

February 21, 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. These summaries are posted at www.coab.us/weeklysummary.

City Manager

- Prepared for and interviewed two candidates for the Director of Utilities position.
- Attended the first of 12 training sessions in Orlando for my Florida Redevelopment Association Certification.
- Researched grants provided by Langton Associates.
- Held weekly department head meeting.
- Met with Joe Schwartz about Mayport Road revitalization ideas.
- Prepared and finalized the February 24 City Commission agenda.
- Met with commissioners individually to discuss various issues.
- Hosted a meeting with staff and NB CM on an electric scooter ordinance.
- Met with Jacksonville Council member Rory Diamond and the Beaches City Managers.
- Attended the monthly BAT Workforce Housing meeting with a presentation on housing needs from Anne Raye of the Shimberg Center.
- Prepared for and attended the February Community Development Board meeting.
- Met with staff and Paula O'Bannon to coordinate the Tour de Parks event.

Deputy City Manager/Information Technology

- Website improvement project well under way. New anticipated completion date is March 13.
- Finalized City Commission priorities document.
- Attended the Feb. 20 South Seminole Road Drainage Improvement Project open house.
- Attended the Feb. 20 Beaches Go Green community education event.
- Facilitated Tour de Parks planning meeting with city manager, recreation director and others.
- Attended pay-for-parking meeting with the City of Neptune Beach and the North Beaches Parking consultant.
- Leroy Everett Day and Lyman's Point sign follow-up.
- Represented the city manager in a meeting about AB's electric utility service.

- Represented the city manager in a Beaches cities' meeting about school system stormwater utilities fees.
- Discussed the lifeguard building's future with City staff.
- Utilized various communications channels to inform citizens about these and other matters: Citizen input on website-improvement project; job openings; Environmental Stewardship Committee messaging; Beaches Go Green messaging; Feb. 10 Commission workshop and meeting; Feb. 20 South Seminole drainage improvement project open house; Feb. 20 Artist Reception; Feb. 21 Black History Month play/dinner; Feb. 29 Howell Park weed wrangle; March 7 Tour de Parks; April 18 Art in Park.
- Information Technology
 - o Completed data migration Barracuda file backup appliance – City Hall
 - o Ordered replacement Mics for commission chamber
 - o Review and correct quote Barracuda maintenance appliances contract
 - o Ransomware DocuSign list and policy review
 - o Tokay configuration
 - o Exchange certificate issues

Building

- Issued 51 building permits.
- Conducted 15 plan reviews and 101 building inspections.
- Monitored demolition of 196/198 Poinsettia.
- Held Department 7:30 meeting and discussed current projects and Department web page improvements.

City Clerk

- Processed, published, and distributed final agenda packets for the Feb. 24 regular Commission and Feb. 24 Workshop meetings.
- Prepared and prepared agenda guide for the Feb. 24 regular Commission meeting.
- Working on minutes of the Feb. 11 Education Forum meeting.
- Researched and assisted with election-related questions and received forms from a third candidate running for [Mayor- Seat 1](#) in the Nov. 3 General Election.
- Worked extensively on the ongoing Website Improvement Project - researched other municipalities' websites and added, updated, restructured, and linked pages on the City's website and the iCompass public portal.
- Deputy City Clerk and Records Clerk attended and assisted with set up for Leroy Everett Day.
- 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
- Finished drafting minutes of the November 25, 2019 and January 27, 2020 Regular Commission meetings.
- Processed 11 lien letter requests.
- Continued working on an informational handout of Agenda Procedures.

- Drafted board and committee meeting checklists to assist liaisons.
- Updated City's calendar and prepared notice for upcoming Feb. 24 Commission Workshop.

Engineering

- Conducted operational and SCADA review meeting at WTP #1.
- Participated in interviews of candidates for Public Utilities Director position.
- Investigated cause of low influent flows at the WWTP on 02-15-20 and discovered sanitary sewer overflow caused by contractor working on private property at the proposed Fiddler's Reef apartment complex on Mayport Road.
- Supervised response efforts related Fiddler's Reef sewer overflow.
- Conducted pre-construction meeting in preparation for beginning construction on the 12th St dune walkover.
- Met with Verizon representatives to discuss placement of cell tower antennas at WTP #1.
- Continued coordination of Public Utilities activities and strategic planning.

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 15 Purchase Orders for \$155,935.90
 - o Vendor Checks:
 - 70 Checks processed for \$339,702.91
- Service Orders
 - 196 Requested
 - 223 Completed
- Utility Billing – No utility bills processed this week
- Payroll – 140 payroll checks processed for a total of \$284,909.16
- Coordinated time for auditors to come and complete field work for the FY19 audit
- Coordinated with consultant on timeline to complete work prior to the audit
- Worked on items for the audit field work
- Held conference call with representative from FEMA on timeline for Hurricane Dorian projects to move forward towards obligation.
- Preparing to hold election for vacancy on General Employees' Pension Board of Trustees
- Worked on timeline for the Fiscal Year 2021 budget process

Human Resources

- Participated in interviews for two internal candidates for the Director of Public Works position.
- Followed up with ICMA on getting our plan documents updated to reflect the 3-year vesting change.
- Working on plan for W-4 updates.
- Worked with Department Head and supervisor on disciplinary issue.
- Updating the Safety Manual.

