

December 6, 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

- Prepared for and attended the 11.25.19 City Commission meeting.
- Met with the owner of marsh front property to discuss a potential public access.
- Worked with department heads and the City Clerk to prepare the preliminary and final agendas for the 12.9.19 City Commission meetings.
- Met separately with the Mayor and Commissioners to review agenda items/resident concerns.
- Prepared for and attended the Special Magistrate rehearing for 198 Poinsettia.
- Reviewed and prepared the final November 24 City Commission agenda.
- Met with department heads and discussed ongoing capital projects.
- Met with the City Attorney to review ongoing issues.
- Attended the swearing-in ceremony for three new police officers.
- Met with the previous City Manager, Jim Hanson, to discuss history of the City.
- Participated in the Atlantic Beach Elementary Lighthouse mock City Commission meeting.
- Attended the North East Florida Regional Council Awards luncheon to receive a Leadership Award for COAB's Vulnerability Assessment.
- Participated in a conference call with our auditors to discuss the results of last year's audit.
- Met with Neptune Beach for the first monthly joint meeting to discuss pay for parking program.
- Attended the 2019 Artisans' Faire.

Deputy City Manager/Information Technology

- Attended the Nov. 25 City Commission meeting.
- Met with the city manager, mayor and Neptune Beach leaders regarding paid parking.
- Met with the code enforcement officer and a resident regarding a Fairway Villas Lane code issue.
- Along with Mayor Glasser, visited Atlantic Beach businesses to discuss paid parking and regarding the City's "Put AB Under Your Tree" campaign.

- Met with a solar power vendor and other staff members regarding City's future needs.
- Attended the Dec. 2 special magistrate hearing on 198 Poinsettia.
- Met with Jacksonville City Council member Rory Diamond, along with Mayor Glasser and the city manager.
- Attended police officers' swearing-in ceremony.
- Along with Mayor Glasser, hosted 31 Atlantic Beach Elementary School students at City Hall.
- Distributed Dec. 4 e-Newsletter; 4,100 people are now subscribed.
- Completed monthly utility bill newsletter.
- Helped prepare for board and committee member ethics training scheduled for Dec. 10 and Dec. 18.
- Attended the Dec. 5 Artisans' Faire at Adele Grage Cultural Center.
- 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. 5 Artisans' Faire; Dec. 6 community blood drive at city hall; Dec. 7 Beaches Town Center holiday celebration; Beaches Go Green educational messaging, Deck the Chairs exhibit, and Dec. 8 Movies that Matter in Neptune Beach; Dec. 19 Police Department Storytime event; and Jan. 17 Arbor Day celebration.
- Information Technology:
 - o Windows 10 upgrade PW
 - o Windows 10 quick guide tutorial
 - o Laser fiche issues with auto size paper
 - o Bill2Pay issues
 - o Reconfigure WP2 switch to fix phone issues
 - o Quote for card readers for 2nd floor secured IT areas
 - o Quote for Chevy Volt charge station at City Hall

Building

- Issued 67 building permits.
- Conducted 66 plan reviews and 273 building inspections.
- Met with A1A Solar and City staff, regarding solar panels on City buildings.
- Attended Monday development meetings and met with prospective business owner and discussed current projects.
- Attended Tuesday City Manager meetings.
- Held Department meetings and discussed Current projects and eTRAKiT configurations.
- Attended Special Magistrate hearing, regarding 198 Poinsettia Street.
- Issued four new street addresses for Dutton Island Replat.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Dec. 2 Special Called Code Enforcement Special Magistrate Meeting.
- Processed, published, and distributed draft agenda packet for the Dec. 9 regular Commission meeting.

