

October 16, 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 470 and sent 108 emails.
- Reviewed agenda items for the Oct. 26 City Commission regular meeting and Oct. 19 City Commission workshop.
- Prepared for and attended the Oct. 12 City Commission regular meeting.
- Collaborated with Neptune Beach and Beaches Town Center on holiday lighting.
- Participated a meeting to review unauthorized fill a long Beach Avenue.
- Reviewed Dig Local's draft contract to operate at Jack Russel Park.
- Attended a virtual training from the Florida Redevelopment Association.
- Attended a portion of the virtual Environmental Stewardship Committee monthly meeting.
- Responded to ongoing issues at Jack Russell Park regarding the Beaches Green Market.
- Attended the Aquatic Gardens Stormwater Improvements community information meeting.
- Met with the Human Resource Director to discuss ongoing personnel issues.
- 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

- Sent 244 emails.
- Attended and presented at the Oct. 12 City Commission meeting.
- Assisted with issues related to co-existence of the Dig Local Network green market and youth baseball at Russell Park.
- Attended and presented at Oct. 14 Beaches Chamber of Commerce board meeting.
- Assisting with Donner Park pickleball-tennis review, including coordinating a utilization study.
- Working with Angela Irizarry on small business grant relief program.

- Planned City Government Week activities/posts.
- Authored Atlantic Beach Living magazine article on the community's Little Free Library program.
- Updated the City's emergency orders and managed the 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 the Jacksonville tree-giveaway program, COVID-19, Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and Saturdays), public meetings.
- Information technology:
 - o Power and network switch issues at WP2
 - o Assisted with electronic public meetings.

Building

- Issued 42 building permits.
- Conducted 31 plan reviews and 100 building inspections.
- Participated in Monday development meeting and discussed current projects.
- Held department meeting and discussed private provider inspections and current projects.
- Working on CRS.
- Working on Records requests.
- Working on ETRAKiT and electronic permits procedures.
- Met with two property owners, regarding lot grading and drainage.

City Clerk

- Processed and published agenda for the Oct. 10 Town Hall (virtual) meeting.
- Prepared for and attended for the Oct. 10 Town Hall (virtual) meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Oct. 12 regular Commission meeting.
- Processed, published, and distributed agenda packet for the Oct. 19 Commission Workshop.
- Processed, published, and distributed draft agenda packet for the Oct. 27 regular Commission meeting.
- Prepared and sent public hearing and election notices to *The Beaches Leader* for Oct. 15 publication.
- Prepared amended minutes and staff report for agenda packet.
- City clerk attended virtual department head meeting.
- Working on minutes of the July 27 regular Commission meeting.
- The records clerk attended and recorded three bid openings.
- Completed draft minutes of the July 13 regular Commission meeting.
- Consulted with city attorney regarding election-related processes.
- Administered the Oath to new planner.
- Processed six lien letter requests.
- Notified and received amended reports from candidates.

- Assisted public, board/committee members, candidates, and staff with inquiries and requests.
- Updated City's calendar and bulletin board with upcoming meetings.
- Uploaded audio recordings of public meetings from handheld recorder to the network for retention.
- Scanned, published, and filed recently-passed resolutions and minutes.
- Public Records Requests management and tracking of staff tasks and records requests. (11) currently active.
- Assigned and distributed minutes-transcribing material to contract employee
- Mailed two appointment letters and updated CARAC and CDB lists and templates to reflect new members.
- Attended JustFOIA webinar training.

City Engineer

- Completed FRDAP grant application for Donner Park splash pad
- Presented background and information to Commission on 0 Lily Street parcel
- Researched floodplain storage availability and requirement in Shermans Creek watershed
- Conducted public meeting regarding proposed Aquatic Gardens drainage improvements
- Completed site inspections of ongoing city projects and site development projects
- Continued development of water quality restoration plan for Hopkins Creek and Sherman Creek

Finance

- Purchasing
 - o Processed 55 Purchase Orders for \$240,797.46
 - o Processed 86 Accounts Payable Checks for a total of \$126,889.32
- Service Orders
 - o 117 Requested
 - o 118 Completed
- Utility Billing – No utility bills process this week
- 142 payroll checks were processed this week for a total of \$309,391.39.
- All requested items for FY19 audit have been sent to the auditor
- Attended regular Commission meeting
- Attended Department Head Meeting via Zoom
- Continued work on annual staff evaluations
- Working on Finance Section of Commissioner Orientation Handbook
- Completed agenda items for the October 26th Commission meeting
- Began application for Public Assistance through FEMA for the COVID-19 costs related to Category B Emergency Protective measures. The City should receive approximately 75% of \$33,754
- Working on items for Fiscal Year 2020 year end in early preparation for the upcoming audit
- Worked on resolving Building Department credit card posting issue

