

July 31, 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 27 City Commission meeting.
- Reviewed agenda items for the August 10th Commission meeting.
- Worked on the annual budget with department heads and Commissioners.
- Prepared for and attended the July 30 budget workshop.
- Responded to citizens' complaints and information requests.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Performed site visits on new tree plantings, open permits and code violations.
- 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 the July 27 Commission meeting.
- Isaias storm prep messaging.
- Worked on UNF videography and public administration internship applications.
- 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 and messaging; attended the July 30 budget workshop.
- Information Technology:
 - o Replaced printer for public utilities
 - o Configured VTSCADA mobile for Gil Flores phone
 - o Dog Park System Updates

Building

- Issued 56 building permits.
- Conducted 22 plan reviews and 109 building inspections.
- Front Counter Staff working from home.
- Worked on CRS Audit.
- Participated in Monday development meeting and discussed current projects.
- Discussed destructive engineering analysis at Cloister with engineers and attorneys.
- Worked on two Record requests.

City Clerk

- Prepared agenda guide and processed written comments for the July 27 regular Commission Meeting.
- Attended, participated, and performed administrative duties and follow-up tasks for the July 27 regular Commission (Electronic) meeting.
- Processed, published and distributed final agenda packet for the July 30 Budget Workshop (Electronic) meeting.
- Processed, published and distributed draft agenda packet for the August 10 regular Commission (Electronic) meeting.
- Attended, participated, and performed administrative duties for the July 30 Budget Workshop.
- Prepared and sent a public hearing notice for Ordinance No. 60-20-20 to publish in the *Beaches Leader* on July 30. The public hearing will be held during the August 10 regular Commission meeting.
- Prepared and sent a Public Notice, containing important general election information and date, to publish in the *Beaches Leader* on July 30 and August 6.
- Updated City's calendar and prepared notices for upcoming Commission meeting.
- Provided details for city clerk's proposed budget to the elected officials.
- Completed draft minutes of the May 11 Commission Workshop and May 11 regular meeting.
- Processed ten lien letter requests – electronically.
- Completed one public records requests involving multiple departments and working on seven others.
- Received and processed candidate nomination petition forms.
- Scanned, published and filed recently-passed resolutions.

Engineering

- Participated in COJ Special Committee on Resiliency Subcommittee meeting on Environmental Planning as representative from Atlantic Beach
- Completed CDBG-MIT-General Planning Services grant application for adaptation planning
- Analyzed ongoing and proposed PW & PU projects and prepared budget workshop presentation
- Held pre-application meeting with SJRWMD to discuss permitting requirements for Aquatic Gardens improvements

- Inspected several local stream bank restoration projects to find techniques for rehabilitation that would work for Atlantic Beach
- Began preparation of technical specifications for the repair and rehab of the WTP No. 4 water tank

Finance

- Purchasing
 - o Processed 30 Purchase Orders for a total amount of \$13,491.85
 - o 105 Checks processed for a total amount of \$321,377.99
- Service Orders
 - o 191 Requested
 - o 192 Completed
- Utility Billing
 - o 2,836 utility bills were sent out this week
- Processed 171 Payroll checks for a total of \$304,495.29
- Spent the week working on and finishing the second draft of the Fiscal Year 2021 Budget for the budget workshop with the Commission

Human Resources

- Provided additional information to and had a conversation with, City Manager regarding a potential new position. Spoke with other HR Directors.
- Discussions on Workers compensation issues, including a potential new issue.
- Continue to keep up with COVID-19 updated guidelines.
- Reviewing potential training opportunities.
- Researched and resolved PD FDLE grant issue.
- Discussed HR issue regarding remote employee.
- Reconciled and paid AFLAC and Medcom invoices.
- Worked with an employee on insurance issues with AFLAC.
- In-processed 2 new employees.
- Set up 2 employees in the DROP program.
- Processed pension payroll.
- Processed regular payroll.
- Met with an employee to process paperwork to enter the DROP program.

Planning/Community Development

- Attend Commission Mtg.
- Parade, picketing, etc. ord. research
- Variance (quasi-judicial hearing) Zoom mtg. research
- Departmental budgeting
- Hurricane prep info for PD
- COJ Tree Planting Plan
- 2020 Grad Tree Plantings
- LEED Subcommittee Meeting

- Plan Review
- Inspections
- Tree Watering - The Atlantic Beach Youth council members have volunteered to take shift to assist with tree watering. We were thankful for the rain we received this week to help soak in the new trees.
- Followed up on open code cases.
- Researched records for 8 lien letter requests

Police

- Officers participated in Non-Lethal use of force training
- Officers participated in Crime Scene processing training
- PD continues to assist City Departments in preparation of Hurricane procedures
- Monitoring TS Isaias progress and informing COAB Administration
- PD participated in 2021 Budget Workshops
- Processing Grant Application for COVID 19 relief funding
- Managing Grant Application for 2019 JAGC

Public Utilities

- Went to emergency operations on Monday, July 6, prioritizing emergency water breaks and sewer complaints; repositioned a meter on Jordan St.; inspected 6" water main connection at Wells Fargo Bank on Atlantic for future commercial permit in the area; water breaks at Irex St, Sandy Dune; installed 2" service line and meter for residence on Beach Ave; completed 4" water line to reuse pond in ABCC; performed hydrant flow test at Mayport Rd. apartment complex and at W. 7th and Mayport Road; performed 40 locates, 5 inspections, 4 contractor's meetings, 2 utilities explorations;
- Performed required system testing and maintenance on waste water treatment facilities; after some minor pump issues, reuse system running all week with an average flow of 0.277 MGD; had hypo pump repaired to assist with chlorinating the reclaim system; distribution crew assisted in plumbing in a 4" potable water line to the golf course;
- Performed required system testing and maintenance on water treatment facilities; received 3 responses (for a total of 11) from 60 needed mailers regarding lead and copper testing; tested all generators; performed DEP testing and submitted lab reports to DEP; completed monthly diesel fuel containment area inspections; preparing to rebuild chlorination unit at WTP #2 – gathering necessary parts; preparing information for tank rehab at WTP #4;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; assisted WWTP operator with a check valve at WWTP

Public Works

- Worked extensively on Public Works budget.
- Palm Tree trimming contract is completed around the city.
- Set up pump and started pumping down the Aquatic Pond in preparation of the storm.
- Howell Park Middle Bridge and N.E. walkway are scheduled to begin August 17th.

Recreation

- Due to COVID-19, the Gail Baker Community Center, Jordan Center, Adele Grage Cultural Center are closed until further notice.
- Waxed floors and cleaned out closets.
- Delivered Mugs and Flowers to the Seniors
- Delivered weekend snack bags to kids.
- Delivered groceries.
- Working with DIG Local Network to deliver 33 meals.
- Updated the Virtual Recreation Center webpage.
- Virtual Art Gallery featuring Caitlin Flynn for the month of July 2020 on the city website.
- Working on the Virtual Art Gallery featuring Lyn Sigmon Broderick for the month of August 2020.
- Worked on the 2020-21 budget.
- CARAC Contribution Package FY 2020-21 published on the city website.
- The CARAC is discussing a proposal for a dog festival.
- Working on Fall Flag Football, Registration Begins September 1.
- Working on Movies in the Park, Bull Park – August 21, Donner Park – September 25 & Russell Park - October 17.
- Working on the Fall Festival, Donner Park – October 10.
- Working on Family Fun Day and Campout Under the Stars, Russell Park – October 17.
- 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.