

December 13, 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/Deputy City Manager/Information Technology

- Attended Dec. 9 City Commission workshop and meeting.
- Presented on ethics and social media at the Dec. 10 board/committee member training.
- Attended the Dec. 11 Jax Chamber of Commerce Beaches Division board meeting.
- Attended Dec. 11 Environmental Stewardship Committee meeting. Reported on the social media success of the beach litter basket program. The City's posts have been viewed by more than 400,000 people, many of whom are championing such a program in their seaside communities in places such as Australia and Atlantic Beach, N.C.
- Attended and promoted the Dec. 11 JTA Safe Routes to School multi-use path celebration and walk.
- Attended the Dec. 12 COAB employee luncheon.
- Through Dec. 13, the City has 4,109 Facebook followers and 4,123 email newsletter subscribers.
- Completed and composed the January utility bill newsletter.
- Also utilized various communications channels to inform citizens about these matters and more: Beaches Go Green posters/messaging; Put AB Under Your Tree social media campaign; Holiday Toy Drive; Dec. 19 Police Department Storytime event; and Jan. 17 Arbor Day celebration.
- Information Technology:
 - o Replace printer WP1
 - o Tweak Barracuda email security gateway to mitigate increased spam
 - o Windows 10 upgrade schedule for PW, Water Plants, Adele Grage
 - o Resolve network connectivity issue water plants
 - o AD cleanup
 - o PW & UT computer replacement
 - o W10 rollout week 2

Building

- Issued 44 building permits.
- Conducted 28 plan reviews and 152 building inspections.

- Met with Florida Department of Business and Professional Regulation; discussed unlicensed activity and visited a job site.
- Attended development meeting and discussed current projects.
- Held Department meeting and discussed fuel gas connections, ADA entrance details, and current projects.

City Clerk

- Prepared agenda guide for the Dec. 9 Commission meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Dec. 9 Commission workshop and meeting.
- Worked with Commissioner Kelly on preparing board and committee training materials and slide presentations.
- Set up and attended the Dec. 10 board and committee training session. Gave presentation on Sunshine Law and Public Records.
- Prepared and executed a release of lien.
- Administered the oath to new Utility Collection/Distribution Operator Trainee.
- Processed nine lien letter requests.
- Assisted with set up and attended the Holiday Employee Appreciation Luncheon.
- Interviewed and administered skills testing to three records clerk candidates.
- Updated the City's Environmental Stewardship Committee webpage and membership list.

Engineering

- Completed Design Plans and Specifications for 12th Street Dune Walkover
- Reviewed and updated 60% Aquatic Gardens drainage plans
- Met with COJ Neighborhoods Department to go over Donner Road CDBG contract and requirements for \$200,000 cost-share
- Continued preparation of multiple Tier III HMGP grant applications
- Discussed COAB's Vulnerability Assessment approach with staff writer from Emergency Response magazine
- Initiated discussions with Atlantic Village regarding widening the Hopkins Creek drainage ditch

Finance

- Purchasing
 - o Purchase Orders (POs)
 - Processed 57 POs for \$175,095.14
 - o Vendor Checks:
 - 99 Vendor Checks for a total of \$240,566.36
- Utility Bills:
 - o Sent 3,191 bills for Cycle 3
- Service Orders
 - o 148 Requested

- 160 Completed
- 133 Payroll checks were processed for the amount totaling \$209,685.46
- FY18 Audit is Complete!
 - Submitted to the Commission on 12/9/19
 - Division of Retirement approved report submitted
 - Submitted to the State of Florida 12/10/19
 - Completed State required reporting 12/11/19
- Attended the Recovery Scope Meeting with FEMA for Hurricane Dorian to get the reimbursement process started
- Begon year end processes for Fiscal Year 2019
- Engaged consultant to assist with year-end close and audit preparation

Human Resources

- Met with City Manager regarding several HR matters.
- Participated in employment law webcast.
- Attended a worksite wellness training.
- Attended a training on Business Acumen and HR Metrics.
- Met with three Department Heads about several issues regarding their respective vacancies.
- Dealt with a risk management issue.
- Processed a potential new-hire, issuing offer letter and coordinating pre-employment testing.
- Working with health insurance carrier and Finance to ensure that all of our wellness dollars are spent by the end of the year.
- Opened 2 in-house vacancies.
- Closed 2 in-house vacancies.
- Attended Committee meeting for Employee Appreciation Luncheon.
- Helped decorate and worked at the luncheon.
- In-processed new employee.
- Set up pre-employment medical for pending applicant.

