

July 17, 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 July 13 City Commission meeting.
- Reviewed agenda items and helped prepare the draft July 27 City Commission agenda.
- Attended multiple RNC preparation conference calls.
- Performed a site visit to the 18th Street to discuss potential parking lot changes.
- Participated in a conference call with Advanced Disposal to discuss renewing their contract.
- Met with department heads to review their proposed budgets.
- 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.
- Reviewed COVID-19 related news and events.
- Monitored beach traffic and parking congestion.

Deputy City Manager/Information Technology

- Attended July 13 City Commission meeting.
- Working on issues with the City's garbage and recycling collection contractor.
- Working on youth baseball facility-use agreement.
- Attended a Republican National Convention public safety planning meeting.
- Working on 18th Street enhancement project communications.
- Assisting with memorial bench program.
- Participated in an employee relations discussion.
- 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.
- Racial equity plan development.
- Information technology
 - Update Website for ADA Compliance
 - Install Flat screen browser enabled TV for Thor Guard at lifeguard tower

- Host Zoom Commission Meeting
- Order replacement printers for water plants

Building

- Front Counter Staff working from home.
- Issued 54 building permits.
- Conducted 41 plan reviews and 115 building inspections.
- Worked on CRS and discussed same with NEFRC.
- Worked on records request.
- Discussed policy for new residential construction over old land fill areas.
- Participated in Monday development meeting and discussed current projects.
- Discussed floodplain development with three property owners in flood zones.

City Clerk

- Attended, participated, and performed administrative duties and follow-up tasks for the July 13 regular Commission (Electronic) meeting.
- Performed election-related duties; researched and assisted candidates and treasurers with questions; researched election notice requirements including coordination with other agencies; received and processed initial forms from a new candidate for Commissioner - Seat 3; updated webpages; notified candidate's regarding the nomination petition process; and processed other candidate forms.
- Processed, published and distributed draft agenda packets for the July 27 regular Commission (Electronic) meeting.
- Processing three public records requests involving multiple departments.
- Continued updating the Public Records webpage.
- Completed draft minutes of the April 27 regular Commission meeting.
- Processed eight lien letter requests - electronically.
- Updated iCompass email lists and users.
- Continued the implementation of JustFOIA Records Request program; trained additional staff, and performed system maintenance.
- Updated City's calendar and prepared notices for cancelled and upcoming workshops meeting.

Engineering

- Met with a number of residences and conducted several site visits this week
- Continued analysis of beach parking options in the 18th St area
- Development of CDBG-MIT General Planning and CDBG-MIT General Infrastructure grant applications
- Worked with John Collins & Associates with respect to the evaluation of Water Plant No 1 and the computer modeling of the City's potable water distribution system.
- Obtained an FDEP permit for the expansion of the sewer system in the Begonia St/W Plaza area as part of the septic to sewer program

Finance

- Purchasing
 - o Processed 16 Purchase Orders for a total amount of \$11,975.62
 - o 68 Checks processed for a total amount of \$195,119.33
- Service Orders
 - o 97 Requested
 - o 103 Completed
- Utility Billing
 - o No bills sent out this week
- No payroll this week
- Focusing on wrapping up the first draft of the FY21 Budget; still waiting on revenue estimates from the State of Florida. Expected to start coming in late next week.
- Prepared five agenda items for the next regular Commission meeting to be held on July 27th.
- With the help of the accounting consultant, still working on the last of the open audit items.
- Customer Service Representative Candidate accepted offer of employment, and should start July 27th.

