

June 26, 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).

**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.
- Assisted with logistics pertaining to the Black Lives Matter march.
- Attended the June 27 Leroy Everett exhibit opening at the Rhoda Martin Cultural Center in Jacksonville beach.
- Assisting with City Commission priorities update to include promoting racial equity.
- Attended June 22 City Commission workshop and meeting.
- Prepared for and helped manage the June 25 Commission racial equity workshop.
- Met with a business owner about expansion plans.
- Worked with IT on City Commission audio improvements.
- Attended AB/JB/NB news conference on new pandemic guidelines
- Information Technology:
  - o Issues with AC in the IT office
  - o Replace UPS battery in WP2 Server rack
  - o Replace work station – Danny Pittman
  - o Issues with City Hall Pass through door schedule leaving doors unlocked
  - o PD Internet speed upgrade
  - o Laptop setup for consultant
  - o Desktop for dispatch backup center.

**Building**

- Released 33 building permits.

- Conducted 26 plan reviews and 91 building inspections.
- Met with property owners, City Engineer, and Public Works, regarding drainage and wetland issues.
- Participated in Monday development meeting and discussed current projects.
- Met with ABCC committee members, City Engineer, and Public Works, regarding bridge over Sherman Creek.
- The Building Department on-line payment process, CardKnox is in operation. Thank you Jennifer, Brittany, and Melissa.
- Working on CRS Audit.

### **City Clerk**

- Processed, published and distributed agenda packets for the June 23 Board Member Review Committee (BMRC) meeting, June 25 and June 29 Commission Workshops, and July 2 CESM meeting.
- Completed and distributed 2020 AB Candidate Notebook.
- Prepared agenda guide for June 22 Commission meeting.
- Participated as a panelist and co-host for the June 23 BMRC (Electronic) meeting.
- Received resignation from part-time contractor providing assistance with preparing minutes. Position now vacant.
- Prepared and posted notices; updated city website calendar; and sent meeting invitations to elected officials for various Racial Equity and Budget Workshops.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for June 22 Commission Workshop and regular meetings and June 25 Commission Workshop.
- Completed draft minutes of the May 21 CESM meeting.
- Processed 15 Electronic lien letter requests.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Attended June 24 JustFOIA training webinar.
- Working on implementation of JustFOIA Records Request program.
- Processed paperwork and purchased registration/decal for new Lifeguard's Sea Doo.

### **Engineering**

- Updated 18<sup>th</sup> St parking analysis and coordinated with FDEP regarding ability to reduce parking spaces
- Met with vendors to discuss specifications and pricing for grant funded emergency generators for Public Works, City Hall and the Camelia St Lift Station
- Coordinate redecking of the ABCC wooden bridge with representative from the ABCC HOA
- Participated in coastal resilience forum sponsored by FDEP
- Updated Capital Improvement Plan for Public Utilities
- Responded to Florida DEO requests for additional information regarding several HMGP grants
- Began preparation of specifications for replacement of clarifier drives at the wastewater treatment plant

- Followed up on performance of the new odor control system at the Selva Marina Lift Station

## **Finance**

- Purchasing
  - o Purchase Orders (POs)
    - 21 Purchase Orders for \$19,534.24
  - o 103 Checks processed for \$201,033.55
- Service Orders
  - 109 Requested
  - 121 Completed
- Utility Billing – 2,815 were processed and sent
- 173 paychecks were processed for a total gross amount of \$301,948.46
- Work continues on the last of the audit worksheets to send to the auditor
- Held the first of departmental budget meetings with Public Works.
- Working continues on the FY 21 budget; revenue and expenditure projections
- Attended Florida Government Finance Officer Association board meetings
- Attended training on requesting reimbursement from FEMA for COVID-19 related expenses. The process is streamlined from prior requests.
- Began developing new procedures for bank reconciliations, capital assets, and the month end close process
- Preparing presentation for up-coming Commission meeting

