

June 19, 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.

City Manager

- Reviewed agenda items and prepared for the June 15 Commission Workshop on racial equity.
- Reviewed agenda items and prepared for both the City Commission Workshop and Regular meetings on June 22.
- Had a working lunch with Mike Borno and residents of Ocean Walk.
- Researched policies and procedures for Atlantic Beach Police Department.
- Researched best practices in racial equity planning.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Participated in Public Works union negotiations.
- Performed a site visit in downtown Jacksonville with a potential anchor tenant for the Mayport Food Park.
- Participated in the initial 3 Beaches meeting regarding RNC preparations.
- Participated in a COJ RNC agency administrator briefing on the RNC.
- Participated in a conference call with Regency Centers and the City Engineer regarding stormwater issues.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Reviewed COVID-19 related news and events.
- Monitored beach traffic and parking congestion.

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.
- Drafted and published Juneteenth proclamation and messaging.
- Prepped for and helped manage June 15 racial equity workshop.
- Worked on City's memorial bench program.
- Working with IT on document management solution and virtual server replacement.
- Worked with Finance on various FY 2020-21 budget matters, including the calendar.
- Information Technology:

- IT Physical Disaster Recovery Plan review with PD
- Mobile printer issues PW
- Re-key door locks on IT offices and server room in City Hall
- AS400 reports for UT
- Tokay System Configuration
- JustFOIA / LF configuration

Building

- Released 29 building permits.
- Conducted 49 plan reviews and 89 building inspections.
- Participated in Monday Development meeting, by Zoom.
- Discussed building over old trash sites with DEP.
- Met on site with three property owners.
- Working on CRS Audit.
- Working on electronic permitting, plan review, and on-line payments.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for June 15, 2020 Commission Workshop.
- Processed, published and distributed Final agenda packets for the June 22, 2020 Commission Workshop and regular meetings.
- Completed draft minutes of the April 13 regular Commission meeting.
- Processed 10 lien letter requests.
- Assisted the public with inquiries, records requests and notary public services.
- Updated City's calendar and prepared notices for upcoming meetings.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Attended JustFOIA training webinar
- Working on implementation of JustFOIA Records Request program

Engineering

- Conducted Seminole Road Stormwater project site inspections and met with arborist to discuss proper root trimming guidance for the contractor to utilize
- Attended engineering design meeting with City staff and consultants to further the design of the proposed Aquatic Gardens/Hopkins Creek stormwater improvements
- Met with Atlantic Village engineer to discuss widening the 40' drainage easement along Aquatic Drive to improve hydraulics in the drainage channel and lower flood levels
- Reviewed operations of WTP No. 1 in preparation for engineering evaluation
- Finalized odor control system installation at the Selva Marina Pump Station and initiated operations on June 18th
- Attended meeting with St. Johns River Water Management District to discuss Donner Rd reconstruction permitting
- Reviewed 5 permit applications for site development

- Met with representatives of Jones Edmunds at Aquatic Gardens and Cavalla Rd to further development flood protection design work

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 49 Purchase Orders for \$97,834.42
 - 47 Checks processed for \$98,540.47
- Service Orders
 - 130 Requested
 - 149 Completed
- Utility Billing – No utility bills were sent out this week
- No payroll this week
- Working on the last of the audit worksheets to send to the auditor
- Began work in earnest on the FY21 Budget, in preparation for the meetings with the Department Heads to discuss their proposed budgets
- Began training Deputy Finance Director on the budget process

Human Resources

- Finalized insurance renewals and submitted to broker
- Union negotiation meeting preparation, meeting and then drafted and sent out summary
- Annual update of the Employee Handbook, adding new Whistleblower policy
- EEOC Summary
- Input employee NIMS Training into spreadsheet
- Submitted insurance form adding jet ski
- Completed two public records request responses
- Drafted FMLA paperwork and leave donation request for a hospitalized employee
- Drafted discovery responses for vehicle accident case
- Researched City observance of Juneteenth
- Paid invoices
- Processed 1 background check
- Provided employee with multiple pay stubs from 2019
- Processed payroll
- Closed out job vacancy
- Processed leave donation requests

Planning/Community Development

- Worked with employee event committee to organize an employee online morale booster
- Obtained update gis parcel information from the City of Jacksonville
- Followed up on open code cases.
- Next Special magistrate hearing is set for July 2
- Building and tree permit review
- ESC Outreach Meeting

- Development Review Meeting
- Held interview for planner position

Police

- PD assisted JB to provide security for the Beaches Unity march
- Chief provided an overview at City Commission Workshop on changes to policies to clarify accountability
- Chief participated in a meeting of Beaches Leadership to discuss RNC planning and coordination
- PD hosted Beaches police department planning meeting
- PD communicating with COJ to coordinate planning for RNC

Public Utilities

- Completed service orders throughout city changing out broken curb stops and meters; performed 1 ½” meter change outs; repaired water break on Maritime Oak Dr., repaired water main break on Mayport Rd and Saratoga Circle, and distributed Boil Water Notices and All Clear Notices to affected residents; put down new sod after hydrant repairs or replacement on Surfway Ct, Tide Lane, Stern, Orchid and Snug Harbor; repaired irrigation head on Atlantic Beach Dr.; secured hydrant at Sabalo & Sailfish after car ran over it; performed 50 locates; performed 12 sewer tap inspections at Atlantic Beach Preserve; preparing meter box sets for Ahern St. Townhomes; set meter for 760 Paradise Lane; continuing high profile locates on Mayport Rd; created lift station backflow testing documentation for departmental use; contacted plumbing contractors for backflow preventer test reports that were done for private backflow preventers within the city;
- Received and reviewing DEP permit docs and as-builts for Mariner’s Village Expansion; sent map to resident on Duna Vista to locate water and sewer connection points at city right of way; sent water and sewer availability letters for Circle K Store on Mayport Rd, and to Sea Oats Apartments; conducted interview for Distribution & Collection Operator Trainee; sent irrigation guidelines information to ABCC HOA liaison for homeowner notifications;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.149 MGD; continued to adjust pumps and chlorine residuals due to heavy rains;
- Performed required system testing and maintenance on water treatment facilities; received 2 responses from 60 mailers regarding lead and copper testing; completed generator testing for all water treatment plants; completed boil water notice testing and results for Mayport Rd at Saratoga Circle; inspected and repaired issues regarding chlorine pumps and pump rooms;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

Public Works

- Plaza Tree trimming scheduled the week of 6-22 thru 6-26
- Cut four dead trees out of Johansen Park
- Installed fence at Dutton opening where cars were going around the posts

- Added seven more trash cans to the beach
- Preparing Aquatic Dog Park for new sod
- Repaired irrigation system in several areas around the city
- Mowed and weeded the ditch line on Hopkins Creek
- Very busy with the Vac-Con truck this week cleaning out storm drains
- Sent Sunrise Church fountain pump out for warranty repair
- Received bids for the Police Public Works building. Taking to Commission on 6-22-20.
- 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 with Engineers to go over the Aquatic Project and discuss Cavalla Rd. drainage
- Donner Road project is being engineered to 100%. Met with Engineers for a review of the project.

Recreation

- Took 4 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.
- Updated the Virtual Recreation Center webpage.
- Summer Camp started on June 15th.
- Working on the Contribution.
- The CARAC is discussing a proposal for a dog festival.
- Working with DIG Local Network to deliver 22 meals.
- Working on the Jazz Festival, Johansen Park – September 5.
- 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
 - Shakespeare in the Park, Johansen Park – July 17 & 18 at 6:30pm
 - Acoustic Night with Food Truck, Bull Park - July 26 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, 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