

October 9, 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 405 and sent 11 emails.
- Reviewed and prepared agenda items for the Oct. 12 City Commission regular meeting.
- Attended meeting with Neptune Beach and Beaches Town Center merchants to discuss Christmas parade, tree lighting and Christmas lights.
- Participated in multiple meetings to review unauthorized fill along Beach Avenue.
- Reviewed Dig Local's draft contract to operate at Jack Russel Park.
- Participated in multiple meetings to discuss pickleball courts at Donner Park.
- Attended the Beaches Watch 2020 candidate forum.
- Participated in a conference call with North Florida Land Trust to discuss the Lily Street property.
- Met with the Human Resource Director to discuss ongoing personnel issues.
- Attended the October 10 town hall meeting on COVID-19.
- Met with the Public Works Director and Jim Hansen to review the upcoming Exchange Club community service project at Tideviews.
- 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 283 emails.
- Organized and hosted the electronic Oct. 10 town hall meeting on COVID-19 and the emerging flu season. Baptist Medical Center-Beaches made the presentation and answered questions...
- Assisted with issues related to co-existence of the Dig Local Network green market and youth baseball at Russell Park.
- Assisting with Donner Park pickleball-tennis review, including coordinating a utilization study.

- Planning and promoting Oct. 15 Aquatic Gardens-Hopkins Creek neighborhood meeting.
- Working with Angela Irizarry on small business grant relief program.
- Assisted with memorial bench project.
- Assisted staff with City Commission staff reports on the City's recreation grant program and a state recreation grant application.
- Worked with Youth Council on a Florida League of Cities photography contest, and submitted entries.
- Drafted the Commission's Celebrate City Government week resolution.
- Beach fire regulation audit/review will begin after the fire season begins in November.
- Working with intern Joe Johnson on bike safety, veterans appreciation, and beach litter patrol programming.
- 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 COVID-19, bike safety, SaferWatch, Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and Saturdays), public meetings.
  - o Information technology:
  - o Analog phone line for fire alarm issues at Adele Grage
  - o 2<sup>nd</sup> copier at PW configuration
  - o AMAG issues at Adele Grage
  - o PD 2 factor authentication update

## **Building**

- Issued 68 building permits.
- Conducted 32 plan reviews and 132 building inspections.
- Held department meeting and discussed standard operating procedures.
- Participated in development meeting and discussed current projects.
- Worked on the community rating system.
- Worked on importing GIS into TRAKiT

## **City Clerk**

- City Clerk Bartle is out of office from Oct. 7-9.
- The Municode Online format of the Atlantic Beach, FL Code of Ordinances, has been updated through Supplement 46. Here is a link directly to our publication: [www.municode.com/resources/gateway.aspx?productId=10377](http://www.municode.com/resources/gateway.aspx?productId=10377)
- Contacting expiring members about their interest in serving additional terms.
- Prepared election advertisement.
- Received Treasurer's Reports for candidates.
- Processed, published and distributed final agenda packet for the Oct. 12 regular Commission meeting.
- Prepared agenda guide for the Oct. 12 regular Commission meeting.
- Processed, published and distributed agenda packets for the Oct. 10 Town Hall.
- Processed 7 electronic lien letter requests.

- Public Records Requests management and tracking of staff tasks and records requests. activity (11) currently active.
- Working on minutes of the July 23 Budget Workshop.
- Attended virtual department head meeting.
- City clerk registered for the 2020 FACC Virtual Fall Academy.
- Updated City's calendar and bulletin board with upcoming meetings.
- Prepared paperwork for purchase of registration and plate for new Public Works vehicle.
- Preparing JustFOIA Records Request Portal Press Release forms.
- Assisted public by responding to citizen phone calls and requests for assistance.