## **Human Resources**

- Participated in the Florida League of Cities Florida Strong Monday morning webinar with the State Surgeon General.
- Amended Power Point presentation on hiring and promotion processes and training opportunities for staff.
- Telephone conference with attorneys handling a vehicle crash lawsuit on behalf of the City regarding discovery.
- Researched vendor insurance and liability question for Building Department.
- Reviewed background screens on job candidates.
- Drafted offer letter to a new hire.
- Several teleconferences with Broker on insurance renewals.
- Paid invoices.
- Processed three background checks.
- Processed leave donation requests for a Public Works employee.
- In-processed new employee.
- Worked with two employees on DROP information.
- Processed two COBRA applications for previous employees.

## **Planning/Community Development**

- Conduct 2<sup>nd</sup> interviews for planner position finalities
- Attend Commission Work Shop for 18<sup>th</sup> St. Beautification Project

- Attend ESC LEED subcommittee meeting
- Maps for Black Lives Matter march
- Started LEED re-certification process
- June 16<sup>th</sup> CDB minutes
- Tree, fence, and CO inspections
- Met with local business regarding COVID
- Attended Sea Turtle Conservancy Sea Turtle lighting webinar
- Conducted nighttime lighting survey
- Follow up on open code cases
- Finalize Agenda for 7/2 Special magistrate hearing

## **Police**

- Chief participated in several RNC meetings with beaches leadership
- Chief participated in meetings with beaches leadership regarding the Protest/March planned for 6/27
- PD hosted a virtual meeting with other beaches agencies regarding planning and prep for Protest/March
- PD creating and organizing the Incident Action Plan for Protest/March
- Chief met with PD staff to review 4<sup>th</sup> of July staffing and operational needs and plans
- PD is continuing COVID-19 operations, including weekly meetings with COJ/EOC
- Chief created a special order, mandating the use of face masks for all PD employees when in the station

## **Public Utilities**

- Completed service orders throughout city changing out broken curb stops and meters; replaced service on 20<sup>th</sup> St.; performed 53 locates; located and documented 27 backflow devices throughout the city; met with contractors regarding meter sets at Ahern St; investigated irrigation tap and subsequent leak on Cavalla; met with plumber regarding leaking private backflow on Orchid; investigated sewer backup on Park Terrace West, low water pressure on Aquatic, sewer clog on Ocean; continuing high profile locates on Mayport Road; located service lines for house on 7<sup>th</sup> St; inspected valves on northern portion of Mayport Road for pressure;
- Received and reviewing DEP permit docs and as-builts for Hanna Park Manager's House;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.310 MGD; working with ABPD regarding burglary attempt at WWTP;
- Performed required system testing and maintenance on water treatment facilities; received 4 responses from 60 mailers regarding lead and copper testing; completed generator testing for all water treatment plants; received negative test results for Asbestos testing; installed new gauges on outbound lines at WTP #1 & #4; scheduled future date for water tower cleaning and inspection at WTP #2;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

## **Public Works**

- Plaza Tree trimming going on this week. Selva Marina Drive will be next.
- Public Works guys painted rocks on our breaks and will be placing them around the city.
- Cutting out old rusted beams and Welding new beams on the baseball field cages.
- Removed a big oak off Selva Marina Drive that broke in half.
- Cut four dead trees out of Johansen Park.
- Installed fence at Dutton Opening where cars were going around our posts.
- Participated in a DEP Tat call to give updates for the city.
- Added 7 more trash cans to the Beach.
- New sod is going in at the Aquatic Dog Park this week.
- Repaired irrigation system in several areas around the city.
- Very busy with the Vac-Con truck this week cleaning out storm drains.
- Sent Sunrise Church fountain Pump out for warranty repair
- 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 has started. 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**

- Took 5 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.
- We assisted with the Committee Workshop to Promote Racial Equity.
- Working on the Contribution process.
- The CARAC is discussing a proposal for a dog festival.
- Working with DIG Local Network to deliver 23 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.
- Coordinating the following events:
  - 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