

August 7, 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](http://www.coab.us/weeklysummary).

**City Manager**

- Continued working with staff on annual budget issues.
- Reviewed agenda and prepared for the Aug. 10 City Commission regular meeting.
- Worked on annual budget; prepared and attended the Aug. 6 Budget Workshop.
- Attended a FL Department of Environmental Protection webinar on Coastal Resiliency.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Attended the monthly Technical Coordinating Committee of the Transpiration Planning Organization.
- 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**

- Met with Atlantic Beach Athletic Association reps regarding facility-use agreement.
- Met with city manager, mayor and police chief regarding various issues.
- Attended Aug. 5 Beaches Watch meeting.
- Attended the Aug. 6 Commission budget workshop.
- Met with IT staff about regarding various issues.
- Message re water quality.
- 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 IT Helpdesk software upgrade
  - o Building Dept. phone reconfiguration
  - o Start new gate and card reader project for WP1
  - o Host zoom meeting for Commission Budget workshop

## **Building**

- Issued 70 building permits.
- Conducted 42 plan reviews and 106 building inspections.
- Front Counter Staff rotating in City Hall.
- Department Zoom meetings Mondays, Wednesdays, and Fridays.
- Participated in Monday development meeting and discussed current projects.
- Worked on Budget.
- Worked on CRS.
- Worked on three records requests.

## **City Clerk**

- Processed, published and distributed agenda packet for the Aug. 6 (Electronic) Budget Workshop.
- Processed, published and distributed final agenda packet for the August 10 regular Commission (Electronic) meeting.
- Spent significant time updating various city website pages, board and committee pages, and templates to reflect new language regarding meeting video links. Notified board and committee liaisons and elected officials about the changes.
- Discussed upcoming Board Member Review Committee agenda with Commissioner Norris.
- Worked with representative from JustFOIA to help with transition to new records request program.
- Attended and participated in the Aug. 6 (Electronic) Budget Workshop.
- Scheduled delivery and pickup of election equipment for Primary Election.
- Entered requisition for the new contractor hired to help with meeting minutes. Provided assignments and instructions to new team member via virtual meeting.
- Coordinated with Commissioner Waters regarding her agenda item.
- Updated City's website calendar.
- Provided details for city clerk's proposed budget to the elected officials and city manager.
- Completed draft minutes of the May 26 regular Commission meeting
- Processed eight lien letter requests – electronically.
- Completed one public records requests involving multiple departments and working on eight others.
- Assisted staff and public by phone and email.
- Submitted a list of common services and phone numbers to HR.
- Performed election-related duties; researched and assisted candidates and treasurers with questions; coordinated with Duval County Supervisor of Elections' staff on various processes; drafted qualifying memo and compiled information and forms, scheduled appointment with candidate to file qualifying papers on Aug 26, received and processed a nomination petition form, updated webpage; emailed reminders, and received and processed Campaign Treasurer's Reports.

## **Engineering**

- Continued participation in COJ Special Committee on Resiliency Subcommittee meeting on Environmental Planning as representative from Atlantic Beach
- Continued preparation of technical specifications for the repair and rehab of the WTP No. 4 water tank
- Reviewed floodplain compensation calculations for Selva Preserve based on availability from Atlantic Beach Country Club
- Completed update of Public Utilities 10-year Capital Improvement Plan
- Addressed placement of Thorguard installations on the beach
- Coordinated planning for additional drainage easements in Hopkins Creek

## **Finance**

- Purchasing
  - o Processed 36 Purchase Orders for a total amount of \$14,602.16
  - o 81 Checks processed for a total amount of \$142,800.67
- Service Orders
  - o 183 Requested
  - o 213 Completed
- Utility Billing
  - o 2,670 utility bills were sent out this week
- Processed 177 Payroll checks for a total of \$306,431.36
- Spent the week working on and finishing the third draft of the Fiscal Year 2021 Budget for the budget workshop with the Commission
- Discussed year-end purchasing procedures with staff
- Received data request from actuary for the Other Post-Employment Benefits Other than Retirement (OPEB) valuation, will be working with Human Resources on gathering necessary data
- Received list of remaining items for the FY19 audit
- Received items from the Pension Boards' Attorney related to the SECURE Act

## **Human Resources**

- Continue to work with City Manager and a Commissioner on potential City Attorney options. Getting input from other HR directors throughout the state on their city attorney situation. Drafted a memo to CM with recommendations.
- Continued to field calls regarding COVID-19 and keep up with the latest COVID-19 data and guidelines from the CDC and others.
- Updating the City's FLC City Stats response after getting feedback from DCM and clarification from some department heads.
- Prepare for and attend virtual pre-renewal meeting for employee benefits.
- Prepare for and attend budget workshop. Draft bullet points for CM and update the HR page for the budget book.
- Compiled a City of Atlantic Beach functional telephone list with copies at the front door of City Hall for residents who might not know who to call while City Hall is closed and some staff are still working remotely.