- Processed, published, and distributed final agenda packets for the Dec. 2 Special Called Code Enforcement Special Magistrate, Dec. 9 Commission Workshop, and Dec. 9 reg. Commission meetings.
- Prepared staff report on appointment of a commissioner to the Board Member Review Committee for the Dec. 9 reg. Commission meeting agenda.
- Worked on minutes of the Oct. 14 reg. Commission meeting.
- Administered the Oath to three new police officers.
- Processed 12 lien letter requests.
- Processed, executed and mailed seven notice-of-hearing letters for the Jan. 9 Code Enforcement Special Magistrate meeting.
- Updated City's calendar and prepared notice for Dec. 9 Workshop.
- Executed and mailed all parties the Code Enforcement Special Magistrate Order responsive to Wells Fargo Home Mortgage's Emergency Renewed Motion for Extension of Time received on Nov. 25 for case number 14-00000980- 198 and 196 Poinsettia Street.
- Executed and mailed eight Orders from the Nov. 7 Code Enforcement Special Magistrate Meeting.
- Registered, applied for title, and obtained plate for four police vehicles and a utility trailer.
- Processed paperwork for five decal renewals.
- Compiled updated forms for the 2020 AB Election and met with a candidate who filed to run for Mayor-Seat 1.
- Prepared travel form to attend IIMC Region III Conference in Orlando in Jan.
- Reviewed records clerk applications and scheduled interviews and skills testing.
- Met with Commissioner Kelly regarding board and committee training; updated board and committee membership lists; notified all 2020 members; worked on presentations and handouts.
- Attended the Holiday Employee Appreciation Luncheon Committee meeting.
- Executed and mailed all parties the Code Enforcement Special Magistrate Order responsive to the December 2, 2019 Re-hearing on ^{case} number 14-00000980- 198 and 196 Poinsettia Street.

Engineering

- Continued preparation of Tier III Hazard Mitigation Grant Program applications for 5 drainage projects.
- Prepared technical specifications and bid package for 12th St dune walkover.
- Met with owner of Lilly St marsh front property to discuss development options.
- Reviewed 60% plans for Aquatic Gardens Phase I stormwater improvements.
- Met with Mariner's Village engineer to discuss potable water distribution options.

Finance

- Purchasing
 - o Purchase Orders (POs)

- Week of 11/22-11/28 processed 30 POs for \$52,983.98
 - Week of 11/29-12/05 processed 27 POs for \$21,798.72
 - Vendor Checks:
 - Week of 11/22-11/28 – 86 Vendor Checks for a total of \$69,939.72
 - Week of 11/29-12/05 – 88 Vendor Checks for a total of \$226,938.66
- Utility Bills:
 - Week of 11/22-11/28 – Sent 2,779 bills for Cycle 2, 4 and Finals
 - Week of 11/29-12/05 – Sent 2,588 bills for Cycle 1, 7-4 and Finals
- Service Orders
 - Week of 11/22-11/28
 - 76 Requested
 - 102 Completed
 - Week of 11/29-12-05
 - 97 Requested
 - 99 Completed
- 129 Payroll checks were process for the amount totaling \$278,463.04 during the week of 11/22-11/29; there was no payroll for the week of 11/29-12/05.
- Completed management’s response to the FY18 audit comments
- Reviewed latest draft of the FY18 audit
- Completed and submitted revisions on the State’s Division of Retirement report on the Police Pension
- Continued gathering information required for the next actuarial valuation on the General and Police Pension
- Attending the Government Finance Officers Association webinar on Generally Accepted Accounting Principles (GAAP) Update which outlines the new rules from the Government Accounting Standards Board (GASB) that need to be implemented now and in the near future.

Human Resources

- Completed open enrollment for all employees’ benefits for 2020.
- Researched a pension issue.
- Attended a Risk Management/Human Resources seminar.
- Attended a meeting of Human Resources directors and managers.
- Swore in three new police officers who started working with the City on Monday.
- Participated in a webinar for 5 HR Tech trends in 2020.
- Met with department head regarding promotions and reorganization of the department.
- Coordinated a risk management issue involving a city vehicle and damage to another car.
- Closed out job vacancy
- Finished entering employee enrollments for 2020 benefits
- Processed Pension payroll
- Worked with PGCS on an employee’s Workers Comp Claim
- Processed Regular payroll
- Attended Employee Appreciation Committee meeting
- In-processed 3 new employees
- Scheduled new employee for pre-employment medical testing

