

October 18, 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**

- Participated in a meeting with RTC consultants and Neptune Beach to discuss the soft opening of the paid parking program.
- Prepared for and attended the October 14 City Commission meeting.
- Participated in a conference call with the Florida Department of Environmental Protection regarding beach scraping during storms.
- Met with the owner of Southern Roots to discuss the development of outdoor seating and bicycle parking that would create a parklet at their new Seminole Road location.
- Reviewed a Community Development Board application.
- Reviewed agenda items for the upcoming City Commission meeting.
- Met with the Director of Recreation to review public communications and staffing.
- Participated in a conference call with the National Parks Service and FL American Landscape Architects to prep for the upcoming Parks and Trails charrette.
- Caught up on all outstanding emails that were going to the previous City Manager.
- Attended the FL League of Cities dinner in St. Augustine Beach.
- Met with Commissioner Kelly to review numerous issues.
- Responded to and resolved complaints regarding the new development on Begonia Street.
- Coordinated with merchants on Mayport Road for an event in November.
- Began development of a city project master list.
- Reviewed potential grants.

**Deputy City Manager/Information Technology**

- Discovered break in fiber run to skate park and mitigated additional damage caused by irrigation contractor
- Phase 3 - CAD UPGRADE DISPATCH
- Continuing phishing email training for PW/PU users
- Phishing training report completed
- PD laptops refresh

## **Building**

- Issued 57 building permits.
- Conducted 19 plan reviews and 116 building inspections.
- Attended development meeting; met with two property owners regarding upcoming projects and discussed current projects.
- Met with City Attorney, City Manager, and Code Enforcement regrading 196 and 198 Poinsettia; posted Vacate and Demolish Notice of Hearing at 196 Poinsettia Street.
- Met engineer at Cloisters regarding load bearing walls.
- Held Department meeting; discussed swimming pool electric systems and current projects.
- Three building inspectors attended Building Officials Association of Florida October meeting; discussed recent legislation.

## **City Clerk**

- City Clerk attended 2019 Florida Association of City Clerks Fall Academy -Master Municipal Clerk Program (MMC) in Daytona Beach Shores from Oct. 14 through Oct. 16
- Processed 15 lien letter requests.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Oct. 14 regular Commission meeting
- Processed, published and distributed draft agenda packet for the Oct. 28 regular Commission meeting.
- Working on minutes of the Sept. 9 regular Commission meeting.
- Finished drafting minutes of the Oct. 3 Board Member Review Committee meeting.
- Updated City's calendar and posted notice for upcoming Oct. 31 Special Called Code Enforcement Special Magistrate Hearing.
- Worked on records management project – scanning, verifying, and filing records such as Agreements, Notices, Resolutions, Minutes, etc.
- Assisted elected officials, board and committee members, staff, and the public with inquiries, tasks, and records.

## **Engineering**

- Completed 80% complete Donner Rd Reconstruction plans and provided comments to design engineer
- Conducted final review of Seminole Road Drainage Improvements plans.
- Met with SJRWMD to discuss Septic-to-Sewer grant and work scope.
- Met with Neptune Beach Interim CM and staff to discuss Hopkins Creek drainage plans and other needed improvements, will follow up with Neptune Beach with recommendations.
- Attended Lower St. Johns River Technical Advisory Committee meeting to discuss nutrient enrichment in the lower part of the river.
- Finalized review of proposed scope of work for lifeguard station repairs.

## **Finance**

- Purchasing
  - o Processed 42 purchase orders for a total of \$273,635.40
  - o Vendor Checks: 58 for a total of \$120,610.73
  - o Reminded all departments of proper procurement procedures.
  - o Selected company to replace former janitorial service.
- Service Orders
  - o 132 Requested
  - o 147 Completed
- Processed 137 payroll checks for a total of \$300,809.94
- Work continues to finalize the FY18 audit.
- Department participated in e-mail security awareness training.
- Assisted various departments with Fiscal Year 2020 budget questions.

## **Human Resources**

- Attended the Commission Meeting to present modification to the Defined Contribution plan and then contacted ICMA RC to implement the changes to our plans and initiate retirement planning and investment training for staff.
- Worked with Harden to finalize plans for employee health benefits for the upcoming calendar year, and submit draft staff report and resolution to present to the Commission.
- On-going planning and set-up of the Employee Health Fair and Biometric Screening that is scheduled for Friday, October 18, including coordination with Public Works and PATH, as well as obtaining prizes and creating signs. Set up Chambers, coordinate vendors and biometric screeners and oversee event.
- Reviewing the requests for bonus payouts.
- Met with an employee to discuss options for new positions since he feels his current job is too physically taxing.
- Coordinating renewed implementation of Safety Committee.
- Coordinated legal representation of the City in response to a new employee lawsuit re: EEO issues.
- Drafted a list of HR projects with corresponding time line for the City Manager.
- Reviewed an employee's new pay in light of a promotion and recent City-wide increase.
- Reviewing and updating the plan for reorganization of the Public Utilities department and Public Works department, including review of the old and new organizational charts, career pathing and proposed update of several position descriptions.
- Attended a Jacksonville Human Rights Commission meeting on Bullying and Harassment in the Workplace.
- Attended Beaches Watch Board meeting as potential new member of the Board.
- Processed 3 employee promotions in payroll system
- Processed 2 new workers comp. claims
- Worked with employee on ICMA issue
- Worked with a retiree to change payroll direct deposit

