

July 10, 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 helped prepare the final July 13 City Commission agenda.
- Attended multiple RNC preparation conference calls.
- Reviewed public art and façade improvement grants for the Mayport Road corridor.
- Worked with residents to understand the state's beach renourishment cost sharing program.
- Participated in a Beaches conference call on the COVID-19 testing center.
- Reviewed the monthly Environmental Stewardship Committee meeting agenda.
- 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

- Assisting with planning of Beaches COVID-19 testing site.
- Attended online Jax Chamber of Commerce meeting on race relations.
- Assisting with Republican National Convention public safety planning (public information component).
- 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
 - o Issues with AC in the IT office
 - o Replace UPS battery in WP2 Server rack
 - o Replace work station – Danny Pittman
 - o Issues with City Hall Pass through door schedule leaving doors unlocked

- PD Internet speed upgrade
- Laptop setup for consultant
- Desktop for dispatch backup center.

Building

- Issued 34 building permits
- Conducted 30 plan reviews and 79 building inspections
- Front Counter Staff working from home
- BD accepting and processing on-line payments, except electronic checks.
- Still working on electronic checks
- Participated in Monday development meeting and discussed current projects
- Working on CRS

City Clerk

- Coordinating with other departments on three pending records requests;
- Worked extensively on a records request - reviewed over 3,000 emails to identify and sort records responsive to an extensive request; 4,900 emails still remain for review and processing.
- Processed, published, and distributed final agenda packet for the July 13 regular Commission meeting.
- Arranged for and tested the call transfer of city clerk staff's work phones to mobile phones.
- Worked extensively on implementing the JustFOIA Records Request program; attended training; collaborated with other departments on determining needs and access; set up users; modified and tested submission forms and notifications; updated City's Public Records webpage; completed and launched the JustFOIA Records Request public portal on July 10.
- Processing a replacement contractor to help with minutes.
- Sent email reminders about filing 2019 Form 1.
- Performed election-related duties; researched and assisted candidates and treasurers with questions; received and processed initial forms from a new candidate for Commissioner-Seat 2; updated webpages; and received and processed Campaign Treasurer's Reports.
- Discussed draft Telephone Attendance Policy with the city attorney.
- Processed ten lien letter requests - electronically.
- Updated City's calendar and prepared notices for upcoming and cancelled meetings.
- Attended virtual meeting with department heads regarding RNC and ICS planning.

Engineering

- Completed monthly and quarterly grant reporting for CDBG, LPA and 3 HMGP grants
- Provided engineering inspection services on Seminole Road Stormwater project
- Began developing CDBG-MIT General Planning grant application for sea level rise and storm surge adaption planning

- Provided USN Mayport Department of Public Works personnel water and sewer infrastructure information for off base housing area
- Providing construction inspection services for the Seminole Rd stormwater improvement project
- Analyzed options for expanding Hopkins Creek ditch in the vicinity of Atlantic Village shopping center and began discussions of expanding the drainage easement in that area with the property owner
- Attended Army Corps of Engineers meeting on the development of the Northeast Florida section of the South Atlantic Coastal Study

Finance

- Purchasing
 - o Processed 20 Purchase Orders for a total amount of \$151,827.48
 - o 89 Checks processed for a total amount of \$378,250.11
- Service Orders
 - o 168 Requested
 - o 174 Completed
- Utility Billing
 - o 2,666 Utility Bills were sent on 7/2/20
 - o 3,200 Utility Bills were sent on 7/9/20
- 177 Paychecks were processed for a total amount of \$304,143.79
- The last of the audit items are still being worked; the focus is now on the FY21 budget
- Worked with accounting consultant on open audit items
- Contacted City of Jacksonville's Grant Administrator regarding possible reimbursement for expenses due to the upcoming Republican National Convention
- First draft of FY21 Budget is nearing completion for the Commission's Workshop on July 23rd.

Human Resources

- Telephone conference with attorneys handling vehicle-crash legal matter; discussed with City Manager.
- Several teleconferences with broker on insurance renewals.
- Coordinated COVID-19 rapid testing at Mayo for employees exposed to an employee who tested positive.
- Worked with Department Heads regarding duties for Summer Interns.
- Conferred with Department Head on a new contract employee.
- Developing a new wellness challenge related to COVID-19.
- Participated in COAB Incident Command meetings for COVID-19 and the RNC.
- Researched responsibilities for Safety Officer in ICS structure.
- Discuss upcoming mediation session with City Manager.
- Paid invoices.
- Processed 3 background checks.
- Processed leave donation requests for a Public Works employee.
- In-processed new employee.

- Processed a verification of employment.
- Coordinated with other departments for COVID testing at Mayo.
- Coordinated with CareSpot for new employee drug screen and physical.
- Closed 2 job vacancies.

Planning/Community Development

- Plan Review
- Parks Master Plan
- Tree Planting Plan
- LEED Subcommittee Meeting
- ESC meeting
- Notices and signs for 5 cases going to the CDB Meeting
- Updated the website with the 5 public notices and application
- Posted 2 stop work orders for unapproved work
- Followed up on open code violations
- Provided utility map data for off base housing to US Navy
- Completed 16 lien research requests

Police

- Met with beaches leadership regarding COVID testing
- Virtual Meeting with department heads for ICS and RNC overview
- Continue to attend virtual COJ COVID Meetings
- Met with beaches unified command for RNC planning
- Attended virtual COJ unified command, stakeholder, and planning meetings for RNC
- Attended Beaches Watch meeting to present on the Police Chiefs Panel

Public Utilities

- Went to emergency operations on Monday, July 6, prioritizing emergency water breaks and sewer complaints; investigated possible water break complaint on Oceanwalk Drive; spoke to homeowner about water quality on Garden Lane; delivered meter boxes to new construction on Linkside; installed irrigation meter for new build on Coastal Oak; performed 3 hydrant flow tests for Atlantic Village Shopping Center;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.111 MGD; awaiting Hydro Tank compressor replacement after malfunction; corrected chlorine line fitting on chlorine system
- Performed required system testing and maintenance on water treatment facilities; received 1 response (for a total of 7) from 60 needed mailers regarding lead and copper testing;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; replaced AC Unit on Buccaneer Lift Station; repaired diesel fuel line at Lakeside Lift Station; preparing block wall for AC unit at ABCC Lift Station

Public Works

- Selva tree trimming was delayed due to being shorthanded this week.
- Replaced shower at the 19th Street beach access.
- Completed repairing the rusted beams at the baseball cages at Russell field.
- Met with Early Piety (Specialty Tree Surgeons) and walked Johansen Park for a tree diagnoses.
- 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.
- Added 7 more trash cans to the Beach. Four more bins at 18th Street.
- New sod has been done in at the Aquatic Dog Park this week.
- Repaired irrigation system in several areas around the city.
- Police and PW storage building was approved by the commission. Setting up pre-work meeting with the contractor.
- 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 is ongoing. Contractor is working from the North to the South. Got the first 25% of pipe in the ground and going to concrete in those driveways and do the sidewalk before continuing.
- Met several time with Engineers and property owners to go over plans and property boundaries for the Aquatic Drive drainage project. And discuss Cavalla Rd. drainage.
- Donner Road project is being engineered to 100%. Meet with Engineers for a review of the project.
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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.
- Worked on the 2020-21 budget.
- The Committee Workshop to Promote Racial Equity was cancelled at Adele Grage.
- 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