Human Resources

- Continue to field calls regarding COVID-19.
- Maintained contact with City employees who've tested positive for COVID-19.
- Having fun with a new wellness challenge related to COVID-19. Coordinating responses and awarding prizes.
- Participated in COAB Incident Command meetings for COVID-19 and the RNC.
- Ongoing research on responsibilities for Safety Officer in ICS structure.
- Discuss upcoming mediation with City Manager. Teleconferences with our attorney.
- Met with Police Union attorney/representative regarding police-involved shooting. Responded to questions regarding workers' compensation issues.
- Responded, again, to potential public records requestor.
- Reviewing training videos for City-wide and Department-specific training needs.
- Coordinated and completed annual City Stats Survey issued by the Florida League of Cities. Waiting on approval before submitting.
- Attempting to arrange meeting for employee biometric results (non-identifiable) and to determine strategies moving forward.
- Paid invoices
- Processed 1 background check
- Coordinated with CareSpot for 2 new employees pre-employment medical
- Processed payroll
- Worked on research for a public records request
- In-processed new employee
- Processed 1 new workers comp claim
- Helped 2 employees with insurance issues

Planning/Community Development

- Attend Commission Mtg.
- Attend Webinar #FLCitiesStrong
- Plan Review
- Parks Master Plan
- Ordered trees for 2020 grads
- Worked on the program for the 20 trees for 2020 graduates
- Worked on COJ Tree Planting plan
- LEED for Cities and Sustainability
- Staff reports for CDB Meeting
- Agenda for CDB Meeting
- Worked on parks master hardscape plan
- ESC outreach subcommittee
- Working on parade/procession ordinance
- Researching Zoom/video conference procedures for quasi-judicial meetings

Police

- Chief attended Joint Beaches Mayor's news conference regarding COVID Testing Site
- PD is supporting the Beach's COVID testing site
- PD recognized Officer McLendon, Civilian Gilbert, Volunteer Jim Moyer, Lifeguard Opper for Employees of the Quarter
- PD recognized Student in the Spotlight Sean-Patrick O'Shea
- PD met with FBI SAC and US Secret Service about RNC Planning
- PD continues attending weekly COJ and Beaches RNC Meetings
- PD continues to attend weekly COJ COVID meetings

Public Utilities

- Went to emergency operations on Monday, July 6, prioritizing emergency water breaks and sewer complaints; received calls from concerned residents regarding a company knocking on doors reporting a "water advisory" in the area – turned out to be a company trying to sell water softeners; responded to water breaks on Ocean Walk, Seminole, Mayport, Irex, Sandy Dune & Sturdivant; obtaining quotes for sewer main cleaning at Dutton Island and Dudley; completed sewer main televising and cleaning on Selva Marina;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.217 MGD; tested generator under load;
- Performed required system testing and maintenance on water treatment facilities; received 1 response (for a total of 8) from 60 needed mailers regarding lead and copper testing; tested all generators; performed DEP testing and submitted lab reports to DEP;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; assisted with sewer line force main lines down Selva Marina

Public Works

- Palm Tree trimming going on in Town Center and around the city.

- The special tree lighting was completed in Russell Park.
- Over hanging street trees were trimmed up on Sandpiper Lane, Frances Ave, Forsyth, and around the Water Dept.
- Met with Advanced Disposal to discuss contract.
- Requisition turned in to repair old rusted beams at the Public Works building.
- Accepting price quotes to build a rubberized asphalt track at the Aquatic Dog Park.
- Police and PW storage building was approved by the commission. Pre-construction meeting scheduled for July 22.
- 8' wide bike path going North on Seminole Road from Palm Ave. to the Police Dept. was taken to Commission and approved. Waiting for a P.O to set up a pre-construction meeting.
- Seminole Road drainage project is ongoing. Contractor is working from the North to the South. Got the first 25% of pipe in the ground and has done the driveways and bike path in this area.
- Donner Road project is being engineered to 100%. Met with Engineers for a review of the project.

Recreation

- Took 2 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.
- Working on cancelling Facility Rentals scheduled through July 31.
- Updated the Virtual Recreation Center webpage with additional resource links.
- Created a webpage for a Virtual Art Gallery featuring Caitlin Flynn.
- Worked on the 2020-21 budget.
- Contribution draft sent to the Cultural Arts & Recreation Advisory Committee.
- The CARAC is discussing a proposal for a dog festival.
- Working with DIG Local Network to deliver 31 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.
- Cancelled the following events through July 31, 2020:
 - 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