

May 22, 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 18 City Commission workshop.
- Reviewed agenda items and finalized agenda for the May 26 City Commission meeting.
- Participated in a video conference call with City staff and the Executive Director of Health by Design regarding Complete Streets and virtual meetings.
- Met with the Director of Human Resources to discuss personnel issues.
- Hosted a weekly department head videoconference meeting.
- Worked on finance presentation for the audit report.
- Met with the Mayor and Deputy City Manager to discuss various topics.
- Met with Commissioner Kelly to discuss her projects list.
- 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.
- Worked with City Engineer to determine if any existing parking can be removed from the 18<sup>th</sup> Street lot.
- Completed a Project Management webinar.
- Reviewed the ABPD All Hazards plan.
- Monitored beach traffic and parking congestion.
- Reviewed the contract for Advanced Disposal.

**Deputy City Manager/Information Technology**

- COVID-19 messaging.
- Attended a Florida Municipal Communicators Association teleconference on COVID-19 reopening messaging.
- Attended electronic May 18 Commission workshop.
- Working with Youth Council on a tree-planting program to honor 2020 high school graduates.
- Working with Beaches Go Green on various issues, including but not limited to: communications and outreach; business recycling survey; cigarette butt cans; a beach litter

code of ethics campaign; balloon release education campaign; promoting the BGG volunteer experience survey; Wader Wednesday cleanup campaign.

- Prepped for and helped manage the May 18 COAB leadership teleconference with AB business operators.
- Working on volunteer beach litter cleanup with AB resident Bill Randall.
- Prepped for the May 25 Memorial Day celebration at Veterans Park.
- Worked on educational messaging and soliciting public input for the City Commission's deliberation of the proposed Beaches Town Center paid parking program changes.
- Developing a facility use agreement with the local youth baseball organization.
- Worked on the City's environmental leadership and sustainability messaging.
- Monitored parking issues over Memorial Day weekend; the Police Department managed the situation well.
- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Utilized various communications channels to inform citizens about these matters and more: Census participation; disaster preparedness; sea turtle protection; twice-weekly Dig Local Network green market; mosquito control; May 18 Commission workshop on Beaches Town Center parking; UV protection (via Beaches Go Green); May 25 Memorial Day celebration at Veterans Park; and May 26 City Commission meeting.
- Information technology:
  - ESXI host unexpected network connectivity issues
  - Paystub project phase II
  - SharePoint Phase III
  - AS400/DMS configuration
  - Continued meetings with PD and camera vendors
  - Continued Zoom meetings

## **Building**

- Released 27 building permits.
- Conducted 18 plan reviews and 92 building inspections.
- Department met for Adobe Acrobat training, by Steve Swann, to facilitate electronic plan review.
- Lobby is still closed and no paper is being accepted. Electronic documents, only.
- Continue work on CRS Audit.
- Development meeting, by Zoom, discussed new homes built over trash fill, 812 Ocean Blvd, and current projects.

## **City Clerk**

- City clerk served as a panelist at the May 18 (Electronic) Commission Workshop.
- Deputy City Clerk attended the May 18 (Electronic) Commission Workshop.
- Records Clerk prepared, set up, attended, and performed administrative duties for the May 21 Code Enforcement Special Magistrate meeting.
- Processed, published, and distributed final agenda packets for the May 21 Code Enforcement Special Magistrate, May 26 (Electronic) regular Commission, and May 27 (Electronic) Board Member Review Committee (BMRC) meetings.

- Completed March 31 Special Commission and April 27 BMRC meeting minutes.
- Working on May 11 regular Commission meeting minutes.
- Updated City's calendar and prepared and posted notices of May 27 (Electronic) BMRC meeting.
- Received resignation letter from an ESC member; updated board/committee database and lists.
- Processed 12 lien letter requests - electronically.
- Assisted city staff, board/committee members, and public with inquiries and records requests.
- Uploaded recent audio recordings from handheld recorder to the network for retention.
- Prepared agenda guide for the May 26 regular Commission (Electronic) meeting.

