

September 18, 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**

- Received 514 and sent 160 emails.
- Prepared for and attended the September 14 City Commission regular meeting.
- Reviewed and prepared agenda items for the September 28 City Commission regular meeting.
- Reviewed and prepared agenda items for the September 21 City Commission workshop.
- Continued working with staff on annual budget and a draft budget message.
- Met with ESC member Bruce Andrews to discuss the draft plane palette.
- Participated in a COVID-19 meeting with APBD and Recreation to discuss in-person event standards.
- Participated in a conference call with Neptune Beach to review issues with the paid parking program.
- Hosted a weekly department head videoconference meeting.
- Participated in a conference call with ESC leadership to discuss RAMSAR designation of COAB title marsh.
- 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**

- Sent 329 emails.
- Attended Sept. 14 City Commission meeting.
- Attended Sept. 18 Florida Municipal Communicators Association meeting.
- Attended Sept. 19 Running 4 Heroes event honoring two AB police officers.
- Assisting with charter official evaluation process.
- Updated proposed small business relief grant program for Commission's consideration on Sept. 28.
- Working with Recreation director to update/improve the City's canoe trail marketing/communication.

- Met with key stakeholders regarding a public art opportunity.
- Assisted with memorial bench program.
- Working with intern Joe Johnson on bike safety and veterans appreciation programming.
- Assisting with growth AB's participation in the City of Jacksonville tree-giveaway program.
- Prepared and submitted information to Gov. DeSantis' office on COAB executive orders, proclamations, resolutions, etc., pertaining to the public health emergency.
- Participated in Beaches Town Center parking meeting.
- Published news release/article on Chief Gualillo's promotion.
- 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, SaferWatch, the 4 Rs (recycling, reduction, reuse, refuse), Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and Saturdays), Running 4 Heroes awards.
- Updated the City's pandemic emergency orders.
- Information Technology:
  - Developed and hosted successful hybrid Zoom/Commission chamber webinar
  - Email reports for city manager and deputy
  - Year-end purchase orders
  - FTP Issues
  - VPN issues
  - TrakIt migration.

## **Building**

- Issued 64 building permits.
- Conducted 42 plan reviews and 103 building inspections.
- Worked on CRS.
- Worked on three records requests.
- Participated in Monday development meeting and discussed current projects.
- Ordered new code books for new code cycle, effective 12/31/2020.
- Researching buried trash and Florida DEP guidelines.

## **City Clerk**

- City Clerk and Deputy City Clerk attended and performed administrative duties for the Sept. 14 (Electronic) regular Commission meeting.
- Completed current fiscal year purchase requisitions.
- City clerk attended virtual department head meeting.
- Assisted with public hearing notices for WAIV20-0001.
- Prepared and sent budget and millage public hearing advertisement to *Beaches Leader*.
- Sent appointment letter to new ESC member.
- Administered Oath to new crossing guard.
- Processed, published and distributed agenda packets for the Sept. 21 Commission Workshop.

- Processed and published draft agenda packet for the Sept. 28 regular Commission meeting.
- Notarized two Affidavits of Postings of Violations for Code Enforcement.
- Public Records Requests management and tracking of staff tasks and records requests activity- (9) currently active
- Prepared agenda for the Sept. 28 special-called Commission meeting.
- Updated City's calendar with various meetings.
- Prepared notices for Commission and BMRC meetings.
- Deputy City Clerk attended Sept. 15 CDB (Hybrid) meeting.
- Assigned and distributed minutes transcribing material to contract employee.
- Assisted public by responding to citizen phone calls and requests for assistance.
- Completed draft minutes of the June 8 regular Commission minutes.
- Working on review of emails from email archiver.
- Processed (12) Electronic Lien Letters.

### **City Engineer**

- Responded to requests for information from contractors regarding WTP No. 4 tank rehabilitation
- Conducted interview with Florida Department of Economic Opportunity regarding the city's shortlisted CDBG-MIT grant application for adaptation planning
- Met with several residents to discuss fill placement on property
- Responded to multiple drainage inquiries
- Submitted 4 grant applications totaling \$5,400,000 for various drainage and potable water improvement projects
- Prepared cost estimates for various proposed parks projects

### **Finance**

- Purchasing
  - o Processed 54 purchase orders for a total amount of \$136,653.87
  - o 73 Accounts payable checks processed for a total amount of \$694,701.99
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- Service Orders
  - o 190 Requested
  - o 192 Completed
- Utility Billing
  - o No utility bills were processed and sent this week
- 171 payroll checks were process this week for a total amount of \$284,182.32
- Continued working on the last of the items needed for the FY19 audit.
- Attended Department Head Meeting via Zoom
- Attended regular Commission meeting, the first public hearing on the FY21 Budget
- Revised and submitted final draft of the FY21 Budget for the Commission meeting to be held September 28<sup>th</sup>.
- Completed and submitted the required advertisements to the Florida Times Union for the FY 21 Budget

