

January 24, 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 35 building permits.
- Conducted 19 plan reviews and 104 building inspections.
- Met with property owners, regarding City easements and building setbacks.
- Sent letter to owners of 812 Ocean Blvd. (the unfinished blue house) regarding completion of project.
- Held Department 7:30 meeting and discussed DEP guidelines and current projects.
- Met with City Manager and Attorney, and Code Enforcement, regarding 198 Poinsettia.

City Clerk

- City Clerk attended 2020 International Institute of Municipal Clerks Regional Conference in Orlando from Jan. 22 through Jan. 24
- Processed two lien letter requests.

- Processed, published and distributed final agenda packets for the Jan. 27 Commission Workshop and Jan. 27 Regular Commission meetings.
- Working on minutes of the Nov. 12 Commission Meeting
- Uploaded audio recordings of this week's meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-passed resolutions and minutes.
- Updated City's calendar and posted notice for upcoming meeting- Jan. 29 ESC Special Called Tree Code Workshop
- Deputy City Clerk completed and mailed application for membership to the International Institute of Municipal Clerks.
- Working on an informational handout of Agenda Procedures.
- Records Management project – City Clerk's Office records vault maintenance.
- Assisted the public with inquiries and records requests.
- Departmental cross training of City Clerk's Office positions.

Engineering

- Completed wastewater treatment plant outfall inspections and repair recommendations
- Prepared RFQ for continuing surveying services
- Presented COAB's Vulnerability Assessment to Beaches Kiwanis Club
- Prepared FY 20/21 CDBG application for Donner Park Improvements
- Prepared RFQ for continuing engineering services
- Analyzed Hopkins Creek sampling data to help identify sources of pollution

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 15 Purchase Orders for \$20,108.76
 - o Vendor Checks:
 - 69 Checks processed for \$338,647.78
- Service Orders
 - 184 Requested
 - 200 Completed
- Utility Billing – No bills sent out this week
- Payroll – 134 paychecks process for \$284,711.36

- Completed work for FEMA on Hurricane Dorian. The City submitted under two categories; Category A – Debris Removal and Category B – Emergency Protective Measures
- Completed W2 processing for calendar year 2019 well before the January 31st deadline.
- A new Customer Service Representative will be starting Monday who will replace one that was promoted to Finance Associate
- Began work on reconciling Fixed Assets which was addressed during the FY18 audit presentation

Human Resources

- Met with Deputy City Manager and IT representative to talk about a timesheet project in the works.
- Received two public records requests for HR information. We are in the process of responding.
- Worked with Department Head on promotional opportunities.
- Attempting to schedule a meeting with our ICMA (defined contribution) representative to Researching a risk management issue regarding subrogation of a claim.
- Answered questions about a code enforcement lien issue.
- Established a new meeting schedule for our Safety Committee and asked for information from our department representatives for our next meeting.
- Initiate training on EEO issues by asking the Department Heads who they would like to have in the training. Started developing the training from notes that I have from similar training I provide to the Police Department.
- Closed in house job vacancy
- Researched files for HR director's attorney meeting
- Worked with Finance Dept. on updating pension files for 1099R processing
- Worked with an employee on ICMA issues
- Processed a verification of employment letter
- Processed 2 pay raise forms for employees completing 6 month probation
- Helped an employee with insurance benefits
- Processed & posted new job vacancy
- Researched IRS tax tables for payroll
- Demonstration from NEOGOV for HR functions.

Planning/Community Development

- Training for new CDB member
- Pop up meeting at Sturdivant St.
- Prepare, attend and present at the Community Development Board (CDB) meeting
- Prepare and attend the ESC priority setting meeting
- Meeting regarding alternatives to using plastic
- Drafting balloon ord.
- 198 Poinsettia
 - o Per conversation with Bank's attorney, he believes the bank is ready to submit an application to begin work on 198.
 - o A meeting has been scheduled with Mr. Stelzmann, the banks Attorney, a mediator and the City Manager to try to facilitate an agreement between Mr. Stelzmann and Wells Fargo
- 812 Ocean Blvd.
 - o The Owner, Mr. Reed was sent a notice requesting that he renew his permits and begin moving forward with construction no later than Feb. 7, 2020. He was also put on notice that the city has the right to tear down the uncompleted structure in accordance with the Florida Building Code

- Beaches Diner – A meeting has been scheduled with Mr. Adeeb, owner of Beaches diner to discuss the additional booths that have been installed on the front patio area.
- Cube Smart @ PanAm – The site manager from the facility responded and stated that they have notified all of the outside storage tenants that all inoperable and/or expired registered vehicles must be removed or repaired no later than 1/31. They will tow any vehicles that are not corrected. A follow up inspection has been scheduled for 2/4.
- Beach driving certification – I am scheduled to attend the beach driving certification so that I can operate vehicles on the beach. This will be helpful during turtle season.
- Notice of code enforcement hearing letters for the March date will be sent out on 1/24.

Police

- Staff continued with Donna Run planning
- A street review pop up meeting was held on Sturdivant
- Officers took part in physical ability testing
- Three officers continue field training
- Working with public works on the public safety storage building

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city; set meter boxes at 2630 State Rd A1A and meters at Paradise Circle
- Performed 30 locates; met with USIC regarding locates at 2440 Mayport Road located behind buildings; located manhole for sewer connection on Amberjack; located force main in Selva Marina for DNS Contracting and located valve on Gavagan for replacement
- Installed water service at 1240 Seminole Road, replaced service for residence on Galapagos; repaired irrigation on Boca Grande
- Repaired meter leaks at Fiddler's Lane and Seminole Road
- Rotating distribution crew members in lift stations for cross training
- Reuse system running with average flow of .200 mgd
- Sent required operating reports to DEP; continued 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; removed debris, pressure washed, cleaned tanks; installed new SCBA cabinets at all water treatment plants; completed and submitted water audit for St Johns River Water Management District; installed new chlorine analyzer at Camilia St. lift station; exercised all generators, cleaned aerators on ground storage tanks
- Performed required system maintenance and repairs on system lift stations and surrounding areas
- Continued work on Septic-to-Sewer conversion

Public Works

- Added new parking area at Aquatic Dog Park and installed RXR ties and mulch.
- Digging the sand off the beach walkovers again from the nor'easters.
- Took out 25 to 30 dead pines on Dutton Island at campsite one and two.
- Planted four new oak trees for Arbor Day.
- Waters Park gravel parking area is complete.
- Built and welded in a new bottom bed for our city dump truck
- Preparing our streets for the Donna Run. Doing patchwork.
- Put out two RFP's for Engineering firms and survey companies.
- 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 are in; taking to the Commission for approval on Jan. 27
- JEA working on Routine 2.5 year tree trimming
- Getting prices for new LED lighting in Jordan Park.
- 12th Street Beach walkover bids are in; taking to the Commission for approval on Jan. 27
- Fixed the chains on the floating kayak dock at the end of sunset walkway.
- Preparing the streets for the Donna Run.
- Added two loads of lime rock to the roads on Dutton Island.
- Met with an Eagle Scout candidate about a bat condo for Dutton Island.
- 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 24 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 was installed on Friday.
- Coordinating the Bike Tour – March 7, 2020
- Coordinating the following events:
 - 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