

August 14, 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**

- Took 2.5 days off
- Continued working with staff on annual budget issues.
- Prepared for and attended the August 10 City Commission regular meeting.
- Reviewed draft agenda items for the next City Commission regular meeting.
- Reviewed monthly and annual legal fees.
- Participated in COVID-19 city sponsor events discussion with multiple departments.
- Reviewed City Contract with Advanced Disposal.
- 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**

- Working on HR recruitment software options that meet the needs of the City and are ADA/508 compliant.
- Attended Aug. 10 City Commission meeting.
- Attended Aug. 12 online Beaches Chamber of Commerce board meeting.
- Attended Aug. 13 Beaches Chamber of Commerce event featuring law enforcement.
- Preliminary work on establishment of resident traffic-calming device request guidelines and application request.
- Prepared Aug. 24 City Commission meeting draft agenda.
- Work with staff on City Hall reopening planning.
- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Utilized the City's communications platforms (i.e. website, social media, traditional media) to inform citizens about various matters, including but not limited to COVID-19.
- Updated the City's pandemic emergency orders.
- Information Technology:
  - o Wi-Fi Issues -PW

- SCADA server issues -UT
- Installed new printer - WWTP
- Door closer issues – City hall IT Areas

## **Building**

- Issued 44 building permits.
- Conducted 28 plan reviews and 107 building inspections.
- Participated in Monday development meeting and discussed current projects.
- Worked on CRS.
- Worked on three records requests.
- Worked on on-line permitting and payment of fees.

## **City Clerk**

- Prepared agenda guide for the Aug. 10 regular Commission meeting.
- Attended and participated in the Aug. 10 (Electronic) regular Commission meeting.
- Processed, published and distributed draft agenda packet for the Aug. 24 (Electronic) regular Commission Meeting.
- Drafted emergency plan.
- Notified board members about financial disclosure requirements.
- Assisted with preparations for opening city hall.
- Met with crew delivering election equipment for Primary Election.
- Met with 1306 precinct manager.
- Attended two department head meetings.
- Prepared and posted notices and updated City's website calendar.
- Processed 12 lien letter requests – electronically.
- Completed one public records requests involving multiple departments and working on eight others.
- Hosted a Zoom meeting to train new administrative contractor.
- Performed election-related duties; researched and assisted candidates and treasurers with questions; coordinated with Duval County Supervisor of Elections' staff on various processes; scheduled appointment with candidate to file qualifying papers on Aug 24, received and processed nomination petition forms, researched resign-to-run law and received resignation letter from a candidate; scanned and posted candidate's filed documents and forms; updated webpage; and emailed reminders.

## **Engineering**

- Coordinated utility accommodation requirements for Donner Rd rebuild
- Chaired COJ Special Committee on Resiliency Subcommittee meeting on Environmental Planning subgroup meeting
- Completed technical specifications for the repair and rehab of the WTP No. 4 water tank
- Assessed GIS needed updates
- Reviewed easement requirements for Mariner's Village proposed expansion

- Followed up with City of Jacksonville Environmental Quality Division regarding tributary water quality

## **Finance**

- Purchasing
  - o Processed 7 Purchase Orders for a total amount of \$3,204
  - o 67 Checks processed for a total amount of \$173,323.64
- Service Orders
  - o 134 Requested
  - o 153 Completed
- Utility Billing
  - o 3,215 utility bills were sent out this week
- No payroll this week
- Worked on and sent off a large portion of the remaining items for the FY19 Audit
- Sent e-mail to department heads requesting their program pages for the budget book
- Continued work on the FY21 Budget, putting it in final format
- Requested and received information regarding CARES Act funding use in the beaches area from the City of Jacksonville
- Prepared agenda items for the August 24<sup>th</sup> Regular Commission meeting
- Prepared minutes from the Pension Board(s) meeting held on May 14<sup>th</sup>, 2020
- Prepared and distributed Pension Board(s) meeting agenda to be held on August 20<sup>th</sup>, 2020.
- Conducted conference call with members of Finance team regarding opening City Hall to the public
- Attended Department Head Meeting via Zoom