- Worked with Harden to get insurance certificate for Recreation camp out event
- Worked with Commander Layson on police pay issues

### **Planning/Community Development**

- Presented to Commission Res. No. 19-58 for \$25,000 disbursement from tree mitigation fund
- Attended the Community Development Board (CDB) hearing for variance case
- Staff report and proposed ordinance for 590 Jasmine St. rezoning request
- Attended a joint meeting between COAB, CONB and RTA consulting regarding the start date and program details for the pay-for-parking in Beaches Town Center
- 10 building permits reviewed
- 1 CO inspection
- 1 Final tree inspection
- 2 initial tree inspections
- 2 fence inspections
- Development Review Meeting
- Posted 2 Stop work orders for work performed without a permit
- 198/196 Poinsettia
  - o Order to demolish / Order to Vacate / Hearing Notice was posted on Wed. 10/16 by Dan Arlington and at City Hall
  - o Copies of notice and engineer's report were sent to Wells Fargo, MERS, American Home Mortgage and Chase Bank
  - o Special Magistrate hearing is scheduled for Thursday, 10/31 to hear this case
  - o Dan Arlington and engineer Geoff Gartner will be called as witnesses.
- Met with 3 residents to discuss code violations
- Completed 9 gis related tasks
- Tree Watering – Trees were watered on Mon. 10/14 and will be watered Friday 10/18 if needed
- Active Cases: 74
- Finalized September CDB minutes
- Working on updating on-line forms (ongoing)
- Tree permit scans and uploads for ESC (as needed)
- Worked on History Spreadsheet of all projects since 1962 (ongoing)

### **Police**

- Installed new radio console.
- Continue with body camera project.
- Continue with special event planning.
- Began decorating station for Halloween event.
- Active shooter training.
- Update policy in reference to CJIS audit.
- Prepared Resolutions to purchase radio, vehicle and equipment.
- Met with citizens regarding parking.
- Began on board process for new officers.

## **Public Utilities**

- Reviewed 10 permits, 4 inspections, performed 49 locates, and performed meter changes outs /service orders throughout city.
- Repaired water break for residence on Live Oak, reinstalled meter for a residence on Begonia.
- Completed service installation for residence on Sherry Drive, investigated homeowner concerns on Seminole, Triton, Sea Oats, Garden Lane, and Saturiba.
- Receiving quotes for outfall cleaning and televising.
- Met with contractor regarding sewer tie in on 14<sup>th</sup> St.
- Sea Oats water service replacements progressing; meeting with contractor's daily.
- Performed routine maintenance and cleaning on lift stations and surrounding areas, investigated homeowner complaint regarding fencing at Cavalla Rd lift station, repaired or replaced batteries in lift station generators, pumps.
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities; tanks and screens in the process of being cleaned.
- Continued work on septic-to-sewer conversion; met with Carol Brown with St. John's River Water Management District to fine tune reporting details.

## **Public Works**

- Rebuilt the steps at the 14<sup>th</sup> Street beach access.
- Removed rope off the beach several times from beached sailboat.
- Filled in hole on right of way at 2317 Seminole Road.
- Working on replacing the RXR ties in Howell Park east side.
- Replaced the fencing in Howell Park along Seminole Road.
- Trimming overgrowth in Johansen Park.
- Replacing sprinkler system along Seminole Road in front of the Chambers.
- Finished the new headwall on West Plaza.
- \*\*Received the Ribault Gardens Club Yard of the Month at the 5-way intersection.\*\*
- Russell Park Manatee is being repaired.
- Replaced five beach showers.
- Installed a new bench at Jordan Park basketball court.
- Working on the re-coating of the basketball courts in Donner Park.
- Russell Park restroom renovations are ongoing. Portable restrooms are set up for use.
- Engineers have turned in 100% plans and specifications for South Seminole Road drainage and sidewalk project. (Going out for bids soon).
- Aquatic Stormwater project is being designed and engineered.
- Waiting on 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 Gail Baker Community Center is scheduled to start on Oct 28.
- Donner Road project is being engineered. 80% plans are being reviewed.

## Recreation

- Took 21 reservations for fires on the beach, park rentals and campers at Dutton Island
- Currently displaying the artwork of Ginifer Brinkley, October 1-31
- Accepted 18 Applications for Arts in the Park 2020.
- Coordinating the following events:
  - Artist Reception Featuring Ginifer Brinkley, Adele Grage – October 17
  - Family Fun Day & Campout, Russell Park – October 19
  - Twilight Movie Night “A Dogs Way Home”, Russell Park – October 19
  - Acoustic Night, Bull Park – October 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 6-7:30 pm, Wednesdays 6-7:30 pm, Fridays 10:30 am-12pm – Baker Ctr.
- STEM Class, Fridays 1 pm-2:30 pm – Baker Center
- STEM Class, Saturdays 10:30 am-12:00 pm – Jordan Center