

December 31, 2020

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Shane Corbin, City Manager
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly Summary (Dec 19-31)

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 438 emails and sent 121 emails.
- Reviewed draft agenda items for the January 11 City Commission regular meeting.
- Performed multiple site visits on various projects.
- Met with Rob Stone from the Atlantic Beach Country Club to discuss a Special Use Area Amendment.
- Attended virtual training on Unconscious Bias.
- Reviewed contract with Advance Disposal/Waste Management.
- 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.
- 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 298 emails.
- Completed the three modules of diversity training.
- Researched history of AB's time clock at the five-way for an upcoming project.
- Assisted with communication pertaining to the Main-Ninth Street temporary traffic circle.
- Developed a brochure and communicated with residents encouraging them not to feed geese in our community.
- 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.

Building

- Issued 67 building permits.
- Conducted 67 plan reviews and 182 building inspections.
- Three staff members out with COVID virus on overlapping days.
- Used contract engineering firm for some inspections.
- Staff members communicating by phone, email, and zoom, work continuing.

City Clerk

- Processed, published, and distributed draft agenda packets for the Jan. 11 regular Commission meeting.
- Working on minutes of the September 28 and Nov. 23 Special Called Meetings of the City Commission.
- Completed draft minutes of the Oct. 26 and Nov. 9 regular Commission and Dec. 3 Code Enforcement Special Magistrate meetings.
- Processed 8 electronic lien letter requests.
- Records Clerk and Deputy City Clerk completed required diversity training - *Unconscious Bias, Microaggressions in the Workplace, and Diversity, Inclusion, & Sensitivity*.
- Working extensively on records stored at off-site facility (identify and inventory)
- Drafted and mailed 3 notice-of-hearing letters for the Jan. 7 Code Enforcement Special Magistrate meeting.
- Finalized, executed and mailed 5 Code Enforcement Special Magistrate (CESM) Orders from the Dec. 3 hearings.
- Assisted the public with inquiries, records requests and notary public services.
- Updated City's calendar and prepared notices for upcoming meetings.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Prepared Monthly JustFOIA report – 16 currently active

Finance

- Purchasing
 - o Processed 34 Purchase Orders during the time period for a total of \$54,260.98
 - o Processed 123 Accounts Payable checks during the time period for a total of \$109,703.10
- Service Orders
 - o 187 Requested
 - o 197 Completed
- Utility Billing – 2,822 were processed and sent out during this time period
- 130 payroll checks were processed for a total amount of \$285,139.31

- Attended Department Head Meeting via Zoom 12/21/20; no Department Head meeting was held on 12/29/20.
- Assisted Procurement Manager with E-Verify notice to all vendors doing business with the City of Atlantic Beach regarding the new law that becomes effective January 1, 2021. This requires all vendors utilize the E-Verify system in order to be eligible to do business with the City of Atlantic Beach
- Finished up items for the annual Workers' Comp insurance audit

Human Resources

- Continue to work with Harden and Cigna on all of the follow-up items to launch new insurance for 1/1/2021. Distributed information and forms to employees.
- Worked with employee, supervisor and department head on FMLA issues.
- Finalizing building department positions.
- Continuing legal education classes.
- Answered many COVID questions from employees and supervisors.
- Finalized Wellness Program issues for next year's Cigna program
- Answered records retention questions from clerk's office.
- Responded to two JSO officers regarding service of process.
- Opened 1 job vacancy
- Processed workers comp. Reimbursement checks for deposit
- In-processed new employee
- Processed year end functions for regular payroll and pension payroll
- Updated insurance benefits on all employees for 2021
- Processed regular payroll
- In processed new retiree
- Out processed deceased retiree
- Processed pension payroll

Planning/Community Development

- Heritage Tree staff reports for 1/11 Commission mtg.
- Arbor Day resolution
- Parking Ord. update
- Connectivity Plan
- Tree Code
- Inspections
- Plan review
- Issued hearing notices for Jan. 7 Special Magistrate hearing
- Investigated new code enforcement complaints and followed up on open cases
- Research for new special magistrate

