

September 4, 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 draft agenda for the September 14 City Commission regular meeting.
- Continued working with staff on annual budget and budget summary.
- Reviewed contract with Art Republic to expand public art projects along Mayport Road.
- Reviewed Dig Local contract for the Green Market.
- Attended the monthly Transportation Coordinating Committee of the Transportation Planning Organization.
- Met with a restaurant owner to listen to concerns and provide revenue ideas.
- Reviewed the Recreation Department's draft event and community center thresholds for COVID-19.
- 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 Russell Park baseball field use logistics with Atlantic Beach Athletic Association and Jax Juice travel team reps.
- Attended Sept. 2 Beaches Watch meeting.
- Worked on Beaches Town Center parking program messaging.
- Working on small business relief grant program; prepared draft policy for City Commission's review on Sept. 14.
- Working with intern Joe Johnson on bike safety, veterans appreciation, and beach litter cleanup projects.
- 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), and Labor Day garbage pickup.

- Updated the City's pandemic emergency orders.
- Information Technology:
 - o PD body camera deployment and training
 - o BD public information setup/TV
 - o Phone system issues
 - o End of life network switches quote
 - o Dell server extended services quote

Building

- Issued 67 building permits.
- Conducted 35 plan reviews and 116 building inspections.
- Discussed two contractor licensing issues with Florida DBPR.
- Working on electronic payments and E-Trakit.
- Working on CRS.
- Participated in Monday development meeting and discussed drainage issues and other current projects.
- Researching Florida DEP guidelines for unpermitted buried waste.

City Clerk

- Performed election-related duties; assisted candidates and treasurers with questions; updated webpage; approved ballot proof; emailed reminders; and received Campaign Treasurer's Reports.
- Processed, published, and distributed agenda packet for Sept. 3 Code Enforcement Special Magistrate (CESM) meeting.
- Prepared and emailed public hearing notice for Ordinance No. 20-20-157.
- Prepared and posted notice for Sept. 14 Commission meeting.
- Completed draft minutes of the Aug. 25 BMRC meeting.
- Prepared two staff reports for the Commission agenda.
- Collaborated with Finance Department on changes to our lien letter process.
- Compiling list of email addresses for notification of new process.
- Prepared hurricane checklist.
- Received resignations from two Committee members.
- Prepared, set up, attended, and performed administrative duties for the-Sept. 3 CESM meeting.
- Processed, published and distributed draft agenda packets for the Sept. 14 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests' activity- (8) currently active.
- Working on minutes of June 22 Commission Workshop and Regular meeting.
- Processed 14 lien letter requests- electronically.
- Updated City's calendar and prepared notices for Commission, CARAC, and ESC meetings.

- Uploaded audio recordings

Engineering

- Reviewed and approved final plans and specifications for the multiuse path on the southern portion of Seminole Rd
- Met with UNF Civil Engineering students to discuss flood protection for the west side of the city in advance of a student project to identify structural and non-structural mitigation ideas
- Conducted 90% engineering design review meeting to advance the Aquatic Gardens flood mitigation project
- Completed vendor selection for FEMA funded emergency generators for City Hall, Public Works Building and the Camelia St Lift Station
- Continued development of CDBG-MIT grant applications for various flood control projects
- Coordinated with City of Jacksonville to schedule the replacement of the dilapidated Pioneer Drive culvert on Sherman's Creek

Finance

- Purchasing
 - o Processed 35 Purchase Orders for a total amount of \$83,239.77
 - o 99 Checks processed for a total amount of \$139,385.23
- Service Orders
 - o 250 Requested
 - o 252 Completed
- Utility Billing
 - o 2,692 were sent out this week
- 174 Paychecks processed for a total gross amount of \$294,255.
- Attended board meeting of the Florida Government Finance Officers' Association
- Participated in a conference call with auditors regarding status of audit
- Wrapping up final items for the FY19 Audit, continuing to fulfill additional requests from the auditors.
- Completed draft of the proposed FY21 Budget to include all item for the budget book including the long range financial plan, table of contents, supplemental information and a glossary
- Attended Department Head Meeting via Zoom
- Worked on additional agenda items for the next Regular Commission Meeting.
- Met with staff and City Clerk regarding change to lien search items, which will no longer include outstanding utility bills.

Human Resources

- Continue working on virtual diversity/inclusivity training for staff.
- Still fielding calls regarding COVID-19 and keep up with the latest COVID-19 data and guidelines from the CDC and others.

- Finalize and submit data request for another potential health insurance providers as we go to market.
- Work on revising various trainings to offer them virtually.
- Drafting COVID-19 updated policy for staff.
- Work with City Clerk on compensation and benefits options.
- Review interview questions for Public Works supervisor position.
- In-processed new employee
- Worked with 3 new employees on insurance enrollments
- Closed 1 job vacancy
- Out-processed 1 employee
- Opened 2 new job vacancies
- Processed a new workers' comp. claim
- Processed a pension verification letter for a retiree

Planning/Community Development

- Interview for planner position
- Parade, special events, picketing ordinance
- ESC LEED subcommittee meeting
- Staff report for CARAC meeting
- Set up CDB Zoom meeting
- Review
- Tree & building inspections
- Parks Master Plan – Connectivity
- Special Magistrate hearing

Police

- PD continues increased presence in school zone related to the new school year
- PD installing Body Worn Camera (BWC) hardware and software to implement program
- PD participated in Beaches Watch Conversation with Beaches Black Youth
- PD processing 2019 JAGD Grant Application
- PD resuming required in person training of Police personnel

Public Utilities

- Changing out meters and curb stops; repaired water break on Orchid St, and at Ticondaroga lift station and tested new backflow device; replaced meter lid on Beach; called in utility locates for Mayport Road business for water leak; installed sewer lateral on Ocean Blvd; changed out broken curb stop on Barefoot Trace for plumber doing work; replaced damaged concrete around meter on Sturdivant; repairing sewer lateral on Park Terrace West; checked pressure at Stewart St lift station and changed out meter; performed 58 locates; 8 Trak It inspections; 3 contractor meetings; responded to 5 after hours answering service complaints; reviewed 9 permits

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .263 MGD; had electric float replaced in yard station
- Performed required system testing and maintenance on water treatment facilities; exercised and tested all generators and chlorine leak alarms; received contact information from billing department for customers regarding lead and copper testing and delivered testing materials; had contractor install starter replacements at water treatment plant #2; roof repairs completed
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; met with contractors at Buccaneer and Courtyards lift stations to conduct pressure checks on pumps

Public Works

- Completed the 8' wide bike path up to the Police Department.
- Royal Palms Speed Radar signs foundations being installed this week.
- Repaired several asphalt areas around the city.
- Cut a dead tree out of Johansen Park.
- Met with the ABBA President to discuss opening day of baseball.
- Added new mulch at the Aquatic Dog Park parking area and the cabana.
- Added fill dirt to Aquatic Dog Park and 5 pallets of sod.
- PW received the engineered plans for Seminole 8' wide bike path on the South end of Seminole Road. Going out for bids next week
- 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.
- 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 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.
- Received 17 contribution packages FY 2020-21.
- Cultural Arts & Recreation Committee Meeting is scheduled for September 8 & 10, 2020.
- CARAC is discussing a proposal for a dog festival.
- 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