

July 24, 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

- Worked on the annual budget with department heads and commissioners.
- Reviewed Community Development Board agenda items and attended the July 21 CDB meeting.
- July 23 budget workshop.
- Reviewed final agenda items for the July 27 City Commission meeting.
- 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

- Prepped for and attended the July 23 budget workshop.
- Working on youth baseball facility-use agreement.
- Various website project page updates.
- Worked on City Commission priorities update.
- Produced utility bill newsletter and e-newsletter.
- 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.
- Information Technology:
 - o VPN Security Update
 - o Zoom budget meetings for individual commissioners
 - o Met with Troy Stephens and Convergent Technologies to spec out a new gate and controller for WP1

Building

- Front Counter Staff continues to work from home and on-line plan review.
- Inspectors continue remote inspections and social distancing.
- Issued 49 building permits.
- Conducted 42 plan reviews and 112 building inspections.
- Participated in Monday development meeting, met with one commercial and one residential property owner, and discussed current projects.
- Held Department Zoom meetings.
- Witnessed destructive engineering analysis in Cloister unit.
- Worked on CRS Audit.

City Clerk

- City Clerk Bartle is out of office from July 20, 2020 – July 27, 2020
- Deputy City Clerk attended the July 23, 2020 Budget Workshop - virtually
- Processed, published and distributed the agenda for the July 23, 2020 Budget Workshop and final agenda for the July 27, 2020 regular Commission meeting – both held via videoconference
- Processed 10 lien letter requests - Electronically
- Updated City's calendar and prepared notices for upcoming meetings.
- Received and processed nomination petition forms for two candidates
- Completed draft minutes of the April 27, 2020 Commission Workshop
- Processing five Public Records Requests
- Executed and mailed three July 2, 2020 Code Enforcement Special Magistrate meeting Orders
- Prepared and mailed three Notice of Hearing letters for the September 3, 2020 Code Enforcement Special Magistrate meeting
- Assisted public by responding to citizen phone calls and requests for assistance

Engineering

- Attended the City of Jacksonville Special Committee on Resiliency Subcommittee Meeting on Environmental Planning as representative from Atlantic Beach
- Prepared draft 10-year Capital Improvement Plan for potable water and wastewater
- Continued Development of CDBG-MIT General Planning and CDBG-MIT General Infrastructure grant applications
- Participated in Lower St. Johns River Tributaries Technical Assistance Team meeting regarding pollution reduction in tributaries
- Conducted feasibility analysis of the next phase of the Seminole Road multiuse path

Finance

- Purchasing
 - o Processed 59 Purchase Orders for a total amount of \$193,555.14
 - o 69 Checks processed for a total amount of \$252,850.69
- Service Orders

- 110 Requested
 - 111 Completed
- Utility Billing
 - No bills sent out this week
- Processed 171 Payroll checks for a total of \$304,495.29
- Spent the week working on and finishing the first draft of the Fiscal Year 2021 Budget
- Attended meetings with individual commissioners regarding budget matters

Human Resources

- Ongoing research on responsibilities for Safety Officer in ICS structure. Interaction with the other safety officers.
- Participated in webinars regarding inclusivity of all staff.
- Followed up on two FMLA certifications.
- Discussions on Workers compensation issues.
- Discuss upcoming mediation with City Manager. Teleconferences with our attorney.
- Reconciled and paid invoices to UHC, Humana, Standard, Lincoln & SunLife.
- In-processed a new employee.
- Coordinated with CareSpot to get medical results for a new employee.
- Coordinated with PGCS on a workers comp. claim that included a police report and medical updates.

Planning/Community Development

- Community Development Board meeting
- Public assembly and parade ord.
- Façade grant application staff report
- Plan Review
- Inspections
- 2020 Graduates Tree Planting
- ESC Tree Subcommittee Meeting
- Political signs – relocated political signs from the right of way to the front yard as needed

Police

- Attended planning, Intel, Command, and Liaison RNC meeting
- Met with 3 beaches for RNC unified command
- Background investigations for police officer applicants
- Hurricane Preparedness discussions ref ICS and plan with all Dept heads individually
- Hurricane Awareness ICS class attended by Lt. Cameron
- Hurricane shelter walk thru at FSCJ South
- Death of Former Police Officer David Archer
- Officer Involved shooting follow up investigation

Public Utilities

- Went to emergency operations on Monday, July 6, prioritizing emergency water breaks and sewer complaints; responded to water break on 20th St, leaking backflow on Beach at 11th; responded to pressure issues on Garden Lane
- 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 0.315 MGD; tested generator under load
- Performed required system testing and maintenance on water treatment facilities; received no responses (for a total of 8) from 60 needed mailers regarding lead and copper testing- sent out reminder letters to residents who haven't responded; tested all generators; performed DEP testing and submitted lab reports to DEP; responded to customer water quality complaints on Rudder Road (homeowner needed to flush out pipes after an extending absence) and Fairway Villas (homeowner had home water softener issues)
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; replaced fuel line on Lakeside generator

Public Works

- Palm Tree trimming is completed around the city and in some park areas.
- Met with the Baseball Association to discuss the contract.
- A Pre-construction meeting was held for the Police and PW storage building. The Contractor is working on the engineered drawings to file for permits.
- Rusted out beams at the Public Works building have been cut out and replaced.
- Met with the Hanson Engineering on widening the South end of Seminole sidewalk.
- Rode the AIA stormwater outfall ditch line to inspect with the City Engineer.
- The special tree lighting was done in Russell Park.
- Over hanging street trees were trimmed up on Sandpiper Lane, Frances Ave, Forsyth, the around the Water Dept.
- Met with Advanced Disposal to discuss contract.
- Accepting price quotes to build a rubberized asphalt track at the Aquatic Dog Park.
- A purchase order has been issued to rebuild the Howell Park middle bridge and N.E. walkway.
- 8' wide bike path going North on Seminole Road from Palm Ave. to the Police Dept. was taken to Commission and approved. Contractor should start by the second week of August
- Seminole Road drainage project is ongoing. Contractor is working from the North to the South. Got the North 25% of project completed and starting on the next section.
- 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%.

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.
- Updated the Virtual Recreation Center webpage with additional resource links.

- Virtual Art Gallery featuring Caitlin Flynn for the month of July 2020 on the city website.
- Working on the Virtual Art Gallery slideshow for the month of August 2020.
- Answered a public request for information.
- Worked on the 2020-21 budget.
- CARAC Contribution Package FY 2020-21 added on the city website.
- The CARAC is discussing a proposal for a dog festival.
- Working with DIG Local Network to deliver 32 meals.
- Working on the Fall Festival and Fall Flag Football.
- 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.