- Received word that the COAB received a Silver Level Award from the First Coast Worksite Wellness group for the second year in a row for our wellness initiatives.
- Following up with ICMA on plan changes implemented by the Commission last fall.
- Reviewing commissioner's recommendations on resources for inclusivity and racial equity within the City.
- Spoke with the Mayor and CM about charter review officers' evaluations for this year. Followed up with the DCM, who will continue to be responsible for the evaluation process.
- Spoke with department head about succession planning.
- Out-processed 1 employee.
- Worked with the City Clerk's office on a public records request.
- Processed a background check on a Park Ranger applicant.
- Set up an employee for pre-employment medical testing with CareSpot.
- Opened 1 new "in house" job vacancy.
- Coordinated with CareSpot to send an employee for a post-accident drug test.

### **Planning/Community Development**

- Continued coordination with Atlantic Beach youth council to water newly installed trees.
- Followed up on open code cases
- Posted two stop work orders

### **Police**

- Officers participated in Crime Scene Management Training
- PD IMT prepared for Tropical Storm impact to Atlantic Beach
- Officers participated in Non-Lethal Force Training
- PD participated in City Budget workshops
- PD continues to participate in Duval Co COVID 19 response management

### **Public Utilities**

- Responded to sewer issues on 9<sup>th</sup> Street, Vecuna, Tierra Verde; inspected low water pressure complaints on 8<sup>th</sup> Street and Main St.; responded to water breaks on Alley Road and Selva Lakes Circle; televised sewer mains on Dutton Island West and Dudley St. for new home permits; changed out bad curb stop on Jasmine St.; reset and leveled meter boxes at Pine & Sturdivant; repaired sewer lateral on Forrestal Circle South; set 12 new meters in Preserve at Atlantic Beach; replaced sidewalk for work done on Atlantic Beach Drive; processed 15 permits; 27 locates; performed hydrant flow test for fire sprinkler installation on Mayport Road; received as-builts for new project at Mayport and Stanley-pre construction meeting scheduled for next week;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of 0.272 MGD; had polymer pump changed out for the centrifuge; purchased and installed new window AC unit for blower building panel room;

- Performed required system testing and maintenance on water treatment facilities; received 0 responses (for a total of 11) from 60 needed mailers regarding lead and copper testing- ordered test packets from lab; tested all generators; performed DEP testing and submitted lab reports to DEP; investigated water quality complaint from customer with water softener issues; preparing scope of work for water treatment plant #4 rehab project;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas;

## **Public Works**

- Approved Hanson Engineering to draft up plans for sidewalk widening on Seminole South.
- Replaced fence gate and some fence at Aquatic Dog Park
- Fixed fence gates at Russell Baseball fields.
- Had new irrigation system installed at the 19<sup>th</sup> Street Beach access.
- New flag installed at Vet Park.
- Worked on the Public Works Budget.
- Opened the Aquatic Pond back up to Hopkins Creek after all clear sign from storm.
- Police and PW storage building is being engineered by the contractor.
- Accepting price quotes to build a rubberized asphalt track at the Aquatic Dog Park.
- Howell Park Middle Bridge and N.E. walkway are scheduled to begin August 17<sup>th</sup>.
- 8' wide bike path going North on Seminole Road to City Hall should start within the next two weeks.
- Seminole Road drainage project is ongoing. Contractor is trying to get past Seaspray Avenue before school starts.
- Met with the Atlantic Village Shopping Center people to talk about expanding Hopkins Creek behind the center and to the West of the center.
- Donner Road project Engineers have been working with some Utility problems and should have the project designed to 100% soon.

## **Recreation**

- Took 3 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.
- We are rescheduling events and programs to start 3 weeks after the start of school, which will give us the opportunity to reassess COVID-19 numbers.
- Delivered weekend snack bags to kids.
- Delivered groceries.
- Updated the Virtual Recreation Center webpage.
- Virtual Art Gallery featuring Lyn Sigmon Broderick for the month of August 2020 on the city website.
- 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 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.
- Working with DIG Local Network to deliver 33 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm