

December 20, 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**

- Met with staff about beach fire permits.
- Attended Cocoa and Carols at Police Department, toy giveaway at Gail Baker Community Center.
- Worked extensively updating the COAB website.
- Attended a portion of state-of-TRAKiT-software report.
- Worked on a community resources guide for the web.
- 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; Dec. 19 Cocoa and Caroling; Dec. 21 toy giveaway; and Jan. 17 Arbor Day celebration.
- Information Technology:
  - o Bomgar Cloud updated
  - o W10 rollout week 3 UT-PK
  - o Time Sheet system review
  - o SharePoint research
  - o Order charge station Chevy Volt
  - o Quote to add AMAG Card readers to City Hall IT locations
  - o Participated in Central Square/Trackit meeting

**Building**

- Issued 48 building permits.
- Conducted 25 plan reviews and 121 building inspections.
- Dan Arlington and Jennifer Johnston attended a two-day Emerging Technology Conference, in Orlando.

- Attended weekly development meeting and discussed newly plated properties, easements, and other current projects.
- Accompanied Code Enforcement on two properties and met with owners.

### **City Clerk**

- Set up and attended the Dec. 18 board and committee training session. Gave presentations on Sunshine Law and Public Records.
- Prepared and posted meeting notices for all 2020 regular meetings of the Commission, Community Development Board, Cultural Arts and Recreation Advisory Committee, Environmental Stewardship Committee, General Employees' Pension Board of Trustees, and Police Officers' Pension Board of Trustees to the City's bulletin board and web calendar. Sent Outlook calendar invitations to elected officials and department heads for 2020 Commission meetings.
- Prepared the Records Management Compliance Statement for Fiscal Year 2018-2019 and submitted it to the State.
- Worked on minutes of the Oct. 14 Commission meeting.
- Finished drafting minutes of the Aug. 26 Commission and Dec. 5 Town Hall meetings.
- Administered the Oath to new Locator in the Public Utilities Department.
- Processed seven lien letter requests.
- Worked on creating meeting checklists for staff liaison training.
- Offered the records clerk job to a candidate.
- Assisted with the January newsletter.

### **Engineering**

- Represented COAB at the Lower St. Johns River Technical Advisory Committee meeting; reported that the Phosphorus load to the river from the WWTF is only 25% of the permitted level and that COAB will be eliminating 19 septic tanks in the Intracoastal Waterway floodplain.
- Analyzed 5,000 feet of pipe inspection video from the WWTF emergency discharge line and began putting together recommendations for rehab and repair.
- Continued preparation of multiple Tier III HMGP grant applications.

### **Finance**

- Purchasing
  - o Purchase Orders (POs)
    - Processed 43 POs for \$70,920.73
  - o Vendor Checks:
    - 87 Vendor Checks for a total of \$253,603.86
- Service Orders
  - o 124 Requested
  - o 144 Completed
- No payroll processed this week
- Year-end processes for FY19:

- Held conference calls with consultant regarding the accounting of capital assets, specifically how to address the FY18 audit finding
- Preparing secondary bank reconciliations due to the correction of ending balance for FY18
- Analyzed department budgets for needed adjustments within the department to correct negative balances; prepared necessary budget adjustments
- Began quarterly FY20 budget analysis
- Department personnel changes:
  - Effective this week, promoted two individuals within the department to the positions of Accountant and Finance Associate.
  - Currently advertising for the position of Customer Service Representative
- Participated in conference call with Central Square regarding TrakIT and AS400 (Naviline) software company-wide changes, support issues, and new software solutions coming on-line in the near future.
- Held weekly meeting with FEMA regarding reimbursement process and progress regarding Hurricane Dorian
- Attending webinar regarding Enterprise Resource Planning (ERP) software implementation.

