

February 7, 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

- Met with the interim Chief of Police to discuss the transition and ongoing issues.
- Held the weekly department head meeting.
- Participated in a Donna Run preparation meeting with Neptune Beach and Jacksonville Beach.
- Rode the Donna Run route with AB officers to troubleshoot any potential issues.
- Participated in a meeting with Mayor Glasser and Rory Diamond regarding AB parks.
- Attended the monthly Beaches Watch community meeting.
- Met with AB Commissioners individually to discuss a variety of issues. Special attention was given to the Comp Plan Update, Sign Code and the Seminole Road Stormwater projects.
- Reviewed agenda items and met with Clerk to prepared the final Feb. 10 City Commission agenda.
- Attended the monthly Transportation Planning Organization Technical Coordinating Committee meeting. AB's section of the East Coast Greenway has been included in the draft List of Priority Projects.
- Performed a site visit to the Public Utilities project at the north end of Selva Marina.
- Met with the Deputy CM and Finance Director to review project funding.
- Watched the January Community Development Board meeting.
- Performed a variety of administrative functions and responded to resident concerns.

Deputy City Manager/Information Technology

- Worked on City Commission priorities document.
- Attended Donna Marathon Feb.3 prep meeting and Feb. 6 pop-in.
- Met with Dig Local director about April 18 Earth Day activities.
- Met with city manager, commissioner regarding cultural arts/recreation programming.
- Discussed budgeted projects with city manager, Finance Director.
- Attended Feb. 7 Beaches Watch meeting.
- Prepped for and co-hosted Feb. 3 Youth Council Government 101 session
- Worked on Leroy Everett Day planning.

- Utilized various communications channels to inform citizens about these and other matters: Citizens Police Academy and other Police Department messaging; Songwriters/Acoustic nights and other Recreation Department messaging; Beaches Go Green survey; Feb. 3 Youth Council/Government 101 session; Feb. 7 Beaches Watch; Feb. 9 Donna marathon; Feb. 11 education town hall; Feb. 14 blood drive; Feb. 15 Leroy Everett Day; Feb. 21 Black History Month event; Feb. 29 Howell Park weed wrangle; March 7 Tour de Parks; April 18 Art in Park.
- Information Technology
 - o Renewal quote for Belmanage software
 - o Renewal quote for Symantec endpoint protection
 - o Renewal quote for all Barracuda appliances maintenance
 - o Replace failing Barracuda file backup appliance
 - o Dog Park Last Year passes deactivated
 - o Weblink / FTP issues
 - o Police Laptop Refresh

Building

- Issued 55 building permits.
- Conducted 19 plan reviews and 156 building inspections.
- Participated in meetings with owners of 196 and 198 Poinsettia, regarding sale and demo of building.
- Participated in development meeting and discussed current projects.
- Met with prospective buyers of wetland/flood zone property.
- Arranged parking agreement for 2400 Seminole Road.
- Held Department 7:30 meeting and discussed procedures and current projects.
- Met with CRS consultant, regarding our upcoming 5-year cycle visit.

City Clerk

- City clerk completed and submitted MMC Program course assignments from the 2020 IIMC Region III Conference.
- Processed, published, and distributed final agenda packets for the Feb. 10 regular Commission and Feb. 10 Commission Workshop meetings.
- Prepared agenda guide for the Feb. 10 regular Commission meeting.
- Working on minutes of the Nov. 25, 2019 regular Commission meeting.
- Completed minutes of the Nov. 12, 2019 Commission and Jan 9. Code Enforcement Special Magistrate meetings.
- Processed seven lien letter requests.
- Attested to and mailed one notice-of-hearing letter for the March 5 Code Enforcement Special Magistrate meeting.
- Compiled information and prepared travel request forms for Commissioners Anderson, Kelly, and Norris to attend FLC IEMO training.
- Met with IT staff to resolve issues related to our email filters.
- Updated City's calendar and prepared notice for upcoming Feb. 25 meeting.
- Registered, applied for title, and obtained plate for the new Public Utilities trailer.

- Assisted the public and staff with inquiries and records requests.
- Prepared, executed and recorded one Release of Lien with the Duval Co. Clerk of Courts.
- 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.
- Deputy City Clerk attended the Feb. 5 Safety Committee meeting.

Engineering

- Conducted inspections of WWTP, WTP #1 and WTP #2
- Held pre-construction meeting for Phase I septic to sewer project
- Reviewed Mayport Rd & Plaza water valve replacement plan
- Inspected Fleet Landing forcemain connection project at north end of Selva Marina Drive
- Reviewed all WWTP and WTP analytical data for compliance purposes
- Continued coordination of Public Utilities activities

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 27 Purchase Orders for \$17,457.93
 - o Vendor Checks:
 - 120 Checks processed for \$148,717.82
- Service Orders
 - 139 Requested
 - 141 Completed
- Utility Billing – 2,617 bills processed and sent
- Payroll – 136 payroll checks processed for a total of \$283,843.56
- Continued preparations for February 13th Pension Boards meeting.
- Working on reconciling fixed assets with the subsidiary ledger
- Traveled to Orlando to attend the quarterly Florida Government Finance Officers (FGFOA) Board meeting.

