

October 23, 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 395 emails and sent 81 emails.
- Reviewed final agenda items for the October 26 City Commission regular meeting.
- Met with attorneys for property on Beach Avenue to discuss stormwater drainage issues.
- Reviewed material and took exam for the Florida Redevelopment Association.
- Met with Myron Blankenbaker to discuss stormwater issues and 0 Lily St. along the marsh.
- Participated in virtual call with Recreation and ABPD to review current COVID-19 positivity trends.
- Met with the Atlantic Beach Baseball Association to discuss weekend parking issues.
- Reviewed Dig Local's draft contract to operate at Jack Russel Park.
- Hosted a weekly department head videoconference meeting.
- Met with Director of Finance to review Advance Disposal's contract.
- 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 266 emails.
- Assisted with the Parks Master Plan staff report for the Oct. 26 Commission meeting.
- Assisted with issues related to co-existence of the Dig Local Network green market and youth baseball at Russell Park.
- Publicizing the AB Youth Council's successful Florida League of Cities photography contest entry.
- Working on a veteran's appreciation initiative, which includes – but is not limited to – installing signs to memorialize AB residents who died serving the U.S. in wartime.
- Assisting with review of waste disposal contract.
- Produced the monthly utility bill newsletter.
- Coordinating City Government Week activities/posts.

- Worked extensively on the city's small business relief grant program.
- Updated the City's emergency orders and managed the request tracking system, COVID-19 hotline, and other communications tools.
- Coordinated a Halloween safety message with the Police Department.
- Attended the Oct. 19 Commission parks master plan workshop.
- 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 Jacksonville tree-giveaway program, ABPD's physical fitness credentials, 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 Share files configuration, which enabled the City to establish a portal for small business relief grant applicants to submit documents only.
 - o Assisted with electronic public meetings.
 - o Installed new KVM and Console in the server rack City Hall
 - o Issues with Analog Phone lines Adele Grage
 - o Issues with BD folder FTP servers

Building

- Issued 56 building permits.
- Conducted 52 plan reviews and 114 building inspections.
- Held 7:30 Department meeting and discussed current projects.
- Participated in development meeting and discussed grading and drainage.
- Worked on changes to TRAKiT program, now called Community Development.

City Clerk

- Deputy City Clerk out of office - Oct. 19-21.
- City Clerk attended nine hours of FACC Fall Academy virtual sessions - Oct. 19 - 21.
- Processed, published, and distributed final and amended agenda packets for Oct. 26 regular Commission meeting.
- Records Clerk prepared, set up, attended, and performed administrative duties for the Oct. 19 Commission Workshop.
- Notified and received reports from candidates.
- Records Clerk attended Laserfiche webinar.
- Working on minutes of the July 23 Budget Workshop and Aug. 24 Commission meeting.
- City Clerk administered the Oath to new part-time wastewater/water operator.
- Processed ten lien letter requests.
- Notified and received amended reports from candidates.
- Scanned, published, and filed recently-approved documents.
- Purchased registration and plate for new Public Works vehicle from Tax Collector.
- Researched, reviewed, and identified emails responsive to two records requests.
- Public Records Requests management and tracking of staff tasks and records requests.

City Engineer

- Participated in USACE South Atlantic Coastal Plan scope development to assure that needs of COAB will be addressed
- Resolved utility conflict issues on Seminole Rd sidewalk
- Met with several residents to discuss stormwater & flooding issues
- Analyzed fire flow testing requirements in preparation for updating Standard Operating Procedures
- Conducted follow-up calls/emails with residents regarding the plans for Aquatic Drive stormwater improvements
- Completed grant reporting requirements and submitted request for reimbursement for Aquatic Gardens stormwater improvement design

Finance

- Purchasing
 - o Processed 28 Purchase Orders for \$193,743.82
 - o Processed 84 Accounts Payable Checks for a total of \$298,972.37
- Service Orders
 - o 243 Requested
 - o 242 Completed
- Utility Billing – No utility bills processed this week
- No Payroll this week
- Attended Department Head Meeting via Zoom
- Completed annual staff evaluations
- Completed revising Finance Section of Commissioner Orientation Handbook
- Work continues with staff on preparing written standard operating procedures for disasters and/or other emergencies
- Answered additional FY19 audit questions; coordinated with consultant and financial statement write-up has begun. Working on Management Discussion and Analysis which is part of the financial statement
- Assisted accounting consultant with additional inquiries
- Completed pension board minutes from the August board meeting
- Began building agendas for the pension boards meeting to be held on November 12
- Attended webinars with the FGFOA's School of Government Finance this continues through November 5.

