

November 6, 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 401 and sent 70 emails
- Reviewed items for the Nov. 9 City Commission regular meeting's final agenda.
- Met with property owner on Beach Avenue to resolve stormwater and fill issues.
- Met with the Board of Dig Local to discuss an alternative location for their Saturday Green Market.
- Participated in a multidepartment eviction of a tenant at 1044 Hibiscus.
- Performed multiple site visits with Public Works.
- Met with Jessica Santiago of ArtRepublic to discuss public art installations along Mayport Road.
- Discussed the marsh conservation easement with Elizabeth Guthrie of the North Florida Land Trust.
- Met with Deputy City Manager to review the Small Business Grant applications.
- Attended the monthly Technical Coordinating Committee of the Transportation Planning Organization.
- Hosted a weekly department head videoconference meeting.
- Attended a webinar on data sources hosted by the American Planning Association.
- Met with ABPD regarding election security concerns.
- 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 175 emails.
- Reviewing small business grant applications.
- Participated in a public art discussion with ArtRepublic representatives.
- Assisting with a Hibiscus Street neighborhood issue.
- Working with Atlantic Beach Athletic Association on various issues pertaining to utilizing of Russell Park baseball fields.

- Met with Amanda Askew, others, about Inside Out public art opportunity.
- Worked on promoting racial equity opportunities.
- Attended Florida Municipal Communicators Association annual business meeting electronically.
- Met with Dig Local Network's board and city manager about the green market's Saturday location moving forward.
- 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; Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and 2 to 5 p.m. Saturdays beginning Oct. 24); Nov. 3 municipal elections; Nov. 7 Beaches Go Green community cleanup; public meetings.
- Information technology:
  - o Rectrac Demo
  - o PD SP configuration
  - o FTP issues
  - o M Office Updates

## **Building**

- Issued 39 building permits.
- Conducted 21 plan reviews and 128 building inspections.
- Worked on CRS.
- Worked on records requests.
- Worked on drainage issues on Beach Avenue.
- Held Department 7:30 meeting and discussed current projects.
- Participated in development meeting, meet with property owner, and discussed current projects.
- Condemned one property with Code Enforcement, Public Works, and Police Dept.
- Met with Beach Avenue property owner and discussed renovation project and DEP requirements.
- Updated Department webpage.

## **City Clerk**

- Processed, published, and distributed final agenda for the Nov. 9 regular Commission meeting.
- Prepared agenda guide for Nov. 9 meeting and discussed with Mayor Glasser.
- Contacted current board and committee members whose terms are expiring on Dec. 31, 2020 to confirm their interest in reappointment.
- Prepared Nov. 10 Board Member Review Committee meeting agenda.
- Attended department head meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (15) currently active
- Assisted public with inquiries and request for information.

- Consulted with Supervisor of Elections' staff and precinct manager on various election matters.
- General Election was held on Nov. 3, certification of results for AB election is expected on Saturday, Nov. 7.
- Working on transition of new Commission.
- Updated City's calendar with upcoming meetings.
- Assisted the public with inquiries, records requests and notary public services.
- Completed July 30 and August 6 Budget Workshop draft minutes
- Working on review of emails from email archiver
- Processed (7) Electronic Lien Letters
- Working on minutes of the Aug. 24 Commission workshop and regular meeting
- Researched Special Magistrate requirements and collaborated with staff.

### **City Engineer**

- Analyzed pre-final submittal construction drawings for the Donner Rd rebuild project and provided changes/corrections to the designer
- Met with consultants to discuss potable water distribution system modeling and developed scope of work for determining any system deficiencies
- Attended FDOT bicycle & pedestrian safety best practices seminar
- Attended Florida Resilient Coastlines Program quarterly teleconference
- Continued efforts to finalize Aquatic Gardens easements and design

### **Finance**

- Purchasing
  - o Processed 31 Purchase Orders for \$73,471.45
  - o Processed 72 Accounts Payable Checks for a total of \$399,581.46
- Service Orders
  - o 211 Requested
  - o 213 Completed
- Utility Billing – 2,653 utility bills were process and sent
- No payroll as processed this week
- Attended Department Head Meeting via Zoom
- Work continues with staff on preparing written standard operating procedures for disasters and/or other emergencies
- Reviewed financial statements prepared by the consultant. They are now in the hands of the auditors for their review
- Prepared and published the agenda for the Police Officers and General Employees' Pension Plans
- Attended webinars from the FGFOA School of Governmental Finance
- Attended review webinar for the Certified Government Finance Officers (CGFO) designation exams
- Worked on FY20 yearend items
- Worked on FY21 October monthly close items

