

August 21, 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 agenda for the August 10 City Commission regular meeting.
- Continued working with staff on annual budget.
- Met with Atlantic Beach Preservation to review 18th Street parking interventions.
- Met with Atlantic Beach Country Club HOA representatives to discuss trees.
- Met with owner and attorney of 1927 Beach Avenue to discuss development resolutions.
- Participated in a COVID-19 meeting with APBD and Recreation to discuss in-person event standards.
- Worked with property owner and staff to resolve parklet issues for the 32 Seminole Road coffee house.
- 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

- Assisting with planning of for holding “hybrid” Zoom/Chamber meetings.
- Assisting with ThorGuard lightning prediction system issue.
- Working with Beaches Go Green on a Keep America Beautiful grant opportunity to provide recycling bins in Beaches Town Center, at some beach accesses, and at our marshside parks.
- Met with AB Preservation reps and City staff.
- Met with IT pros and city manager regarding planned implementation of SharePoint document management system.
- Produced monthly newsletter with Yvonne Calverley’s assistance.
- Working with a resident on a Purple Heart recipient appreciation initiative.

- Attended Florida Municipal Communicator's Association board meeting.
- Exploring how the City can assist businesses adversely impacted by COVID-19.
- Working on public administration internship program.
- 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:
 - Server room door closure issues
 - Budget review and SharePoint documentation management system proposal
 - Budget summary document review and revision
 - Hybrid Zoom meeting testing

Building

- Issued 46 building permits.
- Conducted 37 plan reviews and 115 building inspections.
- Participated in Monday development meeting and discussed current projects.
- City Hall and Building Department open to the public.
- Installed computer and scanner in the lobby to accommodate electronic permitting for the public.
- Tested panic buttons for alarm system.
- Worked on CRS.
- Held Department meeting and discussed current projects and procedures.

City Clerk

- Processed, published and distributed final agenda packets for the Aug. 24 (Electronic) Commission Workshop and regular Commission Meeting.
- Election equipment was picked up on Aug. 19.
- Met with 1306 precinct manager.
- Attended department head meeting via Zoom.
- Prepared and posted notices and updated City's website calendar.
- Completed draft minutes of the July 2 Code Enforcement Special Magistrate meeting and May 18 Commission Workshop.
- Processed 14 lien letter requests – electronically.
- Completed one public records requests involving multiple departments and working on seven others.
- Reviewed and discussed hybrid meeting policy with the city manager.
- Prepared checklist and attended meeting to discuss logistics for holding “hybrid” Zoom/Chamber meetings.
- Working with finance director on advertising requirements for budget hearings.
- Sent ordinances to post on Municode and obtain estimate for codifying into Supplement 46.
- Prepared paperwork for purchase of registration and plate for three new City vehicles.

- Performed election-related duties; researched and assisted candidates with questions; coordinated with Duval County Supervisor of Elections' staff; scheduled appointments with candidates to file qualifying papers; completed qualifying packet and emailed to candidates; and updated webpage.

Engineering

- Investigated causes of infiltration into storm sewer at Pine St & David St
- Met with Tiffany by the Sea representative to discuss stormwater management options
- Evaluated placement of 16th St Thor Guard alarm and alternate locations acceptable to FDEP
- Continued development of multiple CDBG-MIT General Infrastructure grant applications
- Researched requirements & restrictions relating to construction on old dump sites
- Developed mini-roundabout concept for trial placement at TBD four-way stop intersection

Finance

- Purchasing
 - o Processed 54 Purchase Orders for a total amount of \$91,249.18
 - o 48 Checks processed for a total amount of \$265,698.11
- Service Orders
 - o 177 Requested
 - o 179 Completed
- Utility Billing
 - o No utility bills were sent out this week
 - o Utility non-pay disconnects resumed for delinquent accounts which had been suspended since March. A total of 87 customers were disconnected this week which had unpaid amounts from March, April and May.
- 180 payroll checks were processed for a gross amount of \$303,674.14.
- Continued working on the remaining items for the FY19 Audit
- Continued working on the FY21 Budget, putting it in final format.
- Worked on the Long Range Finance Plan to be included with the FY21 Budget.
- Send off grant agreement to FEMA for COVID-19 reimbursable expenses/overtime.
- Since City Hall opened to the public on Monday, our new Customer Service Representative is continuing her training with customers coming to the window. Given her training prior to City Hall opening, this phase is going well.
- With the help of the Human Resource Department, completed and sent off the data requested by our actuary for the OPEB valuation.
- Received training on hosting a Zoom meeting for the Pension Board(s) meeting being held this evening.
- Attended Department Head Meeting via Zoom
- Attended webinar on implementing Governmental Accounting Standards Board (GASB) Statement 84 – Fiduciary Activities. This will be required to be implemented in FY21.

