

September 11, 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**

- Reviewed agenda items and helped prepare the final agenda for the September 14 City Commission regular meeting.
- Attended a local business virtual meeting to discuss their needs and get feedback on a potential small business grant.
- Met with new JEA leadership to discuss relationships moving forward.
- Attended portions of the FL American Planning Association virtual conference for AICP continuing education credits.
- Reviewed revised contract with Art Republic to expand public art projects along Mayport Road.
- Met with local owner/developer to discuss ongoing concerns.
- Continued to review the Recreation Department's draft event and community center thresholds for COVID-19.
- Met with Kirk Hansen to discuss the proposed budget.
- 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**

- Worked on Community Development Board hybrid meeting planning and communication.
- Worked on articles for Shorelines and Atlantic Beach Living.
- Planning for Sept. 19 baseball opening day and green market co-existence.
- Met with City representatives and JEA reps on city-utility relationship moving forward.
- Hosted a local business virtual meeting to discuss their needs and get feedback on a potential small business grant.
- 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, Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and Saturdays).
- Updated the City's pandemic emergency orders.
- Information Technology:
  - o PD body camera deployment and training
  - o Assisted with various Zoom meetings and training committee/board liaisons.

## **Building**

- Issued 28 building permits.
- Conducted 35 plan reviews and 60 building inspections.
- Worked on CRS audit.
- Worked on three records requests.
- Created new Bulletin 2-20, for the installation of standby generators.
- Conducted Saturday roofing inspections, in line with our After-Hours Inspection policy.

## **City Clerk**

- Prepared form and sent election assessment fee to the Elections Commission.
- Received application from citizen interesting in serving on the Community Development Board.
- Updated website calendar for ESC and Commission meetings.
- Received Treasurer's Reports and updated candidate folders.
- Processed, published and distributed final agenda and prepared agenda guide for the Sept. 14 regular Commission meeting.
- Significant time spent on researching records and processing public records requests – 8 currently active.
- Prepared budget modification request and entered purchase requisitions.
- Completed draft minutes of the June 22 Commission Workshop.
- Attended JustFOIA training webinar.
- Processed (12) Electronic Lien Letters.
- Working on minutes of the June 22 Commission meeting and June 23 Board Member Review Committee.

## **Finance**

- Purchasing
  - o Processed 36 Purchase Orders for a total amount of \$201,131.78
  - o 58 Checks processed for a total amount of \$80,041.70
- Service Orders
  - o 162 Requested
  - o 162 Completed
- Utility Billing
  - o 3,183 were sent out this week

- No payroll this week
- Fulfilled auditor numerous requests for the FY19 audit.
- Attended Department Head Meeting via Zoom
- Contacted actuary for impact statements for the two pension plans regarding ordinances to be presented at the Commission meeting at the end of the month.
- Prepared month-end journal entries for August in preparation for monthly financial report.
- Reviewed and researched information on the merits of using CPI-U vs. CPI-WST for contract escalation and reviewed the Solid Waste section of the City Code.
- Contacted Times Union to get advertising contact in preparation for the required budget advertisements.
- Begun preparations for the FY20 Fiscal Year end.

### **Human Resources**

- ICMA-rc Defined Contribution plan – update contact and plan administrator information and implement plan amendment.
- Finalize and submit data request for another potential health insurance provider as we go to market.
- Draft contract for ArtRepublic not-for-profit for Mayport Road murals.
- Work with Deputy CM on IT division updates.
- Review updates from Recreation Director on Events Guidelines due to COVID-19.
- Finalizing COVID-19 updated policy for staff.
- Kicking off an exciting wellness challenge including the use of body composition scales.
- Participated in six interviews for Public Works supervisor position.
- Completed exit paperwork for 2 employees
- Closed 1 job vacancy
- Opened 1 new job vacancy
- Worked with PGCS on a workers comp. claim
- Processed regular payroll

### **Planning/Community Development**

- Parade, special events, public assembly ord.
- Staff reports for commission
- Attended Business Grant Meeting
- Art Grant request presentation to CARAC
- ESC meeting
- Staff reports for CDB agenda
- Plan Review
- Building & Tree Inspections
- Signs in right of way – Developed and mailed a friendly flyer to address the increase in signs posted in front of homes in the City right of way.
- Followed up on open code cases
- Posted 1 stop work order

- We received one report of Sea Turtle hatchlings being disoriented. The possible cause was believed to be sky glow from Jacksonville Beach.

## **Police**

- PD hired a new School Crossing Guard
- PD posted two open positions for Police Officer
- PD assisted with planning for opening day of AB baseball season festivities
- PD facilitated CPR training for Communications Division for Accreditation
- PD attended Executive briefing with beaches PD's on Officer Wellness hosted by UNF
- PD attended Running 4 Heroes recognition event in NB for local officer who recently passed

## **Public Utilities**

- Changing out meters and curb stops; repaired water break at Courtyards, 19th at Oak Circle, Seminole Road & responded to a leaking meter at Pine St; replaced irrigation meter at 19th \$ Beach; extended sewer lateral on Royal Palms; sewer repair on Cape Charles; repaired backflow preventer at Cavalla lift station; performed pressure check at Selva Lakes Circle; reviewed 7 permits, 43 locates and 5 utility inspections
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .170 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; received 26 of 30 needed lead & copper samples.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas.

## **Public Works**

- Fixed the cross over pipe at the Aquatic Pond.
- Royal Palms Speed Radar signs are going in this week; depending on weather.
- Did some erosion control at the City Hall creek.
- Installing a memorial bench on 13<sup>th</sup> Street.
- Met with the ABBA President to discuss opening day of baseball.
- Added five more pallets of sod at the Aquatic Dog Park.
- PW received the engineered plans for Seminole 8' wide bike path on the south end of Seminole Road. Going out for bids. Bid opening will be on 10-14-20.
- Completed the 8' wide bike path up to the Police Department.
- Howell Park Middle Bridge and N.E. walkway start date was delayed.
- Seminole Road drainage project is ongoing. Contractor is complete with all the project North of SeaSpray. They have started the second section.
- Donner Road project engineers have been working with some utility problems and should have the project designed to 100% soon.
- Police and PW storage building is being engineered by the contractor.

- Still working with the Engineers on the design work for the Aquatic Pond project. We have met with the Engineers again to discuss the drawings.
- Public Works generator goes to Commission for approval on 9-14-20.

## **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.
- Working on guidelines for private and public events.
- Staffed the Cultural Arts & Recreation Committee Meeting on September 8.
- Cultural Arts & Recreation Committee Meeting is scheduled for September 10.
- The CARAC agreed to move forward with the Dog Festival.
- Virtual Art Gallery featuring Lyn Sigmon Broderick for the month of September 2020 on the city website.
- Updated the Virtual Recreation Center on the city website.
- Worked on the Article for the Atlantic Beach Living Magazine.
- Working on the Fall Festival, Donner Park – October 10.
- Worked on Family Fun Day and Campout Under the Stars, Russell Park – October 17.
- Working with DIG Local Network to deliver 43 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm