vendor regarding risk management issue.
- In-processed a temporary park ranger employee.

- Advertised several new positions.
- Coordinated celebration of April birthdays.
- Out-processed an employee who resigned and met with another resigning employee.
- Developing next employee wellness challenge.
- Worked with Finance to provide information needed for annual audit.
- Reviewed applications for the IT director position; creating spreadsheet.
- Continued with Society for Human Resource Management-Senior Certified Professional certification.

Planning/Community Development

- Met with members of the Community Development Board to discuss agenda items.
- Presented at the Mayport Road open house.
- Met with members of the Atlantic Beach Country Club to discuss stormwater issues.
- Met with Mayport Road business owners about site improvements and public art.
- Prepared and presented multiple variances to the Community Development Board at its regular April meeting.
- Worked with staff and the city attorney on the review of the draft update to the Land Development Regulations.
- Updated the proposed language for the tree-protection code based on the Environmental Stewardship Committee's recommendations after the Commission's April 8 workshop on the subject.
- 12 building permits reviewed.
- Two tree permits submitted, one issued.
- Watered trees three days, including Sunday.
- Met with three citizens to discuss code violations.
- Posted one stop work order.
- Site visit conducted at Dagley Salvage yard.
- 198 Poinsettia; no response from the bank regarding the demolition order.
- Active code cases: 100

Police

- Chief met with the Public Works director to discuss 2019-20 capital improvement projects and pedestrian safety.
- Staff conducted training on tactics and emergency medical care.
- Sgt Jamison attended a leadership seminar.
- Chief met/spoke with numerous citizens regarding parking and traffic concerns.
- Chief and staff began discussion of 2019-20 budget priorities.

Public Utilities

- Cleaned and performed routine maintenance and required system sampling at all water treatment plants.
- Completing work on the 2018 water audit for St. Johns River Water Management District.

- Continued work on septic-to-sewer conversion.
- Completed eight permit reviews; performed citywide meter change outs, locates and service orders.
- Repaired water break on Jackson Road; performed service call for sewer backup on Poinsettia; inspected and excavated sewer laterals on Ahern for new townhomes; completed wet tap for Fleet Landing new construction; completed several asphalt patches around City; met with resident on Gavagan Road concerning water quality; coordinated with JEA for scheduled valve replacement for Gavagan Road area.
- Performed routine maintenance and checks on lift stations.
- 13 lift stations completed on Data Flow.
- Performed required system sampling and operations at wastewater treatment plant; getting quote for transfer pump repair.
- Continued working on consumptive use permit with John Collins for drinking water plants.

Public Works

- The Sherry-Seminole sidewalk project continues; April 19 is day 97 of 170.
- Installed new park bench in Town Center.
- Installed new memorial bench at 19th Street Beach access.
- Received the rental lift and started the tree trimming around the City. West side will be completed this week.
- Installed all new street identification signs on the beach.
- Receiving quotes for new LED lighting at Russell Park tennis courts.
- Performing beautification work in islands around the city. Repairing the sprinkler system at Five Points.
- 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.
- Replacement of the small bridge on the east side of Howell Park should be completed on April 22 (weather permitting).
- Coquina shell has been added to Waters Park and Tideview Park.
- The Commission approved the new crosswalk poles; met with manufacturer to place order. Locations will be presented to Commission for approval on April 22.
- 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%.
- Working on the design of the Russell Park restrooms and preparing to go out for bids.
- Striping Donner Park football field every Friday.
- An Eagle Scout project is scheduled to begin on April 27. A hammock village will be built at the entrance to Tideview Park at the Camelia Street entrance.
- Russell Park restrooms refurbishing project is getting ready to go out to bid.
- Putting a Marshside ditch cleaning project out to bid.

Recreation

- Took 10 reservations for fires on the beach, flag football, park rentals and campers at Dutton Island.
- Displaying the art work of Linda Olsen.
- Working on the 2019-20 budget inputs.
- Closing out Arts in the Park.
- Coordinating the following events:
 - Artist Reception – April 18
 - Egg Hunt – April 20
 - Wild Wonders – April 27
 - Acoustic Night – April 28
- Egg Hunt - Saturday, 10:00 am – 1:00 pm – Jordan Park
- 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