Human Resources

- Attended three-day virtual conference on trending Workers Compensation issues.
- 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.
- TC with LIUNA representative on status of negotiations.
- Work with DCM on UNF intern recruitment and contract.
- Discuss grant issues with Public Safety department.
- Review and discuss proposed pay plan with Interim Chief of Police.
- Research new e-verify issues and potential solution for vendors.
- Develop new Wellness Challenge and start planning for Wellness Week and Open enrollment.
- Discuss CPR training with Police Department.
- Work on data request for potential health insurance providers as we go to market.
- Work with Police Department on securing parking assistant help for 18th Street. Reconciled and paid the Lincoln, Sunlife, UHC & Humana invoices.
- Closed 1 “in house” job vacancy.
- Opened 1 new job vacancy.

Planning/Community Development

- Work on Zoom procedures
- Training session for the CDB members via Zoom
- Resolution for hybrid quasi-judicial meetings
- Parks Master Plan
- Update the parade/special event ordinance
- Tree permits and inspections
- Plan review
- CDB minutes
- Trouble shoot /practice hybrid Zoom mtg.

Police

- PD is responding to community traffic enforcement requests
- Increase traffic enforcement for the first weeks of school reopening
- PD Communications Center is preparing for Sate of FL Accreditation Assessment
- Two new Police Officers completed the hiring process and recommended for hire
- Civilian volunteers are beginning to work with us again with COVID precautions in place
- PD continues to participate in Duval County COVID planning meetings
- PD continues to participate in weekly National Weather Service weekly partner briefing for Tropical Depression 13

Public Utilities

- Set meter for Francis Ave; inspected water break for condominiums on Assisi – found their irrigation to be leaking; had water breaks on Main St, Sandy Dune; replaced sod from previous work on 20th, Snug Harbor, 5th, Ocean; repaired backflow for a business on Mayport Rd; distributed precautionary boil water/water outage notices for hydrant replacement on Green Cay and surrounding areas; located and exercised water valves in Oak Harbor; investigated water break inside waste water treatment plant; performed 36 locates, 4 inspections, 2 contractor meetings, 4 site visits; receiving cross connection control reports from various backflow companies; completed backflow inspections of all lift stations.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average flow of .172 MGD; replaced broken belts on pond aerator pump; installed window unit AC in blower building panel room.
- Performed required system testing and maintenance on water treatment facilities; prepared water plant #2 for tank cleaning and inspections; replaced broken pump at water plant #2; rebuilt chlorination units at water plant #2 to DEP regulations; flushing hydrants; took samples from storm drains on David & Pine Streets to check for waste water intrusion – results were negative; replaced broken chlorine regulator at water plant #4.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; coordinated tree trimming around lift stations; ordered sound proofing materials for ABCC lift station.

Public Works

- Restriping the double yellow center line on Sherry Drive and on East Coast Drive.
- Installed a new AC window unit in the Dog Kennel.
- Repaired the concrete island at 16th Street and Seminole Road for the mailbox.
- Stained the fence at Russell Park.
- Mowed most right of ways and ditch lines this week.
- Ordered a POW flag for the pole at Vet Park.
- Hanson Engineering is working on the plans and specifications for widening the sidewalk on the South end of Seminole Road.
- 8' wide bike path going North on Seminole Road to City Hall was delayed due to the weather. The Contractor should start within the next week or two.
- Police and PW storage building is being engineered by the contractor.
- Howell Park Middle Bridge and N.E. walkway are scheduled to begin August 31
- Seminole Road drainage project is ongoing. Contractor worked on the section at Seaspray to get ready for school kids.
- Donner Road project Engineers have been working with some Utility problems and should have the project designed to 100% soon.
- Still working with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took 5 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 7 contribution packages FY 2020-21.
- 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 32 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm