

October 30, 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 385 and sent 57 emails.
- Prepared for and attended the October 26 City Commission regular meeting.
- Reviewed items for the November 9 City Commission regular meeting draft agenda.
- Met with attorneys for property on Beach Avenue to discuss stormwater drainage issues.
- Met with the Board of Dig Local to discuss an alternative location for their Saturday Green Market.
- Participated in a multidepartment discuss to discuss the condemnation of a property located at 1044 Hibiscus.
- Met with Planning and Public Works to review a draft policy for approving/denying parking pads in city right-of-way.
- Reviewed parking expansion concepts for Jordan Park.
- Participated in virtual call with Recreation and ABPD to review current COVID-19 positivity trends.
- Met with members of the Fiorentino Group representatives to discuss funding assistance on major stormwater projects.
- Hosted a weekly department head videoconference meeting.
- Performed multiple site visits on open building sites.
- 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/city hall traffic and parking congestion.

Deputy City Manager/Information Technology

- Sent 268 emails.
- Attended the Oct. 26 City Commission meeting.
- Integrally involved in a police/code enforcement matter on Hibiscus Street.
- Prepared and submitted a Florida Municipal Communicators Association award application.

- Met with the Dig Local board and city manager regarding the Saturday green market time, location and scope.
- Working with a volunteer on a racquetball court utilization study.
- Working with the Police Department's Loren Rellah on an initiative to improve and highlight the city's/community's free little library program.
- Assisting with a neighborhood landscaping issue on North Sherry Drive.
- Along with others, culminated the sign project honoring AB residents who have been killed during wartime.
- Worked with the Atlantic Beach Youth Council, Mayor Glasser and Public Works on installing a commemorative plaque at the AB skate park.
- Worked on City's small business relief grant program.
- Worked on the City's racial equity initiative.
- Authored newspaper article on Exchange Club day of service project at Tide Views Preserve.
- 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 the Florida City Government Week, Halloween safety, COVID-19, Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and 2 to 5 p.m. Saturdays beginning Oct. 24), and public meetings.
- Information technology:
 - o Continuing issues with analog phone line - Adele Grage fire alarm system
 - o Various printer/copier issues at Public Works
 - o Follow-up replacement gate and AMAG controls project at WP1
 - o Issues with countdown timer in Commission Chamber
 - o Set up temp employee reassignment for vacancy at Adel Grage
 - o LASO Training

Building

- Issued 54 building permits.
- Conducted 24 plan reviews and 141 building inspections.
- Worked on CRS.
- Worked on ETRAKiT and online services.
- Worked on records requests.
- Held Department 7:30 meeting and discussed current projects.
- Participated in development meeting and discussed City drainage and right-of-ways.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for Oct. 26, 2020 regular Commission meeting
- Prepared Mayor's agenda guide for Oct. 26 regular Commission meeting
- Processed, published, and distributed draft agenda for the Nov. 9, 2020 regular Commission meeting
- Prepared agenda for the Nov. 5 Code Enforcement Special Magistrate (CESM) meeting

- Notarized (4) Affidavits of Notice for Nov. 5 CESM meeting
- Public Records Requests management and tracking of staff tasks and records requests activity- (15) currently active
- City Clerk attended nine hours of FACC Fall Academy virtual sessions - Oct. 26-28.
- City Clerk coordinated with City Attorney on a draft training resolution.
- Assisted public by responding to citizen phone calls and requests for assistance
- Completed July 23 Budget Workshop minutes
- Working on minutes of the July 30 Budget Workshop
- Lori working on review of emails from email archiver
- Processed (14) Electronic Lien Letters
- Uploaded audio recordings of this week's meetings from handheld devices to the network for retention.
- Inventory of Offsite Records Storage facility in progress
- Coordinated delivery of election equipment and met with 1306 precinct manager.
- Notified AB candidates and treasurers about reporting deadlines and received 2020-M3 Treasurer's Reports.
- Prepared and sent public hearing notice for Ordinance No. 20-20-158 to publish in *The Beaches Leader* on Oct. 26. The public hearing will be held during the Nov. 9 regular Commission meeting.
- Updated City's calendar with upcoming meetings.

City Engineer

- Completed bacteriological monitoring, reporting and action plan for FDEP for Hopkins & Shermans Creeks
- Met with UNF engineering students to discuss resiliency and coastal vulnerability
- Discussed the proposed Aquatic Gardens drainage improvements with multiple residents
- Developed proposal for Beach Avenue drainage solutions
- Reviewed water distribution system modeling preliminary results
- Reviewed proposed COJ ordinance on derelict vessels and local option vessel registration fee
- Started developing plan for invasive Brazilian Pepper control

Finance

- Purchasing
 - o Processed 86 Purchase Orders for \$353,847.14
 - o Processed 108 Accounts Payable Checks for a total of \$141,998.42
- Service Orders
 - o 157 Requested
 - o 155 Completed
- Utility Billing – 2,833 utility bills were process and sent
- 130 paychecks were processed this week for a total of \$284,516.08
- Attended Department Head Meeting via Zoom
- Work continues with staff on preparing written standard operating procedures for disasters and/or other emergencies

