

June 5, 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.
- Participated along with other city staffers in Beaches Go Green Wader Wednesdays cleanup of AB canals.
- Finalized and published AB reopening plan.
- Finalized #BikeSmartAB safety initiative.
- Worked on racial equity plan project.
- Helped coordinate June 5 blood drive.
- Utilized various communications channels to inform citizens about various matters.
- Information technology:
 - o Order large screen monitor for Thor Guard at Lifeguard Tower
 - o Issues with sound system commission chamber
 - o Install outdoor speakers at Commission Chamber
 - o Ongoing Zoom meeting and Swagit support
 - o Security Awareness Training Policy review
 - o Renewal and Open project items

Building

- Issued 28 building permits.
- Conducted 24 plan reviews and 100 building inspections.
- On-line payments can now be accepted, by credit card, directly by the Building Department.
- Accepting electronic checks and linking payments to TRAKiT are still works in progress.
- Working on CRS Audit.
- Participated in the weekly development meeting by Zoom and discussed current projects.
- Discussed floodplain requirements with developer.

City Clerk

- Processed, published, and distributed final agenda packets for the June 8 regular Commission meeting.
- Working on minutes of the April 27 regular Commission and April 27 Commission Workshop minutes.
- Completed draft minutes of the March 9 regular Commission, April 20 Commission Workshop, and May 27 Board Member Review Committee meetings.
- Processed ten lien letter requests - electronically.
- Transported 13 boxes of records from Finance Dept. to off-site storage facility.
- Prepared paperwork and purchased registration and plate for new 2020 Ford F-450 for Public Utilities Dept.
- City Clerk participated in the June 3 Beaches Go Green Wader Wednesday cleanup event.
- Deputy Clerk attended the June 4 *JustFOIA* Virtual User Group Training webinar.
- Assisted public by responding to citizen phone calls, requests for assistance, and public records requests.
- City Clerk completed and submitted her Form 1 - 2019, Statement of Financial Interests.
- Prepared and posted notice of upcoming CARAC meeting.
- Notified AB candidates/treasurer's about the deadline to submit the 2020-M5 Treasurer's Report; researched and assisted with questions; scanned and published original and amended reports. These reports are available on the city's website.
- Prepared staff report and documents for the June 8 Commission agenda regarding appointment to the Cultural Arts and Recreation Advisory Committee.

Engineering

- Worked on developing methodology for quantifying rainfall interception by trees
- Researched and confirmed easements for 20th St beach access
- Met with Stanley Rd property owners to discuss drainage issues
- Worked on improving water system pressures
- Evaluate proposed Aquatic Gardens improvements and design options
- Worked with Atlantic Village owner to resolve floodplain issues
- Reviewed Atlantic Beach Country Club floodplain compensating volumes

Finance

- Purchasing
 - o Purchase Orders (POs)
 - 22 Purchase Orders for \$13,479.28
 - 80 Checks processed for \$442,233.23
- Service Orders
 - 169 Requested
 - 173 Completed
- Utility Billing – 2,642 utility bills were processed and sent out
- No payroll this week
- Continued working on audit

- Attended FGFOA Virtual Conference sessions; GASB Update, Public Records Law and Economic Update. This will be taking place throughout the month of June on Tuesday and Thursday afternoons.

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.
- Strategized with attorney before the filing of an answer in vehicle accident case Mitchell v. COAB.
- NIMS training updates and discussion with employees.
- Following up on a LIUNA union issue with the City Manager.
- Participated in Wednesday Waders with Beaches Go Green where we cleaned up Sherman's Creek around City Hall and then walked down Plaza, picking up trash along the way, and ending up at Hopkins Creek and picked up trash on the banks and in the creek.
- "Attended" Beaches Watch State of the Beaches virtual meeting.
- Discussion with Department Head regarding summer camps and COVID-19 risk management issues.
- Participated in the City's Blood Drive.
- Held an exit interview for a probationary employee who resigned.
- Reviewed and commented on a Security Awareness policy drafted by IT.
- Worked with 2 employees on processing for DROP pension.
- Out- processed 2 employees.
- Processed Pension refund for employee.
- Paid invoices.
- Processed regular payroll.
- Researching and compiling reports for Finance department for yearly audit.
- Closed 3 job vacancies and processed applications.
- Opened 2 new job vacancies.

Planning/Community Development

- Community Development Board meeting
- ESC tree subcommittee meeting
- ESC outreach subcommittee meeting
- Plan Review
- Tree permits
- 20 trees for 2020 graduates coordination
- gis system:
 - o Updated city sewer map to include the new lines installed on 6th W and Begonia area
 - o Updated water distribution map to include new service water meter sets in the Atlantic Beach Preserve neighborhood

- Sea Turtle Lighting Education – The Sea Turtle Conservancy group is providing sea turtle lighting education for code officers, planners and inspectors in St. Johns, Duval, Nassau and Flagler County. They have asked us to participate as a panelist to present our city’s lighting ordinance.
- Reviewed and followed up on existing code cases

Police

- Continue to attend virtual COJ/EOC daily Unified Command Meetings (virtual)
- Meeting with all Beaches Police Chiefs regarding civil unrest
- Various meetings with department heads and staff regarding hurricane season prep
- Met with PD staff regarding possible grant submissions

Public Utilities

- Completed service orders throughout city changing out broken curb stops and meters; repaired water breaks at 2800 Old Mayport Rd, 20th St; replacing water service on Beach Ave; tested hydrants Wendy’s and Courtyards; set meters in Atlantic Beach Preserve; preparing to change out 2 fire hydrants in Oak Harbor and excavating old hydrant on Seaway Ct for replacement; changed or replaced backflow on water treatment plant #1 and at multiple lift stations; performed 57 routine locates and high profile locates on Atlantic Blvd and Dutton Island West; processed 5 permits; admin and distribution operators are in the process of completing the FEMA ICS 100 training in groups/sessions
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.203 MGD
- Performed required system testing and maintenance on water treatment facilities; completing 2020 Sanitary Survey inspection with DEP representative and made necessary concrete slab repair found during inspection; completed FEMA ICS 100 training
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; preparing Selva Marina lift station for peroxide tank to be installed; met with HOA vice president at Oaks of Atlantic Beach to discuss shrubbery at lift station

Public Works

- Pumped down the Aquatic Pond getting ready for the weekend rains.
- Very busy with the Vac-Con truck this week getting ready for the weekend storms.
- Setting up for Contractor to re-Sod the Aquatic Dog Park.
- 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 installing new water service lines.
- Replaced the Wind screen on the fencing around Russell Baseball Field A and B fields.
- North Howell Park Bridge is completed with all sod work done.
- Donner Road project is being engineered to 100%. Meet with Engineers on 5-21-20 for a review of the project.

Recreation

- Took 1 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
- Cancelled the following events:
 - Songwriters Concert, Adele Grage - June 7 at 6-8pm
 - Shakespeare in the Park, Johansen Park – June 12 & 13.
 - 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, Wednesday at 3:00 – 6:00pm – Bull Park
 - 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
 - STEM Class, Baker Center - Fridays 1pm-2:30pm
- Coordinating the following events:
 - Wild Wonders, Dutton Island - June 13 at 11am
 - Artist Reception, Adele Grage - June 18 at 5-8pm
 - Wild Wonders, Dutton Island - June 27 at 11am
 - Acoustic Night with Food Truck, Bull Park - June 28 at 6-8pm