

November 8, 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 the Mayport Road Mural Painting Party hosted by Word Revolt.
- Refined the Sturdivant parking concept with Planning staff.
- Met with Chief Cook to review the proposed new building at Public Works.
- Performed various administrative duties and responded to numerous citizen inquiries.
- Met with City Attorney and Mayor to review multiple projects.
- Edited and drafted a staff report on LEED initiatives.
- Met with Mr. Fogg regarding his sidewalk reimbursement request.
- Reviewed staff reports and prepared the final City Commission agenda.
- Performed multiple visits to Town Center to monitor progress of the North Beaches Parking Program.
- Presented at the monthly Beaches Watch meeting with the City Engineer.
- Met with Mayport Road merchants to further develop the pop up market on Nov. 16th.
- Researched grants.

Deputy City Manager/Information Technology

- Working with resident on a community resources page on the COAB website.
- Participated in Nov. 2 Word Revolt mural painting.
- Hosted Nov. 4 AB Government 101 Overview and Q&A; 13 residents participated.
- Attended Nov. 7-8 Florida Municipal Communicators Association conference in Daytona Beach.
- Utilized various communications channels to inform citizens about these matters and more: AB Youth Council officers; Low-speed vehicle information; Veterans honor roll on COAB website; SaferWatch app; Royal Palms tree planting; Nov. 4 AB Government

101 Overview and Q&A; Nov. 6 Beaches Watch coastal vulnerability program; Nov. 9 Beaches Town Center Agency Tour of Homes; Nov. 11 Veterans Day event.

- Information Technology
 - o Install new COJ CAD router in PD wiring closet
 - o Replaced modem in SCADA2 workstation
 - o Generated spreadsheet of current active mailboxes in Exchange server for HR

Building

- Issued 49 building permits.
- Conducted 24 plan reviews and 139 building inspections.
- Researched private provider inspection procedures and fees, as mandated by recent legislation.
- Participated in Special Magistrate meeting for 196 and 198 poinsettia.
- Attended development meeting, met with two property owners, and discussed current projects.
- Met homeowners, on site, in property dispute.
- Held Department meeting and discussed current projects.

City Clerk

- City Clerk was out of office from November 5- November 8.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the November 7, 2019 Code Enforcement Special Magistrate meeting.
- Processed, published, and distributed final agenda packets for the November 7th Code Enforcement Special Magistrate meeting and November 12, 2019 regular Commission meeting.
- Finalized, executed and mailed Order from the October 31, 2019 Special- called Code Enforcement Special Magistrate meeting.
- Processed seven lien letter requests.
- Assisted elected officials, board and committee members, staff and the public with inquiries, tasks, and records.
- Researched JEA Franchise Agreements for City Manager.

Engineering

- Delivered presentation on Sea Level Rise at Beaches Watch meeting.
- Met with three property owners & builders to discuss site & drainage options.
- Completed microbial source tracking sampling in Hopkins Creek to help identify potential contamination sources.
- Resolved easement issues associated with The Preserve at Atlantic Beach.
- Began preparation of HMGP Tier III grant applications for various stormwater projects.

Finance

- Purchasing

- Processed 88 purchase orders for a total of \$1,979,323.50
 - Vendor Checks: 130 for a total of \$188,397.94
- 2,594 utility bills were processed and sent
- Service Orders
 - 170 Requested
 - 171 Completed
- No payroll processed this week
- Completed work for the annual workers' compensation insurance audit
- Prepared agendas for both the Police Officers' Pension Board of Trustees and the General Employees' Pension Board of Trustees
- Reviewed new rules published by the State of Florida Auditor General
- Prepared reports for the Board of Trustees meeting to be held on November 14th.

Human Resources

- Met with Department Head regarding overtime issue and department hours for employees.
- Attempted to get updated information from two Department Heads regarding bonuses. Researched employee license and certification status compared to their position description requirements. Employees who were paid last year will get paid this year. The others are on hold until next pay period pending meeting with Department Heads and City Manager.
- Met with Department head regarding an employee issue and pending complaint/grievance.
- Met with employee regarding the complaint/grievance mentioned above.
- Updated Fleet Insurance cards on the O-Drive.
- Met with employee on personnel issue.
- Met with the City Manager regarding this complaint and coordination of investigation.
- Met with City Manager regarding another employee matter.
- Preparing for Open Enrollment meetings and Employee Navigator enrollments, including drafting of enrollment paperwork, updated charts and Power Point.
- Took towel donations to Mission House.
- Opened and Closed 4 In-House job vacancies.
- Set up pre-employment Medical testing for Park Ranger applicant.
- Processed regular payroll.
- Processed a public records request.