- Completed and sent in the annual Qualified Public Depositor report to the State of Florida's Chief Financial Officer
- Working with staff on preparing written standard operating procedures for disasters and/or other emergencies

Human Resources

- Working on contract for ArtRepublic not-for-profit for Mayport Road murals.
- Reviewed updated proposal for Employee Wellness week. Drafting comments.
- Coordinating the BeFit wellness challenge weekly meetings with interested employees.
- Working on Wellness Week.
- Reviewed and commented on questions from department head.
- Unemployment Compensation and CARES Act issues.
- Worked with Department Head to coordinate light duty for employee.
- Found a good provider for Diversity and Sexual Harassment training for supervisors and staff. Submitted for approval. Review/approved contract.
- Received approval to implement Light Duty policy City-wide. Shared with department heads.
- Implemented new Flex Time policy: created new forms and established new code/procedure in AS400. Rolled out to Department Heads.
- Preparing to implement NeoGov on-boarding and recruitment system.
- In-processed 1 new employee
- Processed 2 background checks
- Opened 2 new job vacancies
- Closed 1 job vacancy
- Processed a new workers comp. claim
- Attended a meeting on insurance renewals

Planning/Community Development

- New planner started
- Attended Commission meeting
- ESC LEED subcommittee Meeting
- Reviewed draft Green Works plan
- Staff report and agenda for CDB meeting
- ESC meeting
- Permit review
- Building and tree inspections
- Parks Plan – connectivity
- Community rating system work

Police

- Police applicant physical fitness and written test was given Saturday; five applicants will proceed to interview process
- PD Attended CFA (virtual) Commission Meeting

- PD hosted Turkey Trot Coordination/Planning meeting

Public Utilities

- Changing out broken/dead meters and curb stops; worked with ABCC regarding rear gate pass entry/exit issues; repaired water breaks at Beach Ave, Paradise Lane, Club Lane and Cornell; repaired leak at meter on Selva Lakes; investigated low pressure complaints at Live Oak Lane due to water service issue, 7th St., and Paradise Lane due to water break; received and investigated water quality complaint on Linkside; investigated and instructed resident on sewer issue on Sailfish; 12 permit reviews; interviewed candidate for part-time wastewater operator position; performed fire line inspection at 7th and Mayport; 8 contractor inspections, 4 re inspections; visually locating all citywide backflow preventers, checking for out of date inspections; tested and replaced backflow preventer at Paradise Lane lift station; cross training distribution crews on backflow testing and maintenance; performed 48 utility locates for Sunshine 811 Call Before You Dig.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .146 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; rotated all chlorination tanks and high service pump starting positions; scheduled last tank cleaning and inspection for water treatment plant #2; put pump #3 back into service at water treatment plant #2 after installing and rewiring rebuilt motor; performed 4th quarter DEP testing and sent to lab.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; met with representatives to discuss peroxide system placement at water treatment plant #2 well 2R.

Public Works

- Finished the building of Howell Park bridge and walkway
- Installed the Nicholson Memorial Bench at 13th Street Beach Access.
- The bids have been received for the Seminole Road South 8' wide bike path. This will be going to the Commission for approval on October 26th 2020
- New Bike rack was installed at the school bus stop on Selva Marina and Saturiba.
- Stormwater pipe repairs were done on Aquatic Drive.
- Aquatic Drive information neighborhood meeting was held on 10-15-20.
- Dead end reflector posts were put in at the end of Camelia off of W. 9th.
- AC work going on at the Adele Grage Center.
- Seminole Road drainage project is ongoing. Contractor is about 80% finished. Completion date is Nov. 16. (Weather Permitting)
- 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.
- Concrete work for the storage building is scheduled to start at the end of October.

- 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 9 reservations for Park & Beach rentals and campers at Dutton Island.
- Attended City Commission meeting.
- Met with City of Neptune Beach and Town Center Representatives to discuss the Holiday Celebration.
- Joined a zoom meeting to discuss the Splash Park.
- Worked on the 2021 Calendar of Events.
- Worked on contribution funding for 2020-21.
- Contacted reoccurring Renters about use of the facilities.
- Working on Arts in the Park Application for 2021.
- Working on the Angel Tree.
- Submitted flyers for Songwriters, Acoustic, Thanksgiving Luncheon and the Angel Tree for approval.
- Working with DIG Local Network to deliver 47 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm; Saturday market hours will change to 2 to 5 p.m. beginning Oct. 24.