

December 11, 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 357 and sent 103 emails.
- Reviewed items for the Dec. 14 City Commission regular meeting's final agenda.
- Met with Atlantic Beach Country Club representatives to discuss issues with the driving range.
- Performed multiple site visits on various projects.
- Met with Dig Local to discuss their future location and scope.
- Worked with John November and adjacent residents of Tide Views Preserve regarding the pergola location.
- Met with members of the Beaches Rotary to review a "pump track" concept.
- Attended the Environmental Stewardship Committee's workshop on the Tree Code.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Worked with City Attorney on amendments to City codes.
- Met with Henry Bishop to discuss a future parade/fundraiser for Alzheimer's disease.
- 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 437 emails.
- Participated in and assisted with the Dec. 5 holiday celebration.
- Wrapped up the small business relief grant program.
- Attended the Dec. 9 tree-protection workshop.
- Evaluated Joe Johnson's public administration internship via UNF.
- Participated in two stakeholder meetings regarding youth baseball.
- Promoted the 2020 version of our holiday shop-local campaign, Put AB Under Your Tree.
- Participated in a Dig Local Network green market meeting.

- 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.
- 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: COVID-19: Dig Local Network green market (10 a.m.-2 p.m. Wednesdays and 10 a.m.-2 p.m. Saturdays); COAB Angel Tree program; COJ tree donations; Dec. 9 tree-protection workshop; public meetings.
- Information technology:
 - New gate and AMAG controller for WP2
 - TRAKiT training
 - CC computer upgrade

Building

- Issued 53 building permits.
- Conducted 28 plan reviews and 132 building inspections.
- Working on CRS 30-day letter.
- Working on records requests.
- Working on implementation of eTRAKiT.
- Working on solution for improper splitting of properties.
- Participated in development meeting and discussed current projects.

City Clerk

- Processed, published, and distributed final agenda packets for the Dec. 14 reg. Commission meeting.
- Prepared agenda guide for the Dec. 14 Commission meeting.
- Prepared and posted meeting notices to the City's bulletin board and website calendar for all 2021 regular meetings of the Commission, Community Development Board, Cultural Arts and Recreation Advisory Committee, Environmental Stewardship Committee, General Employees' Pension Board of Trustees, Police Officers' Pension Board of Trustees, Code Enforcement Special Magistrate, and ESC Outreach Subcommittee.
- Prepared the Records Management Compliance Statement for Fiscal Year 2019-2020 and submitted it to the State.
- Assisted staff and public with various requests including records and notary services.
- Public Records Requests management and tracking of staff tasks and records requests activity- (17) currently active.
- Working on review of emails from email archiver for records request.
- Processed (16) Electronic Lien Letters.
- Prepared assignments and back up material for minutes contractor.
- Transported records to offsite records storage.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements,

scheduling destruction of appropriate records, and documenting in accordance with State laws.

City Engineer

- Completed Florida Communities Trust grant application supporting documentation for Lily St parcel acquisition
- Reviewed technical report relating to an analysis of Water Treatment Plant No. 1 condition and recommendations for improvements
- Met with City of Jax staff to discuss upcoming CDBG grant cycle and funds availability to COAB
- Continued participation with City of Jax Special Committee on Resiliency to finalize recommendations relating to sea level rise and storm surge
- Initiated adaptation planning efforts for the City based on the results of the City's Vulnerability Assessment

Finance

- Purchasing
 - o Processed 67 Purchase Orders during the time period for a total of \$117,112.98
 - o Processed 147 Accounts Payable checks during the time period for a total of \$315,676
- Service Orders
 - o 145 Requested
 - o 147 Completed
- Utility Billing – 3,207 Utility Bills were process and send for Cycle 3.
- Processed 137 Payroll Checks for a total of \$298,991.52
- Attended Department Head Meeting via Zoom
- Attended seminar through the Government Finance Officers' Association on the new requirements for the Distinguished Budget Award Program.
- Closed Fiscal Year 2020
- Working on Fiscal Year 2020 audit items in preparation for March or April auditor field work
- Had teleconference with our representative from Bank of America regarding fees going forward, and solutions for our banking needs as the branches close to City Hall are closed intermittently. This could include remote deposit, and the use of a deposit ATM card.

