

January 17, 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.

Building

- Issued 37 building permits
- Conducted 26 plan reviews and 115 building inspections
- Toured City Hall and Public Safety Building with solar contractor
- Investigated unpermitted work with DBPR (Department of Business and Professional Regulation)
- Reviewed proposed bracing and shoring for 198 Poinsettia
- Attended development meeting, met with property owners, and engineer for Selva Preserve
- Attended City Manager meeting
- Reviewed security for front counters in City Hall
- Held Department meeting and discussed standard operating procedures and roofing inspections
- Three building inspectors attended BOAF meeting, with presentation on structural load paths and connections

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 13 regular Commission meeting.
- Processed, published and distributed draft agenda packets for the Jan. 27 regular Commission meeting.
- Working on minutes of the Nov. 18 Commission, Oct. 31 and Jan. 9 Code Enforcement Special Magistrate (CESM), and Jan. 11 Town Hall workshops/meetings.
- Published signed minutes for Aug. 26 Commission, Oct. 5 Town Hall, and Nov. 7 CESM meetings to public portal.
- Updated procedures for Town Hall meetings.

- Received check to pay-off a septic to sewer finance agreement/lien.
- Attended and recorded bid opening for Bid No. 1920-01 for Seminole Road Drainage.
- Prepared and emailed the public hearing notice for Ordinance No. 65-20-40 scheduled for Jan. 27 Commission meeting.
- Continued working on two records requests regarding The Cloister Condominiums.
- Finished drafting minutes of the Oct. 14 Commission meeting.
- Continued training new records clerk on various job duties.
- Processed 11 lien letter requests.
- Working on list of additions / changes to City Clerk's web page.
- Uploaded audio recordings of this week's meetings from handheld devices to the network for retention.
- Transported six box of records from Finance Dept. to off-site storage facility.
- Verified that all agenda packets for the 2019 Commission, Parking and Pedestrian Safety Advisory Resource Committee, and Code Enforcement Board/Special Magistrate meetings/workshops are stored in Laserfiche.
- Deputy City Clerk position was approved by Florida Association of City Clerks for the full membership classification. The application process is underway.
- Updated City's calendar and prepared notices for upcoming meetings – Jan. 15 ESC Tree Subcommittee, Jan. 22 ESC Priority Setting, and Feb. 11 Education Forum meetings.
- City Clerk Bartle attended Jan. 16 Northeast Florida League of Cities meeting in Fernandina Beach, FL.
- Reserved meeting room for all 2020 scheduled meetings of the Code Enforcement Special Magistrate, Community Development Board Cultural Arts and Recreation Advisory Committee, Environmental Stewardship Committee, and both Pension Boards.
- Sent Outlook calendar invitations to secure IT personnel for assistance with set up and testing of equipment for each scheduled Commission meeting and workshop in 2020.

Engineering

- Completed annual reporting requirements for FDEP regarding the Basin Management Action Plans for Hopkins Creek bacteriological impairment and Lower St. Johns River nutrient impairment
- Collected additional round of sampling to further narrow down potential sources of pollution in the Hopkins Creek basin
- Attended NOAA workshop on Nature-Based Solutions to Coastal Hazards
- Facilitated interview with First Coast News regarding the City's Vulnerability Assessment award by NEFRC
- Developed scope of work for 18th St beautification project
- Facilitated issued of Coastal Construction Control Line Permit for the planed 12th St dune walkover
- Began developing options for FY 20/21 CDBG funded projects

Finance

- Purchasing
 - o Purchase Orders (POs)

- 41 Purchase Orders for \$51,675.21
 - Vendor Checks:
 - 68 Checks processed for \$235,720.57
- Service Orders
 - 121 Requested
 - 129 Completed
- Utility Billing – No bills sent out this week
- Payroll – No payroll his week
- Completed financial report to the Commission for the January 27th meeting
- Continued working on FEMA documentation to submit for reimbursement for Hurricane Dorian for Category A (Debris removal) and Category B (Emergency protective measures) – deadline per FEMA representative is January 23rd to have all Elements of Essential Information (EEI) completed for both projects. FEMA will also reimburse up to 7% of the total projects for administrative time.
- Attended weekly meeting with FEMA representative
- Accountant and Finance Associate are continuing their training, both are doing well.
- Candidate for a Customer Service Representative has been selected and will be going through the pre-employment process
- Attended webinar on Best Practices for Internal Control in an IT Environment