Human Resources

- Finalized draft contract for Art Republic not-for-profit for Mayport Road murals.
- Employee Wellness Week!
- Worked with two Department Heads to coordinate light duty for two employees.
- Reviewed/approved contract for Diversity and Sexual Harassment training for supervisors and staff. Working on budget issues.
- Received approval to implement Light Duty policy City-wide. Shared with department heads.

- Worked on COVID-19 exposure issues.
- Implemented new Flex Time policy: created new forms and established new code/procedure in AS400. Rolled out to Department Heads.
- In-processed 1 new employee
- Processed an employment verification
- Closed 1 job vacancy
- Coordinated employees' flu shot clinic
- Processed regular payroll

Planning/Community Development

- CDB meeting
- Plan Review
- Building & Tree Inspections
- Community Rating System data collection
- Connectivity Plan
- Posted towing notices on 2 inoperable nuisance vehicles.
- Met with public utilities to discuss greater utilization of gis for maintenance tracking
- Followed up on open code enforcement cases
- Door hangers for bulk debris being placed next to the curb before pick up day.
- Updated LEED section of the website
- ESC minutes
- CDB minutes
- Research for art installations
- Research for Brazilian pepper tree

Police

- Beaches Chiefs discussed election day security at polling areas
- PD is contributing to city discussions on holiday events within the city
- PD is coordinating 3 vendors to schedule their part of the install of 18th St community security camera system
- We are coordinating with NB and JB Patrol Divisions to have their officers' work in our city on MA to cover for manpower shortages for the next several months. Shortages are due to attrition and IOD.
- Open Commanders Position posted
- Interviewing for open Police Officer positions occurring this week
- Two Recruit Officers in Field Training

Public Utilities

- Changing out broken/dead meters and curb stops; performed temporary shut off/on for plumbers doing repair work on Skate Road and Gavagan; repaired 3 leaking meter couplings in Atlantic Beach Preserve; repaired water breaks on Live Oak Lane, Main, Mayport Landing Dr., Sand Castle, Rose, Rudder Rd., Creekside in median, Boca Grande; investigated pressure issues on Featherwood, Paradise Lane; inspected home on

Dudley for sewer complaint; 6 contractor inspections, loaned hydrant meter to a contractor for new apartment complex construction on Mayport Road; visually locating all citywide backflow preventers, checking for out of date inspections; created test report for Dutton Island Road lift station backflow preventer test results; performed 25 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 .223 MGD; replaced turbidity pump at reclaim system; had grease lines and filters serviced and replaced.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; rotated all chlorination tanks and high service pump starting positions; pulled pressure readings from the VTSCADA system and sent them to engineering company for review; installed pressure recording gauge on outbound line and temporarily shut down water treatment plant #4 to test system pressure and chlorine residuals.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas.

Public Works

- Built a new sloped ramp on the North Howell Park Bridge and on the turtle pond bridge and tightened the hand rails.
- Added clay to the Russell Park Baseball fields.
- Built a new bridge across the ditch at Tideview Park.
- Replaced all the chains, and swivels on all swings in all the parks.
- Participated in the Aquatic area neighborhood meeting.
- Installed a new rain cover gazebo in the South West corner of Aquatic Dog Park.
- 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
- Seminole Road drainage project is ongoing. Contractor has all the pipe in the ground and is pouring the last of the concrete bike path this week. Will be working on slopes and sodding next week.
- 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 toys for the toy drive at the Baker Center
- Collecting dates for the 2021 Calendar of Events.

- Worked on contribution funding for 2020-21.
- Working on Arts in the Park Application for 2021.
- Working on the Angel Tree.
- Worked with DIG Local Network to pick up 45 meals.
- Mid-Week Market, Russell Park – 10 a.m. to 2 p.m. Wednesdays and 2 to 5 p.m. Saturdays.