

November 13, 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 364 and sent 80 emails.
- Attended the Nov. 9 City Commission regular meeting.
- Reviewed items for the Nov. 23 City Commission regular meeting's draft agenda.
- Met with Deputy City Manager to review the Small Business Grant applications.
- Performed multiple site visits with Public Works.
- Met with Jessica Santiago of ArtRepublic to discuss public art installations along Mayport Road.
- Attended the webinar: Managing Through COVID-19: Local Government Perspective.
- Met with Beaches Town Center to discuss repairs to the traffic circle and retaining wall.
- Researched grants for Lily Street land acquisition.
- Participated in a 3 Cities Beaches Mangers lunch.
- Attended the Veterans Ceremony at Veterans Memorial Park.
- Hosted a weekly department head videoconference meeting.
- Attended the COJ Resiliency Subcommittee on Infrastructure Continuity of Operations.
- 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 341 emails.
- Attended the Nov. 9 City Commission meeting.
- Administering small business relief grant program.
- Helped prepare for, and attended, the Veterans Day observance at Beaches Veterans Memorial Park.
- Assisted with developing board/committee hybrid meeting protocols.
- Developed a Donner Road reconstruction project webpage.
- Authored an Atlantic Beach Living article on the City's military-appreciation initiatives.

- Authored Beaches Leader article on Exchange Club service project at Tide Views Preserve.
- Assisted with new commissioners' orientation packet.
- Helped produce the draft agenda for the Dec. 14 City Commission meeting.
- Authored proclamations honoring outgoing commissioners Anderson and Waters.
- Met with an Environmental Stewardship Committee volunteer about promoting the city's tree-planting initiatives.
- Attended a three-city manager's lunch.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- 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); Tropical Storm Eta and other emergency preparations; the Donner Road reconstruction project; COJ free flu vaccines; Nov. 7 community food giveaway and COVID-19 testing; Nov. 7 Beaches Go Green community cleanup; Nov. 11 Veterans Day observance at Beaches Veterans Memorial Park; Nov. 16 City Commission workshop; Nov. 21 COJ shredding and tree-giveaway event; Nov. 23 City Commission oaths of office; Dec 4 blood drive; Dec. 5 Beaches Town Center holiday celebration; public meetings.
- Information technology:
 - o File server updates
 - o eTRAKit training
 - o BD Auto attendance update

Building

- Issued 46 permits
- Met with staff to discuss eTRAKiT permitting portal configuration and testing
- Completed 98 inspections
- Continued to prepare for FEMA CRS 5-year audit
- Held bi-weekly conference call with Central Square regarding ongoing software issues
- Conducted 28 permit plan reviews
- Processed 38 permits for payment and plan review
- Coordinated with COJ for commercial inspections

City Clerk

- Prepared staff report and finalized proposed resolution for the Nov. 23 Commission draft agenda.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Nov. 9 regular Commission meeting.
- Prepared, set up, attended, and performed administrative duties for the Nov. 10 Board Member Review Committee meeting.

- Prepared and sent public hearing notice for Ordinance No. 20-20-159 to publish in *The Beaches Leader* on Nov. 12. The public hearing will be held during the Nov. 23 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (16) currently active
- Assisted the public with inquiries, records requests and notary public services.
- Completed draft minutes of Aug. 24 Commission Workshop and Sept. 14 regular Commission meeting
- Working on minutes of the Sept. 12 Commission Workshop
- Continued review of emails from email archiver
- Processed (8) Electronic Lien Letters
- Prepared and mailed five Notice of Hearing letters for the Dec. 3, 2020 Code Enforcement Special Magistrate meeting.
- Updated City's calendar and prepared and posted notices for various meetings.
- Prepared agenda materials for the Nov. 16 Commission Workshop.
- Processed, published, and distributed agenda packet for the Nov. 16 Commission Workshop.
- Processed, published, and distributed draft agenda packet for the Nov. 23 regular Commission meeting.
- Inventory of Offsite Records Storage facility in progress
- City clerk completed and sent MMC Program course assignments from the 2020 Virtual Fall Academy to IIMC.

