

March 6, 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

- Met with the COAB PD leadership to discuss ongoing issues, training, etc.
- Met with the Building Official, Planning Director, and CDB member to discuss potential strategies to limit stalled building projects.
- Worked with COJ planning and parks departments on development process steps for a potential bike park on COAB property along Mayport Road.
- Hosted the weekly department head meeting.
- Met with the landscape architect for the 18th St. beatification to develop a project timeline and outreach strategy.
- Participated in a conference call with the Duval County Health Department on the Corona virus.
- Worked with residents on the sign code language revisions.
- Provided input on the development of a sign code visual preference public survey.
- Attended the USGBC's annual awards ceremony and received the Innovative Project of the Year award for our LEED for Cities certification.
- Reviewed agenda items and prepared the final agenda for the March 9 City Commission meeting.
- Met individually with Commissioners to discuss various issues.
- Performed a site visit with the City Engineer on a future development.
- Reviewed the City's draft diversity, inclusion, and equity strategies.
- Performed site visits with the Public Works Director on crosswalks and beach access maintenance.
- Met with Dawn Scott of the ESC to review potential "bat condo" locations for the Eagle Scout project.
- Reviewed the TPO's draft List of Priority Projects which included the East Coast Greenway.
- Continued research on the Property Assessed Clean Energy (PACE) program.
- Reviewed changes to the City website and provided content.
- Reviewed the draft Fund Balance Policy for a future workshop.
- Discussed ongoing issues with the City Attorney.

Deputy City Manager/Information Technology

- Volunteered for Feb. 28 Howell Park Weed Wrangle.
- Assisting with March 7 Tour de Parks.
- Assisting with development of a sign regulations update visual preference survey.
- Developed and carried out messaging promoting the City's Atlantic Beach Cares program, which enables utility customers to assist other utility customers with their utility bills during financial hardships.
- Working on security awareness training policy.
- Website improve project continuing; hope to be substantially completed by March 13.
- Working with Third Street residents on memorial bench issue.
- Worked with staff and the Florida Department of Health to develop coronavirus planning and messaging; fielded inquiries from Florida cities that are emulating the City's messaging strategy.
- Reviewing the City's diversity, inclusion, and equity opportunities.
- Produced and distributed two e-newsletters.
- Utilized various communications channels to inform citizens about these and other matters: the City receiving a U.S. Green Building Council award; Russell Park basketball court project; sign regulations update; citizen input on website-improvement project; coronavirus information; board and committee openings; job openings; Environmental Stewardship Committee messaging; Beaches Go Green messaging; Leroy Everett recognition; March 7 Tour de Parks; March 19 art reception; March 9 City Commission meeting; March 19 City Commission workshop; April 11 egg hunt; April 18 Art in Park; April 18 and April 22 Beaches Earth Day activities.
- Information Technology
 - o Purchasing City Hall card reader refresh project
 - o Completed Level 4 CJIS Security Training Certification for 2020-2022
 - o Replaced defective document feeders in two printers @ PW
 - o Security Awareness Training Policy
 - o Net Motion issues
 - o PD video issues

Building

- Issued 58 building permits.
- Conducted 52 plan reviews and 130 building inspections.
- Attended development meeting; met with builder and engineer, regarding foundation drainage; and discussed current projects.
- Held Department 7:30 meeting and discussed permitting procedures.
- Met with Property Appraiser agent, regarding properties in COAB.
- Met with two property owners, regarding building in flood zone.

City Clerk

- Prepared, set up, attended, and performed administrative duties for the March 5 Code Enforcement Special Magistrate meeting.
- Processed, published and distributed final agenda packet and prepared agenda guide for the March 9 regular Commission meeting.
- Completed minutes of the Dec. 9, 2019 Commission Workshop.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Compiled and provided all AB Sign Ordinances to city manager
- Processed 10 lien letter requests
- Scheduled interviews with ESC applicants for Mar. 24 BMRC Meeting
- Working on February 24 Regular Commission meeting minutes
- Worked on ongoing records management project scanning agreements and pension/retirement files from vault.
- Worked on the ongoing Website Improvement Project, including the iCompass public portal.
- Recorded an ordinance with the Duval Co. Clerk of Courts
- Updated City's calendar and prepared notice of March 19 Commission Workshop.
- Staff watched a recorded webinar given by *Municode* called "Unlock the Mysteries of your Municipal Code".

Engineering

- Reviewed and scored submittals in response to the City's RFP for continuing professional services
- Reviewed and scored submittals in response to the City's RFP for continuing survey services
- Completed FDEP required outfall integrity investigations for both of the City's WWTF outfalls
- Met with engineers to discuss the 90% Begonia St septic to sewer design
- Investigated continuing bacteriological contamination issues in Sherman Creek and identified potential sources
- Continued coordination of Public Utilities activities and strategic planning

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 49 Purchase Orders for \$1,750,192.15
 - o Vendor Checks:
 - 99 Checks processed for \$446,303.03
- Service Orders
 - 215 Requested
 - 216 Completed
- Utility Billing – 2,616 utility bills processed and sent out
- Payroll – 133 payroll checks process for a total of \$282,393.26.

