

October 11, 2019

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Shane Corbin, 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 Commission's Saturday town hall.
- Participated in multiple discussions regarding paid parking to prepare for the program launch.
- Met with the City Engineer and Utilities Director regarding the septic to sewer project.
- Reviewed site plans for various projects.
- Met with City Clerk to prepare for the upcoming City Commission agenda.
- Helped planning staff prepare for the monthly ESC meeting.
- Met with Rick Carper to discuss turn lanes for Atlantic Beach Elementary.
- Met with the Human Resources Director regarding health care plans.

Deputy City Manager/Information Technology

- Submitted Florida League of Cities Quality Cities November magazine article on the City's environmental leadership initiatives.
- Planning City Government (Oct 21-27) activities.
- Attended the Commission's Saturday town hall.
- Assisting with pay-for-parking launch, messaging.
- Assisting the city manager and staff with these endeavors: septic-to-sewer conversion.
- Participated in health care plan discussion.
- Worked with public works director on a summary of the Oct. 7-8 rainfall event.
- Utilized various communications channels to inform citizens about these matters and more: Oct. 12 Fall Festival at Donner Park; Oct. 17 artist's reception at Adele Grage Cultural Center; Oct. 19 Family Fun Day and Campout at Jack Russell Park; and City Government Week (Oct. 21-27); and the Oct. 30 ABPD Not-So-Haunted Halloween event.
- **Information technology:**
 - o Reset laptop for the Thor Guard lightning prediction system.
 - o Continued phishing email training follow-up for all users.
 - o Attended FDLE examiner's audit meeting and completed open items.

- Installed additional network drops for south conference room, planning director, building department, and reception desk.
- AT&T trouble tickets for analog phone lines at Adele Grage and WP3 fire alarm panels.
- Completed office moves for city manager, deputy city manager.

Building

- Issued 41 building permits.
- Conducted 41 plan reviews and 133 building inspections.
- Attended development meeting; discussed right-of-way permits and current projects.
- Discussed options for demolition of 196 and 198 Poinsettia St.
- Held department meeting; discussed record keeping, Laserfiche, and expired permits.
- Discussed repetitive loss properties with FEMA agent.

City Clerk

- Processed, published, and distributed final and amended agenda packets and prepared agenda guide for the Oct. 14 regular Commission.
- Working on minutes of the Sept. 9 regular Commission and Oct. 3 Board Member Review Committee meetings.
- Staff completed Security Awareness Training.
- City Clerk served as the Employee Appreciation Picnic Chair and assisted with the event held on Oct. 10.
- The Records Clerk vacancy opened to outside applicants on Oct. 7 and closes on Oct. 21.
- Finished drafting minutes of the Sept. 9 Commission Workshop.
- Worked on records management project - scanning and verifying records.
- Processed eight lien letter requests.

Engineering

- Completed budget modifications and obtained CDBG contract for \$200,000 to assist with Donner Road reconstruction.
- Developed septic-to-sewer plan of action for Begonia Street.
- Conducted follow-up discussions with several citizens regarding stormwater management system performance during last Monday's rainfall.

Finance

- Purchasing
 - Processed 28 purchase orders for a total of \$16,867.82.
 - Vendor checks:
 - 118 for a total of \$343,010.04
 - Worked closely with other departments to obtain year-end invoices.
 - Performed walkthroughs with potential janitorial services.
- Service Orders

- 191 requested
- 200 completed
- Processed 3,165 utility bills.
- Participated in the Technical Audit for the Criminal Justice Information Services (CJIS) Security Policy with the Florida Department of Law Enforcement.
- Updated job description for accountant position approved for the FY20 budget.
- Worked on final items for the FY18 audit.
- Began preparations to close out FY19.

Human Resources

- Reviewing and choosing plans for employee health benefits for the upcoming calendar year, including meeting with the city manager and deputy city manager, and obtaining current utilization rates from UHCc
- Review and update the vacant accountant position.
- Ongoing planning of the Employee Health Fair and Biometric Screening Oct. 18.
- Reviewing and updating the plan for reorganization of Public Utilities, including review of the old and new organizational charts, career pathing, and proposed update of several position descriptions.
- Working on updating the annual performance evaluation documents and process, with considerable input from the Public Safety department.
- Planned, staffed employee picnic.
- Processed payroll, including pay raises.
- Processed a promotion of Amanda Askew, new director of Planning and Community Development.
- Worked with an employee on health insurance issue.
- Processed employee to enter DROP.
- Closed out two vacancies.
- Opened two new vacancies.

