

October 2, 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

- Attended Sept. 28 special meeting and regular City Commission.
- Out of office on personal leave - Sept. 29 through Oct. 2

Deputy City Manager/Information Technology

- Sent 373 emails.
- Promoted Ron Bautista to information technology manager position.
- Attended Sept. 28 City Commission meeting; presented business relief grant agenda item.
- Assisted with the development of COVID-19 event guidelines.
- Working with resident Lenny Jevic on a program to honor AB residents who died serving the U.S. during wartime.
- Assisted with City's Oct. 2 community blood drive.
- Prepared agenda item for charter officials' annual performance valuations.
- Planned and hosted neighborhood meeting on proposed Main Street traffic circle.
- Working with intern Joe Johnson on bike safety, veterans appreciation, and beach litter patrol programming.
- Met with a stakeholder on concept to improve the City's racquetball courts.
- Assisting with issues related to coexistence of Saturday green market and youth baseball at Russell Park.
- Managed request tracking system, COVID-19 hotline, and other communications tools.
- Messaging about 18th street security camera installation Howell Park bridge, walkway replacement.
- Working with a community volunteer who is assisting with two projects: athletic facility utilization and beach fire regulations.
- Working with intern Joe Johnson on bike safety, veterans appreciation, and beach litter patrol programming.
- Also 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, Dig Local Network green market (10 a.m.- 2 p.m. Wednesdays and Saturdays).

- Updated the City's pandemic emergency orders.
- Information Technology:
 - 2 new UPS units for server room City Hall
 - New Copier configuration for Public works
 - Replacement KVM console for server room City Hall
 - PD New Surface Pros configuration
 - Ransomware Respond Training phase I

Building

- Issued 63 building permits.-
- Conducted 30 plan reviews and 114 building inspections.
- Performed testing for preparation to upgrade from TRAKiT version 18.1.1 to Community Development version 19.3.5.
- Informed Community Development (formerly TRAKiT) users about changes and new site address.
- Put in five cases for issues after upgrade to Central Square, still following up daily on remaining open cases.
- Reached out to contractors regarding open and unpaid permits to close out end of fiscal year.
- Worked on CRS audit (due 11/16/20)
- Participated in development meeting and discussed Habitat project and other current projects.
- Held 7:30 Department meeting and discussed standard operating procedures.
- Worked on parking solutions for construction in in-fill lots in tight neighborhoods.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Sept. 28 Special Called and regular Commission meetings.
- Processed, published and distributed draft agenda packets for the Oct. 12 regular Commission meeting.
- Working on minutes of the July 13 City Commission, July 23 Budget Workshop, and Sept. 3 Code Enforcement Special Magistrate.
- Completed draft minutes of the June 25 Commission Workshop and Sept. 22 Board Member Review Committee (BMRC) meetings.
- Prepared agenda item for new appointments to Cultural Arts and Recreation Advisory Committee and Community Development Board.
- Public Records Requests management and tracking of staff tasks and records requests activity- (11) currently active.
- Worked on drafting legislation regarding training for board and committee members.
- City clerk attended swearing in ceremony for two new police officers and administered the oath.
- Attended virtual department head meeting.
- Prepared election advertisements for publishing in *Beaches Leader* and *Florida Times Union*.

- Reminded candidates about reporting deadlines.
- Processed 10 electronic lien letter requests.
- Drafted and mailed five notice-of-hearing letters for the Nov. 5 Code Enforcement Special Magistrate meeting.
- Finalized, executed and mailed four Code Enforcement Special Magistrate (CESM) Orders from the Sept. 3 hearing.
- Assisted the public with inquiries and notary public services.
- Updated City's calendar for upcoming ESC meetings.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-passed resolutions and minutes.

City Engineer

- Presented Aquatic Gardens Stormwater Project update at Commission meeting
- Presented ideas for a Temporary Traffic Circle at Main St. & W. 9th at public meeting
- Continued preparation of FRDAP grant application for Donner Park splash pad
- Reviewed proposed veteran memorial sign locations at various sites
- Revised CDBG grant application to include splash park at Donner Park
- Prepared Fecal Indicator Bacteria Monitoring & Response plan for Sherman and Hopkins Creeks as required by FDEP

Finance

- Purchasing
 - o Processed 42 purchase orders for a total amount of \$179,823.86
 - o 108 Accounts payable checks processed for a total amount of \$428,706.84
- Service Orders
 - o 117 Requested
 - o 119 Completed
- Utility Billing – No utility bills sent out this week
- 151 payroll checks were processed for a total of \$319,005.13
- Attended City Commission meeting where the Fiscal Year 2021 Budget was adopted
- Certified the adopted millage to the Department of Revenue
Attended Department Head Meeting via Zoom
- Putting together compliance packet for the Department of Revenue regarding the adoption the millage rate
- Certified the last form to the Property Appraiser; TRIM process is now complete
- Posted the Fiscal Year 2020-2021 Budget to the Finance Department page on the City's website
- Assisted the City's grant writing consultant with gaining access to the FEMA GO portal to be able to submit FEMA related grants
- Loaded the newly adopted budget into the AS400
- Assigned project codes to the new infrastructure projects, and distributed them to the department heads for their use
- Working with auditor and accounting consultant on final items for the FY19 audit

- Began working on employee evaluations for Finance staff
- Completed agenda item for October 12th Commission Meeting
- E-mailed pension board members regarding the Governor's latest Executive Order regarding conducting meetings in person
- Researched and composed an e-mail to a vendor regarding their billing issues