- Continuing to work on items for the audit fieldwork. Coordinating workflow with the rest of finance staff to complete fieldwork request list.
- Completed draft fund balance policy and staff report for Commission Workshop meeting on March 23rd.
- Luz Reyes, Accountant, is the newest member of the Florida Government Finance Officers Association from the City of Atlantic Beach. She will have access to higher level training/educational opportunities.
- Developed timeline for Fiscal Year 2021 budget
- Worked on budget worksheets for department heads

Human Resources

- Participated in two interviews for Public Works.
- Continuing update of Employee Handbook
- Continuing update of Safety Manual
- Creating a draft Diversity and Inclusion vision statement for the City
- Submitting requested information for HR website update project. Still looking for ideas to incorporate in to our site
- Obtained a list of all city clerks in the state and then developed an e-mail distribution list. Sent an e-mail asking for the HR contact in each city/town/village to create a list of HR managers/directors to be able to ask for and share information, advice, etc.
- Reached out to several HR directors to ask if anyone is using NEOGOV.
- Coordinate with Vic on safety equipment grant.
- Worked with IT on updating the EEO-4 form in AS-400 and re-entered every employee's information.
- Updated the City staff telephone listing.
- Prepared for the Beaches Watch member social honoring former AB Mayor Bill Gulliford.
- Beginning to help re-write Security Awareness Training policy.
- Attend an Employment/Risk Management training.

Planning/Community Development

- 10 building permits reviewed
- Worked on Parks Plan
- Worked on Tree Code
- Worked on Sign Code
- Foundation drainage discussion with city departments
- E-scooters research
- Minutes for the last CDB Meeting
- Created East Coast Greenway website page
- Created E-Scooter website page
- Special Magistrate Hearing was held on 3/5/2020. Four cases were heard.
- gis – currently working an fire hydrant atlas to be used for a hydrant survey in COAB
- Drafted notices for all houses whose lighting triggered a sea turtle disorientation report in 2019 to make sure their lighting is in compliance before May 1st.

- Posted two stop work orders
- Active Cases: 72

Police

- PD participated in COVID 19 Government partners meetings
- PD provided CPR training to city employees and volunteers
- Citizens Police Academy Class 8 begins 3-5-20
- PD participated in Sexual Assault Awareness Press Conf
- PD participated in Duval Co Beach Tilling Project Preconstruction Conf
- Lifeguards are preparing for 2020 Beach Season

Public Utilities

- Performed regular meter change outs, replaced curb stops, concrete lids, etc. on service orders throughout city
- Performed 48 locates; 6 inspections; 3 commercial site visits; 8 permit reviews; performed cross connection control inspections on commercial properties from Dutton Island Rd to Assisi Lane; attended onsite DOT/Contractor meeting for Mayport Rd.; continuing high profile locates on Mayport Road from Atlantic Blvd to Wonderwood
- Located force main valve for a new development in the 2700 Block Mayport Rd; repaired water main breaks on Mayport Landing Dr, Sailfish Dr, 20th St., Plaza Rd; cleared sewer backup issue for 2 residences on Orchid St; completed hydrant replacement on Rudder at Tide Lane; inspected manhole placements at the end of Selva Marina Dr for Fleet Landing tie in; replaced collapsed sewer lateral connection on Sunapee
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of .200 mgd; met with representative from Florida Rural Water Association concerning Risk Vulnerability Assessments for drinking water/wastewater systems
- Performed required system testing and maintenance on water treatment facilities; exercised all generators for water treatment plants; scheduled cleaning and inspections for water treatment plant #4; cleaned aerators at water treatment plant #1; began gathering information and testing preparations for 2019 consumer confidence report
- Performed required system maintenance and repairs on system lift stations and surrounding areas

Public Works

- Installed the Angel Wings art at Town Center
- Repaired the Skate Park fence where it had been cut open
- Putting in a requisition to re-sod the Aquatic Dog Park
- Worked with the JEA and tree contractor, cut the vines and trimmed trees at 18th Street Beach Access.
- Repaired the damaged road at the south end of Hickory Street
- Removed dying pine tree on Park Terrace West
- Pipe repair done at Wahoo and Bonita Street

- Trimmed up trees on 20th Street and Selva Medea Court
- Striping for flag football at Donner Park
- All of Public Works employees have taken the CPR training
- Beach driving course starts next weeks for Public Works employees
- Attended and worked the Howell Park Weed Wrangler
- Prepared requisition for all new LED lighting in Veterans Park
- Seminole Road drainage and sidewalk project is scheduled to start on Apr. 6
- Met with the contractor on the 12th Street beach walkover. Proposed start date Mar. 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 starts on Mon, Mar.9

Recreation

- Took 27 reservations for fires on the beach, park & beach rentals and campers at Dutton Island
- Displaying the artwork of Caitlin Flynn for the month of March 2020
- Accepting Flag Football Registrations with 26 registered.
- Cancelled Cultural Arts & Recreation Advisory Committee meeting due to lack of quorum.
- Working on Shakespeare, considering the event location at Veterans Memorial Park.
- Working on the Egg Hunt, Jordan Park – April 11 at 10am-1pm
- Working on upcoming events at Johansen Park, Arts in the Park (April 18 at 10am-5pm) & Jazz Festival (Sept 5)
- Coordinating the following events:
 - Tour de Parks, Russell Park – March 7, 2020 at 9-11:30am
 - Songwriters Concert, Adele Grage – March 8 at 6-8pm
 - Artist Reception *featuring Caitlin Flynn*, Adele Grage – March 19 at 5-8pm
 - Wild Wonders, Dutton Island – March 21 at 1pm
 - Acoustic Night *ft. Josie's Latin Fusion* Food Truck, Bull Park – March 22 at 6-8pm
 - 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
- Balance Matters Workshop, March 7 at 9-10:30am – Baker Center