## **Engineering**

- Worked on evaluating fixes for low water pressure in areas of the Buccaneer Service District
- Started process of project selection for CDBG-MIT grant funding opportunities
- Prepared beach parking analysis for 18<sup>th</sup> St and 19<sup>th</sup> St
- Prepared Begonia St septic to sewer mailer to residents
- Site and shop drawing reviews completed for Seminole Rd stormwater project
- Worked on resolving remaining outstanding issues on the Donner Road rebuild project

## **Finance**

- Purchasing
  - o Purchase Orders (POs)
    - 37 Purchase Orders for \$21,850.84
    - 80 Checks processed for \$339,470.25
- Service Orders
  - 101 Requested
  - 114 Completed
- Utility Billing – No utility bills processed this week
- No Payroll this week
- Completed items for May 26<sup>th</sup> Commission meeting
- Audit is ongoing; completed auditor requests as they came in as well as continued working on the list of audit worksheet items.
- Conducted Pension Board of Trustees meeting

## **Human Resources**

- Participated in the Florida League of Cities Florida Strong Monday morning webinar.
- Had telephone conferences with our employment attorneys.
- Worked with the PD on a Risk Management issue regarding criminal damage to PD vehicle.
- Union negotiation issue and preparation.
- Previewing training videos for use by safety committee, supervisors and various departments.
- Worked with employee on dental insurance issue.
- Closed in-house job vacancy.
- Posted 2 new job vacancies.

- Processed new workers comp claim.
- Processed payroll.
- Researching and compiling reports for Finance department for yearly audit

### **Planning/Community Development**

- Attended and presented the pay for parking proposed ordinance Commission Workshop meeting
- Replaced beach litter baskets as needed.
- Draft Ord. No. 75-20-24 (3 hour free parking for residents).
- Plan review.
- Tree inspections.
- Parks Master Plan
- SM Hearing was held on 5/21/2020; 3 Cases were heard by the magistrate.
- The new trees at City Hall were watered.

### **Police**

- Daily Incident Management meetings for COVID response continue.
- Daily sanitizing in the PD continues.
- Met with vender regarding park surveillance cameras.
- Memorial Day Weekend planning and preparation with command staff.
- Virtual Student in the Spotlight presentation.
- Participated in CBDG grant review.
- Participated in workshop on Beaches Town Center paid parking.

### **Public Utilities**

- Repaired water breaks at Selva Lakes Circle, W. 8<sup>th</sup>; performed sewer repair on Palmwood; repaired leaking meter on Mayport Rd, relocated water service for residence on Beach Ave; preparing for hydrant replacement in Oak Harbor and Seaway Ct; performed hydrant flow test on Mayport Rd; repaired service for Barefoot Trace Lift Station; setting 12 meters for new services in Atlantic Beach Preserve; checking and marking valves in Ocean Walk. Schooner's Bay and Quad Ct; located 3" valve for Atlantic Beach Elementary School; processed 10 permits; 52 locates; performed backflow testing at all water treatment and wastewater treatment facilities
- Received yearly fire extinguisher inspection at all plants and office
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.416 MGD
- Performed required system testing and maintenance on water treatment facilities; met with contractors to test all high service pumps; cleaned aerators at ground storage tanks; cleaned, repainted and made needed small repairs at water treatment facilities
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

### **Public Works**

- Russell Basketball Courts are completed and looking great.
- Installed new sunshade at Vet Park and prepared for Memorial Day.
- Removed another boat off the beach at 19<sup>th</sup> Street.
- Installed the flags at the 5 point intersection for Memorial Day.
- Seminole Road drainage project has started. Contractor is installing new water service lines.
- Sent out new contract for Engineering and surveying.
- Replaced the wind screen on the fencing around Russell Baseball Fields A and B.
- 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.
- Worked on Public Works Budget.
- Took down barriers and signs at all the Beach Accesses.
- Put up Social Distancing signs along Beach Avenue.
- 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.
- 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. Meet with Engineers on 5-21-20 for review of project.

## **Recreation**

- Took 1 reservation for Park & beach rentals and campers at Dutton Island
- 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.
- Updated the Virtual Recreation Center webpage.
- Looking into hosting a Dog Festival
- 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.
- Green Market relocated to City Hall – Wednesdays & Saturdays 10am-2pm
- Canceled the following events scheduled through May 31:
  - 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