

February 14, 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.

City Manager

- Prepared for and attended the City Commission workshop and regular meeting.
- Met with Commissioners individually to discuss their concerns.
- Attended the Florida League of Cities Legislation Action days on 2.11 and 2.12.
- Met with Advanced Disposal to review the terms of their contract and a possible contract extension.
- Performed various administrative duties.
- Met with Jenn Lagner and Lenny Jevick to review the Seminole stormwater/sidewalk project.
- Attended the Beaches Chamber Luncheon at Casa Marina.
- Met with City Engineer to review ongoing projects.
- Reviewed the current sign code draft in preparation for the upcoming workshop.
- Met with Chief Gualillo to review a stop sign request on East Coast and 3rd.

Deputy City Manager/Information Technology

- Worked Feb. 9 Donna Run
- Attended Feb. 10 Commission workshop and meeting.
- Attended Feb. 12 Chamber of Commerce board meeting.
- Attended Feb. 13 Chamber of Commerce luncheon.
- Leroy Everett Day coordination
- Lyman's Point sign unveiling
- Began work on Feb. 18-27 website improvement project.
- Produced/distributed e-newsletter.
- Utilized various communications channels to inform citizens about these and other matters: Job openings; Environmental Stewardship Committee messaging; Beaches Go Green messaging; Feb. 10 Commission workshop and meeting; Feb. 14 blood

drive; Feb. 15 Leroy Everett Day; Feb. 20 South Seminole drainage improvement project open house; Feb. 29 Howell Park weed wrangle; March 7 Tour de Parks; April 18 Art in Park.

- Information Technology
 - Data migration for replacement Barracuda file backup appliance
 - Review solutions and made adjustments for audio feedback mitigation during meetings in the Commission Chamber
 - Met with city clerk to discuss options for ongoing revisions to the meeting video page on the website
 - Replace UPS in Server Rack 1 - City Hall Server Room
 - Edit cashier issues Network DMS Scanner Profile issues
 - SP BD issues

Building

- Issued 42 building permits.
- Conducted 24 plan reviews and 154 building inspections.
- Provided Floodplain Letters for HMGP grants.
- Met with City Manager, Commissioner, and Code Enforcement, regarding tree houses.
- Discussed sale and demolition of 196/198 Poinsettia.
- Flew drone over Saratoga Circle to monitor sanitary and storm water drainage.
- Participated in development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed existing buildings and C.O. requirements.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Feb. 10 Commission Workshop, Feb. 10 regular Commission meeting, and Feb. 11 Education Forum.
- Processed, published and distributed draft agenda packet for the Feb. 24 regular Commission meeting.
- Processed, published and distributed agenda packet for the Feb. 25 Board Member Review Committee (BMRC) meeting.
- Assisted with preparations for Leroy Everett Day.

- Working on minutes of the Jan. 27 Commission Workshop and Jan. 27 regular Commission meeting.
- Finished drafting minutes of the Nov. 18, 2019 Commission Workshop.
- Researched and assisted with election-related questions and received forms from candidates for Mayor- Seat 1.
- Worked on Website Improvement Project.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-passed resolutions and minutes.
- Processed 10 lien letter requests.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Assisted the public and staff with inquiries, records requests and notary public services.
- Updated City's calendar and prepared notices for Feb. 20 South Seminole Road Drainage Improvements Open House and Feb. 25 BMRC meeting.
- Worked on Website Improvement Project.
- City Clerk met with Deputy City Manager and Senior Systems Engineer regarding recent sound system issues and potential equipment upgrades.
- City Clerk met with Senior Systems Engineer about website maintenance related to video accessibility.

Engineering

- Conducted inspections of WTP #3
- Attended Florida Rural Water workshop on water & wastewater regulations
- Reviewed and commented on 50% design plans for Phase II Begonia Septic to Sewer project
- Conducted utility coordination review for FDOT proposed interchange improvements at Atlantic Blvd & 3Rd St
- Continued coordination of Public Utilities activities and strategic planning

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 35 Purchase Orders for \$282,808.65
 - o Vendor Checks:
 - 56 Checks processed for \$59,826.38
- Service Orders
 - 90 Requested
 - 97 Completed
- Utility Billing – 3,189 bills processed and sent
- Payroll – No payroll this week
- Completed agenda for Pension Board Meetings to be held the evening of the 13th.
- Attended quarterly FGFOA Board meeting in Orlando.
- Completed agenda items for the February 24th Commission meeting.

