

November 22, 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**

- Provided an interview for a future WJCT podcast regarding LEED for Cities and sea level rise vulnerability.
- Met separately with the Mayor, Commissioner Anderson, Commissioner Kelly, and Commissioner Norris to review agenda items/resident concerns.
- Met with Elizabeth Guthrie from the North Florida Land Trust to review the River Branch Preserve conservation easement.
- Attended Nov. 18 City Commission workshop.
- Reviewed and prepared the final November 25 City Commission agenda.
- Met with department heads and discussed ongoing capital projects.
- Responded to various concerns and performed administrative duties.
- Met with the City Attorney to review ongoing issues.
- Attended the Farm City Luncheon hosted by the Duval County Extension Office.
- Met with Neptune Beach for the 1<sup>st</sup> monthly joint meeting to discuss pay for parking program.

**Deputy City Manager/Information Technology**

- Attended Nov. 16 Mayport Corridor Art & Culture Popup.
- Attended Nov. 18 City Commission workshop.
- Pay-for-parking planning and messaging.
- Attended the Farm City Luncheon hosted by the Duval County Extension Office; visited two farmer's markets.
- Reviewing COAB solar roofing and LEED scoring enhancement opportunities.
- Discussed various matters with information technology senior engineers.
- Worked on utility billing messaging.
- Accompanied Commissioner Anderson to an Atlantic Beach Elementary fifth-grade class presentation on local government.
- Utilized various communications channels to inform citizens about these matters and more: Veterans honor roll on COAB website; Beaches Go Green posters/messaging;

Holiday Toy Drive; Nov. 21 Artist's Reception at Adele Grage Cultural Center; Jan. 17 Arbor Day celebration.

- Information Technology:
  - o Installing Second Chance malware/ransomware defense application in City email application. This tool will prompt COAB email users to think twice before following links.
  - o Create interactive map– GIS
  - o Train BD GIS users
  - o VM ABFILES Hard Drive Upgrade
  - o LF SRM Configuration
  - o Fix Air Fiber Radio at WP2 Tower
  - o Install IT office partitions

## **Building**

- Issued 46 building permits.
- Conducted 12 plan reviews and 129 building inspections.
- Attended development meeting, met with Beaches Habitat, and discussed current projects.
- Met with staff to discuss ABCC driving range barrier.
- Mike Jones and Rick Bell attended wood framing seminar in Jacksonville.
- Attended City Manager meeting.
- Held Department meeting and discussed plumbing re-pipe, electrical grounding, and current projects.
- The three building inspectors attended the monthly BOAF meeting and heard roofing presentation.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Nov. 18 Commission Workshop.
- Processed, published, and distributed final agenda packets and prepared agenda guide for the Nov/ 25 regular Commission meeting.
- Drafted a resolution for the Dec. 9 Commission meeting agenda.
- Finished drafting minutes of the Sept. 16 Commission Workshop and Sept. 23 Reg. Commission meeting.
- Processed 7 lien letter requests.
- Assisted elected officials, board and committee members, staff, and the public with requests, inquiries, research and records.
- Attended the Holiday Employee Appreciation Luncheon Committee meeting.
- Processing paperwork for title and plate purchase for four new Police vehicles.
- Executed and mailed all parties the Code Enforcement Special Magistrate Order responsive to the Request for Re-hearing for the case of property at 198 and 196 Poinsettia Street, received on Nov. 14.
- Prepared and executed Satisfaction of Connection Agreement for recording.

## **Engineering**

- Prepared in-kind project proposal for FDEP regarding beach scraping.
- Worked with staff to start transitioning static maps on the City website to interactive GIS-based maps.
- Finalized Marshside Septic-to-Sewer bid documents.
- Began preparation of Tier III Hazard Mitigation Grant Program applications for funding of multiple drainage projects.
- Reviewed and finalized plans for Seminole Rd storm water improvements with addition of an 8' multi-use path.

## **Finance**

- Purchasing
  - o Processed 34 purchase orders for a total of \$59,796.27
  - o Vendor Checks: 83 for a total of \$450,221.10
- No Utility bills were processed this week.
- Service Orders
  - o 156 Requested
  - o 167 Completed
- No payroll this week
- Held Pension Board of Trustees meeting for both the General Employees and Police Employees
- Completed action items from the Board Meeting
- Completed required State report for the Police Employees' Pension
- Reviewed draft financials for FY18 audit
- Completed Management Discussion and Analysis for the FY18 audit report
- Began work on compiling data needed for the actuary to complete the valuation report for both pensions to include reconciling FY19 plan assets.
- Attended webinar on ADA Compliance of Local Government Technology

## **Human Resources**

- Revised Accountant position to attract more qualified candidates.
- Participated in ballot counting for police department pension.
- Met with Union representative to execute LIUNA 2019-2022 contract.
- Worked with AB resident on a risk management issue to resolution.
- Attended work task force meeting.
- Worked with United Healthcare representative to reconcile wellness dollar credit.
- Opened a new vacancy.
- Met with employees individually to enroll them in benefits for 2020 and pulled enrollment numbers report.
- Processed payroll.
- Scheduled employee meetings with AFLAC representative.
- Reconciled and paid bills for UHC, SunLife, Standard, Lincoln, Medcom and Humana.