Human Resources

- Working on NeoGov launch.
- Working with Harden and Cigna on all of the follow-up items to launch new insurance for next year.
- Vehicle risk management issues.
- Update Hiring Practices manual for Departments.
- Research COVID vaccine requirement issues, developed recommendation.
- COVID guidelines update based on updated CDC guidelines.

- Public Utilities Plant Operations Manager recruitment process post-interview.
- Worked with HR for Jacksonville Beach and Neptune Beach on COVID issues.
- Closed 1 job vacancy
- Processed workers comp. Reimbursement checks for deposit
- Processed new workers comp. Claim
- Scheduled 3 applicants for Police Officer position for pre-employment medical testing
- Set up 2021 pay schedules in AS400
- Worked on employee benefits enrollments in the Navigator system
- Completed diversity training
- Processed 1 employment verification

Planning/Community Development

- 630-CITY joint COJ and CAOB tree planting submission for on webpage
- Reviewed permits
- CARAC meeting and presentation for Inside Out art project
- ESC agenda and PowerPoint
- Delivered flyers to houses on Main St and West 9th Street
- Replenished beach litter baskets
- Began Arbor Day 2021 planning
- CDB minutes
- Special Magistrate hearing was held on Thursday, Dec. 3, 2020
- The 2021 Special Magistrate hearing dates were scheduled. Those days are Jan. 7, March 4, May 6, July 8, Sept. 2, and Nov. 4
- Followed up on open code cases
- Coordinated with City of Jacksonville for transfer of GIS data
- Completed 3 lien letter information requests

Police

- PD is facilitating Christmas gift drop off for children in need
- Completed after action report for Turkey Trot event
- Completed after action report for Christmas tree parade and lighting
- Completed software update for arms report writing system

Public Utilities

- Changing out broken/dead meters and curb stops, including 1” and 2” meters; repaired water breaks on Ocean, Mayport Landing, Sandy Beach Lane, Park Terrace East, Beach Ave.; replacing manhole ring and cover on 2nd and Ocean; investigated and repaired leaking hydrant at The Cove at Atlantic Beach Apartments and issued a Boil Water Notice to the residents; performed emergency shut off for fire department on Plaza; investigated possible leak for customer on 11th; performed emergency shut offs for residents on Pelican Key and Duna Vista; replaced broken meter for new construction at The Preserve at Atlantic Beach; responded to 4 after hours service calls; reviewed 12 permits; performed 8 contractor inspections and 4 field meetings; performed utility

inspection for medical building under construction on Atlantic Blvd; performed 27 utility locates for Sunshine 811 Call Before You Dig Utility Locator.

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running all week with an average of .178MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; took 1st round Boil Water Samples for The Cove Apartments and sent to lab; contractors working on generator repairs at well #2R and low voltage issues at WTP #3; met with contractor regarding inspection of ground storage tanks for WTP #1, filled holes and replaced concrete between ground storage tanks; prepared new gate entrance at WTP #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; preparing well 2R for peroxide system
- Conducted interview for Plants Operations Manager

Public Works

- Straightened up the ART Statue at the town center (Ocean St. and Ahern)
- Installed the Main Street Island and Beautification circle.
- Helped move 18th Street cameras and trimmed all the trees for line of sight.
- Graded Dutton Island Road in the Park area.
- Repaired storm water pipe on Amberjack Road.
- Putting winter rye on all beach accesses and some Right of ways.
- Formed up the new Gazebo foundation at Tideview Park old Bennett Property.
- Bid out the Utilities, Asphalt, Electrical and Clarifier City contracts. Taking to Commission for approval on December 14th.
- Police and PW storage building is up and waiting on the garage doors to be installed. The doors should be here and hung on December 22nd.
- The Seminole Road South 8' wide bike path has started and going on strong.
- Seminole Road drainage project is complete.
- City Engineer and PW went thru the Donner Road project plans and made some final changes for the 100% drawings.
- Still working with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took **17** reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- AB Country will be giving out gifts to the kids at Donner Park on Monday, December 14 from 4-6 pm
- The positivity rate for Duval County is currently above 8.5%.
- Worked with DIG Local Network to pick up meals to serve 37 people.
- Submitted guidelines for marquee sign requests.
- 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