

October 25, 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**

- Met with Michael Tari to discuss alternative funding programs for infrastructure processed requisitions and other various administrative duties.
- Met with Annie-Tucker to review the activities related to the annual 5k Turkey Trot to be held Thanksgiving.
- Participated in a multi-department meeting regarding the upcoming Special Magistrate hearing on 198 Poinsettia.
- Met with Commissioner Anderson to review City Commission agenda items and various resident concerns.
- Reviewed potential future grants for public art and food security.
- Participated in multiple discussions regarding the launch of paid parking.
- Met with residents to review the Tree Removal permit and stormwater mitigation plan for the development underway on Begonia Street.
- Attended the Board and Committee Member appreciation reception.
- Met with Commissioner Norris to review the City Commission agenda and various resident concerns.
- Participated in a conference call between City staff, the FL American Landscape Association, and National Parks Service for Parks and Trails Plan Charette preparation.
- Facilitated coordination between merchants along Mayport Road for a merchant event on Nov. 16.
- Finalized City Commission agenda and supporting materials.

### **Deputy City Manager/Information Technology**

- Working with staff and others on the placement of a memorial parkway marker on Dutton Island honoring fallen AB native Leroy Everett.
- Helped plan the Oct. 29-30 Parks Master Plan charrette and Oct. 31 code enforcement special magistrate hearing.

- Met with the city manager and the Tony's Turkey Trot coordinator.
- Met with the city manager and a resident about several topics, including an opportunity to make healthy food more readily available to AB residents.
- Promoted and participated in the Oct. 22 Special Olympics Tip A Cop event at Jumpin' Jax House of Food.
- Promoted City Government by kicking off the essay contest and with these and other Did You Know, AB? posts: HR employee Ellen Lavake; PD employee Ellen Lavake; Royal Palms tree planting; Chief Cook award; AB's fallen soldiers; Beaches Go Green environmental message; Public Utilities employees (all are licensed); AND Oct. 24 board and committee member reception.
- Utilized various communications channels to inform citizens about these matters and more: pay-for-parking; Pension Board vacancy; City Government Week (Oct. 21-27); Oct. 26 Family Fun Day, Movie, and Campout at Jack Russell Park; Oct. 26-27 Sea and Sky spectacular; and Oct. 29-30 Parks Master Plan charrette.
- Information Technology
  - o Repair cut fiber to skate park
  - o Replace network switch at WP2
  - o Replace SCADA workstation at WP1
  - o Exsi host re-configuration – SRM
  - o Dispatch computers upgrade for CAD

## **Building**

- Issued 43 building permits.
- Conducted 38 plan reviews and 119 building inspections.
- Met with contractor and Patty Drake, regarding repairs to City Hall.
- Met with City Attorney and other staff members, regarding 196 and 198 Poinsettia.
- Met with concerned citizens, regarding development of the 600 block of Begonia.
- Held Department meeting and discussed current projects.

## **City Clerk**

- Processed, published, and distributed final agenda packets and prepared agenda guide for the Oct. 28 regular Commission meeting.
- Drafted agendas for the Oct. 31 Special-Called and Nov. 7 Regular Code Enforcement Special Magistrate meetings.
- City clerk met separately with Commissioner Kelly and City Attorney Durden about boards and committees.
- City clerk worked on MMC Program course assignments from the 2019 FACC Fall Academy classes she attended.
- Researched, compiled, and provided certified records for the 198 Poinsettia case going before the special magistrate on Oct. 31.
- Reviewed records clerk applications and discussed with human resources director.
- Staff attended Board and Committee Appreciation Reception held on Oct. 24.
- Finished drafting minutes of the Sept. 9 Regular Commission and Sept. 23 Commission Workshop meetings.

- Administered the Oath to new Meter Reader.
- Processed nine lien letter requests.

## **Engineering**

- Developed drainage basin maps and sampling protocols for Hopkins Creek water quality evaluation as required by FDEP.
- Completed legislative appropriation documents to support funding request for additional Aquatic Gardens drainage projects.
- Met with Neptune Beach PW Director to discuss drainage issues in Hopkins Creek and develop path forward to quantify needed improvements.
- Developed concept plan for potential pocket park on Lilly St.
- Met with residents to explain permitting process and site plans for 610 Begonia St.

## **Finance**

- Purchasing
  - o Processed 85 purchase orders for a total of \$410,089.97
  - o Vendor Checks: 85 for a total of \$304,781.20
- Service Orders
  - o 227 Requested
  - o 236 Completed
- No payroll processed this week
- Work continues to finalize the FY18 audit
- Preparation for the Workers Comp audit to be held on November 5<sup>th</sup> began
- Prepared ordinance to amend FY20 budget to fund tree plantings
- Preparing ordinance to amend the FY19 budget (final amendment)

## **Human Resources**

- Attended HR training
- Achieved the Public Utilities Department restructure.
- Completed revision and scoring of Accountant position and advertised.
- Worked with Health Fair vendor and our broker to outline steps to deal with a data breach.
- Reached out to Neogov to discuss proposals.
- Revised the pay scale to reflect recent changes to positions.
- Worked with Department Head and discussed hiring options.
- Worked with adjusters on two employees' workers compensation claims.
- Helped Yvonne set up for Board Member Reception.
- In-processed a new employee
- Closed out Records Clerk job vacancy.
- Processed new in-house job vacancy.
- Processed employee payroll.
- Met with employee to enroll in the DROP program.