Planning/Community Development

- 14 building permits reviewed
- 4 tree inspections
- 1 fence inspection
- Comprehensive Plan amendment Ordinance language
- Coordinating for Comp. Plan mailing to entire city
- Working on Parks Master Plan
- Development Review Meeting
- Attended the 11/25 Commission meeting
- Attend the 12/3 CARC mtg. for an art grant application
- Draft Basketball and recreational equipment ordinance regulating the use in the right-of-way
- Draft agenda for the December ESC mtg.
- Reevaluated the Finegan Elementary School Lego robotics presentation for their transportation design for a monorail.
- 198 Poinsettia – Rehearing of the Special Magistrate was held on Monday. Wells Fargo's ultimate deadline to bring the property into compliance is Feb. 3, 2020. Fines began to accrue on Nov. 27 at \$125/day due to Wells Fargo's failure to submit their temporary shoring plan to the City.
- 1365 Violet Street – Contacted Chase Bank regarding the outstanding open violations on this duplex property. Chase believed the property was occupied but Duval County property appraiser still shows ownership in the name of Chase Bank. Advised Chase bank that Code enforcement intends to seek approval from City Commission to move forward with foreclosing on the City's lien for this property and offered to meet their representative on site to go over violations and the action needed to bring property into compliance. Chase stated that they would have their management company contact me.
- Tree Trunk protection – Meeting with ESC committee volunteers to install protective shields on the trunks of the new trees in Johansen park.
- Natural Landscaping - A complaint was received by a former city employee regarding the state of their neighbor's yard. The landscaping in questions has been permitted to grow naturally and is not manicured. The current code does not prohibit natural style landscaping. The complainant may reach out to council or the mayor to request a change to the code.
- I will be attending a Northeast Association of Code Enforcement Officers class next week on Dec. 11th.
- Nov. 7, 2019 Special Magistrate hearing orders were received on Monday and sent to Respondents.
- Active Cases: 63

Police

- Staff worked the Turkey Trot Run
- Staff participated in the Thanksgiving meal giveaway in partnership with ABCC
- Staff attended a Donna Run meeting

- Staff participated in the Fleet Landing Holiday breakfast
- Staff participated in mandatory firearms qualifications
- Chief spoke at the Rotary
- Chief spoke at the Police Council
- Chief participated in the Leadership Jax Criminal Justice Day wrap up
- We welcomed three new officers and have begun orientation training

Public Utilities

- Department conducted interviews for open positions, hired two highly experienced and qualified new employees.
- Reuse system has been operational all week with an average flow of .150 mgd.
- Wastewater operators performed required testing
- Water operators performed required testing and operations at the plants.
- Distribution crew worked on removing 1" back flow preventer that had very little water to unit at wastewater plant.
- Dug up force main valve on Mayport Road for Circle K
- Met with Circle K to remove clog in 4" force main
- D/C crews reset manhole cover out at the outfall lines jetties
- Checked low pressure at 1918 Sea Oats/water pressure at meter very strong tagged door
- Finished cleaning and televising outfall line on Donner Road
- Installed tap and meters at West 2nd Street
- Hydrant flow test at 2989 Mayport Road
- Installed tap and meters at 57 Sherry Drive
- Installed tap and meter at 1445 Seminole Road
- Removed pipe rack and started moving pipe to Master Lift Station
- Continued painting of Water Plant #3 grounds.

Public Works

- 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 flagpole. Had new pulleys installed.
- Fixed lighting at Adele Grage Community Center.
- Replaced fence at Johansen Pocket Park off Park Terrace E.
- Christmas lights on Atlantic Blvd and Mayport Road have been installed.
- Spread winter rye seed on City cut right of ways.
- Trimmed trees up on 11th Street West of Seminole Road.
- Asphalt repairs done at 19th Street and Oak Circle.
- One of two of the remodeling of the restrooms at the Gail Baker Center.
- Watering new trees planted on Royal Palms.
- Completed the RXR ties replacement in Howell Park East side.
- Replacing RXR ties in Dutton Island Park
- Russell Park Manatee is being repaired.

- Seminole Road drainage and sidewalk project is going out to bid next week.
- Aquatic Stormwater project is being designed and engineered.
- Donner Road project is being engineered to 100% plans for review.
- Reconstruction of the Russell Park basketball court goes to Commission for approval on Jan. 13.
- 12th Street Beach walkover going out to bid soon.

Recreation

- Took 37 reservations for fires on the beach, park rentals and campers at Dutton Island
- Displaying the artwork of Abbey Matthews for the month of December 2019
- Artist Application for Arts in the Park 2020 Applications: 40
- Staffed the Cultural Arts & Recreation Committee Meeting on December 3
- Bull Park sign is scheduled for installation next month.
- Coordinating the following events:
 - Flag Football Games, Donner Park - Saturdays
 - Artisans Faire, Adele Grage – December 5
 - Tree Lighting, Town Center – December 7
 - 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