

August 28, 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**

- Prepared for and attended the August 24 City Commission workshop and regular meeting.
- Reviewed agenda items for the September 14 City Commission regular meeting.
- Continued working with staff on annual budget and a draft budget message.
- Reviewed the draft COAB Parks Master Plan and discussed priority recommendations.
- Met with Art Republic to discuss public art projects along Mayport Road.
- Attended a portion of the South Atlantic Coastal Study (SACS) Focus Area Workshop for the NE Florida focus area.
- Toured the Atlantic Beach Country Club with HOA representatives to discuss trees.
- Reviewed the Community Garden proposal from DIG Local.
- Met with staff to discuss ongoing GIS needs for utilities and training.
- Participated in a COVID-19 meeting with ABPD and Recreation to discuss in-person event standards.
- Reviewed staff recommendations and guidelines for starting events.
- 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**

- Attended Aug. 24 City Commission workshop and meeting.
- Assisted with parks master planning.
- Working with two local youth baseball organizations; the fall season at Russell Park begins Sept. 19.
- 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.

- Worked on advancing racial quality initiative.
- Significantly updated the City's COVID-19 messaging.
- UNF MPA candidate Joe Johnson has joined the City team. He will be assisting the city manager's office with numerous initiatives, including but not limited to the bicycle safety program, a volunteer beach cleanup campaign, and a veterans appreciation project.
- Planning a Zoom meeting for AB business operators at 10 a.m. Tuesday, Sept. 8.
- 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, bike safety, Census participation, and Women's Equality Day.
- Updated the City's pandemic emergency orders.
- Information Technology:
  - o Processed quote for New Minolta copier for PW
  - o New printer for WP1
  - o Set up Zoom meetings, including one for AB businesses
  - o Reconciled IT budget detail worksheet to 2020-2021 proposed budget
  - o Issues with UPS units in server racks

## **Building**

- Issued 66 building permits.
- Conducted 17 plan reviews and 128 building inspections.
- Met with CRS consultant and worked on audit.
- Worked on TRAKiT issues and online permitting.
- Participated in development meeting and discussed current projects and unpermitted buried trash.
- Discussed inappropriate fill with attorney.
- Discussed contractor license violations with Florida DBPR.

## **City Clerk**

- Prepared agenda guide for Aug. 24 regular Commission meeting.
- Attended and performed administrative duties for the Aug. 24 (Electronic) Workshop and regular Commission meeting.
- Prepared Notice and sent Zoom invitations for the Aug. 25 Board Member Review Committee (BMRC) meeting.
- Prepared and published the agenda packet for the Aug. 25 (Electronic) BMRC meeting.
- Hosted the Aug. 25 BMRC meeting.
- Each of the seven candidates met with the city clerk and filed their qualifying papers; updated website; and sent Candidate Oaths to the Duval County Supervisor of Elections Office for the Nov. 3 General Election ballot.
- Completed draft minutes of the June 15 Commission Workshop.
- Processed 12 lien letter requests – electronically.
- Provided notary services to candidates, public, and staff.
- Coordinated with vendors and entered requisitions.

- Drafted staff report and resolution for the Sept. 14 Commission agenda.
- Assisted public by responding to citizen phone calls and requests for assistance.
- Prepared paperwork for purchase of registration and plate for new Building Dept. vehicle – dealership to purchase.
- Uploaded audio recordings of this week’s public meetings from handheld recorder to the network for retention.
- Purchased registration and plate for two new Building Department vehicles, and one new Police Department vehicle from Tax Collector.
- Public Records Requests management and tracking of staff tasks and records requests’ activity- (6) currently active.
- Attended a meeting regarding the newsletter.
- Excessive time spent on reviewing email archiver searches responsive to public records requests related to 1600 Selva Marina Drive and The Cloister Condominium.
- Notified board members about financial disclosure requirements.

## **Engineering**

- Reviewed and marked up FDOT plans with utility locations for proposed Wonderwood Drive and Atlantic Blvd improvements
- Evaluated site plans for multiple single family home sites
- Met with several citizens to discuss onsite stormwater retention requirements
- Evaluated structural drawings for the digester bridge at the WWTF and returned comments to consultant for review
- Participated in Army Corps of Engineers South Atlantic Coastal Study workshop with a focus on the Intracoastal Waterway marshes south of the St. Johns River
- Reviewed and commented on Aquatic Gardens stormwater improvement project 90% design plans
- Started development of a Hopkins Creek and Shermans Creek tributary improvement plan
- Participated in COJ Special Committee on Resiliency planning meeting
- Investigated water leak complaints in the Wonderwood/Mayport Rd area

## **Finance**

- Purchasing
  - o Processed 14 Purchase Orders for a total amount of \$22,962.89
  - o 101 Checks processed for a total amount of \$222,173.45
- Service Orders
  - o 137 Requested
  - o 146 Completed
- Utility Billing
  - o 2,803 were sent out this week
- Continued working on the remaining items for the FY19 Audit, fulfilled additional requests from the auditors.
- Continued working on the FY21 Budget, putting it in final format and making adjustments as new information/requests come in.

