

September 25, 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

- Received 384 and sent 82 emails.
- Prepared for and attended the September 21 City Commission workshop on the Parks Master Plan.
- Reviewed and prepared agenda items for the September 28 City Commission regular meeting.
- Attended the swearing in ceremony for Chief Vic Gualillo.
- Participated in a review of stormwater drainage issues at Francis Street and Dutton Island Road.
- Met with ESC member Bruce Andrews to discuss pickleball courts at Donner Park.
- Finalized COVID-19 events and activity matrix standards.
- Participated in a conference call with Neptune Beach to review issues with the paid parking program.
- Discussed scope of work with Art Republic for work on Mayport Road.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Participated in the job interview for Parks Supervisor. Promoted Brent McCoy to the position.
- 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 325 emails.
- Attended the Sept. 21 City Commission workshop on the Parks Master Plan.
- Assisted with the swearing-in ceremony for Chief Vic Gualillo.
- Participated in a conference call with Neptune Beach to review issues with the paid parking program.
- Developing small business relief grant guidelines.

- Publicizing, assisting with efforts to relocate missing/stolen public art from Beaches Town Center.
- Planning for Sept. 30 neighborhood meeting on proposed Main Street traffic circle.
- Produced monthly utility bill newsletter.
- Worked with Atlantic Beach Athletic Association on opening day planning and messaging parents about positive COVID case.
- Authored a Florida Times-Union article on AB's murals.
- Assisting with charter official evaluation process.
- Interviewed information technology manager candidates.
- Met with key stakeholders regarding a public art opportunity.
- Working with intern Joe Johnson on bike safety, veterans appreciation, and beach litter patrol programming.
- 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, Dig Local Network green market (10 a.m.- 2 p.m. Wednesdays and Saturdays), Beaches Town Center parking program, severe weather.
- Updated the City's pandemic emergency orders.
- Information Technology:
 - o HVAC issues in IT office
 - o New Maintenance Supervisor Setup
 - o Printer issues at WP3

Building

- Issued 57 building permits.
- Conducted 21 plan reviews and 91 building inspections.
- Worked on CRS and associated GIS mapping.
- Worked on large records requests.
- Worked on E TRAKiT and on-line payments.
- Participated in Monday development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed standard operating procedures.

City Clerk

- City clerk and deputy city clerk attended and performed administrative duties for the Sept. 21 (Electronic) Commission Workshop meeting.
- Scheduled CDB and CARAC chairs and applicants and updated lists for Board Member Review Committee.
- Prepared, processed, and distributed original and amended agenda packets for the Sept. 22 BMRC meeting.
- City clerk hosted and participated in the Sept. 22 BMRC meeting.
- Prepared, published, and distributed final agenda packets and prepared agenda guide for the Sept. 28 regular Commission meeting.

- Searched and compiled correspondence related to WAIV20-0001 for inclusion in the agenda packet.
- Prepared, published, and distributed amended agenda packet for the Sept. 28 special-called Commission meeting.
- Sent budget and millage public hearing advertisement to *Beaches Leader*.
- Researched records on city logo and seal.
- Working on minutes of the June 25 Commission Workshop.
- Public Records Requests management and tracking of staff tasks and records requests activity- (10) currently active.
- In the process of researching and preparing an ordinance requiring training for board and committee members.
- Assigned, and distributed minutes transcribing material to contract employee
- Assisted public, board/committee members, candidates, and staff with inquiries and requests.
- Records Clerk attended and recorded bid opening for Bid No. 1920-05.
- Completed draft minutes of the June 22 Commission and June 23 Board Member Review Committee (BMRC) meetings.
- City clerk attended swearing in ceremony for Chief Vic Gualillo.
- Sent Notification of Public Logic and Accuracy Test to AB candidates.
- Records clerk and deputy city clerk researched 2,000 emails for responding to records requests.
- Processed 11 electronic lien letter requests.
- Updated City's calendar with tentative BMRC meetings.
- Finalized, executed and mailed 4 Code Enforcement Special Magistrate (CESM) Orders from the Sept. 3 hearings.

City Engineer

- Held planning meeting with the City's engineering consultant to discuss water distribution system improvements and WTP No. 1 modernization plans
- Began preparation of FRDAP grant applications for Donner Park and Lilly St parcel
- Documented impacts to low lying areas resulting from northeaster high tides
- Participated in discussions with FDEP regarding Hopkins Creek and Sherman Creek water quality
- Continued efforts with developing guidelines and recommendations for adaptation and resiliency as part of the City of Jax Resiliency Committee
- Investigated cause of high flows at the Buccaneer Master List Station experienced during this week's high tide events

Finance

- Purchasing
 - o Processed 63 purchase orders for a total amount of \$253,074.77
 - o 67 Accounts payable checks processed for a total amount of \$179,790.13
- Service Orders
 - o 117 Requested

- 119 Completed
- Utility Billing
 - 2,841 utility bills were processed and sent out
- No payroll processed this week this week
- Coming close to the finish line for completing the last of the items needed for the FY19 audit.
- Attended Department Head Meeting via Zoom
- Worked with the Florida Times Union to get the required budget ads submitted proofed and published. They published today and all is well.
- Participated in a conference call for the FGFOA's Membership and Leadership Committee, I serve as the FGFOA Board Liaison.
- Closed out the last of the projects for Hurricane Matthew for FEMA
- Attended Chief Gualillo's swearing-in ceremony
- Gathered necessary paperwork to begin processing payment requests from FEMA for allowable COVID-19 reimbursable costs.