City Engineer

- Completed HMPG grant reimbursement request for Aquatic Gardens stormwater design project
- Attended second portion of FDOT bicycle & pedestrian safety best practices seminar
- Began development of design-build package for digester bridge replacement at the WWTF

Finance

- Purchasing
 - o Processed 93 Purchase Orders for \$630,662.42
 - o Processed 78 Accounts Payable Checks for a total of \$221,265.28
- Service Orders
 - o 77 Requested
 - o 80 Completed
- Utility Billing – 3,196 utility bills were process and sent
- Processed 130 paychecks for a total gross amount of \$301,460.38
- Attended Department Head Meeting via Zoom
- Attended regular Commission meeting for ordinances on agenda
- Completed items for the Commission meeting to be held on November 23rd
- Attended review webinar for the Certified Government Finance Officers (CGFO) designation exams

- Worked on FY20 yearend items

Human Resources

- Working to implement switch to CIGNA for employee health insurance. Providing documentation on employee information. Updating Employee Navigator. Working with Cigna and Harding.
- Planning for open enrollment. Set up Open Enrollment meetings for employees through meeting SignUp. Getting questions answered by providers. Creating Power Point presentation. Answering questions from staff. Creating forms and PDF documentation and placing on the O-drive.
- Working on roll-out of Diversity training for supervisors and staff. Loading employee information. Implementation call.
- Webinar on Managing Through COVID-19: Local Government Perspective.
- Preparing to implement NeoGov on-boarding and recruitment system.
- Working with Department Head on salary issues for two senior positions.
- Opened 3 new job vacancies.
- Closed 1 job vacancy.
- Provided information to records clerk for a public records request.
- Processed 1 new workers compensation claim.
- Located two retirees who are due to start collection pension checks.
- Processed workers compensation reimbursement checks for deposit.
- Coordinated with CareSpot on new applicant medical screening.
- Set up a new retiree to start receiving pension payments.

Planning/Community Development

- Plan Review
- Connectivity Plan
- CRS Work
- LEED Subcommittee Meeting
- Dark sky light pole research
- Dog station inventory
- Inside Out staff report
- ESC Tree Subcommittee Meeting
- CDB agenda

Police

- PD participated in Ped and Bike Safety Web Symposium
- PD facilitated 18th St Security Camera Project for installation
- PD participating in NWS TS Eta daily briefings
- PD assisted with traffic control at Veterans Day ceremony with Officers and Volunteers

Public Utilities

- Changing out broken/dead meters and curb stops; overseeing concrete and asphalt patches around City utilities repair sites; repaired water breaks on 11th Street; provided new concrete meter box for residence on Beach; relocating water service for residence on Seminole; performed pressure test for commercial building on Atlantic; attended 3 contractor meetings; responded to 3 after hours emergency calls; 15 permit reviews; 1 sewer tie in inspection; 14 locate tickets for Sunshine 811 Call Before you Dig utilities locates.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .094 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; pulled and installed motor for well #1, tested and repaired all pole lights and replaced relays in control cabinets at WTP #1; contractor cleaned and inspected water tower, refilled tower and sent lab samples for WTP #2; assisting with submersible pump installation at lift station.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; had welding contractor repair generator exhaust at multiple Lift Stations.

Public Works

- Completed the setting up and taking down for the Veterans Day Program at Vet Park.
- Installing the agility course at the Aquatic Dog Park.
- Finished the stabilization of the City Hall creek banks.
- Painted the lines for one pickle-ball court at Donner Park; striping of second one was delayed due to inclement weather.
- Made preparations for Tropical Storm Eta.
- The Seminole Road South 8' wide bike path was approved by the commission and we are scheduling for a pre-construction meeting. Utilities are being moved now.
- Seminole Road drainage project is complete.
- Installed and took down 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 for the foundation was put in, they are working on the approach slabs but got rained out. Will finish next week.
- 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 22 reservations for Park & Beach rentals and campers at Dutton Island.
- Worked on I-compass minutes.
- Working with Ron on recreation calendars.
- Working the 2021 Calendar of Events.
- Collecting families for Thanksgiving Baskets

- Processed 11 invoices for 2020-21 donations.
- Working on COVID-19 maps for events.
- Worked with DIG Local Network to pick up meals to serve 40 people.
- 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 Arts in the Park application for approval.
- 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.