- Continued providing answers/information to both the auditor and the accounting consultant to expedite the FY19 audit report
- Attended board meeting for the Florida Government Finance Officers Association (FGFOA)
- Attended webinars from the FGFOA School of Governmental Finance; these webinars included Emotional Intelligence, Team Building and Self Awareness; Communicating Your Budget; Secrets to Building a Banking RFP; Game Rules- HR Laws; What Supervisors Need to Know; Budgeting Through Crisis; and Changes in Fixed Assets
- Deputy Finance Director and Accountant also attended educational webinars through the FGFOA School of Governmental Finance
- Attended meeting between finance staff and utilities staff regarding treatment of new construction inside service area but not within City's boundaries
- Completed agenda items for the November 9th Commission meeting

Human Resources

- Updated Draft contract for Art Republic not-for-profit for Mayport Road murals.
- Working to implement switch to CIGNA for employee health insurance. Implementation paperwork and first implementation call completed.
- Planning for open enrollment.
- Employee Wellness week follow up tasks.
- Drafted some questions for Police Commander interviews. Reviewed/approved final questions. Participated in interview process.
- Executed contract for Diversity and Sexual Harassment training for supervisors and staff after resolving budget issues. Planning for November rollout.
- Worked on several COVID-19 exposure issues.
- Working on Building Department position description changes.
- 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.
- Confirmed City coverage for Cyber-attack issues for City Manager/Mayor.
- Responded to several employment verification requests.
- in-processed 1 new employee
- Closed 1 job vacancy
- Processed pension payroll
- Processed 59 forms for Lifeguard pay raises
- Met with 2 new employees to process benefit enrollments

Planning/Community Development

- Joint meeting with property owners regarding Beach Ave drainage (around 1927 Beach Ave.)
- Identify locations for phase 2 COJ joint tree planting plan

- Identify parking opportunities at Jordan Park
- ESC Tree Subcommittee
- Researched for littoral planting
- Fence inspections
- Reviewed permits
- Prep and send out Nov. 4th ESC agenda
- Prepared agenda packet for Nov. 5th Special Magistrate hearing
- Posted 1 Stop work order
- Completed 13 Lien letter requests
- Reviewed Small Business Relief Grant program applications
- Followed up on open code cases.

Police

- PD Communications Center received a recommendation for Accreditation by accessors
- Oral Board and Selection for Police Commander completed
- PD Attended Region V Training Council Meeting
- PD attended Duval Co Stakeholder meeting for heightened awareness during election proceedings
- Chief participated in tri-beaches Police Chiefs meeting

Public Utilities

- Changing out broken/dead meters and curb stops; televised sewer laterals on Begonia St to inspect tie ins; located 18" force main and prepped tank area at well 2-R for peroxide tap and tank; performed hydrant flow test on Pioneer; installed sewer tap on Park Terrace West and Seminole; repaired water breaks on Featherwood, Pine, Haywood Estates, Pioneer; performed smoke testing at the master lift station; replaced sod on Violet Street and Cove Landing; checked water pressure at 2 homes on Seminole; performed emergency shut off on 6th street; reviewed 9 permits; performed 6 inspections for CO's; attended 6 contractor meetings; performed 40 utility locates for Sunshine 811 Call Before You Dig; performed after hours reconnects on Fairway Villas and Snub Harbor; after hours leak repair on 11th.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .138 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; isolated and shut down water tower at water treatment plant #2 to drain for upcoming cleaning and inspection; flushed and field tested hydrants to test chlorine levels after shutting down plant #2.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas.

Public Works

- Did a pipe repair in the road on Sailfish Drive
- Installed 5 new Veterans Memorial street signs at all five locations.

- Installed the 15 min parking sign for take-outs at the Town Center.
- Installed the new Oceanside Rotary Skatepark sign.
- Finished the small gazebo in the Aquatic Dog Park in the S.W. Corner.
- Painted the Yellow curb around the mailbox at 15th and Seminole Rd.
- Getting ready for the City Hall Creek bank repairs to begin on 11-2-20.
- Working in Vet Park getting ready for Veterans Day.
- The Seminole Road South 8' wide bike path was approval by the commission and we are scheduling up for a pre-construction meeting.
- Seminole Road drainage project is on its last week doing grading and sodding along with the concrete tie-in being done.
- Getting ready to install all the flags at 5-Points for Veterans Day.
- Donner Road project Engineers have submitted the final plans, we will be reviewing them before going out to bid.
- Police and PW storage building concrete work should start next week. All the grading has been done. Building material should arrive 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 **12** reservations for Park & Beach rentals and campers at Dutton Island.
- Working on toys for the toy drive at the Baker Center
- Collecting dates for the 2021 Calendar of Events.
- Collecting families for Thanksgiving Baskets
- Entered requisitions for 2020-21 donations.
- Starting to hear back from reoccurring Renters about use of the facilities.
- Submitted the Arts in the Park 2021 Application for review.
- Working on the Angel Tree.
- Met with Habitat concerning the tutors for the afterschool program
- Received approval for the Thanksgiving Luncheon.
- Worked with DIG Local Network to pick up meals to serve 47 people.
- Mid-Week Market, City Hall Parking Lot – Wednesdays 10am-2pm and Saturday 2-5pm.
- Coordinating the following events:
 - o Yoga, Adele Grage - Mondays at 9:30am & Wednesdays at 5:30pm.
 - o Kids Yoga, Adele Grage - Tuesdays at 5:30 – 6:30pm.
 - o Meditation, Adele Grage - Wednesdays at 9:30 – 10:30am.
 - o Senior Aerobics - Wednesdays at 10:30am – 12:30pm.
 - o Taekwondo, Baker Center – Monday & Wed at 6-7:30pm, Friday at 10:30am-12pm.