

January 31, 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

- Attended the weekly department heads meeting.
- Met with the Public Utilities staff to discuss ongoing issues.
- Performed multiple site visits with the Building Official.
- Met with Neptune Beach leaders and RTA consulting to review status of the paid parking program.
- Prepared for and attended the 1.27.20 City Commission workshop and regular meeting.
- Accepted painting of the "Poles" from Heather Blanton for City Hall and discussed and reviewed locations for a mural on Mayport Road.
- Met with Mike Junk from Gate to resolve damaged right-of-way from delivery trucks on Sturdivant.
- Met with Commissioners separately to discuss various issues.
- Reviewed staff reports and agenda items for the draft 2.10.20 regular City Commission meeting.
- Met with Community Development Board member to review current ordinance amendment proposals.
- Reviewed personnel issues with Deputy City Manager and Human Resources Director.
- Met with Wells Fargo, the owner of 196 Poinsettia, and a mediator to assist in a property resolution.
- Discussed budget items with the Finance director.

Deputy City Manager/Information Technology

- Leroy Everett Day planning.
- Personnel review.
- Attended Jan. 27 Commission workshop and meeting.
- Attended Jan. 29 Environmental Stewardship Committee meeting.
- Utilized various communications channels to inform citizens about these and other matters: Citizens Police Academy and other Police Department messaging; Recreation Department messaging; Beaches Go Green messaging; Jan. 27 Commission workshop

and meeting; Feb. 9 Donna marathon; Feb. 11 education town hall; Feb. 15 Leroy Everett Day; Feb. 21 Black History Month event; Feb. 29 Howell Park weed wrangle.

- Information Technology
 - o Add dedicated power circuit for PW communications closet
 - o Repair PW front gate
 - o Inventory Cisco routers, switches, firewalls for configuration backup project
 - o Evaluate cost to replace end of life door controllers for card readers in City Hall
 - o FLGISA Conference - Ron
 - o AS400 SSL Error

Building

- Issued 53 building permits.
- Conducted 32 plan reviews and 149 building inspections.
- Met with owner of property in flood zone.
- Met property owners and Code Enforcement at condemned property.
- Attended development meeting, met with property owners, and discussed current projects.
- Met with City Manager and representative from Gate, regarding damage to right-of-way on Sturdivant.
- Discussed State laws for licensing with Department of Business and Professional Regulations (DBPR).

City Clerk

- Prepared agenda guide for the Jan. 27 Commission meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 27 Commission Workshop and Jan. 27 Commission Meeting.
- Processed, published, and distributed draft agenda packet for the Feb. 10 regular Commission meeting.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Worked on minutes of the Nov. 12 Commission meeting.
- Finished drafting minutes of the Oct. 28 Commission, Nov. 18 Commission Workshop, and Jan. 11 Town Hall meetings.
- Administered the Oath to new customer service representative.
- Processed 8 lien letter requests.
- Drafted and mailed 2 notice-of-hearing letters for the March 5 Code Enforcement Special Magistrate meeting.
- Finalized, executed and mailed 8 Code Enforcement Special Magistrate (CESM) Orders from the Jan. 9 hearings.
- Assisted the public and staff with inquiries and records requests.
- City clerk worked on MMC Program course assignments from the 2020 IIMC classes she recently attended.
- Updated Commission on Ethics' database with names and contact information for public officials and employees required to file financial disclosures.

- Processed paperwork for new Public Utilities Trailer.

Engineering

- Conducted inspections of 16th St and 20th St walkovers
- Completed and submitted FY20/21 CDBG application for \$90,000 in cost-share funds for Donner Park improvements
- Held pre-design meeting for the Phase II Septic to Sewer to determine design extent and specifications
- Coordinated Public Utilities activities and planning as fill-in for Director

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 35 Purchase Orders for \$82,902.80
 - o Vendor Checks:
 - 108 Checks processed for \$59,131.67
- Service Orders
 - 60 Requested
 - 77 Completed
- Utility Billing – 2,797 bills processed and sent
- Payroll – No payroll this week
- Welcomed new customer service representative, Felicia Joyner, to the team
- Met with FEMA representative regarding submitted projects for Hurricane Dorian
- Began preparations for the February 13th pension boards meeting to include drafting a funding policy, updating the summary plan description and operating rules and procedures.
- Work continues on reconciling fixed assets, and closing Fiscal Year 19.