Human Resources

- Finalized negotiations with our blue collar "LIUNA" union and drafted contract updates.
- Working on contract for ArtRepublic not-for-profit for Mayport Road murals.
- Review update from Recreation Director on Events Guidelines due to COVID-19. Provided updates to CM's office. Reviewed and provided comments to final draft.
- Participated in second interview with PW supervisor candidate and then made the offer.
- Drafted questions for IT Manager interviews. Reviewed updates.
- Finalized General Liability insurance renewals.
- Reviewed final proposal for Employee Wellness week. Responded with comments.
- Began the BeFit wellness challenge including the use of body composition scales and weekly meetings with interested employees.
- Continue to work on Diversity and Covid training for staff.
- Completed exit paperwork for 1 employee
- Opened 2 new job vacancies
- Closed 1 job vacancy
- Processed payroll with payout of comp. time
- Worked with 3 employees on insurance issues
- Worked with Insurance Broker to complete health insurance survey

Planning/Community Development

- Cost estimates for Commission Parks Master plan priorities
- Attended the Commission Parks Master plan priorities meeting
- ESC LEED subcommittee meeting
- Staff report for the façade grant application for 1841 Mayport Road
- Meeting with Comm. Norris and Steve Piscitelli regarding art projects around the city
- Updates to the special events, parades, public assembly and spontaneous events ordinance

- Working on the 2021 calendar meeting dates for CDB and ESC along with submission dates
- Plan Review
- Tree & building Inspections
- Parks Master Plan – Trails and Paths
- Attended planning meetings to discuss and work on the Community Rating System application
- Assisting the building department with LARGE public records request
- Continued to relocate signs out of the city right-of-ways
- Special Magistrate orders were mailed.
- Followed up on open code enforcement cases

Police

- Met with UNF Criminal Justice Program Representative to discuss ABPD providing SME for class discussions
- 18th St Community Security Cam project vendor selected and support services are being contracted
- PD conducted defensive driving training for police officers
- Held swearing in ceremony for Chief Gualillo

Public Utilities

- Changing out meters and curb stops and various service orders throughout city; removed 3” broken valve behind business off of Atlantic, flushed water main on Ocean Breeze Ct, repaired leaks at Sherry Dr, Poinsettia, Sevilla, Songbird; repaired water breaks at Seminole, Rose St; investigated sewer issue at 16th St; reinstalled meter on Sandcastle; setting well points and core manhole on Selva Marina Circle, and ran a 6” lateral; continuing to inspect backflow preventers throughout the city – creating database of all citywide backflow preventers; opened and exercised force main valves on Alley Road; performed 46 locates; attended 6 contractor meetings for utilities, performed 3 TrakIt inspections; performed 1 after hours emergency cutoff; reviewed 9 permits.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .107 MGD; had Ring Power out to inspect and service main generator.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; attended engineering meeting at treatment plant #1; scheduled field trip for water treatment plant #1; met with ground storage tank inspection company to discuss tank inspection report at treatment plant #2.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; assisted parks and rec with crane at Donner Park to repair basketball hoops.

Public Works

- Put up the New POW flag at Vet Park.
- Promoted our Landscape and Beautification Technician (Brent McRoy) to our Parks and Building Maintenance Supervisor.
- Repaired basketball backboards at Donner Park.
- Memorial bench on 13th Street has been installed.
- Worked in Russell Park preparing for baseball opening ceremonies.
- Installed ropes blocking off areas for no parking on Plaza for this weekend at Russell.
- Crosswalk road markings on Seminole and Sherry have been repaired.
- Pipe and wall repair completed behind the ABC liquor store.
- Installed two new bulletin lock boxes at Russell concession stands.
- Met with City Engineer and measured for more parking at Donner Park on George St.
- 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.)
- Howell Park Middle Bridge and N.E. walkway new start date 9-25-20.
- 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. Delivery date is the first week of December.
- 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 1 reservation for Park & beach rentals and campers at Dutton Island.
- Working on Arts in the Park Application for 2021.
- We have new COVID-19 guidelines for private/public events.
- Cancelled Arts in the Park 2020.
- Working on issuing refunds to the Artists.
- 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.