- Completed COAB website update project.
- Attended an employment law update.
- Coordinated (with Finance) an annual public records request for “Open the Books.”
- Worked with Police Department on an employee leave issue.
- Intake and resolution of two Risk Management issues.
- Work on finalizing EEO Training for supervisors and department heads.
- Reconciled and paid invoices to UHC, Humana, SunLife, Lincoln, Standard, AFLAC, CareSpot.
- Scanned previous years actuarial reports and shredded paper documents.
- Worked with 2 employees on dental insurance issues.
- Met with an employee to get Medical benefit information straightened out.
- Helped 2 employees with new W4 forms.
- Helped employee with Workers Comp. pharmacy issue.

Planning/Community Development

- Attend the Community Development Board mtg.
- Re-draft the balloon ordinance.
- Staff meeting regarding Sturdivant Ave ROW
- Chapter 23 Tree Code Ord. comments from ESC members.
- 7 building permits reviewed.
- Created a plan for the redesign of website.
- Meeting for website redesign.
- 198 Poinsettia was demolished on Tuesday. The contractor is cleaning the lot and will grade and seed the lot. Once the lot work is completed, it will be deeded to Mr. Stelzmann.
- The next hearing of the Special Magistrate is March 5. Hearing notices for those who have not received their certified letters will be posted on 2/21/2020
- Meeting held with Neptune Beach City Manager to feel out their position on E-scooters so that any possible ordinance regulating them would be consistent between both cities.
- Active Code Cases: 69

Police

- Provided a second class of CPR training to city employees from all Departments
- Provided the first of two training sessions relating to De-escalation for Dept members
- SRT members conducted an annual readiness exercise at JSO Police Academy
- PD members attended Stop the Bleed training for Instructors certification to provide end user training to employees and citizens
- Met to review parking considerations on Sturdivant St and 18th St

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city

- Performed 61 locates; 3 inspections; 4 permit reviews; performed site visits to Atlantic Beach Preserve, Alley Road, Dutton Island West projects; prepped Mayport Road for long bore project; met with Dan Arlington/Building Department regarding Irrigation permits and cross connection control. Also met with Neptune Beach Utilities Cross Connection Control inspector on best practices/ideas
- Replacing broken fire hydrant at the corner of Rudder and Tide Lane; preparing area for repair on hydrant on Mayport Rd; creating list of hydrants that need attention
- Patching asphalt around city utility facilities; checking manholes on Forrestal and Saratoga Circle and at Sea Oats Apartments for possible leaks; water breaks on Seminole Rd, Sailfish, Mayport Landing, Selva Lakes Circle; sewer force main break and repair at a private lift station on Mayport Rd, contained a sewer overflow at Jasmine and W. 1st
- Reuse system affected by sewer main break causing 2 chlorine feed pumps to burn out. Reuse system turned off this week-Atlantic Beach Country Club notified
- Performed required system testing and maintenance on water treatment facilities; exercised all generators at water treatment plants; shut down water treatment plant #2 temporarily to clean aerators and screens; completed cleaning at water treatment plant #2; worked on water tower pressure at water treatment plant #1
- Performed required system maintenance and repairs on system lift stations and surrounding areas

Public Works

- Installed new LED lights in Jordan Park
- Reviewing all RFQs for Engineering Services
- Waters Park fence being installed next week
- Added new LED lighting for the racquetball courts
- Vac-Con has been used cleaning storm drains around town
- Took out 25 to 30 dead pines on Dutton Island at campsite #1 and #2
- Put out two RFQs for Engineering firms and survey companies
- Seminole Road drainage and sidewalk project was approved by the Commission. Neighborhood meeting scheduled for Feb. 20.
- JEA working on Routine 2.5 year tree trimming
- Met with the Contractor on the 12th Street Beach Walkover
- Met with an Eagle Scout candidate about a bat condo for Dutton Island
- Met with an Eagle Scout to discuss a fire pit being built at Dutton campsite #8
- 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 working with the contractor to set up a pre-construction meeting.

Recreation

- Took 19 reservations for fires on the beach, park & beach rentals and campers at Dutton Island
- Displaying the artwork of Angelica during February
- Flag Football Registrations: 15
- Welcomed 56 Artists with Acceptance letters to our 17th annual Arts in the Park.
- Received approval on Publicity Flyers for the Egg Hunt, Songwriters Concert & Acoustic Night, Artist Reception, Arts in the Park, Flag Football, Wild Wonders, Tour de Parks, and Black History Play.
- Changed events on the reader board 5 times at Bull Park.
- Coordinating the Jazz Festival – September 5, 2020
- Coordinating the following events:
 - Artist Reception featuring Angelica Matev, Adele Grage – February 20 at 5-8pm
 - Black History Month Play, Beaches Vineyard – February 21 at 6:30pm
 - Tour de Parks, Russell Park – March 7, 2020 at 9-11:30am
- Kids Yoga, Tuesday 5:30 – 6:30pm – Adele Grage
- Meditation, Wednesdays 9:30 – 10:30am – Adele Grage
- Senior Aerobics, Wednesdays 10:30am – 12:30pm – Jordan Center
- Mid-Week Market, Wednesday 3:00 – 6:00pm – Bull Park
- Yoga, Mondays @ 9:30am & Wednesdays 5:30pm – Adele Grage
- Taekwondo, Mondays 6-7:30pm, Wednesdays 6-7:30pm, Fridays 10:30am-12pm – Baker Ctr.
- STEM Class, Fridays 1pm-2:30pm – Baker Center
- Beaches WellFest, February 29 at 8:30am-4pm – Johansen Park
- Balance Matters Workshop, March 7 at 9-10:30am – Baker Center