

January 10, 2020

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 Shoreline Equity to discuss a potential future corporate office.
- Met with Andy Selzman to discuss a potential resolution to the violations at 198 Poinsettia.
- Prepared draft and final City Commission agendas for 1.13.20.
- Met with Commissioners individually.
- Performed various site visits for various issues throughout the City.
- Prepared for and participated in the City Commission 2020 Visioning Workshop.
- Met with staff on human resources issues.
- Researched potential grant applications.
- Met with Donald Jones to address neighborhood issues.
- Met with Public Works and Finance to discuss multiple projects.

Building

Issued 90 building permits

- Conducted 70 plan reviews and 265 building inspections.
- Accompanied Code Enforcement on three inspections, meeting with property owners.
- Attended City Manager and development meetings.
- Met with solar contractor, regarding solar panels on City buildings.

City Clerk

- City Clerk Bartle was out of the office from Dec. 26-Jan. 3.
- Processed and published regular and amended agenda packets for the Jan. 8 Priority-Setting/Visioning Workshop.
- Processed and published agenda packet for the Jan. 9 Code Enforcement Special Magistrate meeting.
- Processed and published agenda for the Jan. 11 Town Hall meeting.

- Processed and published draft and final agenda packets for the Jan. 13 Regular Commission meeting.
- Setting up and attending the Jan. 11 Town Hall meeting.
- Notarized five Affidavits of Notice for Jan. 9 Code Enforcement Special Magistrate meeting.
- Finished drafting minutes of the Nov. 7 Code Enforcement Special Magistrate meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 8 Priority Setting / Visioning Workshop and Jan. 9 Code Enforcement Special Magistrate meetings.
- Attended bid opening for Bid No. 1920-03-12th Street Dune Walkover.
- Processed 11 Lien Letters Requests.
- Administered Oaths to new Locator (Public Utilities) and Records Clerk (City Clerk).
- Updated agenda management software with membership, templates and folder changes.
- Posted regularly scheduled board/committee/commission meetings on website calendar and city's bulletin board and sent video requests to vendor.
- Sent Outlook calendar invitations to City Commissioners and staff for all 2020 regularly scheduled Commission meetings and workshops.
- Sent Outlook calendar invitation to City Commissioners for 2020 invocation assignments.
- Worked on multiple records requests regarding The Cloister Condominiums.
- Researched and collaborated with departments regarding a septic to sewer finance agreement/lien.
- City Clerk Bartle met with City Attorney regarding liens, public hearings, and minutes.
- City Clerk Bartle met with Commissioner Norris regarding Board Member Review Committee business.
- New Records Clerk started on Jan. 7. Training is underway.
- Compiled materials and coordinating with Municode to have recently adopted ordinances codified in Supplement 46.

Engineering

- Conducted field inspection of Donner Road to optimize location of road and sidewalk realignment
- Attended CDBG Technical Assistance Workshop and began work on project identification for current CDBG grant cycle
- Began work on preparing a water conservation project documentation for SJRWMD grant funding
- Initialized scoping for potential streetscape improvements at 18th St
- Analyzed water quality data from Hopkins Creek to narrow down potential sources of pollution and followed up with field inspection to identify potential issues
- Met with 6 property owners to discuss drainage/site design options that will comply with City codes

Finance

- Purchasing
 - o Purchase Orders (POs)
 - Week of 12/20-12/26/19 - Processed no POs
 - Week of 12/27/19-01/02/2020 – Processed 35 PO’s for \$17,674.13
 - Week of 1/3-1/9/2020 – Processed 12 PO’s for \$181,748.31
 - o Vendor Checks:
 - Week of 12/20-12/26/19 – 14 Checks processed for \$14,523.88
 - Week of 12/27/19-1/2/20 – 84 Checks processed for \$109,420.09
 - Week of 1/3/20-1/9/20 - 105 Checks processed for \$126,844.56
- Service Orders
 - o Week of 12/20-12/26/19
 - 63 Requested
 - 79 Completed
 - o Week of 12/27/19-1/2/20
 - 125 Requested
 - 141 Completed
 - o Week of 1/3/20-1/9/20
 - 165 Requested
 - 170 Completed
- Utility Billing
 - o Week of 12/20-12/26/19 – 2,783 bills processed
 - o Week of 12/27/19-1/2/20 – 0 bills processed
 - o Week of 1/3-1/9/20 – 5,801 bills processed
- Payroll
 - o Week of 12/20-12/26/19 - Processed 133 paychecks for \$286,985.17
 - o No Payroll week of 12/27/19-01/02/2020
 - o Week of 1/3-1/9/2020 – Processed 138 paychecks for \$294,939.02
- Continued FY20 budget analysis to prepare report for City Commission
- Worked on FEMA documentation to submit for reimbursement for Hurricane Dorian for Category A (Debris removal) and Category B (Emergency protective measures)
- Held weekly meeting with FEMA representative
- Accountant is continuing training in new position
- Finance Associate began training in her new position
- Advertised for a Customer Service Representative
- Conducted interviews of possible candidates for Customer Service Representative. Interviews were successful a selection should be made this week.
- Attended quarterly budget meeting with Police Department Command Staff
- Started planning process for new ERP implementation launch to include all stakeholders
- Conducted research to begin formulating several financial policies
- Working on reconciliation of Capital Assets
- After close of FY18, working on reconciling bank statements with correct opening balances