Human Resources

- Conducted an inquiry into concerns within the Public Works department, with the City Manager, Deputy City Manager and Engineer
- Processed Regular Payroll
- Processed Pension Payroll
- Paid monthly invoices
- In-processed new employee
- Attended 2 meetings with H.R. director for employee's testimony for investigation
- Processed new workers comp. claim
- Worked with 2 employees with workers comp. issues
- Worked on a Public Records request

Planning/Community Development

- Internal department review of complete streets policy
- Per-development meeting for property at 6th St and Jasmine
- Per-application meeting for subdivision waiver request
- North Beach Trail Planning meeting
- 16 building permits reviewed
- Worked on parks plan
- ESC Tree Ordinance Workshop
- Prepping for LDR munciode update
- Staff reports for Comp Plan update
- 198 Poinsettia –
 - o A follow up meeting has been scheduled for 1/31/20 with Andy Stelzmann and Wells Fargo to further discuss a settlement agreement between the two parties so that Wells Fargo can demolish the entire building.
 - o The City received the new order from the Special Magistrate formally imposing the fines for the banks failure to meet the deadlines.
 - o It appears at those the south side of 198 may be beginning to buckle.
- E Scooter Ordinance –
 - o Conducted research on an ordinance to regulate e-scooters
 - o I will be meeting with Commissioner Kelly and the City Manager to discuss possible terms of the ordinance.
- Received orders from the January 9 Special Magistrate hearing
- Beach Diner – Met with Mr. Barry Adeeb on site to review seating. It was determined that his parking is sufficient for the number of seats in accordance with code.
- 351 19th st. – The mortgage holder for this house has filed a Lis Pendes. The City holds a lien on the property and will be filing an answer to the foreclosure to protect its interest.
- Worked on redesign of 7 of our website forms, uploaded
- Working on going through file cabinets and O drive to see what has been scanned
- Updating history spreadsheet
- Tree permit scans as needed
- Laserfiche reconfiguration and uploading (ongoing)
- Completed the CDB Meeting Minutes for January

Police

- Donna preparations continue, Variable Message Board going out on Seminole Rd on Feb. 2
- Meeting with AB Ops and Situation Unit Leader to discuss staffing
- Meeting with Planning Dept. to review 2nd meeting on Sturdivant St topics
- First review of Main St No Parking signs completed
- Staff attended CAD User Group meeting
- Announced Employees of the Year
- Chief participated in a luncheon to support injured Officer from Gadsden County
- Continued to collect historical items from ABPD
- Lt. Cameron attended Local Mitigation Meeting in Duval Co
- Officer participated in scenario based training

- Officers captured two burglary suspects who stole items from multiple cars and more property owners have yet to be identified

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city; set meter boxes in Atlantic Beach Country Club
- Performed 50 locates; 3 inspections; performed sewer tap for Dutton Island W and a pre inspection for utilities placement; performed site visit for Atlantic Beach Preserve and scheduled pressure test for Friday, January 31; located valve on Gavagan for valve replacement
- TV'd sewer line on Panuco & located sewer tap to perform repair; dug up sewer lateral on Amberjack
- Repaired water breaks at 14th & Ocean, Hibiscus, A1A
- Rotating distribution crew members in lift stations for cross training while utility crew member is out on sick leave
- Replaced 2" RPZ backflow at master lift station & 4" RPZ backflow at wastewater treatment plant
- Removed asphalt in parking lot of 902 Assisi for repairs of low lying and cracked/buckled areas
- Reuse system running with average flow of .120 mgd
- Sent required operating reports to DEP and SJRWMD
- Performed required system testing and maintenance on water treatment facilities; removed old chlorine control boxes at water treatment plant #2; cleaned and reorganized pump rooms at water treatment plants #1 & #2; investigated water quality complaint on Mayport Road; exercised all generators and completed weekly checklists, including diesel fuel filling; replaced all hardware on ground storage tanks, changed out 1 ton chlorine container and 150 lb chlorine cylinder at water treatment plants #3 & #4
- 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 next week.
- Working in Dutton Island campsite #1 to lift up elevation for campers.
- Reworked and made repairs to Dutton Island campsite # 2
- Linkside asphalt repairs being made
- Making plans for the placement and reveal of the SFC Leroy Everett sign
- Lyman's Point sign proofed and 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 campsites #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, 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 and we are trying to set up a pre-construction meeting.

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