Planning/Community Development

- Coordinating Arbor Day (1/17/2020) schedule of events.
- Attend ESC meeting.
- Attended the Commission workshop and regular meeting
- Coordinated the planting of 30+ trees along Sailfish
- Finalized 4,000+ mailer for Comp plan amendment
- 14 building permits reviewed
- 4 tree inspections
- 1 fence inspection
- Comprehensive Plan amendment Ordinance language
- Worked on Parks Master Plan
- Development Review Meeting

- 1365 Violet Street – This property is an old case that has been accruing fines since 2014. The house has been tied up in title issues with the bank since that time. The bank is finally working to clear up those issues.
- 198 Poinsettia – As of 12/12, we have received no applications/plans from the Wells Fargo to remedy the property. Their next deadline is Dec. 31. They have already passed their deadline to submit the temporary shoring plan and are currently accruing \$125/day fines.
- Northeast Association of Code Enforcement (N.E.A.C.E.) – Attended the N.E.A.C.E. December meeting on Wednesday 12/11. The City of Atlantic Beach will be hosting the January 2020 meeting.
- Active Cases: 65

Police

- Staff participated in the Safe Streets event
- Staff continues collecting toys for Christmas
- Staff participated in an after action meeting regarding the Turkey Trot
- Staff continues to prepare for our Cocoa and Caroling event
- Staff had equipment calibrations done this week (radar, odometer, etc)
- Chief participated in a FEMA conference call
- Chief participated in a wildlife management conference call with other cities
- Held our ABPD Christmas luncheon

Public Utilities

- Reviewed 22 permits, 12 inspections for Preserve at Atlantic, 20 inspections for contractors/building permits inside COAB limits , performed 62 locates, and performed meter change outs /service orders throughout city
- Installed new services on Sherry Drive and Seminole Roads, televised a sewer lateral for a customer on America's Cup
- Repaired water breaks at Barefoot Trace and Boca Grande
- Completed final walk through with contractors on Sea Oats project.
- Meters being set for Preserve at Atlantic
- Investigated water pressure complaint on Cavalla Road and sewer issue on Sea Oats
- Preparing area to replace valve on Old Sherry Drive at Wonderwood
- Prepared hydrant flow test at Mariner's Village Apartments
- Tested one of 2 backflow preventers at waste water treatment facility
- Reuse system running with average flow of .150 mgd
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities
- Continued painting of Water Plant #3 buildings
- Continued work on Septic-to-Sewer conversion

Public Works

- Installed construction fencing around 198 Poinsettia.

- Replaced smashed stormwater pipe at 1305 Seminole Road.
- Sent Vac-Con truck to Green Cove Springs for servicing of pumps.
- Set up Eagle Scout project to replace burnt cabana roof at Dutton Island campsite #1.
- Restriped the City Hall Parking Lot.
- Repaired holes and sloped banks at Aquatic Dog Park.
- Trimmed low hanging tree branches at Aquatic Dog Park.
- Repaired the Adele Grage flag pole. Had new pulleys installed.
- Fixed lighting at Adele Grage Community Center
- Replaced fence at Johansen Pocket Park off Park Terrace E.
- One of two of the remodeling of the restrooms at the Gail Baker Center.
- Watering new trees planted on Royal Palms and Sailfish Drive.
- All RXR ties are done in Howell Park.
- Replacing RXR ties in Dutton Island Park
- Russell Park Manatee is being repaired.
- Seminole Road drainage and sidewalk project is going out to bid this week.
- 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.
- Reconstruction of the Russell Park Basketball court goes to Commission for approval on January 13
- 12th Street Beach walkover going out to bid soon.

Recreation

- Took 21 reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Abbey Matthews
- Artist Application for Arts in the Park 2020 Applications: 41
- Bull Park sign is scheduled for installation next month.
- Coordinating the following events:
 - Flag Football Games, Donner Park – Saturdays
 - Songwriters Concert, Adele Grage – December 15
 - Artist Reception, Adele Grage – December 19
 - 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