- Held teleconference with consulting Accountant on the status of the audit and when financial statements can be prepared.
- Worked on the Long Range Finance Plan to be included with the FY21 Budget.
- Attended regular Commission meeting for items related to Finance on the agenda
- Worked on additional agenda items for the next Regular Commission Meeting.
- Conducted analyses on budget impacts on various items

## **Human Resources**

- Continue working on virtual diversity/inclusivity training for staff.
- Continue to field calls regarding COVID-19 and keep up with the latest COVID-19 data and guidelines from the CDC and others.
- Work with DCM on UNF intern recruitment and contract issues.
- Discuss contract issues regarding parking assistant help for 18<sup>th</sup> Street with Public Safety department.
- Review and discuss proposed pay plan with Interim Chief of Police. Reviewed update.
- Finalize and submit data request for potential health insurance providers as we go to market.
- Work on revising various trainings to offer them virtually.
- Work with two departments on employee issues.
- Review applications for Public Works supervisor vacancy.
- Work with team put together by Recreation Department on COVID-19 guidelines for events.
- Attended Webinar on The New Dimensions of Work: Are you prepared? Planning for a Post-Covid-19 World.
- Attended Webinar on Reimagining Workplace Investigations and Employee Training During COVID-19.
- Attended Virtual EEOC workshop.
- Attended Webinar entitled How to Deal with a Positive Case in Your Office.
- Spoke with several entities who offer virtual training on Diversity, Inclusion and Unconscious Bias for staff.
- Closed 2 job vacancies
- Opened 1 new job vacancy
- Processed regular payroll
- Processed pension payroll

## **Planning/Community Development**

- Presented Parks Master Plan to Commission
- Presented Resolution for hybrid meetings to Commission
- Parade and special events workshop with Commission
- Cost estimates for recommendations out of the Parks Master Plan
- Attended seminar on Designing Urban Rights-of-Way to Prevent Damage from Tree Roots
- Watered new trees
- Plan review

- Building and tree inspections
- Met with COJ for tree planting locations
- Met with ABCC regarding tree location conflicts with utilities
- Finalized Agenda for the 9/2/2020 Special Magistrate meeting
- Followed up on open code cases
- GIS updates for Preserve at Atlantic Beach utilities

## **Police**

- PD participated in city special events policy development meetings
- PD reviewing traffic control improvements at various locations in the city
- PD providing increased presence in school zones during first week of school
- PD is processing new police applicants for hire
- PD meeting with COJ and JSO to improve emergency communication preparedness during evacuations

## **Public Utilities**

- Changing out meters; installing service for 1725 Beach Ave; investigated sewer issue at 1778 Ocean Grove; lowered clean out at 866 East Coast; checking water pressure complaints at Duna Vista, Mayport Road; investigated improper sewer connection at Begonia St; repaired water break at Selva Lakes Circle; performed emergency water shut off for a resident on Plaza; preparing for service replacements at 19<sup>th</sup> & Beach and sewer replacement at Park Terrace West; met with customer at 680 Mayport concerning hydrant, sent a hydrant flow test and discussed fire line replacement; repaired a water break on Seminole Road; repaired leaking 6" line on Main St; performed 41 locates; 6 inspections; 2 emergency contractor inspections; performed 6 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 .123MGD
- Performed required system testing and maintenance on water treatment facilities; rotated and tested chlorine units and alarms at all water treatment plants; rotated high service pump positions; refilled reservoir and elevated water tower tanks at water treatment plant #2 after cleaning, and tested for chlorine levels in the field; delivered lead and copper sample packets to participating residents – (12 out of 30 needed); began door to door process from approved DEP list
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; began installing sound proofing materials for ABCC lift station

## **Public Works**

- Striped the double yellow center line on Sandpiper Lane
- Repaired Oceanwalk neighborhood sinkhole repaired
- Installed seven new "No Dogs on Baseball Fields" signs at Russell fields
- Stained the fence at Russell Park

- Added fill dirt and new mulch to Aquatic Dog Park
- Painted the weld repairs around the baseball dugouts at Russell
- Cut Seminole Road ditch this week
- Hanson Engineering is working on the plans and specifications for widening the sidewalk on the South end of Seminole Road. First review is complete.
- 8' wide bike path going North on Seminole Road to City Hall started this week.
- Police and PW storage building is being engineered by the contractor.
- Seminole Road drainage project is ongoing. Contractor is complete with all the project North of Seaspray
- 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.
- Submitted guidelines for private and public events to the city manager for approval.
- Updated the Virtual Recreation Center webpage.
- Virtual Art Gallery featuring Lyn Sigmon Broderick for the month of August 2020 on the city website.
- Received 17 grant 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 40 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm