

June 12, 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

- Prepared for and attended the June 8 City Commission meeting.
- Reviewed agenda items and prepared draft agenda for the June 22 City Commission meeting.
- Prepared for the June 15 City Commission roundtable on promoting racial equity.
- Met with the Community Development Board chair.
- Performed a site visit with the City Engineer regarding trash in Sherman Creek.
- Researched best practices in racial equity tools and plans.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Met with the Building official and owner of 1800 Mayport road to discuss building renovations.
- Monitored news and data regarding COVID-19 and reopening of Florida.
- Reviewed potential grants provided by Langton Consulting.
- Discussed a new mural opportunity for the Mayport Corridor with artist Holly Blanton.
- Monitored beach traffic and parking congestion.

Deputy City Manager/Information Technology

- COVID-19 messaging.
- Prepped for and helped manage logistics for the June 8 City Commission meeting.
- Now utilizing volunteers to restock the Cities' Lil' Free Libraries.
- Kicked off the City's bicycle safety program.
- 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; UV protection (via Beaches Go Green); Flag Day (June 14) and June 15 City Commission workshop.
- Information Technology:
 - o Circuit breakers tripped in City hall and Public Works due to carpet cleaning over the weekend

- Website analytics
- Server room spring cleaning
- Security camera issues at Public Works
- Miller Electric security camera proposal meeting with Vic
- DMS template update
- Laserfiche issues
- Security Awareness Training – Review

Building

- Released 17 building permits.*
- Conducted 77 plan reviews and 77 building inspections.*
- * Numbers are skewed, between past and future weeks, as we return to something like normal.
- Met with attorneys, regarding the Cloister condominiums.
- Participated in weekly development meeting, met with two developers, and discussed current projects.
- Department Staff working on FEMA and ICS Certificates for emergency response.
- Met, on site with two property owners.
- Working on Electronic payments and checks.
- Held Department meetings and discussed current projects and procedures.

City Clerk

- Prepared agenda guide for June 8 Commission meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the June 8 regular Commission meeting.
- Processed, published, and distributed final agenda for the June 15 Commission Workshop.
- Processed, published, and distributed draft agenda packets for the June 22 regular Commission meeting.
- Completed draft minutes of the April 13 regular Commission meeting.
- Worked on minutes of April 27 Commission Workshop and May 26 reg. Commission Meeting.
- Performed weekly email inbox maintenance.
- Prepared and mailed two appointment letters to new members and updated membership lists.
- Executed and mailed three Code Enforcement Special Magistrate (CESM) Orders from the April 21 hearings.
- Deputy city clerk and records clerk completed required NIMS training.
- Scanned, published and filed recently-passed resolutions and minutes.
- Processed ten lien letter requests - electronically.
- Assisted staff and public with research, inquiries, and records requests.
- City Clerk met and provided election information and forms to a potential candidate.
- Prepared and posted meeting notices and updated website calendar.

- Met with mayor and city manager about upcoming Commission workshops for promoting racial equity.
- Received and processed Campaign Treasurer's Reports.
- Researched, tested equipment, and provided feedback to the city attorney regarding the draft telephonic attendance policy.

Engineering

- Developed scope of work for water distribution system modeling
- Met with Atlantic Beach Country Club HOA representatives to discuss bridge repairs, pump station modifications and voluntary irrigation guidelines
- Conducted site assessments for 3 generator locations
- Assisted University of N. Florida Coastal Biology representatives in the development of an NSF grant application for marsh baseline study
- Prepared CDBG-MIT grant application for dry floodproofing the Public Safety Building
- Met with Fiddler's Reef owner to discuss restoration for hydraulic improvements in Sherman Creek
- Met with representatives of Atlantic Village shopping center to discuss increasing the width of the drainage easement in Hopkins Creek

Finance

- Purchasing
 - Purchase Orders (POs)
 - 47 Purchase Orders for \$102,591.45
 - 79 Checks processed for \$95,574.99
- Service Orders
 - 170 Requested
 - 183 Completed
- Utility Billing – 3,194 utility bills were processed and sent out
- 184 Payroll checks were processed for a total of \$310,400.61
- Continued working on audit, nearing the end of the requested work-papers. Only a few main items remain
- Staff began working on the required NIMS training, quite a few have already completed it.
- Completed report to the City of Jacksonville Council of Auditors on the Lifeguard Expenditures for FY19.