## **Human Resources**

- Participated in a call regarding COVID-19 consideration for the City to consider when determining whether to permit and requirements for, special events. Follow up with researching events guidelines from CDC and State of Florida.
- Begin working on virtual diversity/inclusivity training for staff.
- Work with Deputy City Manager on HR recruitment software options that meet the needs of the City and are ADA/508 compliant.
- Research for update to CM on status of the law for employers and medical marijuana.
- Continue 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.
- Participated in Beaches Watch Board meeting.
- Working on ideas for awards presentation where COAB will receive 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.
- Set up 2 employees for pre-employment medical testing with CareSpot.

- Opened 1 new “in house” job vacancy.
- Opened 2 new job vacancies.
- Processed a new ICMA enrollment.
- Processed paperwork for employee entering DROP.
- Researched insurance information audit for Finance Director.
- Processed regular payroll.

### **Planning/Community Development**

- Parks Master Plan
- Prepare training for Community Development Board
- Prepare and send out the CDB agenda
- Updated Parade Ordinance
- Plan Review
- Building & Tree inspections
- ESC Meeting
- ESC LEED Meeting
- Respond to various zoning inquires
- Tree Watering
- Followed up on open code cases
- Coordinated access rights to City of Jacksonville GIS files
- Opened code enforcement cases against two unpermitted tree removals

### **Police**

- PD continues to monitor NWS reports of tropical disturbance in the Caribbean
- PD moving to vendor selection for Community Security Camera project
- Interim Chief participated in Jax Chamber luncheon Beaches Division
- PD in final phase of processing two applicants for Police Officer positions

### **Public Utilities**

- Utilities Department resumed regular hours August 10; televised sewer lateral and made repairs on Seminole Rd; repaired sewer main on Cove Landing; replaced service for a business on Main St; reset valve box for Fiddler’s Reef force main; met with engineer regarding Sea Salt Pavilion on Mayport Rd new construction; performing stuck meter change outs; performing water pressure checks and sewer issue complaints around city; performed 9 inspections; 3 permit reviews; 3 onsite contractor meetings; 48 locates; performing cross connection control inspections.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of .232 MGD.
- Performed required system testing and maintenance on water treatment facilities; tested all chlorine leak alarms; replacing/relocating alarm at WTP #3; prepared 2020 Lead & Copper sample bottles for customer distribution on 8/17/2020; received quote for tree trimming at WTP #2 & WTP #4.

- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; installed new telemetry unit in Buccaneer lift station; changed out telemetry unit in 20<sup>th</sup> St lift station.

## **Public Works**

- Installed six bike racks at 18<sup>th</sup> Street and striped a pedestrian walkway.
- Installed parking blocks on two stalls at 18<sup>th</sup> street and striped for no parking.
- Added a new shower at 3<sup>rd</sup> Street Beach Access.
- Restriping the yellow center line on Sherry Drive before school starts.
- Cut dead branches out of several trees in Russell Park, and along walking path.
- Working on adding a POW flag on pole at Veterans Park
- Hanson Engineering received a P.O. for the design work to widen the sidewalk on Seminole South.
- Worked on the Public Works budget.
- Howell Park Middle Bridge and N.E. walkway are scheduled to begin August 31.
- 8' wide bike path going North on Seminole Road to City Hall should start next week.
- Seminole Road drainage project is ongoing. Contractor worked on the section at Seaspray to get ready for school kids when school starts.
- Continuing to work with the Engineers on the design work for the Aquatic Pond project.

## **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.
- 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.
- Working on guidelines for private and public events.
- Updated the Virtual Recreation Center webpage.
- Virtual Art Gallery featuring Lyn Sigmon Broderick for the month of August 2020 on the city website.
- Received 50 gift cards from Palm Presbyterian for those in need of meals.
- Attended budget meeting.
- Delivered weekend snack bags to kids.
- CARAC Contribution Package FY 2020-21 published on the city website and Facebook.
- 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.
- 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