Police

- Drain Line Replacement Project: Talked w/ Plumber on project, planned for them to come out this week to rescope the pipe in preparation for project start. Delayed due to plumber having manpower issues (COVID) pushing back multiple jobs.
- Dispatch Console Replacement: Finalizing specs with vendor, met with COJ and systems partners (IT, 911, radio shop) on temporary relocation needs for dispatch during furniture replacement.
- Body Cams: Worked w/ vendor on shipping and IT-related needs for body cam order. Should be shipping very soon, possibly this week. Policy draft being reviewed now.
- Training: 2 officers in FTO started Phase 3 of training and are performing well.
- Completed processing on 3 police applicants, one started 12/28 and 2 will start 1/4.
- FDLE JAG Grants: JAGD Grant approved to purchase FTO software for new dispatchers and newly promoted sergeants. Mayor signed agreement and paperwork sent to FDLE. Submitted purchasing items for the software. JAGC for CAD and dispatch still pending approval/review. Worked with FDLE to submit requested items for approval and for payment from the JAGC from last year for CAD (cost split over 2 years, FY19 & FY20).
- Two new patrol vehicles ordered in September received from Ford. Being outfitted now.
- Dec 14th – Multi-Year Training and Exercise Plan for the county and beaches and interlocal agencies that participate like JIA, Navy, Blount Island, School Board, etc. Discussed training needs over the next 3 years.
- Dec 15th - Security and Emergency Preparedness Planning Council with the COJ to discuss 2020 Hurricane season, COVID operations, 2021 operational outlook, County Emergency Management Plan for 2021 and mission essential functions for covid 19 protocols.
- Dec 19th- PD participated in Luminaria night in AB with more than 100 Luminarias placed out by ABPD volunteers (Mark Stuart and Aline King) in front of the station
- Dec 21-23 – Volunteer Mark Stuart dressed as Santa and sat in the Lifeguard chair in front of the station and waved to citizens passing by.
- Dec 14 - Annual Firearms training and qualifications for sworn officers
- Dec 22 - Joint press conference with NB and JB and K9s for warriors regarding the donation and implementation of the “station dog” program.

Public Utilities

- Replacing meters from work orders throughout city
- Repaired emergency water breaks for residents on 19th, Impaula, Seminole, Ocean Breeze, A1A, Mayport Rd at the Navy Exchange, Aspen Ridge
- Installed concrete patch on live oak lane
- Investigated leak on the city side for a residence on Seminole Road
- Investigated sinkhole on laughing gull
- Investigated sewer issue on Apollo
- Installed manhole liner at 11th and Seminole
- Performed weekly maintenance and repairs at all water treatment plants.
- Contractor replaced belts and filters on generator at water treatment plant #2
- Made minor repairs and upgrades to pump rooms at all water treatment plants

- Performed weekly maintenance and repairs at waste water treatment plant; reuse running all week at an average MGD of .80
- Contractor changed fuses, relays and level control system on three effluent pumps at WWTP
- Continued all general maintenance and repairs at citywide lift stations; pump relay replaced at Atlantic Beach country club Lift Station

Public Works

- Tideview gazebo foundation was poured and is ready to be installed
- Mulched new parking area at Jordan Park.
- Repaired the uneven concrete walkway at the chambers.
- Completed the striping of the pickle ball courts at Donner Park.
- Replaced the vandalized broken toilets at Dutton Island restrooms.
- Taking down the Christmas lights on Atlantic Blvd and Mayport Rd. on Monday Jan. 4.
- Police and PW storage building is up and waiting on the garage doors to be installed. The doors should arrive on Jan. 4.
- The Seminole Road South 8' wide bike path work has stopped during the holidays. Work will start back on Jan. 4 and be completed within a couple of days.
- Seminole Road drainage project is complete and 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 **39** reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is currently above 10.08%.
- Worked with DIG Local Network to pick up meals to serve 16 families and 47 people.
- 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.