- Worked with Building Department on getting new account numbers into their permitting system to be in compliance of the new State requirements regarding impact fee reporting
- Working on analysis on how the passing of Amendment 2 will affect future years personnel services budgets
- Researching requirements to implement Governmental Accounting Standards Board (GASB) Statement No. 84 – Fiduciary Activities

## **Human Resources**

- Webinar on Executive Order 13950 Combating Race & Sex Stereotyping.
- Preparing for Open Enrollment and the switch to Cigna health insurance.
- Preparing for employee cultural diversity training.
- Worked with Building Department on position descriptions
- FOIA request.
- Cigna transition wellness team meeting
- Accounting for UHC wellness dollars
- Following up on wellness week prizes
- Medcom FSA Audit
- Opened three new job vacancies
- Met with Cigna and insurance broker
- Processed regular payroll
- Entered lifeguard pay raises in the system
- Processed certificate bonuses for PW and PU employees
- Processed background check for General Maintenance applicant
- Completed a request for employment verification

## **Planning/Community Development**

- Plan Review
- CO Inspections
- CRS Work – document gathering, research, maps
- Connectivity Plan
- Attended Florida LTAP webinar
- Map for parking pads
- Research for bio swales
- Resolution for special magistrate services
- Followed up on open code violations
- Removal of signs in rights-of-way
- Worked with various departments to condemn house on Hibiscus

## **Police**

- 18<sup>th</sup> St camera installation scheduled for Dec 1-4
- Monitoring NWS updates for TS Eta
- Participated in Duval Co EOC & Federal partners preparations for Election Day Security
- 2 Officers processing for open positions

- Open posting for Police Open Police officers positions approved to be posted next week

## **Public Utilities**

- Changing out broken/dead meters and curb stops; met with billing to finalize meter/equipment loan procedures and billing; replaced sod for resident on Seminole after service replacement; set meter on Mayport Road; investigated water pressure issue on Ahern; relocating water services on Seminole for sidewalk expansion; pulled meter on Jasmine Street; repaired hydrant on Darlene; repaired manhole at 11<sup>th</sup> & Seminole; repaired water breaks on Oceangate, Seminole, Selva Marina, 6<sup>th</sup> and Hickory Lane; reviewed 8 permits; performed 4 permit inspections; performed 36 utility locates for Sunshine 811 Call Before You Dig; performed emergency after hours shut offs on Ocean Blvd. and Sevilla Blvd.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .168 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; preparing grounds at water treatment plant #1 for new keyless entry gate and met with engineers regarding plant upgrades; completed the draining and shut down of the water tower at water treatment plant #2 for upcoming cleaning and inspection; replaced the probes in the ground storage tank and met with welding contractor at water treatment plant #3 to install new base and exhaust fan on ground storage tank.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; met with fence contractor regarding new fencing at 20<sup>th</sup> Street lift station; followed up on noise reduction/pump vibration remediation at ABCC lift station.
- Posted job opening for Plants Operations Manager; 2 of our treatment plant operator trainees and 1 distribution/collection operator trainee passed their state licensing exams and received their operator's licenses.

## **Public Works**

- Pressure Wash all of Vet Park brick area.
- Stained and painted the small gazebo in the Aquatic Dog Park in the S.W. Corner.
- Stained and painted the bulletin board gazebo at Dutton Island.
- City Hall Creek bank repairs is being done.
- Painted the lines for two more pickle-ball courts at Donner Park.
- 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 complete. Just doing sod work and clean up.
- Getting ready to install all the flags at 5-Points for Veterans Day.
- City Engineer and PW went thru the Donner Road project plans and made some final changes for the 100% drawings.
- Police and PW storage building concrete work has begun. Concrete being poured on Friday 11-6. (Depending on weather)

- 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 **14** 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 for Thanksgiving Baskets
- Processing payments for 2020-21 donations.
- Working on COVID-19 maps for events.
- 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.
- Submitted flyers for Songwriters, Acoustic, and the Angel Tree for approval.
- Worked with DIG Local Network to pick up meals to serve 40 people.
- Mid-Week Market, City Hall Parking Lot – Wednesdays 10 am – 2 pm  
Saturdays 2 pm – 5 pm.
- 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.
  - Taekwondo, Baker Center – Monday & Wed at 6-7:30pm, Friday at 10:30am-12pm.