

December 4, 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).

**Deputy City Manager/Information Technology**

- Sent 355 emails.
- Administering the small business relief grant program.
- Attended the Nov. 23 City Commission meeting.
- Attended a Nov. 23 Florida Municipal Communicators Association webinar on unconscious bias.
- Developed and began promoting the 2020 version of our holiday shop-local campaign, Put AB Under Your Tree.
- Assisted with Planning/Environmental Stewardship PR, including COJ's tree-donation campaign.
- Attended Dec. 2 Beaches Watch meeting.
- Met with the Atlantic Beach Athletic Association president.
- Prepared agenda item for Dec. 13 City Commission discussion on e-scooters.
- Attended police Cmdr. David Cameron's Dec. 3 swearing-in ceremony.
- Met with intern Joe Johnson re veterans appreciation, beach litter cleanup, and bike safety initiatives.
- Attended a Dec. 5 holiday celebration planning meeting.
- Introductory meeting with Commissioners-elect Waters and Bole, along with the city manager.
- 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 10 a.m.-2 p.m. Saturdays beginning Nov. 21); COAB Angel Tree program; holiday sanitation schedule; Put AB Under Your Tree holiday shop-local campaign; COJ tree donations; Nov. 23 City Commission meetings, oaths of office, and appeal hearing; Nov. 26 Tony's Turkey Trot;

Dec 4 blood drive; Dec. 5 Beaches Town Center holiday celebration; Dec. 9 tree-protection workshop.; public meetings.

- Information technology:
  - o Review proposal for Commission chamber A/V enhancements for hybrid Zoom meetings
  - o Email disclaimer update
  - o AMAG software version upgrade to current version (required for gate controller upgrades)
  - o Smarsh sms archiver update
  - o AMAG software annual support renewal

## **Building**

- Issued 70 building permits.
- Conducted 57 plan reviews and 159 building inspections.
- Working on CRS 30-day Letter to finalize 2020 CRS.
- Working on records requests.
- Participated in development meeting, met with property owners and architect, and discussed other current projects.
- Held Department 7:30 meeting and discussed current projects and new Building Code, effective 12/31/2020.
- Reviewing new Building Codes.
- Changed three building street addresses.
- Updated Survey Bulletin 2-18 to clarify AB requirements.
- Working on new Fence Permit guidelines.
- Worked with Rotary/Habitat on new bus shelter at Jordan Park.
- Working to implement new ETRAKiT internet program.

## **City Clerk**

- Prepared meeting materials for transitioning to new Commission.
- Prepared mayor's agenda for Nov. 23 Commission meeting.
- Administered Oath of Office to newly-elected Commissioners.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Nov. 23 Special-Called Commission, Nov. 23 regular Commission, and Dec. 3 Code Enforcement Special Magistrate (CESM) meetings.
- Processed and published agenda for the Dec. 3 CESM meeting.
- Assisted Recreation Department with minutes and agenda packet for Cultural Arts and Recreation Advisory Committee.
- Processed and published draft agenda packet for the Dec. 14 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- 17 currently active.
- Assisted public by responding to citizen phone calls and requests for assistance.
- Completed draft minutes of the Sept. 28 Regular Commission, Oct. 10 Town Hall, Oct. 19 Commission Workshop, and Nov. 16 Commission Workshop meetings.

- Working on minutes of the Oct. 26 and Nov. 9 regular Commission meetings.
- Working on review of emails from email archiver for records request.
- Processed 12 Electronic Lien Letters.
- Delivered records to offsite records storage facility.
- Continued to inventory offsite records storage facility for upcoming purge.
- Prepared assignments and back up material for minutes contractor.
- Scanned meeting notices, resolutions, ordinances, proclamations, and minutes.
- Prepared report for Dec. 14 Commission meeting agenda.
- Performed notary services for public and staff.
- Updated City's website calendar and *iCompass* templates and users.
- Prepared and sent 11 reappointment letters.
- Participated in the Dec. 4 Blood Drive.

### **City Engineer**

- Analyzed mean high water line location in the vicinity of Lily Street to determine River Branch conservation easement boundary
- Began preparing specifications and bid package for the wastewater treatment plant clarifier drive replacement project
- Conducted conditions inspection of the wastewater treatment plant outfalls to the St. Johns River and Intracoastal Waterway
- Set up and attended meeting with COJ Economic Development Office staff to discuss development grant opportunities along Mayport Road
- Prepared submittal documents required by the Phase I HMGP grant for the Aquatic Gardens Drainage project