- Attended Board meeting of the FGFOA via video call
- Continued working on fiscal year end items for FY 20

## **Human Resources**

- Participated in a claims update meeting with our health insurance provider and broker to go over utilization rates.
- Presented two items at the Commission meeting: Vic Gualillo's promotion and a retroactive pay increase for the City Clerk.
- Finalizing negotiations with our blue collar "LIUNA" union.
- Draft Staff Report and Resolution regarding pay increases for two charter officers.
- Arranged call with attorneys regarding an employee issue.
- Provided a draft update of the flex-time policy to the City Manager.
- Working on contract for ArtRepublic not-for-profit for Mayport Road murals.
- Review update from Recreation Director on Events Guidelines due to COVID-19.
- Began the BeFit wellness challenge including the use of body composition scales and weekly meetings with interested employees.
- Converting our City-wide Safety meetings to Zoom.
- Continue to work on Diversity and COVID-19 training for staff.
- Two webinars for Continuing Legal Education credits.
- Completed exit paperwork for one employee.
- Opened one new job vacancy.
- In-processed one new employee.
- Completed wage statement for employee on Workers' Comp.
- Processed paperwork for pension termination of a retiree that died.

## **Planning/Community Development**

- Parade/special events Ordinance presentation to Commission
- ESC LEED subcommittee mtg.
- ESC Tree subcommittee mtg.
- Commission staff report for Mayport Rd art grant request
- Commission staff report for Waiver
- CDB minutes
- CDB orders
- Cost estimates for recommendations out of Parks Master Plan
- Plan Review
- Building & Tree Inspections
- Parks Master Plan - Trails & Paths
- CDB Meeting
- Right of way sign enforcement – working on moving the signs out of the right of way. Per code, the city has the authority to remove signs placed in the right of ways but as a courtesy, the signs are being moved onto the adjacent property.
- Followed up with open code cases
- Public records request for building department

## **Police**

- PD conducted High Liability Driving Training for Officers
- PD members attended Leadership Training hosted by National Tactical Officers Assn
- Completed traffic survey on 20<sup>th</sup> St
- PD is assisting with revision of Special Events Policy
- Selected vendor to provide community security cameras on 18th St
- PD is applying for a grant to enhance training capabilities

## **Public Utilities**

- WTPs – Ring Power was on site at plants performing load bank testing on generators and performing annual maintenance; completed lead and copper sampling; finished first round of monthly Bac't samples; investigated water complaint at 430 Garden Lane; worked on and finished yearly evaluations of employees that work at WTP's; completed all routine maintenance at all WTP's.
- WWTP –Reuse system ran all week with an average daily flow of 0.123MGD, contractor inspected diesel fuel tank for compliance inspection, contractor treated effluent pond for vegetation, and completed weekly routine maintenance at plant; Lift Stations, Ring Power finished up with generator load bank testing and annual maintenance; Ferrell Gas repaired a propane leak on the piping at 11<sup>th</sup> Street; completed routine maintenance.
- Distribution Crew – fixed water breaks at several locations, 1763 Live Oak, 1937 West Sevilla Blvd, 1396 Violet St; fixed sewer lateral at 1041 Palm Landing; crew continued to work on service orders regarding stuck meters; worked on annual employee evaluations; had two contractor meetings; two tract it inspections; five locate tickets for operations; 40 locates and one FOG inspection at 51 Roberts St.

## **Public Works**

- Royal Palms Speed Radar signs have been installed.
- Installing a memorial Bench on 13<sup>th</sup> Street. Met with deputy city manager for confirmation.
- Pressure washed the concrete at the Russell concession stands along with the dug outs and walkways preparing for baseball opening ceremonies.
- Installed ropes blocking off areas for no parking on Plaza for this weekend at Russell.
- Aquatic Dog Park agility course has been requisitioned.
- Installed 40 new Engraved bricks at Vet Park walkway.
- Worked on collapsed pipe behind ABC Liquors in the city easement.
- Seminole Road South 8' wide bike path has been put out for bids. Bid opening will be on 10-14-20. (Between David St and Sturdivant Ave.)
- Completed the 8' wide bike path up to the Police Department.
- Howell Park Middle Bridge and N.E. walkway new start date 9-23-20.
- Seminole Road drainage project is ongoing. Contractor is complete with all the project North of SeaSpray. They have started the second section. (SeaSpray to David)

- 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 has been permitted and is on order. (Approx. 12 weeks for building delivery)
- 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 was approved by the Commission and is on order.

### **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/public events.
- Working with DIG Local Network to deliver 44 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm