

May 29, 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 May 26 City Commission meeting.
- Reviewed agenda items for the June 8 City Commission meeting.
- Participated in a conference call with Glen Shuck to review ongoing issues on Sturdivant.
- Discussed potential solutions to resident complaints on Sturdivant with Misty Skipper of Gate.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Participated in a Hurricane preparedness meeting with department heads.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Attended a Florida City County Management virtual business meeting.
- Monitored beach traffic and parking congestion.

Deputy City Manager/Information Technology

- COVID-19 messaging.
- Attended electronic May 26 Commission meeting.
- Assisted the Florida Times-Union with a hurricane-preparedness article.
- Participated in a Hurricane preparedness meeting with department heads.
- Attended electronic meeting of City of Jacksonville officials addressing anti-racism efforts in the community.
- Attended downtown Jacksonville discussion on anti-racism efforts in the community.
- Working with Beaches Go Green on various issues
- Responded to weekend report of stormwater problems on Cavalla Street.
- Prepped for and assisted with the May 25 Memorial Day celebration at Veterans Park.
- Developing a facility use agreement with the local youth baseball organization.

- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Utilized various communications channels to inform citizens about various matters.
- Information technology:
 - o Laptop issues with PW and UT
 - o Host commission meeting Zoom
 - o Assist with Com Norris invitation issues BMRC Zoom Meeting
 - o Miller Electric Security camera proposal review
 - o Diagnosed Commission Chamber outdoor speakers and ordered replacements
 - o Server rack maintenance at the Cologix site
 - o Paystub quote review
 - o SharePoint phase III
 - o VPN SSL certificate issues

Building

- Released 36 building permits.
- Conducted 9 plan reviews and 88 building inspections.
- Met with developer, regarding buried trash on site.
- Participated in development meeting, by Zoom.
- Participated in first hurricane prep meeting of 2020 season.

City Clerk

- City Clerk participated as a panelist and performed administrative duties for the May 26 Regular Commission (Electronic) meeting.
- City Clerk participated as a panelist and co-host for the May 27 Board Member Review Committee (Electronic) meeting.
- Deputy City Clerk attended the May 26 Regular Commission (Electronic) Meeting.
- Processed, published and distributed draft agenda packet for the June 8 Regular Commission meeting.
- Working on April 13 Regular Commission and April 20 Commission Workshop meeting minutes.
- Worked on an extensive records request which involved building search criteria, downloading 11,954 emails from the email archiver, preliminary review, clarification, and providing a cost estimate.
- Scanned and published recently-adopted minutes.
- Prepared legal notice for June 8 public hearings on Ordinance Nos. 20-20-156, 75-20-23, and 75-20-24, published in the newspaper on May 28.
- Coordinating and assisting board liaisons with noticing June meetings.
- Requested and received information from other cities about precautions used for entering public facilities.
- Processed 15 lien letter requests - electronically.
- Drafted, and mailed three notice of hearing letters for the July 2 Code Enforcement Special Magistrate Meeting.

Engineering

- Attended City of Jacksonville City Council Resiliency Meeting
- Attended HMGP Sub-Recipient Grant Review seminar
- Prepared Sub-Recipient Management Cost requests to add to HMGP funding
- Began preparation of CDBG-MIT Critical Infrastructure Hardening grant application for dry floodproofing the Public Safety Building
- Conducted numerous inspections of nuisance flooding areas
- Finalized plans and specifications for odor control system to be installed at the Selva Marina lift station

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 47 Purchase Orders for \$63,820.34
 - 91 Checks processed for \$152,367.45
 - o Service Orders
 - 71 Requested
 - 73 Completed
- Utility Billing – 2,803 utility bills were processed and sent out
- 174 paychecks were processed this week for a total of \$289,588.32
- Continued working on audit
- Completed agenda items for the June 8th Commission meeting
- Attended FGFOA strategic planning session
- Attended training to moderate sessions in the upcoming FGFOA virtual conference

