

November 1, 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

- Prepared for an attended the City Commission meeting.
- Met with multiple Commissioners and discussed various topics.
- Attended the Special Magistrate hearing on 198 Poinsettia.
- Met with Mayport Road merchants for November 16th event planning.
- Participated in multiple discussions on paid parking.
- Prepared draft City Commission agenda.
- Researched potential grant opportunities.
- Prepared for and attended the Parks and Trails Master Plan charrettes.
- Reviewed proposed amendment to the Tree Ordinance.
- Met with Word Revolt on upcoming public art event.

Deputy City Manager/Information Technology

- Attended the Oct. 28 City Commission meeting.
- Attended the Oct. 29-30 parks master plan charrette.
- Attended the special magistrate hearing on 198 Poinsettia.
- Completed draft of the proposed social media policy and guidelines document; distributed it to the City Commission.
- Prepped for the AB Government 101 Overview and Q&A.
- Utilized various communications channels to inform citizens about these matters and more: Veterans honor roll on COAB website; Oct. 30 City Commission meeting; Oct. 30 ABPD Halloween event; Oct. 29-30 parks planning charrette; Nov. 4 AB Government 101 Overview and Q&A; Nov. 11 Veterans Day event.
- Information Technology
 - o Fiber to skate park repair completed, reset cameras
 - o Configured new network switch at WP2

- PD Laptops - CAD windows hotfix
- COJ CAD connection updated

Building

- Issued 46 building permits.
- Conducted 23 plan reviews and 121 building inspections.
- Met property owner and provided survey, regarding a property line dispute.
- Met with Finance and Public Utilities, regarding billing after C.O.
- Inspected 198 Poinsettia, in preparation for Special Magistrate meeting.
- Attended development meeting and met with three owner/developers, on three new projects, and discussed other current projects.
- Held Department meeting and discussed plumbing inspections in flood zones.
- Attended planning discussion, with City Attorney and Code Enforcement, for Special Magistrate meeting for 196/198 Poinsettia.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Oct. 28 regular Commission, Oct. 30 Board Member Review, and Oct. 31 Special-called Code Enforcement Special Magistrate meetings.
- Processed, published and distributed agenda packets for the Oct. 30 Board Member Review, Oct. 31 Special-called Code Enforcement Special Magistrate, and (draft) Nov. 12 regular Commission meetings.
- Working on minutes of the Sept. 11 Special-called City Commission and Oct. 30 Board Member Review Committee meetings.
- City clerk completed and submitted the MMC Program course assignments from the 2019 FACC Fall Academy.
- Signed the Dutton Island Plat.
- Updated skills tests and questions for records clerk job interviews and met with an applicant.
- Records clerk met with city staff and attorney regarding a code enforcement case.
- Processed seven lien letter requests.
- Set up lobby kiosk with a shortcut to the North Beaches Parking Program to assist AB citizens with their online registration.
- Prepared and sent the public hearing notice for Ordinance No. 20-19-153 scheduled for Nov. 12 Commission meeting.

Engineering

- Reviewed scope of work for PW Building repairs for technical completeness.
- Met with Consultant to discuss PW Building and WWTF digester bridge structural inspection & design needs.

- Complete plat review and analysis of utility easements for The Preserver at Atlantic Beach.
- Completed drainage review for two permit applications.
- Met with owners of three separate parcels to discuss drainage options.
- Assist with Parks Master Planning Charrette.
- Completed final draft of Water Supply Facilities Work Plan as required by SJRWMD.

Finance

- Purchasing
 - o Processed 34 purchase orders for a total of \$152,011.80
 - o Vendor Checks: 101 for a total of \$266,253.60
- Service Orders
 - o 76 Requested
 - o 85 Completed
- Processed 126 Payroll checks for a total \$273,042.74
- Prepared ordinance to amend Fiscal Year 2018-2019 Budget which will be the final amended to the budget.
- Prepared ordinance to amend Fiscal Year 2019-2020 Budget to increase employer contribution to Police Officers' Pension.
- Attended webinar on 457(B) Deferred Compensation Plans Fiduciary Responsibility.
- Attended webinar on Hurricane Dorian FEMA funding.
- Submitted request for public assistance which is the start of the process to receive FEMA reimbursements for costs incurred due to Hurricane Dorian.
- Deputy Finance Director Brittany Percell attended the Florida Government Finance Officers' Association's School of Government Finance held in Destin Florida. One notable seminar she attended was on the implementation of an Enterprise Resource Planning (ERP) system. Best practices of implementation was discussed which we will be putting into place once the time comes for the City to implement their new ERP system.

Human Resources

- Met with Department Head regarding hiring options.
- Attended City Commission meeting to present employee health insurance benefit recommendations for CY 2019.
- Research whistleblower policies for municipalities and discussed with City Manager.
- Worked on Open Enrollment schedule and process, including power point.
- Work with new Harden representative on Risk Management cases.
- Attended a worksite wellness seminar/meeting.
- Participated in a City Manager compensation survey.
- Reviewed background screen and drafted offer letter for new hire.
- Worked with WC adjuster on employee claim.
- Closed in-house job vacancy.
- Posted three new job vacancies.
- Processed Pension payroll.

- Set up pre-employment medical test for three police officer applicants.
- Processed background check for new Park Ranger applicant.

Planning/Community Development

- Presented rezoning request to Commission for 590 Jasmine
- Draft staff report and ordinance for the pay for parking revenue fund
- Prepped and attended the 198 Poinsettia Special Magistrate hearing
- Tour of parks for the ASLA volunteers prior to charrette
- Prepped and attended the Parks and Trails Master Plan Charrette
- Watered new trees in Royal Palms neighborhood
- 7 building permits reviewed
- 2 CO inspections
- 1 tree inspection
- Development Review Meeting
- Reviewed tree code
- Parks, Trails, and Landscaping Charrettes
- Ordered 33 trees for royal palms drive plantings
- Worked on a records request for Donna and Lori
- Sign design and quote request for Beach Litter program
- Researched different companies for Tree Sticker request
- Created gmail for ESC and created a sign-up genius account
- Worked on History Spreadsheet of CDB projects since 1962
- Other web-site changes
- Tree permit scans and uploads for ESC (as needed)

Police

- We held our Not so Haunted Halloween event (over 200 kids attended).
- Staff worked the Air Show.
- We assisted the Atlantic Beach Elementary School with their Character Parade.
- Staff participated in firearms qualifications.
- We made contact with neighbors near Waters Park to set up a meeting regarding street review for that area.
- We continue with CAD upgrades.

Public Utilities

- Reviewed 10 permits, 8 inspections, performed 28 locates, and performed meter changes outs /service orders throughout city
- Repaired water breaks on A1A at Mayport Rd, Sailfish Dr
- Service repair/planned water outage on Seminole 10/24/19. Distributed All Clear Notices on Saturday to affected residents
- Preparing area for hydrant replacement at 1st & Camelia
- Changed out meter on Beach Ave, replaced service on Wonderwood, relocating service on Regulus Dr.

- 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/ repaired. Changed out yard station pump at WWTP
- Continued work on septic-to-sewer conversion.

Public Works

- 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.
- Participated in the Parks and Pathway Charrette.
- North kayak ramp at Dutton Island repaired.
- 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.
- Finished the new headwall and landscaping 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 and installed new backboards.
- Russell Park restroom renovations are 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 of the restrooms at Gail Baker Community Center is scheduled to start on the 4th of November.
- Donner Road project is being engineered. 80% plans are being reviewed.

Recreation

- Took **20** reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Tia Lisa Overstreet, November 1-30
- Accepted **24** Applications for Arts in the Park 2020.
- 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