Human Resources

- Drafted Staff Report and Resolution to present to the Commission on negotiated Amendment with our blue collar "LIUNA" union.
- Working on contract for ArtRepublic not-for-profit for Mayport Road murals.
- Drafting new Events Guidelines due to COVID-19, based on Governor's new order and decision made by COAB team.
- Worked with PD on Step Pay plans.
- Reviewed updated proposal for Employee Wellness week. Drafting comments.
- Coordinating the BeFit wellness challenge weekly meetings with interested employees.
- Found a good provider for Diversity and Sexual Harassment training for supervisors and staff.
- Drafted Covid update for staff.
- Computed raises for the Commission, based on the yearly CPI-U published in August.
- Preparing to implement NeoGov on-boarding and recruitment system.
- Attended Diversity webinar for Continuing Legal Education credits.
- Reviewed Parade Ordinance for Insurance requirements.
- Processed pension payroll.
- Processed pension contribution refund for employee that left.
- Opened 1 new job vacancy.
- Closed 2 job vacancies.
- Worked with finance dept. to complete end of fiscal year processes.
- Processed payments received on 2 ongoing workers comp. claims.

Planning/Community Development

- Presentation to Commission re art grant for 645 Mayport Rd and façade grant for 1941 Mayport Rd.
- Environmental Stewardship Committee (ESC) LEED subcommittee
- Collaboration between city attorney, chief of police and plng. dept. for parade, special event, picketing, etc. ordinance
- Attended the Main St. and 9th St. temporary round about neighborhood meeting
- ESC tree subcommittee meeting
- Second interviews for planner I position
- Attended "The Art and Science of Community Planning – Linking Transportation and Land Use: webinar
- Plan Review
- Tree inspections
- CO inspections
- Parks Master Plan- Connectivity

- Community Rating System
- Helping building department regarding records request
- Scanning old plng. files into O drive
- Notice of hearing letters for November Special Magistrate mailed out this week
- 2020 Sea Turtle nesting season ended on 10/1/2020. As of 10/1/2020 we received zero reports of hatchlings becoming disoriented due to lighting issues from Atlantic Beach properties
- Posted a notice to TOW on one vehicle
- Began review of ordinance regarding line to sight at intersections
- Followed up on open code cases

Police

- Processing 2019 JAGD Grant application
- PD assisting with development of Special Event Ordinance
- PD assisting with placement of memorial signs for veterans
- PD recognized Abigale Peterson (ABE) as Student in the Spotlight for September
- Officers Cody Miller and Griffin Kelly sworn in as new ABPD Officers
- PD participated in Main St Temp Roundabout meeting

Public Utilities

- Changing out broken/dead meters and curb stops; repaired water breaks at Levy Rd, Forrestal Circle, Bayshore Dr, Seminole Rd (3), Selva Marina Dr; investigated low pressure complaint on Chelwood; installing new water service on Ocean Blvd; investigating a sinkhole issue on Forrestal – (settling due to previous work), and Timber Bridge; assembled and installed 12” ballast valve between ground storage tanks for water treatment plant #1; cleaned out grease buildup from the sewer main on Ocean Blvd; investigated sewer issue on Shangri La; repaired backflow preventer at Mayport Rd Lift Station; performed CO inspection on Forrestal Circle; performed utility inspections for new homes on Dudley and 10th; performed 2 inspections in Atlantic Beach Country Club; performed 35 utility locates for contractors and Call Before You Dig Sunshine 811; processed 11 permits; processing online classes/training and registering operators for 2021 license renewals; processing applications for 2 treatment operators for testing/licensing;
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .235 MGD;
- Performed required system testing and maintenance on water treatment facilities; exercised generators; received results from lead and copper testing – mailed results to customers 9/30/20 and notified Florida DEP; shut down water treatment plant #1 and took the system offline for inspection and cleaning of tanks; replaced well motor and coupling at water treatment plant #2; water treatment plant trainee Eric Andersen passed his operator exam and is now applying for his water treatment plant operator license;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

Public Works

- Repaired sink hole on George Street in front of the park.
- Repaired the two basketball backboards at Donner Park and made them safe again.
- Howell Park Middle Bridge and N.E. walkway has been demolished and is being rebuilt. The Bridge should be finished this week and then they will start the walkway.
- Aquatic Dog Park agility course has been requisitioned.
- 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.)
- Seminole Road drainage project is ongoing. Contractor is about 75% finished.
- 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. Delivery date is the first week of December.
- Continue to work 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 **20** reservations for Park & Beach rentals and campers at Dutton Island.
- We have new COVID-19 guidelines for private/public events.
- Working on issuing refunds to the Artists due to Arts in the Park cancelled on 10/3/20.
- Working on Arts in the Park Application for 2021.
- Working with DIG Local Network to deliver 51 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm
- Coordinating the following events:
 - Yoga, Adele Grage - Mondays at 9:30am & Wednesdays at 5:30pm.
 - Kids Yoga, Adele Grage - Tuesdays at 5:30 – 6:30pm.
 - Meditation, Adele Grage - Wednesdays at 9:30 – 10:30am.
 - Senior Aerobics, Jordan Center - Wednesdays at 10:30am – 12:30pm.
 - Senior Bingo, Baker Center - Wednesday at 10:30am - 12:30pm.
 - Taekwondo, Baker Center – Monday & Wednesday at 6-7:30pm, Friday at 10:30am-12pm.