### **City Engineer**

- Analyzed viability of Lily Street marsh front parcel for purchase by the City
- Reviewed Selva Preserve floodplain storage calculations and coordinated informational needs with developer
- Developed odor control plan for Buccaneer Master Lift Station
- Met with Ring Power to review placement of generators at City Hall, Public Works Building and Camelia St Lift Station
- Developed repair plan for WWTF emergency outfall
- Continued participation with City of Jacksonville Resiliency Committee as subject matter expert
- Completed additional information required for FRDAP grant application
- Reviewed permit applications to USACE and SJRWMD for proposed Aquatic Gardens stormwater improvements

### **Finance**

- Purchasing
  - o Processed 9 Purchase Orders for \$3,760.10
  - o Procurement Manager on Vacation this week
  - o Processed 111 Accounts Payable Checks for a total of \$252,945.26
- Service Orders
  - o 156 Requested
  - o 159 Completed
- Utility Billing – A total of 5,839 Utility Bills were processed and sent
- Worked on additional information requests for FY19 audit from auditor, as well as wrapping up the final project due to the auditors regarding fixed assets
- Attended Department Head Meeting via Zoom
- Worked on annual staff evaluations
- Working on Finance Section of Commissioner Orientation Handbook
- Completed and sent out TRIM Compliance Certification packet which is due 30 days after the final budget hearing
- Completed quarterly reports on open projects with FEMA
- Additional small projects related to Hurricane Irma were closed out by FEMA, only projects related to Hurricane Dorian remain
- Working on items for the October 26<sup>th</sup> Commission meeting

- Completed report due to the Office of Economic and Demographic research by October 15<sup>th</sup>
- Assisted candidate for City Commission with questions regarding City Finances

### **Human Resources**

- Processed regular payroll that included annual pay raises
- Opened one new job vacancy
- Closed one job vacancy
- Worked with Finance Dept. to complete end of fiscal year processes
- Worked with CareSpot to complete FDLE forms required for two new Police Officers
- Processed three background checks for job applicants
- Met with a former vested employee to set them up to begin receiving monthly pension payments
- Worked with our insurance brokers to prepare for health and wellness events coming up

### **Planning/Community Development**

- Updated parade, special events ord. for final agenda package
- 10/14 ESC agenda packet
- Mailer and newspaper notice for CDB meeting
- Research for 1927 Beach Ave.
- Plan Review
- Building inspections
- Tree inspections
- Parks Plan- connectivity
- CRS work – GIS and research
- ESC LEED meeting
- Work on public records request for bldg. department
- Violation letters sent out
- Follow up on open code cases

### **Police**

- Orientation week for two new police hires....training in all high liability areas to include firearms, less lethal weapons, defensive tactics, policy reviews, etc
- Firearms training/practice for special response team
- Accreditation manager attended the annual FL PAC accreditation conference (virtual this year)
- Personnel attended a tour/meeting with K9s for warriors regarding a new program for first responders mental health/stress
- All end of quarter mandatory reports/audits were completed
- Police applicant physical fitness and written testing will be this Saturday

### **Public Utilities**

- Changing out broken/dead meters and curb stops; repaired water breaks at Violet Street, Maritime Oak, 16<sup>th</sup> at Beach, Begonia; setting well points for home on Seminole Road; investigated possible sink hole on Forsyth St; performed emergency shut off for repairs on Gavagan; set 4 new meters in Atlantic Beach Preserve; reviewed 10 permits; performed CO inspections on N. Sherry and Mako Drive; attended 3 contractor meetings; performed after hours inspection for contractor concerning water in a parking lot on Atlantic Blvd; performed 44 utility locates for contractors and Call Before You Dig Sunshine 811; processed 11 permits; investigated customer water quality complaints and pressure issues; met with contractor regarding the outfall line maintenance and repairs.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .219 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; put water treatment plant #1 back into service after testing ground storage tanks; tested vacuum pump at water treatment plant #2; removed and cleaned vacuum pump check valves and replaced; sent all lead and copper test results to DEP.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas.

## **Public Works**

- Met with the pickleball players to talk about options with the courts.
- Replaced one of the basketball backboards and hoops at Vet Park basketball courts.
- Howell Park main bridge has been rebuilt and is open for use. The Contractor will be working on the walkway for the next couple of weeks.
- We have repainted the Dutton Island restrooms.
- 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 80% 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.
- 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 12 reservations for Park & Beach rentals and campers at Dutton Island.
- Working on the 2021 brochure.
- Met with Town Center and Neptune Beach Representatives to discuss the Tree Lighting scheduled for December 5<sup>th</sup>.
- Submitted a staff report for funding recommendation for outside organizations
- Working on Arts in the Park Application for 2021.

- Working on the Angel Tree.
- Working with DIG Local Network to deliver 51 meals.
- Mid-Week Market, City Hall Parking Lot – Wednesdays & Saturdays 10am-2pm