

July 3, 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.

Deputy City Manager/Information Technology

- COVID-19 messaging.
- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Utilized the City's communications platforms to inform citizens about various matters.
- Updated the City's pandemic emergency orders.
- FY 2020-21 budget preparation.
- Racial equity plan development.
- Participated in Florida Municipal Communicators Association board meeting.
- Worked on City's memorial bench program.
- Completed and submitted Florida League of Cities Municipal Achievement Awards nomination for the City's environmental leadership initiatives.
- Worked on matters pertaining to publishing City public meeting videos online.

Building

- Issued 76 building permits.
- Conducted 23 plan reviews and 75 building inspections..
- Sent in two complaint forms to DBPR for unlicensed work.
- Participated in Monday development meeting and discussed topo surveys and fill on the ocean front, discovered buried trash, and current projects.
- Met Code Enforcement Officer on violation site.
- Met builder on site, regarding improper fill and grading on 4th Street.
- Stop Work Order posted for unpermitted excavation and fill on Dudley.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the July 2 Code Enforcement Special Magistrate meeting.
- Processed, published and distributed draft agenda packets for the July 13 regular Commission meeting being held via videoconference.
- Processed nine lien letter requests- electronically.
- Created an interactive form for submitting lien letter requests through the City's website.
- Attended JustFOIA training webinar on July 1.
- Working on implementation of JustFOIA Records Request program.
- Worked on four records requests involving research, retrieval, and coordination with other departments.
- Deputy City Clerk submitted her Application for Admission to the IIMC Certified Municipal Clerk (CMC) Program.
- Provided Notary duties for staff.
- Performed election-related duties; researched and assisted with questions; received initial forms from a new candidate for Commissioner-Seat 3; updated webpages; and sent reminders to candidates and treasurers regarding next reporting deadline.
- Assisted staff and the public with inquiries and research.
- Updated City's calendar and prepared notices for upcoming meetings.
- Submitted two articles for the August newsletter.

Engineering

- Completed update of Public Utilities 10-year Capital Improvement Plan
- Provided engineering inspection services on Seminole Road Stormwater project
- Updated policies on System Development Charge calculations
- Coordinated stormwater management improvements with ABCC and Sevilla HOA
- Finalized CDBG-MIT grant application for floodproofing the Public Safety Building

Finance

- Purchasing
 - o Processed 32 Purchase Orders for a total amount of \$105,716.47
 - o 50 Checks processed for a total amount of \$145,711.57
 - o Procurement Manager will be on vacation next week
- Service Orders
 - 145 Requested
 - 151 Completed
- Utility Billing – No utility bills processed this week
- No payroll this week.
- Still working through the last of the audit items
- FY21 Budget process is in full swing, preparing for the first budget workshop with the City Commission. All departments have been entered into AS400, will be focusing on revenue projections; and projections for FY20 projects that will continue into FY21.
- Working on revising the Fund Balance policy to bring back to the Commission
- Prepared presentation for the July 13th Commission meeting
- Held interviews and selected Customer Service Representative to fill vacant position

* July 2nd items will be on next week's report. Finance Director out of office July 2nd through July 6th.

Human Resources

- Drafted offer letter to a new hire.
- Work with DCM on potential employee reclassification/promotion.
- Discuss a possible reclassification with Finance Director.
- Work with Department Head on process for reclassification, new positions and possible promotional opportunity.
- Begin assigning response responsibility for Florida League of Cities 2020 City Stats Survey.
- Several teleconferences with Broker on insurance renewals.
- Research on ADA website and video compliance and issued recommendation.
- COVID-19 employee issues. Attempting to arrange testing for affected employees.
- Paid invoices
- Processed 2 background checks.
- Processed 2 employees for entry into DROP.
- Processed pension payroll.
- Processed regular payroll.