## **Planning/Community Development**

- Attended the TPO meeting for the Path Forward 2045 mobility plan
- Coordinating with National Park Service and FL chapter ASLA
- Begonia Street drainage meeting with neighbors
- 15 building permits reviewed
- 1 CO inspection
- 2 initial tree and 1 final tree inspection
- 610 Begonia St citizen meeting
- Weekly development review meeting
- 198 Poinsettia
  - o The hearing is on the calendar for 10/31 at 10:00am
  - o Staff met on 10/22 to begin preparations for the hearing
  - o The City Clerks office is preparing official copies of the case file records.
  - o Confirmation of notice was received on Andrew Stelzmann, Wells Fargo, and Chase Bank
- 2020 Special Magistrate Hearing dates
  - o January 9<sup>th</sup>, March 5<sup>th</sup>, May 7<sup>th</sup>, July 11<sup>th</sup>, Sept. 3<sup>rd</sup>, Nov. 5<sup>th</sup>
- Regular Nov. 7<sup>th</sup> Special Magistrate hearing
  - o Notices for properties who have not signed for their certified notice of hearing letters will be posted at those properties on 10/25
- Watering was not needed on the trees this week due to the natural rainfall. We will continue to monitor the weather and water as needed.
- Active code cases: 72
- Facade and art grant mailing to properties along Mayport Road (approx. 120)
- Web-site changes
- Fillable form re-design
- Scanning (caught up for now)
- Tree permit scans and uploads for ESC (as needed)
- Worked on History Spreadsheet of CDB projects since 1962 (ongoing)
- Created the 2020 calendar for the CDB and ESC meetings

## **Police**

- Staff participated in the Tip a Cop event for Special Olympics.
- Held Employees of the Quarter ceremony.
- Staff attended active shooter training.
- Chief participated in the Donna Run meeting.
- Held Volunteer Appreciation Dinner.
- Continue to plan for special events that are coming up this Fall/decorate for Halloween event.
- Onboarding new employees (police).

## **Public Utilities**

- Reviewed 10 permits, 10 inspections, performed 46 locates, and performed meter changes outs /service orders throughout city
- Repaired water breaks on Main St., Live Oak Lane, Brista De Mar Circle, Atlantic Beach Dr., Beach Ave
- Service repair/planned water outage on Seminole 10/24/19. Notified residents via handouts 10/22/19.
- Completed service replacement for residence on Ocean Blvd, installed double service for a business on Mayport Road
- Utilities and billing team working together to create more efficient customer service, work order and service order processes
- Receiving quotes to perform smoke testing on Selva Marina Drive
- Met with resident regarding sewer gas smell. Further testing will be done.
- Sea Oats water service replacements 95% complete; meeting with contractor's daily; sod and driveway replacements in progress
- Performed routine maintenance and cleaning on lift stations and surrounding areas
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities; tanks and screens in the process of being cleaned/repared
- Continued work on septic-to-sewer conversion

## **Public Works**

- 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.
- Installed a set of handrails at the 16<sup>th</sup> Street Beach Access stairs.
- Striped arrows on road at Saturiba and Selva Marina Drive.
- Had two employees pass the Stormwater Level 2 Certification Course.
- Seminole Road Crosswalks replaced where they were chipped up.
- Dutton Road repaired.
- North kayak ramp at Dutton Island repaired.
- Replacing sprinkler system along Seminole Road in front of the Chambers.
- Finished the new headwall on West Plaza.
- Russell Park Manatee is down for repairs.
- Replaced five beach showers.
- Finished the re-coating of the basketball courts in Donner Park.
- Russell Park restroom renovations are ongoing.
- 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 completed

- Remodel of the restrooms at Gail Baker Community Center is scheduled to start on the Oct 28.
- Donner Road project is being engineered. 80% plans are being reviewed.

## **Recreation**

- Took 22 reservations for fires on the beach, park rentals and campers at Dutton Island
- Currently displaying the artwork of Ginifer Brinkley, October 1-31
- Accepted 21 Applications for Arts in the Park 2020.
- Coordinating the following events:
  - Family Fun Day & Campout, Russell Park – October 26
  - Twilight Movie Night “A Dogs Way Home”, Russell Park – October 26
  - Senior Citizens and City Employee Luncheon, Baker Center – Nov. 21 at noon
- 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