- Attended project status update conference call with FEMA for Hurricane Dorian projects submitted.
- Continued working towards finalizing Fiscal Year 2019.
- Began preparations for Fiscal Year 2021 budget

Human Resources

- Develop interview questions for the Director of Public Utilities position and schedule interviews with two applicants.
- Completed audit of Affordable Care Act 1094-C and 1095-C forms to be distributed to employees.
- Followed up with ICMA on getting our plan documents updated to reflect the 3-year vesting change.
- Working on plan for W-4 updates.
- Updating the Safety Manual.
- Confirmed coverage for mammograms to be given at the 2020 Beaches Wellfest. Sent out e-mail to staff.
- Resolved a health insurance issue that may affect several employees.
- Working on resolving three new Risk Management issues.
- Coordinated with Police Department on two vehicle accidents.
- Begin working on COAB website update project.
- Met with 2 new employees for benefit enrollments
- Opened 3 new job vacancies
- Closed 1 job vacancy
- Processed 2 new workers comp. claims
- Completed data report for pension benefit statements and sent to Actuary
- Processed regular payroll
- Followed up on 2 ongoing workers comp. cases
- Worked with AFLAC rep. to resolve some invoice issues

Planning/Community Development

- Attended the City Commission mtg.
- Ordered composting bin for city hall
- Worked on the Parks Master Plan
- Staff report for Waiver request
- Published the ESC agenda and attended the meeting
- Meeting with CDB members to review the sign code
- Updated Balloon Ord.
- Drafted the update to Chapter 21 regarding parking on Sherry St (near ABE)
- Published the CDB agenda

Police

- PD attended First Coast Radio annual Users Meeting
- PD provided CPR Training to city employees

- PD conducted Debriefing of Unified Command process for gas leak response
- Members of Command Staff participated in Webinar for Garrity statements

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Performed 62 locates; 2 inspections; 13 permit reviews; preparing information for Cross Connection Reporting to DEP, including testing Wastewater Treatment Plant for 4” backflows
- Met with contractor regarding upcoming Begonia Street sewer extension project; distributed door hangers to residents in the area regarding upcoming construction
- Repaired water breaks on Skate Rd, N Sherry Dr at Saturiba, Begonia St., and Cape Charles
- Inspected force main and preparing wet tap at the end of Selva Marina Dr; televising the sewer lateral on Poinsettia
- Reuse system running with average flow of .150 mgd
- Sent required operating reports to DEP
- Performed required system testing and maintenance on water treatment facilities; cleaned tank and aerator of ground storage tank at water treatment plant #3; changed out chlorine cylinder at water treatment plant #4; repaired and performed maintenance on fence lines at water treatment plants;
- Performed required system maintenance and repairs on system lift stations and surrounding areas
- Steve Swann, along with 4 employees from utilities attended the Florida Rural Water “Focus on Change” 1 Day Conference in Lake City

Public Works

- Installed the sign and landscaping for the reveal of the SFC Leroy Everett Memorial Parkway sign.
- Lyman’s Point sign installed and landscaped at Dutton Island North.
- Tree trimming done on 19th Street.
- Worked on the planning for the SFC Leroy Everett event.
- Waters Park fence being installed next week.
- Completed the work at Dutton Island campsite #1 to lift up elevation for campers.
- Completed the Donna run city tent and other areas.
- Added new LED lighting for the racquetball courts.
- Put in a PO for LED lighting going in at Jordan Park.
- Took out 25 to 30 dead pines on Dutton Island at campsite one and two.
- Put out two RFPs for Engineering firms and survey companies.
- Seminole Road drainage and sidewalk project was approved by the Commission. Setting up Neighborhood meeting for 2-20-20
- JEA working on Routine 2.5 year tree trimming

- 12th Street Beach walkover bid was approved by the commission. Setting up pre-construction meetings to get the job started.
- Met with an Eagle Scout candidate about a bat condo for Dutton Island.
- 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 28 reservations for fires on the beach, park & beach rentals and campers at Dutton Island
- Displaying the artwork of Angelica for the month of February 2020
- Flag Football Registrations: 12
- Applications for Arts in the Park 2020: 56 Artists
- Currently displaying events on the Bull Park sign
- Working on the Leroy Everett Event - February 15
- Coordinating the Jazz Festival – September 5, 2020
- Coordinating the following events:
 - Artist Reception featuring Angelica Matev, Adele Grage – February 20 from 6-8pm
 - Dreams “ A Dream Differed” Play in honor of Black History Month, Beaches Vineyard – February 21 at 6:30pm
 - Tour de Parks, Atlantic Beach – March 7, 2020 from 9-11:30am
- 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