

May 15, 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**

- Prepared for and attended the May 11 City Commission Meeting.
- Reviewed agenda items and helped coordinate the draft agenda for the May 18 City Commission workshop and May 26 City Commission meeting.
- Reviewed paid parking ordinance and resolutions for the upcoming workshop.
- Reviewed and executed an odor control proposal for Selva Marina Drive.
- Hosted a weekly department head meeting.
- Attended the virtual North Florida Transportation Planning Organization's April board meeting.
- Worked on finance presentation for the audit report.
- Met with the Mayor and Deputy City Manager to discuss various topics.
- Reviewed the state of Florida's Phase 1 guidelines for reopening due to COVID-19.
- Worked with the Deputy City Manager to develop best practices for employees to work on site and a reopening plan.
- 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.
- Reviewed results of the May Environmental Stewardship Committee.
- Monitored beach traffic and parking congestion

**Deputy City Manager/Information Technology**

- COVID-19 messaging.
- Attended electronic May 11 Commission workshop and meeting.
- Developing a facility use agreement with the local youth baseball organization with hopes that the league will execute an agreement so that it can resume activities with social-distance regulations in place.
- Assisted with Finance Department communication.
- Prepped for May 18 COAB leadership teleconference with AB business operators.
- Completed the COAB COVID-19 recovery plan.

- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Utilized various communications channels to inform citizens about these matters and more: May 11 Commission workshop and meeting; sign regulations; Census participation; disaster preparedness; sea turtle protection; twice-weekly Dig Local Network green market; mosquito control; health care worker appreciation; Nov. 3 general election; May 18 Commission workshop on Beaches Town Center parking; Dig Local/Recreation Department food giveaway project; weekly Socially Distanced Food Truck Roundup on Mayport Road.
- Information technology:
  - SharePoint test environment
  - Paystub Settings
  - Permanent repair for fiber break – Utilities
  - Meetings with PD/Jax Beach/COJ/camera vendors
  - Realign Tennis court camera
  - Host may 11 Zoom Commission Workshop/regular meeting

## **Building**

- Released 28 essential building permits.
- Conducted 19 plan reviews and 74 building inspections.
- Received sneeze shields for front counters, 11 panels.
- Collecting information for CRS audit.
- Working on electronic permitting, plan review, and online payments.
- Conducted three department Zoom meetings.
- Participated in development department Zoom meeting.
- Started releasing non-essential building permits.
- We are still not accepting any paper plans, documents, or money at this time.
- The lobby remains closed.

## **City Clerk**

- City Clerk participated as a panelist and performed administrative duties and follow-up tasks for the May 11 Commission Workshop and Regular Commission (Electronic) meetings.
- Deputy City Clerk attended the May 11 Commission Workshop and Regular (Electronic) Meetings.
- Processed, published and distributed draft agenda packets for the May 26 regular (Electronic) Commission meetings.
- Processed, published and distributed agenda packet for the May 18 Commission Workshop.
- Processed 15 lien letter requests - electronically.
- Assisted public by responding to citizen phone calls, requests for assistance, and public records requests.
- Notarized two Affidavits of Notice for May 21 Code Enforcement Special Magistrate Meeting

- Processed and mailed paperwork for decal renewal for Lifeguard Sea-Doo and Public Works boat.
- Assisted staff with noticing ESC and Pension Board meetings.
- Updated web calendar and prepared notices for May 18 Commission Workshop and May 26 Regular Commission meetings.
- Completed minutes of the Jan. 27 Regular Commission and Feb. 25 Board Member Review Committee (BMRC) meetings.
- Scheduled a candidate interview with BMRC for CARAC vacancy.
- Appointment letters were mailed to two new ESC members.
- Prepared election article for June newsletter.

## **Engineering**

- Completed site review to determine layout of odor control equipment at Selva Marina LS
- Worked with staff to start troubleshooting low water pressure on Mayport Rd.
- Provided Acrobat Pro training to Building Department staff & others.
- Reviewed scope of work for WTP No. 1 and elevated storage tank improvements.
- Analyzed change order requests for Seminole Rd stormwater improvement project.
- Procured proposals for WWTF emergency outfall line repairs on Donner Rd.
- Worked with Sevilla HOA to help improve their stormwater management capabilities.
- Worked with vendors for quotes for generators for City Hall, Public Works and Camelia St lift station.

## **Finance**

- Purchasing
  - o Purchase Orders (POs)
    - 28 Purchase Orders for \$12,220.98
    - 58 Checks processed for \$259,936.87
- Service Orders
  - 141 Requested
  - 173 Completed
- Utility Billing – 3,182 utility bills were processed and sent out
- 172 payroll checks issued for \$296,070.08
- Continued completing auditor worksheets, and fulfilling additional information requests from auditor.
- Prepared agenda packet and notice for Pension Boards Meeting to be held the evening of May 14
- Participated in Recovery Transition Meeting with FEMA regarding Hurricane Dorian. The City had \$70,142.54 of eligible expenses. FEMA will be reimbursing the City a total of \$61,792.25. We have received \$58,452.12.
- Prepared agenda items for the regular Commission meeting to be held on May 26.

