

February 28, 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 attended the February 24 City Commission meeting and workshop.
- Collaborated with City of Jacksonville's planning and parks departments on zoning/development approvals for a bike park at 2880 Mayport Road.
- Hosted the weekly department head meeting.
- Reviewed agenda items and prepared the draft agenda for the March 9 City Commission meeting.
- Attended meeting with the City Engineer, HR Director, and Troy Stevens to offer Troy the interim Utilities Director position.
- Reviewed the Planner I job description and recommended changes based on the Environmental Stewardship Committee needs.
- Attended multidepartment meeting to discuss employee appreciation, communication and training opportunities.
- Watched webinar on Community Redevelopment Authorities.
- Attended a conference call with the PACE Special District managers to review requirements to join the PACE program.
- Attended the current and former beach City Managers luncheon.
- Reviewed and made recommendations to HR for manager training programs.
- Met with the Mayor and Commissioners individually to review a variety of topics.
- Performed various administrative duties.
- Met with property owners on Mayport Road to discuss redevelopment projects.
- Participated in the LEED Associate exam prep workshop.

Deputy City Manager/Information Technology

- Attended the Feb. 24 City Commission sign-code workshop and regular meeting.
- Worked on website improvement project.
- Developed a sign regulations update project web page.
- Reviewed employee appreciation, communication and training opportunities with city manager and others.

- Responded to numerous citizen inquiries
- Utilized various communications channels to inform citizens about these and other matters: City Commission priorities; sign regulations update; bench at 19th Street beach access memorializing Beaches Sea Turtle Patrol founder Mort Hanson; citizen input on website-improvement project; job openings; Recreation Department messaging; Environmental Stewardship Committee messaging; Beaches Go Green messaging; Leroy Everett recognition; Feb. 24 City Commission meeting and workshop; Feb. 29 Howell Park weed wrangle; Feb. 29 Beaches WellFest; March 7 Tour de Parks; April 18 Art in Park; April 18 and April 22 Beaches Earth Day activities.
- Information Technology
 - o Installed replacement Mics for commission chamber
 - o Renewed Barracuda appliances maintenance contract
 - o Renewed Symantec endpoint protection licenses
 - o Renewed Belmanage licenses
 - o Bid Review for City Hall card reader refresh project
 - o CISA Cybersecurity assessments review
 - o PD CAD updates
 - o PD laptops deployment

Building

- Issued 49 building permits.
- Conducted 29 plan reviews and 141 building inspections.
- Attended meeting to discuss Life Guard Station improvements.
- Attended development meeting; met with contractor and engineer, regarding foundations near water retention areas; and discussed current projects.
- Held Department 7:30 meeting and discussed safety, regarding Corona Virus.
- Attended meeting with City Manager and Finance, regarding PACE Program.
- Three inspectors attended BOAF monthly meeting, with Fire Protection Program.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the ---Feb. 24 Commission Workshop, Feb. 24 regular Commission, and Feb. 25 Board Member Review Committee meetings.
- Processed, published and distributed draft agenda packets for the March 9 regular Commission meeting.
- Processed and published final agenda packet for the March 5 Code Enforcement Meeting.
- Working on minutes of the Dec. 10 and Dec. 18 Board and Committee Training minutes.
- Finished drafting minutes of the Dec. 9 regular Commission, and Oct. 31 and Dec. 2 Code Enforcement Special Magistrate meetings.
- Notarized four Affidavits of Notice for March 5 Code Enforcement Special Magistrate Meeting.
- Worked on the ongoing Website Improvement Project, including the iCompass public portal.
- Processed 12 lien letter requests.

- Assisted the public and staff with inquiries and records requests.
- Updated City's calendar and prepared notices for upcoming Board Member Review Committee meetings.
- Continued drafting information and checklists to assist board and committee liaisons.
- City Clerk met with and provided candidate information and forms to two citizens.
- 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.

Engineering

- Conducted response review meeting at Fiddler's Reef with FDEP and Fiddler's Reef contractors
- Held pre-construction for South Seminole Road stormwater project to iron out sequence of construction, schedule, utility relocates, etc.
- Met with Neptune Beach & COJ Public Works staff to discuss Florida Blvd and Forrest Avenue culvert replacement
- Completed supporting documentation for five HMGP applications
- Continued coordination of Public Utilities activities and strategic planning

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 14 Purchase Orders for \$17,382.71
 - o Vendor Checks:
 - 112 Checks processed for \$207,029.85
- Service Orders
 - 64 Requested
 - 83 Completed
- Utility Billing – 2,803 utility bills processed and sent out
- Payroll – No payroll checks this week, however, payroll processed in anticipation of the next payroll day.
- Conference call with consultant to outline work needed to complete before audit field work the week of April 13th.
- Continuing to work on items for the audit fieldwork. Coordinating workflow with the rest of finance staff to complete fieldwork request list.
- Sent signed funding agreement for Hurricane Dorian back to the State Department of Emergency Management.
- Participated in conference call with representatives from the PACE program, and drafted report for the next Commission meeting.

Human Resources

- Handled an employee disciplinary issue.
- Continuing to plan for EEO training. Adding other supervisory skills and education training.

