

December 18, 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 319 emails and sent 54 emails.
- Prepared for and attended the December 14th City Commission regular meeting.
- Performed multiple site visits on various projects.
- Attended the FL Department of Health's meeting on vaccination distribution.
- Attended virtual training on Microaggressions.
- Reviewed contract with Advance Disposal/Waste Management.
- Attended virtual meeting with Atlantic Beach Preservation to review impervious surface calculations.
- Met with Henry Bishop to discuss a potential parade fundraiser for Alzheimer's disease.
- Participated in meeting with staff and engineers to review proposed water plant upgrades.
- Attended the monthly Beaches Chamber meeting.
- Hosted a weekly department head videoconference meeting.
- Participated in a conference call with Atlantic Beach Baseball Association on future scheduling.
- Met with Mayor and Commissioners to discuss various topics.
- Worked with City Attorney on amendments to City codes.
- 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 203 emails.
- Attended the Dec. 14 City Commission regular meeting.
- Participated in an Alzheimer's community fund-raising parade brainstorming session.
- Attended and presented at the monthly Beaches Chamber of Commerce meeting.
- Participated in a meeting with Atlantic Beach Athletic Association's leadership.
- 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.
- Submitted Atlantic Beach Living article.
- Produced January utility bill newsletter.
- Utilized the City's communications platforms (i.e. website, social media, traditional media) to inform citizens about various matters.
- Information technology:
 - o Central Square cloud software update
 - o IT policies Update
 - o Smarsh / iMessage configuration

Building

- Issued 37 building permits.
- Conducted 44 plan reviews and 105 building inspections.
- Building Department currently working from home for covid distancing and two inspectors in quarantine.
- Holding Department Zoom meetings.
- Working on ETRAKiT and on-line services.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for Dec. 14 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (16) currently active
- Assisted public by responding to citizen phone calls and requests for assistance
- Working on review of emails from email archiver for records request
- Processed (11) Electronic Lien Letters
- Worked extensively on records stored at off-site facility – inventoried, identified records that met retention requirements, prepared 50 boxes of records for shredding, and coordinated destruction with vendor.
- City clerk completed required diversity training - *Unconscious Bias, Microaggressions in the Workplace*, and *Diversity, Inclusion, & Sensitivity*.
- Received two Campaign Treasurer's Reports
- Drafted public hearing notice and instructions for public commenting for Jan. 11 Commission meeting.
- Attended virtual department head meeting.
- Sent Outlook calendar invitations to elected officials and department heads for 2021 Commission meetings.

City Engineer

- Completed technical specifications for WWTF clarifier drive replacement bid
- Finalized FDEP required Fecal Indicator Bacteria Monitoring and Response Plan that addresses area surface waters

- Met with engineering consultants to review initial recommendations and finalize approach to Water Treatment Plant No. 1 modernization and conversion from chlorine gas to sodium hypochlorite for disinfection
- Initiated analysis of drainage issues and potential solutions for the areas lying between Francis Avenue and Mayport Road
- Completed FDEP required wastewater treatment facility outfall integrity report and met with consultants to begin analysis of potential repairs to pipe supports at three creek crossings

Finance

- Purchasing
 - o Processed 43 Purchase Orders during the time period for a total of \$100,050.16
 - o Processed 49 Accounts Payable checks during the time period for a total of \$331,146.48
- Service Orders
 - o 203 Requested
 - o 212 Completed
- Utility Billing – No utility bills process this week.
- No Payroll was processed this week
- Attended Department Head Meeting via Zoom
- Worked with client support to solve issues with closing the previous fiscal year with roll over encumbrances.
- Attended zoom meeting regarding Automated Metering Infrastructure (AMI)
- Spoke with City’s financial advisor regarding the possibility of loan refinancing; two loans are eligible to do so
- Working on completing items for the annual Workers’ Comp audit
- Utility Billing Supervisor, Utility Billing Specialist, Customer Service Representatives, Customer Service Supervisor, Meter Readers, Accountant and Finance Director completed the required Diversity Training, remaining staff members are nearing completion.

Human Resources

- FLC Legislative Priorities call.
- Finalized with Harden and Cigna all of the follow-up items to launch new insurance for next year.
- Vehicle risk management issues finalized and insurance proceeds received and deposited.
- Audit of 2020 UHC wellness funds. Purchased gift cards for wellness incentives in 2021.
- EEOC webinar on guidance regarding employers requiring COVID vaccines.
- Working on Building department reorganization.
- Public Utilities Plant Operations Manager recruitment process post-interview. Issued offer letter.
- Opened 1 job vacancy.
- Processed workers comp. Reimbursement checks for deposit.
- Processed 2 background checks.

- Processed regular payroll.
- Processed 1 employment verification.
- Completed year end payroll and HR tasks.

Planning/Community Development

- Confirmed COJ tree planting locations
- Connectivity plan
- Reviewed permits
- Answered zoning questions
- Attended ESC Outreach meeting
- Prepared PowerPoints for meetings
- Fence inspections
- Tree inspections
- Website updates
- Prepare letter regarding BRL for Royal Palms mailer

Police

- PD conducted annual firearms training for all Officers
- Chief participated in Community Security Camera discussion at Dec 14th Commission Meeting
- Chief participated in COJ quarterly SEPPC Meeting
- PD meeting with Body Camera vendor
- PD Meeting with Community Security Camera vendor

Public Utilities

- Changing out broken/dead meters and curb stops, including 1” and 2” meters; installed hydrant extension on new hydrant placed in The Cove Apartments; performed emergency after hours water shut offs on 11th and Diligent Ct; performed temporary shut off for resident on Belvedere for plumbing work to be completed; attended GPR meeting and demo on Mayport Road; repaired water breaks on Sea Oats, Stocks St, Live Oak Lane, 8th St, Pioneer, Garden Lane; relocated the meter for a residence on Seminole; investigated sewer issue on Mayport; performed emergency shut off for residence on Mayport Landing; investigated low pressure complaint on Beach Ave –customer had broken pipe; responded to 4 after hours service calls; reviewed 10 permits; performed 12 contractor inspections and 6 field meetings;; performed 107 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 .163MGD; had representative from USP Technologies place an odor monitor outside well 2R for odor control information gathering.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; received boil water notice sample results from lab for All Clear Notices to be posted from distribution;

had door on pump room replaced at WTP #4; met with engineers regarding WTP #1 upgrades; taking drone pictures to monitor Osprey nest on the water tower at WTP #1.

- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas

Public Works

- Completed the striping of the Pickle-ball courts at Donner Park.
- Installed some new wind screens and re-attached some at Russell Baseball fields.
- Alpha Foundation to fix drop off in walkway between the Chamber and the Police Department on December 23rd.
- Putting winter rye on all beach accesses and some Right of ways.
- Poured the concrete for the Gazebo foundation at Tideview Park.
- Met in a ZOOM meeting with the AB Preservation to answer some of their questions.
- 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. The final walkthrough has been done.
- 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 31 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- AB Country met with staff and gave out gifts for approximately 60 kids.
- The positivity rate for Duval County is currently above 8.9%.
- Worked with DIG Local Network to pick up meals to serve 16 families and 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 10 a.m.-2 p.m.
- 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.