

May 8, 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](http://www.coab.us/weeklysummary).

**City Manager**

- Reviewed agenda items and helped coordinate the final agenda for the May 11 City Commission meeting.
- Hosted a weekly department head meeting.
- Attended the virtual North Florida Transportation Planning Organization's April Technical Coordinating Committee meeting.
- Watched a webinar on the legal aspects of hosting virtual quasi-judicial hearings.
- Met with a Mayport Road property owner to discuss redevelopment of his site.
- Met with multiple commissioners and the mayor to discuss various topics.
- Reviewed the state of Florida's guidelines for reopening due to COVID-19.
- Helped organize and attend a virtual meeting for Mayport Road business owners.
- Worked with the deputy city manager to develop best practices for employees to work onsite and a reopening plan.
- Worked with city attorney and staff on legal issues, including notice requirements.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Reviewed data, government orders, and breaking news regarding COVID-19 to determine local response.
- Participated in conference calls with Jax Beach and Neptune Beach city managers.
- Monitored beach traffic and parking congestion.

**Deputy City Manager/Information Technology**

- Completed draft organization-wide COVID-19 recovery plan; including but not limited to – with Yvonne Calverley's assistance -- identifying best practices for employees to work onsite.
- COVID-19 messaging.
- Served as a panelist on a Florida League of Cities seminar on the topic of earned media.
- Assisted with planning for events to activate Mayport Road.

- Worked on educational messaging and soliciting public input for the City Commission's deliberation of the proposed sign regulations update.
- Helped plan and facilitate an online meeting with Mayport Road Corridor business stakeholders.
- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Beaches Leader coverage of #ABLovesHealthCareHeroes campaign featuring social media posts and making posters available to the public.
- Utilized various communications channels to inform citizens about these matters and more: COVID-19; Census participation; disaster preparedness; sea turtle protection.
- Worked with information technology staff on various issues, including employee text messaging protocol; document management and storage review; paycheck chub distribution; and ensuring that City staff utilize the IT help desk customer service ticketing system for support.
- Information technology
  - Competed AMAG refresh for City Hall and Commission Chamber and additional card readers for IT offices and Server room
  - Located and restored fiber optic break restoring network connectivity for Utilities Data/phones/SCADA
  - Camera and AMAG issues at PW
  - Document management solution
  - PD Laptop upgrade

## **Building**

- Released 11 building permits.
- Conducted 21 plan reviews and 75 building inspections.
- Working on the 5-year CRS Audit, due this summer.
- Acquired new Adobe Acrobat software for Electronic plan review.
- Nearly fully electronic permitting and plan review, and online payment.

## **City Clerk**

- Processed, published and distributed final agenda packets for the May 11 Commission workshop and regular Commission (Electronic) meetings.
- Completed Jan 8 Priority- Setting Visioning Workshop and Jan 11 Town Hall minutes.
- Updated City's calendar and prepared and posted notices of May 11 Commission workshop and regular Commission (Electronic) meetings.
- Prepared staff report and documents for the May 11 Commission agenda regarding appointments to the Environmental Stewardship Committee.
- Received forms from a new candidate for Commissioner-Seat 2.
- Notified AB candidates/treasurer's about the deadline to submit the 2020-M4 Treasurer's Report and scanned submitted reports.
- Met with city manager and deputy city manager to discuss safety plans for bringing employees back to city hall.
- Processed 9 lien letter requests - electronically.

- Assisted public by responding to citizen phone calls , requests for assistance and public records requests
- City Clerk, Deputy City Clerk, and Records Clerk returned to work at City Hall.

## **Engineering**

- Met with a structural engineer at the WWTF to discuss an approach for replacing the corroded digester bridge
- Participated in N. Florida Utility Coordinating Group teleconference on ground water usage
- Worked on identifying and resolving low water pressure reported at the new Fleet Landing expansion
- Began work on HMGP grant implementation for critical facilities generators
- Began assembling CDBG-MIT grant application information for replacement of the PW Building
- Finalizes scope of work and costs for odor control at the Selva Marina and 11th St lift stations

## **Finance**

- Purchasing
  - o Purchase Orders (POs)
    - 20 Purchase Orders for \$9,435.19
    - 67 Checks processed for \$86,840.28
- Service Orders
  - 149 Requested
  - 162 Completed
- Utility Billing – 2,626 utility bills were processed and sent out
- No payroll this week
- Working on and completing auditing tasks while auditor conducts annual audit remotely
- Held staff meeting via conference call regarding returning to work at City Hall, what needs and resources are required, plans to remain socially distant were discussed.
- Procurement manager met with City Manager on-site to discuss what the Finance Department would need for staff to safely return to work at City Hall.
- Completed Pension Board minutes from February’s meeting and developed agenda for meeting on May 14<sup>th</sup> which will be held virtually.
- Worked on revising budget amendment ordinance for Fiscal Year 2020

## **Human Resources**

- COVID-19 research, preparation and planning.
- Conferred with two Department heads on employee matters.
- Participate in the Florida League of Cities Florida Strong Monday morning webinar.
- Conducted “walk through” of HR to discuss return to work protocols.
- Submitted HR’s protocols to ensure safety of staff.
- Participated in a webinar for legal and employment issues surrounding COVID-19.