Human Resources

- Several meetings with Interim Department head regarding questions about staffing.
- Attended Employment meeting/seminar at Florida Coastal.
- Coordinated visit from ICMA retirement plan representative with 16 employees.
- Reestablished Safety Committee and had first meeting. Typed up minutes. Working on updating Safety Manual with input from Committee members. Coordinating needs for safety training, safety equipment and first aid equipment in each department.
- Coordinating Public Records request response from “Open the Books” with Finance.
- Spoke with City Manager and Department Head regarding filling a vacant position, with modifications.
- Attended Beaches Watch “State of the Beaches” meeting as new board member.
- Work on updating EEO training for department heads and supervisors.

- Update sexual harassment training for all staff.
- Met with two new employees for benefit enrollments.
- Provided documents for Public Records Request.
- Opened new job vacancy.
- Coordinated with CareSpot to provide Random Drug Test services for Police Dept.
- Working on actuarial report for pension benefit statements.

Planning/Community Development

- 6 building permits reviewed
- 3 tree inspections, 1 fence inspection
- Worked on Parks Plan
- Sent public notices for CDB meeting
- Sent public notices for Waiver request
- FDEP resiliency web tools demonstration
- Met with Florida Forest Service about tree programs
- 198 Poinsettia –
 - o Mr. Stelzmann and the attorney for Wells Fargo met at City Hall on Monday to finalize their agreement and sign the deed paperwork.
 - o The demolition contractor is working on the permit application and reached out to us on Wed. to discuss the demo process. He will be ready to work as soon as the permit is issued.
 - o We intend to pull the power connection from the building on Monday 2/10.
 - o Mr. Stelzmann confirmed he is packing and will be moved.
- E-Scooters – Currently researching e-scooter ordinances from other cities in Florida to potentially regulate commercial e-scooter rentals
- Cube Smart –
 - o Conducted follow up site visit at Cube Smart property to check status of progress on remedying their violation for inoperable and unregistered vehicles/trailers/RVs being stored on the property. Significant progress was made and several vehicles were gone. They only have one customer that there were unable to reach. The others have all made arrangement to remove, repair or update the registration on their property.
 - o Met with the Regional Property Manager for Cube Smart on Sunday to discuss screening and landscaping.

Police

- Donna Marathon meeting with all partners to confirm support of the Incident Action Plan
- Cdr. Gualillo reviewed condition of 3rd & East Coast Ref requests for Stop Sign installation; discussion to continue with city officials
- PD assisting with traffic survey of Seminole Rd right turn on to Plaza Dr
- PD participated in discussion on E-scooters in AB
- PD met to continue annual work on accreditation and monitoring annual Goals and Objectives
- PD participating in planning for SFC Leroy Everett dedication ceremony

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Performed 31 locates; 2 inspections; 2 permit reviews; performed site visit for Atlantic Beach Preserve and performed pressure test; attended meeting with builders for residence on Atlantic Beach Dr.; preparing information for Cross Connection Reporting
- Repaired water breaks on Tierra Verde, Vecuna, Mipaula, Mayport Landing at A1A, 1st & Main
- Changed curb stop and 1 ½" meter on Ocean Breeze Ct.; checked water pressure for residences on East Coast and Beach; checked and repaired meter leak behind Culhane's Irish Pub; exercised valves on Gavagan for upcoming valve replacement and on Rudder Road for hydrant replacement; preparing quotes for backflow replacement at Public Works; making new tap for mobile home park at Main and W. 1st; located sewer lateral for new build on Dudley; located force main for Fleet Landing; attended contractor meeting for Begonia St Sewer Extension and drafted notices for upcoming construction in the area
- Reuse system running with average flow of .200 mgd
- Sent required operating reports to DEP
- Performed required system testing and maintenance on water treatment facilities; exercised all generators and completed weekly checklists; changed out chlorine containers at water treatment plants # 1 & #3
- Performed required system maintenance and repairs on system lift stations and surrounding areas
- Continued work on Septic-to-Sewer conversion

Public Works

- Waters Park fence being installed week of Feb. 17
- Working in Dutton Island campsite #1 to lift up elevation for campers
- Reworked and made repairs to Dutton Island campsite # 2
- Linkside asphalt repairs finished
- Making plans for the placement and reveal of the SFC Leroy Everett sign
- Lyman's Point sign being made
- Making preparations for the Donna run
- Added new LED lighting for the racquetball courts
- Put in a PO for LED lighting going in at Jordan Park
- Added new parking area at Aquatic Dog Park; 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 #1 and #2
- Planted four new oak trees for Arbor Day
- Waters Park gravel parking area is complete
- Put out two RFP's for Engineering firms and survey companies
- Installing wood protectant and slip protectant on shower deck at 19th

- Seminole Road drainage and sidewalk project was approved by the Commission. Setting up pre-construction meetings.
- 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, 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.
- Pumped out septic system at Dutton Island
- Started memorial bench at 3rd street.
- Preparing to install rope and pvc pipe at Town Center
- Two people will be working Sat. and Sun. for the Donna Run
- Installed sod and landscape timbers where the SFC Leroy Everett sign will be placed

Recreation

- Took 25 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: 53
- Currently displaying events on the Bull Park sign.
- 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
 - 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