Human Resources

- Participate in the Florida League of Cities Florida Strong Monday morning webinar.
- Worked with the PD on a Risk Management issue regarding criminal damage to PD vehicle. Obtained police report and submitted it for coverage.
- Continued Union negotiation issue and preparation. Set up first negotiation meeting.
- Previewing training videos for use by safety committee, supervisors and various departments.
- Coordinate public records request response.
- Worked with Department head on summer interns.
- Verification of employment for former department head.
- Reviewed contract for AB Athletic Association, Inc.
- Attended Emergency Prep meeting. Updated NIMS training log and disseminated to department heads.
- Webinar on COVID-19 worksite testing legal and HR issues.
- Working on getting documentation and updates for general liability insurance renewals.
- Worked with employee on FSA issue
- Paid invoices
- Processed pension payroll

- Researching and compiling reports for Finance department for yearly audit
- Attended virtual meeting on Hurricane Preparation Procedures

Planning/Community Development

- Attend Commission mtg.
- Staff reports for 6/8 Commission mtg.
- Hurricane Prep meeting
- ESC tree subcommittee meeting
- Plan Review
- Tree inspections
- CO inspections
- Trees and potential storm water credit
- Working on updating gis maps for infrastructure
- Followed up on open code cases

Police

- PD provided extra Police Officer and civilian Volunteer staffing for the Memorial Day weekend, 10 Parking complaints received, Officers initiated 40 parking complaints and issued 52 citations
- PD reduced IMT planning meetings for COVID 19 to once a week to reflect the same change made by COJ Emergency Preparedness Division
- PD conducted COAB IMT training for Department Heads on the upcoming hurricane season
- Lifeguards have completed annual training for new guards and are staffing the beach at summer season levels
- Continue to attend virtual COJ/EOC COVID-19 Unified Command Meetings each morning

Public Utilities

- Completed service orders throughout city; repaired water breaks at Sherry Drive, W. 8th and Cove Apartments; replaced backflow preventer at Wonderwood Lift Station and testing/inspecting City backflow preventers; replacing water services on Seminole Road between David St and Five Way Stop; worked with wastewater treatment to repair leaks at treatment plant; flushed hydrant entrance to Oceanwalk; replacing hydrant on Surfway Ct; cleaned up master lift station area; performed 24 routine locates and high profile locates on Atlantic Blvd, Levy Road, and SR A1A; processed 5 permits; performed 12 inspections; working with JEA on backflows in the medians
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.352 MGD; annual hoist inspections performed on 3 electric hoists
- Performed required system testing and maintenance on water treatment facilities; exercised generators; annual hoist inspections performed on hoists at all water treatment plants; collecting emergency boil water samples for water break at Cove Apartments; getting quotes to troubleshoot high service pump issues at water treatment plant #3; completing 2020 Sanitary Survey inspection with DEP representative

- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; contacting contractors for service on pump motors

Public Works

- Made it thru the Memorial Holiday with no issues of trash overrun on the beach.
- Vandalized restroom door repaired at Russell Park.
- Bid opening for the Public Safety / Public Works building will be on 6-3-20.
- Requisition is in for re-sodding the Aquatic Dog Park.
- Russell Basketball Courts are completed and looking great.
- Installed new sunshade at Vet Park.
- 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 installing new water service lines.
- Replaced the Wind screen on the fencing around Russell Baseball Field A and B fields.
- 12th Street Beach walkover is complete with railing.
- North Howell Park Bridge is completed with all sod work done.
- Put up Social Distancing signs along Beach Avenue.
- Donner Road project is being engineered to 100%. Meet with Engineers on 5-21-20 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. 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 Contribution.
- 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.
- Mid-Week Market relocated to City Hall – Wednesdays & Saturdays 10am-2pm
- Coordinating the following events:
 - o Songwriters Concert, Adele Grage - June 7 at 6-8pm
 - o Wild Wonders, Dutton Island - June 13 at 11am
 - o Artist Reception, Adele Grage - June 18 at 5-8pm
 - o Wild Wonders, Dutton Island - June 27 at 11am
 - o Acoustic Night with Food Truck, Bull Park - June 28 at 6-8pm