## **Human Resources**

- Participated in Florida League of Cities pre-legislative conference call. Researching an issue relating to the upcoming session.
- Attended a Bar committee meeting.
- Met with blue collar union representative. Provided documentation and information requested.
- Processed one new hire. Issued offer letter and physical/drug screen paperwork.
- Attended Society for Human Resource Management training.
- Attended a staff meeting regarding bonfires on the beach.
- Opened 3 In House Vacancies
- Closed 1 In House Vacancy
- Processed payroll
- Worked with employee on insurance issues
- Worked with retiree on survivor benefit
- Processed paperwork on 2 workers comp. cases

## **Planning/Community Development**

- Community Development Board hearing
- Research 1900 block of Francis Avenue for property line locations and utilities
- Work with 1790 Mayport Road -- mural
- Research and discussion regarding bonfires
- Working on complete streets policy and resolution
- 7 building permits reviewed
- Weekly development review meeting
- Veteran's Park tree planting plan sent to Tim Shaw

- Worked on Parks Master Plan
- Attended Bolles School Lego Robotics presentation

## **Police**

- We continue to deal with building maintenance issues
- Staff continues planning for the Donna Run
- Staff continues to engage in discussions with City personnel regarding bonfires
- Animal Control's ATV is broken down. Chief and staff are determining how to move forward with Animal Control service beachfront.
- Staff collected and sorted Christmas presents
- Staff prepared for Cocoa and Caroling event
- Staff continues to review special event permits
- Chief participated in a conference call regarding wildlife management with Sanibel Island officials
- Chief was a guest speaker at Trailblazers event

## **Public Utilities**

- Performed 11 inspections for Preserve at Atlantic, various contractors/building permits inside COAB limits, Habitat's Haywood Estates ; performed 46 locates, and performed meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Welcomed new Locator, Ryan Mims, to the team
- Attended Bid Opening for Begonia Street Gravity Sewer Extension
- Inspected force main on Mayport Road
- Attended meeting for Seminole Road Project
- Completed final walk through with contractors on Sea Oats project, made punch list for contractor
- Meters being set for Preserve at Atlantic as homes are completed; completed Phase II water services
- Sewer lines being televised for review at Dutton Island West
- Investigated water pressure complaint on Linkside South
- Reuse system running with average flow of .150 mgd
- Performed required system testing and maintenance on waste water treatment facility & wastewater treatment facilities
- Continued work on Septic-to-Sewer conversion

## **Public Works**

- Held a Pre-bid meeting for the Seminole Road drainage and sidewalk project. Bid opening will be on January 15<sup>th</sup>.
- Fixed leaking stormwater pipe in Linkside.
- Completed the Gail Baker restroom project
- 12<sup>th</sup> Street Beach walkover bids on January 8<sup>th</sup>
- Putting more coquina shell on Howell Park trails

- Stormwater Flume at Police Department rebuilt and stabilized.
- Asphalt patch work is scheduled for East Coast Drive and 10<sup>th</sup> Street
- Russell Park manatee is repaired and back at its home in Russell Park.
- Installed construction fencing around 198 Poinsettia.
- Sent Vac-Con truck to Green Cove Springs for servicing of pumps.
- Eagle Scout project to replace burnt cabana roof at Dutton Island campsite #1.  
Is ongoing and looking good.
- Repaired the Adele Grage flag pole. Had new pulleys installed.
- Replaced fence at Johansen Pocket Park off Park Terrace E.
- Watering new trees planted on Royal Palms and Sailfish Drive.
- All RXR ties are done in Howell Park.
- Completed the Replacing of the RXR ties in Dutton Island Park
- 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<sup>th</sup>

## **Recreation**

- Took **19** 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: 41
- Bull Park sign is scheduled for installation next month.
- Working with staff on Beach Bonfires.
- Gathering Angel Tree toys for the Toy Drive.
- Coordinating the following events:
  - Artist Reception, Adele Grage – December 19 from 5-8pm
  - Toy Drive, Baker Center – December 21 from 10am-2pm
- 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