- Had a telephone conference with our employment attorneys handling EEOC case.
- Working with our broker to prepare for pre-renewal meetings for both employee health and general liability insurance coverage. Had a telephone conference on the general liability renewal.
- Working to finalize the City's application for the North Florida Worksite Wellness award (last year we received a Silver award).
- Discussed with city manager and deputy city manager risk management and HR issues regarding return to work issues.
- Working on reducing the reliance on circulating paper documents as much as possible.
- Working to resolve a health insurance issue.
- Processed payroll.
- Worked with employee & insurance broker on an insurance issue.
- Processed a new workers comp. claim
- Caught up on print jobs that couldn't be done remotely

### **Planning/Community Development**

- Staff began working in the office 5/6/2020; department head on 5/4/20.
- Attended virtual TPO – technical coordination meeting.
- Plan review.
- Parks Master Plan.
- Sign Code.
- New trees at City Hall were watered twice and trees on Royal Palms were given a supplemental watering.
- ABPD will begin random overnight patrols to monitor sea turtle lighting compliance.
- Posted 1 Stop Work Order for unpermitted work.
- Working on going through file cabinets and O drive to see what has been scanned (ongoing).
- Updating history spreadsheet.
- Laserfiche reconfiguration and uploading (ongoing)

### **Police**

- Participating twice daily in COVID 19 response meetings with the Unified Command of Duval County.
- Researching options to upgrade existing security camera systems in key city parks
- Planning for returning employees to regular work schedules and continuing COVID-19 protocols when handling calls for service.
- Adjusting manpower allocations as COVID 19 restrictions change
- Implementing new staffing for 18<sup>th</sup> Street parking attendant.

### **Public Utilities**

- Utilities crews are back working regular hours this week.
- Performed meter change outs, inspections, locates and service orders throughout the city.
- Performed regularly scheduled maintenance and reporting for water treatment plants;

performed needed repairs or replacements on chlorine regulators and scales at water treatment plants; preparing to rebuild chlorination units at water treatment plant number one; met with contractor at water treatment plant number three to schedule future tank cleaning and re-painting.

- Performed required system testing and maintenance at wastewater treatment plant; repaired a loose drive belt on effluent pump at wastewater treatment plant.
- Performed weekly repairs, inspections and maintenance on all lift stations.

## **Public Works**

- Old fence at Marvin's Gardens Park has been removed and a new fence installed; trees have been pruned and a trashcan has been installed.
- Opened up all tennis, basketball, and pickle-ball courts and the skateboard parks. (Russell Basketball will not have the hoops added until after the coloring and striping)
- Russell Basketball Courts is scheduled for color and striping on May 11 (depending on the weather).
- Replaced the Wind screen on the fencing around Russell Baseball Field A and B fields.
- Repaired damaged bike rack at 20<sup>th</sup> Street beach access.
- The Police / Public Works building bid opening will be the second week of May.
- 12<sup>th</sup> Street Beach walkover is complete.
- North Howell Park Bridge is completed.
- Took down NO PARKING signs on Main Street from West 1<sup>st</sup> to w. 14<sup>th</sup> Street
- Worked on Public Works Budget
- Took down barriers and signs at all the Beach Accesses.
- Put up Social Distancing signs along Beach Avenue.
- Setting up for Market on Wednesdays and Saturdays.
- 5<sup>th</sup> Street and 12<sup>th</sup> Street access has been trimmed and cut back. Added a new shower at 12<sup>th</sup> Street.
- Sent out RFPSs for the sodding of Aquatic Dog Park. Due 5-15-20
- Seminole Road drainage and sidewalk project is rescheduled to start on 5-18-20. The Contractor will be out the week before doing some locates and surveying.
- Met with an Eagle Scout to discuss a fire pit being built at Dutton Campsite #8
- Donner Road project is being engineered to 100% plans for review. Making changes to include an 8' walkway from Sandpiper to Francis Road. Meeting with Engineers 3-24.

## **Recreation**

- Due to the Coronavirus the Gail Baker Community Center, Jordan Center, Adele Grage Cultural Center are closed until further notice. City-permitted and City-sanctioned events at those facilities and camping at Dutton Island are suspended until further notice.
- Picked up and delivered meals
- Working on cancelling Permits and Facility Rentals scheduled through May 17.
- Working on refund requests for Permits and Facility Rentals.
- Working on promoting the Virtual Recreation Center webpage

- Working on the Jazz Festival, Johansen Park – September 5.
- Tentatively moved the Arts in the Park event to October 3.
- Cancelled Dancin in the Streets.
- Cancelled the following events scheduled through May 17:
  - Wild Wonders, Dutton Island - May 9 at 11am
  - 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 – Mon. & Wed. at 6-7:30pm, Fri. at 10:30am-12pm
  - STEM Class, Fridays 1pm-2:30pm – Baker Center
- Coordinating the following events:
  - Artist Reception, Adele Grage, May 21 at 5-8pm
  - Wild Wonders, Dutton Island May 23 at 11am
  - Acoustic Night with Food Truck, Bull Park - May 31 at 6-8pm
- 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 – Mon. & Wed. at 6-7:30pm, Fri. at 10:30am-12pm
- STEM Class, Fridays 1pm-2:30pm – Baker Center