Human Resources

- Worked on end of year insurance processes, including incorrect insurance cards being issued and FSA card denials.
- Access and spend wellness dollars balance from United Healthcare.
- Work with City Manager, Mayor and Chief of Police on leave of absence issues.
- Worked with Department Head on disciplinary issue.
- Worked with Department Head on promotion issues.
- Coordinate with City Manager, Department Head and LIUNA union representative on work hours for department.
- Researched new DOT Clearinghouse employer requirements for our CDL drivers. Worked with department head to have staff take on this responsibility.
- Coordinated depositions and deposition preparation appointments for current lawsuit against the City. Many conversations with the attorneys representing the City.
- Met with Department Head to discuss various employee issues.
- Processed background check for new employee
- Scheduled meeting with AFLAC rep. and new employee
- Processed regular payroll
- Processed invoices for payment
- Processed new Workers' Comp Injury for employee
- Worked with broker to get insurance cards corrected
- Researched end of year reports for Finance Dept.
- Opened "in house" job vacancy
- Provided an employee with a letter for insurance/tax purposes
- Attempted to contact 2 vested former employees for upcoming pension benefits

Planning/Community Development

- Attended ESC tree subcommittee meeting for updated to the tree code
- Attended the CARAC for art mural application
- Attended ESC outreach meeting
- Coordinate Arbor day activities/details
- Text updates to the Comp plan
- Attended Commission meeting for Arbor Day proclamation and heritage tree designation
- 5 building permits
- W 1st Street and Arbor Day tree plantings
- Worked on Sign Code
- Ride around/meeting with COJ Urban Forester
- 198 Poinsettia –
 - o Unfortunately our planned meeting with Mr. Stelzmann and the bank has been postponed. The bank rep was not available this afternoon as scheduled and we were not successful in getting in touch with Mr. Stelzmann to schedule an earlier time.
 - o The bank has been working with their engineer to develop drawings and specifications to correct the violation. Wells Fargo forwarded a copy of the shoring engineering work to the city to support their statement that they were still working towards a solution..
- Sea Turtles – The Sea Turtle Conservancy group is planning on doing a lighting workshop in the area. I have agreed to be a local point of contact to help with planning. The group also has a portable best lighting practices display that we can check out and I hope to have one this summer.
- Balloon ordinance – The draft of the balloon release ordinance has been written and is pending review.
- Active Cases: 69

Police

- Staff gave a tour of the station to Atlantic Beach Police Department
- Held a volunteer meeting
- We continued our recruiting efforts for the Citizens Police Academy Class
- Began the process of a street review for Sturdivant Street
- Commander Gualillo continues to transition into the role of interim Chief
- We continue to train three new officers
- Officers participated in building clearing training and officer down training
- Chief attended Martin Luther King Jr breakfast

Public Utilities

- Performed 2”meter change outs, regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city

- Performed 46 locates; completed locates on stretch of Mayport Road for directional drilling; working with contractors on Plaza Road for directional drilling
- Repaired water breaks on Stocks St, at Oaks of Atlantic Beach Church on A1A, Sherry Drive, Mayport Road, Hibiscus St.
- Repaired 2.5" service behind LA Fitness
- Compiling Backflow Preventer checklist – brand, size, etc.
- Utilities crew assisted billing department with monthly service disconnects
- Reuse system running with average flow of .260 mgd
- Sent required operating reports to DEP; getting quotes on replacing doors to blower building; performed system testing and maintenance on wastewater treatment facility
- Performed required system testing and maintenance on water treatment facilities; had cylinder scales located to the water plant
- Performed required system maintenance and repairs on system lift stations
- Continued work on Septic-to-Sewer conversion

Public Works

- Waters Park gravel parking area is complete
- Will be installing a railing fence along parking area at Waters Park
- New beach shower and platform built at 19th Street
- Installing wood protectant and slip protectant on shower deck at 19th.
- Installed new sign and sod at Heritage Tree on Saturiba Drive
- Seminole Road drainage and sidewalk project bids have been received. Taking to the Commission for approval on Jan. 27
- JEA to start routine 2.5 year tree trimming on Jan. 21
- 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.
- 12th Street Beach walkover bids have been received, taking to the Commission for approval on Jan. 27
- Finished the coquina shell on Howell Park trails.
- Installed coquina shell on trails in Tideview Park.
- Fixed the chains on the floating kayak dock at the end of sunset walkway.
- Planted new trees for Arbor Day.
- Preparing the streets for the Donna Run.
- Added two loads of limerock to the roads on Dutton Island.
- 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 courts was approved by the Commission. We are trying to set up a pre-construction meeting.

Recreation

- Took 22 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.
- Staffed the Cultural Arts & Recreation Committee Meeting on January 14, 2020
- Coordinating the following events:
 - Artist Reception featuring Sevgi Master, Adele Grage – January 16 from 5-8pm
 - Songwriters Concert, Adele Grage – February 9 from 6-8pm
 - Artist Reception featuring Angelica Matev, Adele Grage – February 20 from 6-8pm
- 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