Planning/Community Development

- LEED status report
- Research on Composting
- ESC agenda
- Meeting with FDOT regarding sidewalk/crosswalks under the Mayport fly over
- 18 building permits reviewed
- 2 CO inspections
- 2 Final Tree inspections

- 2 fence inspections
- Reviewed tree code
- Development review meeting
- Planted 35 live oaks along Royal Palms Drive
- Created tree planting plan for Sailfish Drive and sent mailers to notify property owners
- Finalized tree sticker order
- Finalized beach litter sign order
- Put labels on beach litter baskets
- Mailed letters for tree planting phase 3
- Scanned tree permits and uploaded
- Fixed website issue
- Worked on record request for Lori
- Ongoing - Worked on History Spreadsheet of CDB projects since 1962
- 198 Poinsettia
 - o Special Magistrate Order from 10/31 hearing was signed on Monday and issued to Wells Fargo, Andrew Stelzmann, Chase Bank, American Home Mortgage and MERS
 - o A representative of Chase Bank responded by phone on 11/7 to obtain more information on the situation with their asset (196 Poinsettia). A property preservation liaison will be contacting the city to discuss the issue further.
- The regular Special Magistrate Hearing was held on Thursday 11/7/19
 - o Agenda was prepared, case files were updated and PowerPoint presentation was made for the hearing
 - o 9 Agenda items
 - o 5 Respondents attended the hearing
- Basketball Goals
 - o The issue of basketballs goals in the right of way is being referred to commission for their input prior to staff resuming enforcement
- Active Code Cases: 71

Police

- The new Computer Aided Dispatch county-wide system went live. So far only minor hiccups with the rollout.
- Staff attended mandatory firearms qualification.
- Processing two new full time and one part time officers.
- Began on boarding a new volunteer.
- Staff assisted Atlantic Beach Elementary with the Veteran's Day Ceremony.
- Assisted a group of veteran Navy Seal members who are participating in a memorial bicycle ride.
- Chief and staff discussed the Waters Park area proposed parking plan.
- Chief and staff began preliminary work on the ABPD storage building.
- Chief and staff met with other 2 beaches police chiefs and the Sheriff.
- We continue to address maintenance issues within the police building.
- We recognized our Officer of the Quarter, Robbie Harding.
- We are planning for numerous Holiday/Special Events that are upcoming.

Public Utilities

- Reviewed 15 permits, 9 inspections, performed 45 locates, and performed meter changes outs /service orders throughout city.
- Repaired water breaks on Boca Grande, W. 6th St., Dudley St, Seminole Rd.
- Installed new tap and meter for new construction on Seminole Rd.
- Replaced 4" valve at 19th & Sea Oats and removed old service saddle.
- Sea Oats water service replacements complete; meeting with contractor's daily; sod and driveway replacements in progress.
- Redirecting and installing new force main for Phase II of Atlantic Beach Preserve.
- Trees trimmed at 902 Assisi.
- 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.
- Continued work on septic-to-sewer conversion.

Public Works

- Put up flags at the five-way intersection for the Veterans Day holiday weekend.
- Watered new trees planted on Royal Palms.
- Stormwater quality testing being done for the DEP.
- Trimmed trees at the new crosswalk areas.
- Repaired pipe and headwall at Tideview and Howell Parks.
- Installed new ADA shower, brick pavers, surf board rack, bike rack, new headwall, and new landscaping at the 10th street beach access.
- Striped six more Arrows on Selva Marina Drive at 19th Street, Entrance to Sevilla, and down from 20th Street.
- Installed new crosswalk lighted poles at Plaza and Royal Palms
- Installed new crosswalk lighted poles at Sherry and Sturdivant.
- Striped new crosswalk lines on Plaza and Royal Palms and busted out old sidewalk ramp and removed old crosswalk lines.
- Working on replacing the RXR ties in Howell Park East side.
- Russell Park manatee is down for repairs.
- Finished the re-coating of the basketball courts in Donner Park and installed new backboards.
- Russell Park restroom renovations is ongoing.
- Engineers are designing the Seminole Road drainage and sidewalk project to have an 8' walkway.
- Aquatic Stormwater project is being designed and engineered.
- Remodel the restrooms at Gail Baker Community Center starting soon.
- Donner Road project is being engineered. 80% plans are being reviewed.

Recreation

- Took **35** reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Tia Lisa Overstreet, November 7-30
- Accepted **36** Applications for Arts in the Park 2020.
- Responded to a public records request
- Prepared the contribution checks for distribution at the Commission meeting
- Coordinating the following events:
 - Flag Football Games, Donner Park - Saturdays
 - Songwriters Concert, Adele Grage – November 10
 - Senior Citizens & City Employee Luncheon, Baker Center – November 21 at Noon
 - Artist Reception, Adele Grage – November 21
 - Artisans Faire, Adele Grage – December 5
 - Tree Lighting, Town Center – December 7
 - Toy Drive, Baker Center – December 21
- Kids Yoga, Tuesday 5:30 – 6:30 pm – Adele Grage
- Meditation, Wednesdays 9:30 – 10:30 am – 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