Planning/Community Development

- Amanda Askew transitioned from principal planner to department director.
- Prepped for and staffed the Environmental Stewardship Committee meeting.
- Meter parking conference call regarding enforcement.
- Mapped locations for additional tree plantings in Royal Palms neighborhood.
- Coordinate with attorneys regarding the 196/198 Poinsettia property.
- GIS: Updated waterlines and meters on Stocks St. for new construction.
- Posted two stop-work-orders for working without permits.
- 67 active code enforcement cases.
- Public noticing for tree planting.
- Finished agenda for Community Development Board (CDB) and emailed members.
- Worked on processes for reqs and accounts.
- Worked on the website.
- Researched volunteer sign-up options for the website.
- 11 building permit reviews

- 4 fence inspections
- 2 certificate-of-occupancy inspections
- Tree plantings on Nautical Boulevard.

Police

- Storage building planning.
- Continue discussion on rehab of lifeguard station.
- Continue to work on repairs to police building.
- CAD upgrade project.
- Radio system upgrade project.
- Continue with body camera project.
- The Criminal Justice Information Systems audit was conducted.
- Processing new police officer applicants.
- Chief and staff participated in a conference call regarding the new paid parking program.
- Chief recognized the Student in the Spotlight
- Planning/preparing for the following events:
 - o Citizens Police Academy class.
 - o Not so Haunted Halloween (set up Oct 14th and event Oct 30)
 - o Mental Health First Aid training for all staff, including volunteers (Oct. 19)
 - o Volunteer Appreciation Dinner (Oct. 21)
 - o Tip a Cop event in support of Special Olympics (Oct. 22)
 - o Active Shooter training (Oct. 16 and Oct 21)
 - o Sea and Sky Air Show (Oct. 25-27)

Public Utilities

- Reviewed 5 permits, 6 inspections, performed 57 locates, and performed meter changes outs /service orders throughout city
- Repaired water breaks on 20th St., Brista De Mar, Sargo Road, Selva Marina, Oceanwalk Drive.
- Replacing meters on East Coast and Sherry Drive.
- Preparing hydrant for replacement at 6th and East Coast.
- Performed preliminary Phase 1 walkthrough at Atlantic Beach Preserve subdivision
- Sea Oats water service replacements under way; meeting with contractor daily.
- Performed routine maintenance and cleaning on lift stations and surrounding areas, installed new pump motor at Cavalla Road lift station.
- Performed required system testing and maintenance on waste water treatment facility and wastewater treatment facilities; tanks and screens in the process of being cleaned
- Continued work on septic-to-sewer conversion.

Public Works

- Four Public Works streets and stormwater employees attended and received their certificate from Municipal Pipe Grout School in Atlanta.
- Working on replacing the RXR ties in Howell Park East side.

- Replaced the fencing in Howell Park along Seminole Road.
- Installing a new headwall on West Plaza.
- Refinishing of the cedar siding and decking at Gail Baker is complete.
- Trimmed up all the trees in Aquatic Dog Park.
- Will be installing a new bench at Jordan Park basketball court.
- Completed all the bridges in Johansen Park.
- Repaired break in pipe at 10th St and East Coast Dr.
- Working on the re-coating of the basketball courts in Donner Park.
- Received the new Christmas lights for Mayport Rd. and Atlantic Blvd.
- Russell Park restroom renovations is ongoing. Portable restrooms are set up for use.
- Engineers have turned in 100% plans and specifications for South Seminole Road drainage and sidewalk project. Public Works and the City Engineer are reviewing before going out for bid.
- Aquatic stormwater project was approved by the Commission and is being engineered.
- Contractor to install the new crosswalk warning signals. Foundations and new walkways have been put in.
- Citywide sidewalk repair is ongoing.
- Remodel the restrooms at Gale Baker Community Center is scheduled to start Oct. 28.
- Donner Road project is being engineered; 80% plans are being reviewed.

Recreation

- Took 23 reservations for park rentals and campers at Dutton Island.
- Displaying the artwork of Ginifer Brinkley Oct. 1-31
- Flag Football Parent Meeting held Oct. 10
- Coordinating the following events:
 - Fall Festival, Donner Park – Oct. 12
 - Artist Reception Featuring Ginifer Brinkley, Adele Grage – Oct. 17
 - Family Fun Day & Campout, Russell Park – Oct. 19
 - Twilight Movie Night “A Dogs Way Home”, Russell Park – Oct. 19
 - Acoustic Night, Bull Park – Oct. 20
- Kids Yoga, Tuesday 5:30 – 6:30 pm – Adele Grage
- Senior Aerobics, Wednesdays 10:30 am – 12:30 pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00 pm – Bull Park
- Yoga, Wednesdays 5:00 pm & Thursdays 6:00 am – Adele Grage
- Taekwondo, Mondays 6 pm-7:30 pm, Wednesdays 6 pm-7:30 pm, and Fridays 10:30 am-12pm – Baker Center
- STEM Class, Fridays 1 pm-2:30 pm – Baker Center
- STEM Class, Saturdays 10:30 am-12:00 pm – Jordan Center