## **Planning/Community Development**

- Pay for parking monthly meeting with COAB, CONB and North Beaches Parking Agency
- Ready for Beach Litter Baskets pilot program to be installed
- Researched Atlantic Beach Country Club PUD language
- 9 building permits reviewed
- 1 fence inspection
- 1 CO inspection
- 2 tree inspections
- Development Review Meeting
- 198 Poinsettia – Wells Fargo has asked for an extension on their timeline to supply additional information to the Special Magistrate for a rehearing. The Magistrate is considering their request and weighing it against the interests of the other parties and the city.
- Dollar Tree – I responded to complaints on the overflowing dumpsters last week and again this week. I have visited to store and spoke with employees twice, left a message with the District Manager and sent a certified notice to the corporate offices. No effort has been made to clean up the trash. A notice of hearing will be sent to the store and corporate for consideration of fines.
- Basketball goals –Attended the commission workshop on Monday to get commission input on the enforcement of removing portable temporary basketball goals from the right of way. Commission discussed and requested a draft ordinance recommendation from Staff. Met with Scott Williams, Amanda Askew and ABPD to get input on proposed changes.
- Gis – Currently working on interactive map for coastal vulnerability webpage.
- Active Cases: 68
- Coastal Vulnerability web-site changes/updated
- Tree permit scans and uploads for ESC (as needed)
- Put ESC stickers on baskets
- Picked up metal signs
- Office supply run
- FINISHED History Spreadsheet of CDB projects since 1962 :)
- Going through hallway file cabinets to scan

## **Police**

- Staff held a volunteer meeting. There are currently 40 volunteers at ABPD.
- Staff discussed upcoming special events and holiday staffing.
- Commander Gualillo is attending the FBI National Academy and is due to graduate in Four weeks.
- Staff participated in a street review with neighbors at Waters Park.
- Preliminary planning is underway for the ABPD storage building that will be set up in the Public Works yard.
- Conducted equipment inspections.
- Chief Cook was the guest speaker for the Police Council luncheon.

## **Public Utilities**

- Reviewed 4 permits, 12 inspections, performed 45 locates, and performed meter change outs /service orders throughout city.
- Repaired water breaks on Sherry Dr, America's Cup, Levy Rd.
- Relocated meters for residents on W 9<sup>th</sup>.
- All water and sewer installation has been completed on Dutton Island W.
- Meters being set in Coastal Oaks and Atlantic Preserve and for a residence on Selva Marina Circle.
- Conducted Smoke Test in 1500 block of Selva Marina.
- Performed sewer laterals on 12<sup>th</sup> St., Boca Grande, and for 2 businesses at Town Center.
- Scheduled walk through with contractor's on Sea Oats Water main replacement services.
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities.
- Continued work on septic-to-sewer conversion.

## **Public Works**

- Completed the remodeling of the Russell Park ADA approved restrooms.
- Addition to City Hall asphalt has been done around island.
- Repaired broken asphalt on Ardella Road.
- Repaired sinkhole at Linkside and 11<sup>th</sup> Street.
- Christmas lights around City Hall and Adele Grage Center have been installed.
- Christmas lights on Atlantic Blvd and Mayport Road being installed next week.
- Spread winter rye seed on City cut right of ways.
- Fire inspections have been done at Adele Grage.
- Replaced two doors in the Jordan Community Center
- Started the remodeling of the restrooms at the Gail Baker Center.
- Watering new trees planted on Royal Palms.
- Installed new crosswalk lighted poles at Plaza and Royal Palms
- Installed new crosswalk lighted poles at Sherry and Sturdivant.
- Working on replacing the RXR ties in Howell Park East side.
- Russell Park Manatee is being repaired.
- Engineers are designing the Seminole Road drainage and sidewalk project to have an 8' walkway.
- Aquatic storm water project is being designed and engineered.
- Donner Road project is being engineered to 100% plans for review.

## **Recreation**

- Took 19 reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Tia Lisa Overstreet for the month of November 2019
- Working on 2020 Calendar of Events

- Accepted 37 Applications for Arts in the Park 2020
- CARAC Meeting on December 3
- Bull Park sign is on order
- Coordinating the following events:
  - Flag Football Games, Donner Park - Saturdays
  - 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