Planning/Community Development

- Art grant application for Commission meeting
- Site visits for potential topo issues
- Budget review with CM and CFO
- Code research for historically drainage patterns
- Tree permit reviews
- Building permit reviews
- Start prep for conversion for a new office space
- Special magistrate hearing
- Ordering trees for the "20 trees for the 2020 graduates" project

Police

- Attended Beaches Mayors press conference regarding alcohol sales
- PD hosted virtual meetings to coordinate and plan with other beach agencies for the Solidarity March/Protest
- PD coordinated security for the Beaches for Change solidarity march
- Met with AB IMT team to form contingency plan in case the event was rescheduled for this week
- Attended virtual COJ/Beaches Hurricane and COVID table top exercise
- Attended scheduled virtual COJ RNC Meetings
- Attended scheduled virtual COVID weekly meetings with COJ
- PD participated in the Racial equity workshop held at Jordan Community Center
- PD continues to participate in the Beaches Unified Command RNC Incident Management Team meetings

- PD held planning meetings for July 4th celebration weekend

Public Utilities

- Completed service orders throughout city changing out broken curb stops and meters; repaired water breaks on Brista De Mar and Seaspray; removed illegal tap and hose bib on Cavalla; lowered service on 7th St; flow tested hydrants at The Cove Apartments and for Wells Fargo on Atlantic Blvd; replaced sewer service on East Coast; set meters in ABCC; excavated sewer main to remove jet hose on Ocean Blvd; had pre con meeting with engineer on Mariner's Village Apartments water main expansion; performed 50 locates; continuing work on verifying backflow information throughout city;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.246 MGD;
- Performed required system testing and maintenance on water treatment facilities; received 2 responses(for a total of 6) from 60 needed mailers regarding lead and copper testing; met with engineers to discuss future WTP #1 upgrading; met with electrical contractor for high service pump repairs;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

Public Works

- Plaza Tree trimming going on this week. We will start on Selva Marina Drive next week.
- Completed repairing the rusted beams at the baseball cages at Russell field.
- Met with Early Piety (Specialty Tree Surgeons) and walked Johansen Park for a tree diagnoses.
- Requisition turned in to repair old rusted beams at the Public Works building.
- Removed a big oak off Selva Marina Drive that broke in half into the street.
- Accepting price quotes to build a rubberized asphalt track at the Aquatic Dog Park.
- Cut four dead trees out of Johansen Park.
- Installed fence at Dutton opening where cars were going around our posts.
- Participated in the City of Jacksonville Emergency Preparedness Division 2020 COJ, Beaches, & Baldwin Hurricane COVID-19 Virtual Table Top Exercise.
- Added seven more trash cans to the beach. Four more bins at 18th Street.
- New sod has been done at the Aquatic Dog Park.
- Repaired irrigation system in several areas around the city.
- Very busy with the Vac-Con truck this week cleaning out storm drains.
- Sunrise Church fountain Pump has been repaired and replaced.
- Police and PW storage building was approved by the commission. Setting up pre-work meeting with the contractor.
- Put in requisitions for replacing the Howell Park Middle Bridge and N.E. walkway.
- Received quotes for 8' wide bike path going North on Seminole Road from Palm Ave. to the Police Department. Taking to commission for approval on 7-13-20.

- Seminole Road drainage project is ongoing. Contractor is working from the North to the South.
- Met several time with Engineers and property owners to go over plans and property boundaries for the Aquatic Drive drainage project. And discuss Cavalla Rd. drainage.
- Donner Road project is being engineered to 100%. Meet with Engineers for a review of the project.

Recreation

- Due to COVID-19, the Gail Baker Community Center, Jordan Center, Adele Grage Cultural Center are closed until further notice.
- The Committee Workshop to Promote Racial Equity was cancelled at the Baker Center.
- Contribution draft sent to the Cultural Arts & Recreation Advisory Committee.
- The CARAC is discussing a proposal for a dog festival.
- Working with DIG Local Network to deliver 27 meals.
- Working on the Jazz Festival, Johansen Park – September 5.
- Postponed Shakespeare in the Park
- Tentatively moved the Arts in the Park event to October 3.
- Cancelled the following events through July 31, 2020:
 - Songwriters Concert, Adele Grage – July 5 at 6-8pm
 - Artist Reception, Adele Grage - July 16 at 5-8pm
 - 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, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm
 - 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