Human Resources

- Participate in the Florida League of Cities Florida Strong Monday morning webinar.
- Continuing to work on information and documents needed for general liability insurance renewal.
- Worked with the EEOC on documents and access to portal.
- New risk case damage claim.

- Spoke with department heads about a reclassification and creation of a new promotional opportunity.
- Ongoing dialogue with many regarding cultural sensitivity issues.
- Prepare for upcoming collective bargaining unit negotiations.
- Spoke with several Department Heads and CM, then drafted a proposal for updated COVID-19 policy.
- Drafting a summary of certain category of risk cases.
- Sent in two retirement requests to actuary
- Paid invoices.
- Worked on scanning and filing.
- Processed 5 background checks.
- Researched employee counts for insurance renewals.

Planning/Community Development

- 1221 Mayport art grant review with CARAC
- Plant palette update
- Regular ESC meeting
- Commission meeting
- Plan Review
- CO & tree inspections
- Tree subcommittee meeting
- Interviews for new planner

Police

- PD supported Jacksonville Beach during the Beaches Unity gathering
- PD staff met/discussed with commissioners a review of polices related to current events
- Interim Chief presented a review of police policies and training currently in place to ensure professional and ethical service to the public
- PD will participate in racial equity workshops held within the city
- COVID response continues

Public Utilities

- Completed service orders throughout city changing out broken curb stops and meters; repaired water breaks at 278 Poinsettia, 1941 Mayport and 226 Poinsettia; continuing to perform meter sets in Atlantic Beach Preserve; locating sewer lateral at 377 7th St; investigated customer sink hole complaint in Atlantic Beach Country Club – made repairs to sewer line; obtaining quotes for hydrant installation at Mayport and A1A; set meter for new home on Paradise Ct; performed 50 locates, including high profile locates along Mayport Rd and side streets; investigated meter set solution for new homes on Stocks St; replaced sod and dressed up area for hydrant replacement on Surfway Ct.; inspection at 690 Begonia for sewer tie in; performed site visits to new construction on Alley Road, Ahern and Fiddler’s Reef; operators in the process of completing FEMA ICS 100 training;

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.197 MGD; had AC system repaired; had to adjust pumps and chlorine residuals due to heavy rains;
- Performed required system testing and maintenance on water treatment facilities; prepared and mailed 2020 Lead and Copper testing participation letters to 60 random homes in Atlantic Beach; completed 2020 Asbestos sampling-waiting on results from lab; removed chlorination unit at treatment plant #1 and installed, painted and labeled new piping, chlorine ejector and rotameters;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; installing box fans in select lift stations to cool telemetry units

Public Works

- Installed the flags at 5 Point intersection for Flag Day.
- Installed fence at Dutton opening where cars were going around posts.
- 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 getting ready for the weekend storms.
- Sent Sunrise Church fountain pump out for warranty repair
- Received bids for the Police/Public Works building. Taking to Commission on 6-22-20.
- Received quotes for replacing the Howell Park Middle Bridge and N.E. walkway.
- Russell Basketball Courts are completed and looking great.
- Accepting quotes for the continuation of the 8' wide bike path going North on Seminole Road to the Police Department.
- Seminole Road drainage project has started. Contractor is working from the North to the South.
- Replaced the wind screen on the fencing around Russell Baseball Field A and B fields.

Recreation

- Took 7 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 begins on June 15
- Held virtual Cultural Arts & Recreation Advisory Committee Meeting.
- Working on the City's grant program.
- The CARAC is drafting a proposal for a dog festival.
- Working on Shakespeare in the park, Johansen Park - July 17 & 18 at 6:30pm
- Working on the Jazz Festival, Johansen Park – September 5.
- Tentatively moved the Arts in the Park event to October 3.
- Mid-Week Market relocated to City Hall – Wednesdays & Saturdays 10am-2pm