### **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 289 Requested
  - o 296 Completed
- Utility Billing – 2,804 Utility Bills were processed and sent the week ending 11/26/20; 2,667 Utility Bills were processed and sent the week ending 12/3/20.
- Processed 134 Payroll Checks for a total of \$288,951.94 for the week beginning 11/20/20; there was no payroll for the week beginning 11/27/20.
- Attended Department Head Meeting via Zoom both November 24<sup>th</sup> and December 1<sup>st</sup>
- Attended Commission meeting on November 23, 2020 where the FY19 Audit report was presented and accepted.
- Worked on gathering data for the actuary so they can complete the actuarial valuation report for both the General Employees' Pension Plan and the Police Officers' Pension Plan

- Submitted the FY19 Audit report to the State of Florida Auditor General, State of Florida Division of Retirement and the State of Florida Chief Financial Officer, FEMA and the Florida Department of Environmental Protection.
- Worked on closing items for FY20

## **Human Resources**

- Open Enrollment – working with every employee to ensure open enrollment compliance.
- Worked with department on COVID issues.
- Commissioner pay issues.
- Risk Management issue.
- Answered employee questions on Diversity training
- Workers Compensation webinar – 3 parts.
- Discussion with CM and DCM re: employee complaint.
- COVID guidelines update based on updated CDC guidelines.
- Public Utilities interview questions review, update and approval and participate in interviews.
- Closed 3 job vacancies
- Opened 2 new job vacancies
- Processed workers comp. Reimbursement checks for deposit
- Processed employee enrollments in the navigator system
- Processed pension payroll
- Processed regular payroll
- In-processed 2 new employees (commissioners)
- Out-processed 1 employee

## **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 9<sup>th</sup> 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**

- Installation of 18<sup>th</sup> St camera hardware

- Successful Turkey Trot event traffic management & After Action Meeting
- Planning meeting for Dispatch Console vendor
- Body Camera policy development meeting
- Community Security Camera project meeting
- Christmas Parade event meetings
- Promotional Ceremony for Cmdr. David Cameron

## **Public Utilities**

- Changing out broken/dead meters and curb stops, including 1” and 2” meters; repaired water breaks on Garden Lane, in Oak Harbor, Francis Ave, Buoy Lane, Mayport Landing Circle,; repaired water leak by the main building at the WWTP; set meters for new homes at Atlantic Beach Preserve; sunk well points at well 2R; checked leak at the meter for residence on Beach Ave; checked water pressure on Redfin per customer request & advised customer on pressure solution; spoke with customer on Beachside Ct regarding pressure issue – water softener issue; replaced concrete patch on Pine St; repaired sewer clean out on Country Club Lane; installed water service on Dutton Island Rd; repaired manholes on Selva Marina Dr; responded to 7 after hours service calls; reviewed 12 permits; performed 9 contractor inspections and 3 contractor meetings; performed 56 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 .166 MGD; Troy Stephens met with ABCC representatives to discuss reclaim water usage and best practices for residents.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed end of month sampling & sent results to DEP; had all high service pumps and pump room floors repainted; repaired chlorine vacuum leak on lines at WTP #3; work for gate and key card reader at WTP #1 almost complete.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas.
- Assisted Utilities employees with Open Enrollment and Diversity Training - logging in and email/password issues.
- Scheduled interviews for Plants Operations Manager
- Compiled testing information for water treatment plants newsletter article

## **Public Works**

- Boy Scout Eagle project of replacing all information signs in Howell Park and mulching the front island was completed.
- Boy Scout Eagle project of building a fire-pit at Dutton Island campsite #8 is completed.
- Replaced the broken sink that was vandalized at the Dutton Island restrooms.
- Formed up the new Gazebo foundation at Tideview Park (old Bennett property).
- Picked up and installed all city building Christmas Trees.
- Bid out the Utilities, Asphalt, Electrical, and Clarifier City contracts. Taking to Commission for approval on December 14.
- Picked up all the supplies for installing the Main Street and 9<sup>th</sup> center circle. Will be installed on December 7.

- Police and PW storage building concrete work is done. The materials for the building have been delivered and the contractor has started the new build.
- Moved the North fence at Jordan Park making more parking available.
- Took down the Town Center palm trees that were hit in an accident.
- The Seminole Road South 8' wide bike path is scheduled to begin on December 9.
- 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.
- Public Works generator was approved by the Commission and is on order.

## **Recreation**

- Took 44 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Attended the Cultural Arts & Recreation Committee Meeting.
- Reviewing the 2021 Calendar of Events brochure.
- Processed 60 beach fire applications for November.
- Spoke with Lowe's to donate 10 Christmas trees for the holidays
- The positivity rate for Duval County is currently above 7%.
- Worked with DIG Local Network to pick up meals to serve 37 people.
- Submitted guidelines for marquee sign requests waiting approval.
- 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.