Planning/Community Development

- Staff meeting regarding Bonfires (PW, Plng., HR, Rec. and Assistant CM)
- Minor changes to the Comp Plan and provided link on website
- Coordinate with PW and city engineer for Donner Rd sidewalk
- Create map for proposed future multi-purpose paths
- Arbor Day proclamation
- Order items for Arbor Day celebration (t-shirts, signs, flag, bags, etc.)
- Working on parks master plan
- 15 building permits reviewed
- Reviewed Donner Road plans
- Weekly Development Review meeting
- US Bike Route 1 resolution
- Monthly pay for parking meeting
- Coordinating Arbor Day (1/17) events (t-shirts, signs, plaque, flag, tree locations, planting times, etc.)
- Discussed on-going code enforcement case on Violet St. with building official and city attorney
- Prepare for and attend the ESC meeting
- Working on Comp plan ordinance
- 7 building permits reviewed
- 2 fence inspections
- 2 tree inspections
- Drafting Parks Master Plan
- Sign Ord. review with city attorney
- Reviewed Main St. for potential sidewalk/bike paths
- Special Magistrate Hearing was held on Thursday 1/9. Eight cases were heard.
- Ocean Village Trash Issue – Staff collaborated with the HOA, public works and Advanced Waste regarding the trash that is dumped along Seminole in front of Ocean Village Condos. Making flyers to reeducate the owners to place the bulk items next to their individual totes for pick up. We will also be temporarily roping off the area to make it obvious that items should not be placed there. We will also be looking in to cameras to monitor the area to see if trash is being dumped by just the residents or by random passing vehicles as well.
- 198 Poinsettia
 - o The Special Magistrate will be issuing a formal order imposing fines which can be held as a lien against the property
 - o Andy Stelzmann has agree to meet with Wells Fargo at our office to discuss a possible sale of his property to Wells Fargo
- The City of Atlantic Beach hosted this month's Northeast Association of Code Enforcement officer's luncheon and training. Lt. Cameron from ABPD spoke on officer safety and represented the City of AB very well.

Police

- Held ABPD budget review with Melissa Burns
- Chief discussed 2020 priorities with staff
- Staff participated in a policy review (Accreditation requirement)
- Staff discussed mandatory end of year reports and due dates
- Staff discussed upcoming special events in AB
- Staff participated in the Donna Run planning meeting
- Chief attended a women's group luncheon

Public Utilities

- Performed 2" meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Repaired water breaks on Gavagan Rd, Stocks St; performed sewer repair on Sea Oats; replaced water service for Jax Navy Federal Bank
- Completed hydrant flow tests at Wells Fargo Bank on Atlantic and Wonderwood
- Replaced 8" valve at Wonderwood and Old Sherry Drive
- Capped 6" pipe at Water Treatment Plant #2, relocated large pipe and meter boxes to master lift station from 902 Assisi
- Replaced concrete collar around outfall manhole at small jetties
- Chris Walker met with city engineer on Levy Rd to verify manholes
- Investigated water pressure complaint on 9th St. and retapped the main
- Reuse system running with average flow of .160 mgd
- Plumbed hypo discharge line on west hypo tank, replaced the solenoid on valve for centrifuge; changed out window AC in main breaker room of Wastewater Treatment Plant; performed system testing and maintenance on wastewater treatment facility
- Performed required system testing and maintenance on water treatment facilities; Conducted water sampling for 2 Boil Water Notices
- Continued work on Septic-to-Sewer conversion

Public Works

- Waters Park parking and gravel is all being reworked using RXR ties as the parking dividing lines.
- All Christmas lights have been taken down and put up until next year.
- Had a worker on the beach on Jan. 1 cleaning up fire-pit and fireworks mess.
- Re-striped 18th Street Beach Access parking area.
- New beach shower and platform going in at 19th Street.
- Getting prices for new LED lighting in Jordan Park.
- Installed new Memorial Benches. One at 19th Street beach access the other going in at 3rd Street.
- Installed the new Aquatic Gardens neighborhood sign.
- Bid opening for the Seminole Road drainage and sidewalk project is scheduled for Jan. 15.
- Fixed leaking stormwater pipe in Linkside and completed an asphalt repair.
- 12th Street beach walkover bids are being processed for approval by Commission.

- Putting more coquina shell on Howell Park trails.
- Asphalt patch work is complete at East Coast Drive and 10th Street
- Eagle Scout project to replace burnt cabana roof at Dutton Island campsite #1 is complete. Public Works is getting the poles welded and fixed.
- Watering new trees planted on Royal Palms and Sailfish Drive.
- Met with the engineers on Aquatic Stormwater project, we made a couple of changes and the engineers are back to the drawing board.
- Donner Road project is being engineered to 100% plans for review. Making changes to include an 8' walkway from Sandpiper to Francis Road.
- Reconstruction of the Russell Park basketball court goes to Commission for approval on Jan. 13

Recreation

- Took **31** reservations for fires on the beach, park & beach rentals and campers at Dutton Island
- Displaying the artwork of Sevgi Master for the month of January 2020
- Artist Application for Arts in the Park 2020 Applications: 50
- Bull Park sign is scheduled for installation this month.
- Coordinating the following events:
 - Songwriters, Adele Grage – January 12 from 6-8
 - Artist Reception featuring Sevgi Master, Adele Grage – January 16 from 5-8pm
- 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, Mondays @ 9:30 am & Wednesdays 5:30 pm – 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