- Update the disciplinary forms.
- Working with FLC to obtain an HR Director listing.
- Acquired temporary staffing for the Building Department.
- Coordinated meetings between staff and our ICMA defined contribution plan administrator.
- Working with Planning Department and City Manager on a Resiliency Planner position.
- Participated in an employee development meeting with the City Manager and others.
- Had several meetings with the City Engineer and new Interim Director. Processed Interim position paperwork.
- Reported claim to our insurance carrier and provided information requested.
- Spoke with the Director of Emergency Preparedness with the Florida Department of Health in Duval County to arrange a conference call regarding the City's planning efforts for the COVID-19 challenge.
- Working with Finance and our insurance broker to get insurance information that Finance requested.
- Worked with Finance on some personnel issues.
- Met with employee concerning workers comp. issue.
- Met with an employee to process retirement (DROP) paperwork
- Met with an employee with a health insurance issue.
- Helped an employee with Dental insurance information
- Opened 2 in house vacancies.
- Closed 2 in house vacancies.
- Closed 1 vacancy and processed applications received
- Processed regular payroll.
- Processed pension payroll.
- Worked with Lifeguard Captain and Police Commander on lifeguard issues.

Planning/Community Development

- Updated the Balloon Ord.
- Updated Chapter 21 (Sherry Dr.) Ord.
- Reviewed ESC comments to Chapter 23
- Presented sign code at Commission workshop
- 8 building permits reviewed
- Sent out public notices for March CDB meeting
- Posted notices for March CDB meeting
- Revised draft Parks Plan
- ESC Tree Code Workshop
- Tree Code updates
- Planning Dept website review
- Code enforcement website re-design
- Special Magistrate Meeting is Thursday, Mar. 5. Currently finalizing agenda and slide show presentation for hearing.
- Researched other municipality ordinances regarding electric scooters
- Authored first rough draft of proposed ordinance prohibiting the commercial lease of e-scooters

- Researched and began power point presentation for bicycle pump tracks
- Gis –
 - o Corrected attribute layer for water mainline pipes
 - o Entered meter change out information
- Scheduled to attending Beach driving certification on 3/23
- Active Cases: 69

Police

- PD conducted 2nd de-escalation training for Police personnel
- PD conducted ICS Incident Response forms review & procedural discussion
- Interim Chief participated in discussion with three beaches chiefs regarding Officer Wellness
- New 911 software installed in ABPD Communications Center
- JAGD Grant for officer protective equipment approved by FDLE

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Performed 72 locates; 4 inspections; 3 commercial inspections; 10 permit reviews; performed cross connection control inspections on A1A & Wonderwood; performed Bacti's at Atlantic Beach Preserve Phase II; continuing high profile locates on Mayport Road from Atlantic Blvd to Wonderwood
- Receiving quotes for asphalt replacement at 902 Assisi; water breaks on Poinsettia, Mayport Rd, Alley Rd, Garden Lane; sewer main break at master lift station – met with contractor to assess damage, ordered parts to make repairs; performed sewer lateral repair on Spokane; installing new water service and meter on Mayport Rd; checked residences on 9th S. and Sailfish Dr. for low pressure reports
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of .100 mgd; completed and submitted annual reuse report for 2020 to DEP; exercised plant generator under load per monthly testing requirements for waste water treatment plant
- Performed required system testing and maintenance on water treatment facilities; requesting estimates for generator repairs and pump repairs; exercised all generators; sent triannual lab results on volatile organic contaminants and synthetic organic contaminants to DEP; had hardware replaced on ground storage tank at water treatment plant #3 under warranty
- Performed required system maintenance and repairs on system lift stations and surrounding areas

Public Works

- Received 12 Engineering packets for review
- Received 9 Survey packets for review.
- Striping for flag football at Donner Park begins this week.

- Half of Public Works employees have taken the CPR training, next half trains next week.
- Beach driving course starts in two weeks for Public Works employees.
- Preparing Johansen Park for weekend activities
- Weed Wrangler this weekend in Howell Park
- All new LED lights installed in Jordan Park.
- Waters Park fence being installed next week.
- Added new LED lighting for the racquetball courts.
- Vac-Con has been busy cleaning stormdrains around town.
- Seminole Road drainage and sidewalk project is scheduled to start on April 6th.
- JEA working on Routine 2.5 year tree trimming
- Met with the Contractor on the 12th Street Beach Walkover. Proposed start date 3-16.
- 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, 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 working with the contractor to set up a pre-construction meeting.

Recreation

- Took 23 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
- Accepting Flag Football Registrations with 20 registered.
- Changed events on the reader board 2 times at Bull Park.
- Met with Tracy Marko, Willie Smith, & Lt. David Cameron to discuss the WellFest event.
- Met with Kenny White to discuss Arts in the Park and the Jazz Festival.
- Working on the Egg Hunt, Arts in the Park, Shakespeare, and the Jazz Festival.
- Coordinating the following events:
 - o Tour de Parks, Russell Park – March 7, 2020 at 9-11:30am
 - o Songwriters Concert, Adele Grage – March 8 at 6-8pm
 - o Artist Reception *featuring Caitlin Flynn*, Adele Grage – March 19 at 5-8pm
 - o Wild Wonders, Dutton Island – March 21 at 1pm
 - o Acoustic Night *ft. Josie's Latin Fusion* Food Truck, Bull Park – March 22 at 6-8pm
 - o Wild Wonders, Dutton Island – March 28 at 1pm
- Kids Yoga, Tuesday at 5:30 – 6:30pm – Adele Grage
- Meditation, Wednesdays at 9:30 – 10:30am – Adele Grage
- Senior Aerobics, Wednesdays at 10:30am – 12:30pm – Jordan Center
- Mid-Week Market, Wednesday at 3:00 – 6:00pm – Bull Park
- Yoga, Mondays at 9:30am & Wednesdays at 5:30pm – Adele Grage
- Taekwondo, Baker Center – Monday & Wednesday at 6-7:30pm, Fri. at 10:30am-12pm

- 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