## **Human Resources**

- COVID-19 webinars as it affects various HR matters: flexible spending accounts, legal liability issues, medical advance directives.
- Participate in the Florida League of Cities Florida Strong Monday morning webinar.
- 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 employee health benefits renewal, to include provision of experience mods.
- Working with the police department on a permit application.
- Discussions with an employee and the department on work from home issues.
- Telephone conversations with an employee and department on FMLA issues. Processed FMLA paperwork.
- Participated in FLC webinar on the legal ramifications of Public Officials' public comments.
- Beaches Chamber virtual zoom meeting with Baptist Beaches representatives regarding Covid-19.
- Coordinated with Police Department regarding a vacancy and the best way to fill it.
- Participated in Beaches Watch monthly Board meeting via Zoom.
- Worked with employee & insurance broker on an insurance issue.
- Out-processed employee who resigned.
- Worked with employee on dental insurance issue.
- Processed job applications for 4 vacancies, reviewed by HR Director and submitted to department heads.
- HR assistant researching and compiling reports for Finance department for yearly audit.

### **Planning/Community Development**

- Commission meeting for sign code
- Working on mobile food vending policy
- Parks Master Plan
- Zoning Letters
- ESC meeting
- Staff report for pay for parking
- Tree watering
- Sea Turtle lighting surveys were completed on 5/7 and 5/9 by APBD. No violations were noted
- Working on updating gis maps for new infrastructure added to Preserve at Atlantic Beach neighborhood
- Posted notice of hearings for 5/21 special magistrate hearing
- Completed agenda packet for 5/21 special magistrate hearing

### **Police**

- Daily Incident Management meetings for COVID response continue
- PD personnel were returned to full work from the office status this week
- Daily sanitizing in the PD continues
- PD participated in meetings with JSO, JBPD and vendors to research camera systems to monitor city parks and other high traffic areas

- Staffing changes have been made to provide an 18<sup>th</sup> St parking attendant
- Volunteers are being used as their time permits to assist with parking enforcement and monitoring on busy weekends.

### **Public Utilities**

- Performed 1½” & 2” commercial meter change outs throughout city; repaired water breaks at America’s Cup Circle, 10<sup>th</sup> & Beach, 19<sup>th</sup> Street, Sea Oats; cleaned up areas in Atlantic Beach Country Club and Edgar Street from earlier water breaks; completed tie in at water treatment plant #2; flow tested hydrant, tied in to force main and performed pressure check for Fiddler’s Reef Apartments; flow tested hydrant at 11<sup>th</sup> & Linkside; replaced hydrant at Snug Harbor & Orchid; replacing water service at 1941 Mayport Rd; performed pressure test for Ahern St. contractors; performed 53 locates and 6 inspections
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.347 MGD
- Performed required system testing and maintenance on water treatment facilities; met with contractors regarding needed repairs and maintenance for water plants
- Performed required maintenance and repairs on system lift stations and surrounding areas; received quote to move fence for lift station in Selva Marina

### **Public Works**

- Marvin’s Gardens Park fence has been installed and stained, picnic table added.
- Russell basketball courts are being colored and stripped this week, needs to cure before opening.
- Sent out new contract for Engineering and surveying.
- Purchased a new sunscreen for the side of Vet Park canopy. Installing next Tuesday.
- Replaced the wind screen on the fencing around Russell Baseball Field A and B fields.
- The Police / Public Works building bid opening will be the second week of May.
- 12<sup>th</sup> Street Beach walkover is complete with railing.
- North Howell Park Bridge is completed with all sod work.
- Worked on Public Works Budget
- 5<sup>th</sup> Street and 12th Street access has been trimmed and cut back. Added a new shower at 12<sup>th</sup> Street.
- Sent out RFPs 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.
- 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**

- Took 4 reservation for Park & beach rentals and campers at Dutton Island
- Working on canceling permits and facility rentals scheduled through May 31. Due to COVID-19 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.

- Working on refunds for Permits and Facility Rentals.
- Updated the Virtual Recreation Center webpage.
- Working on the Atlantic Beach Summer Camp.
- Working on the Jazz Festival, Johansen Park – September 5.
- Picked up and delivered meals
- Tentatively moved the Arts in the Park event to October 3.
- Mid-Week Market relocated to City Hall – Wednesdays & Saturdays 10am-2pm
- Cancelled the following events scheduled through May 31:
  - Dancin in the Streets, Beaches Town Center – May 16
  - 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, Adele Grage - Tuesdays at 5:30 – 6:30pm
  - Meditation, Adele Grage - Wednesdays at 9:30 – 10:30am
  - Senior Aerobics, Jordan Center - Wednesdays at 10:30am – 12:30pm
  - 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, Baker Center - Fridays 1pm-2:30pm
- Coordinating the following events:
  - Songwriters Concert, Adele Grage - June 7 at 6-8pm
  - Shakespeare in the Park, Johansen Park - June 12 & 13 at 7pm
  - Wild Wonders, Dutton Island - June 13 at 11am
  - Artist Reception, Adele Grage - June 18 at 5-8pm
  - Wild Wonders, Dutton Island - June 27 at 11am
  - Acoustic Night with Food Truck, Bull Park - June 28 at 6-8pm