

January 8, 2021

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

- Sent 105 emails; received 463 emails.
- Reviewed final agenda items for the January 11 City Commission regular meeting.
- Attended a virtual meeting hosted by the Jacksonville Housing Authority.
- Had multiple discussions regarding the City's waste-hauling contract.
- Negotiated terms for the Dig Local Green Market contract.
- Performed multiple site visits on various projects.
- Attended the Code Enforcement Special Magistrate meeting.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Participated in a conference call with the local Department of Health regarding COVID-19 vaccinations.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Reviewed COVID-19 related news and events.

Deputy City Manager/Information Technology

- Sent 268 emails.
- Assisted with Dig Local Network market planning.
- Assisting with staff discussion about the future of the City's waste-hauling needs.
- Assisting with planning the online Martin Luther King Jr. Celebration.
- Working with Beaches Go Green, Keep America Beautiful and Public Works on plans to install approximately 15 recycling bins in AB (at Beaches Town Center, beach accesses, and parks).
- Attended new police officer swearing-in ceremony.
- Prepared agenda item for City Commission consideration of a moratorium on commercially leased scooters.
- Assisting with planning Arbor Day activities and promoting the City of Jacksonville free tree program.
- 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.
- Information Technology
 - o Ongoing issue with weekly generator test run at WPW affecting AIR Fiber radios on the water tower
 - o Computer refresh for Utility operators at WP1
 - o Dog Park Passes update
 - o Symantec AV CH upgrade
 - o Phone auto attendant issues

Building

- Issued 46 building permits.
- Conducted 37 plan reviews and 66 building inspections.
- Researching new Building Code and updating checklists for plan review and inspections.
- Participated in development meeting, met with one property owner, and discussed current projects.
- Held department meeting and discussed new Building Code.

City Clerk

- Processed, published, and distributed regular and amended agenda packets for the Jan. 11 Commission Workshop.
- Processed, published, and distributed final agenda packet for the Jan. 11 regular Commission Meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 7 Code Enforcement Special Magistrate meeting.
- Processed eight (8) electronic Lien Letters.
- Working on the Nov. 23 and Dec. 14 Regular Commission meeting minutes.
- 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
- Attended ceremony and administered Oaths to two new Police Officers.
- Updated agenda management software with membership, templates, and folder changes.
- Continuing to work on records management project, updating inventory labels at off-site storage facility.
- Mailed two (2) appreciation letters to outgoing Board/Committee members.
- Prepared paperwork for purchase of registrations and plates for two (2) new Police Dept. vehicles and one (1) new utility trailer and decals for five (5) others.
- Prepared notices and posted upcoming meetings on the city's website calendar and bulletin board.
- Prepared agenda guide for Jan. 11 regular Commission Meeting.

City Engineer

- Met with Oceanwalk HOA representative to discuss options & procedures for pool bulkhead replacement
- Coordinated with Ring Power regarding delivery time and specifications for 3 emergency generators
- Prepare project manual for Donner Road and coordinated CDBG requirements with the City of Jacksonville Neighborhoods Department
- Prepared septic to sewer letter participation agreement letter for W. Plaza area properties not currently served by city sewer. 80% of property owners must agree to participate to be eligible for SJRWMD funding.
- Continued coordination with Regency Centers regarding drainage easement expansion for the Aquatic Gardens stormwater project

Finance

- Purchasing
 - o Processed 4 Purchase Orders during the time period for a total of \$3,727.40
 - o Processed 50 Accounts Payable checks during the time period for a total of \$65,173.82
- Service Orders
 - o 139 Requested
 - o 143 Completed
- Utility Billing – 2,822 were processed and sent out during this time period
- 138 payroll checks were processed for a total amount of \$298,285.22
- Attended Department Head Meeting via Zoom
- Worked on items for the January 25th Commission meeting
- Began work on period 3 (December) month end close

Human Resources

- Continue to work with Harden, Medcom and Cigna on all of the challenges in implementing new health insurance and flexible spending account issues.
- Worked with employee and department head on military leave issues.
- COVID vaccine legal updates webinar.
- Continuing legal education classes.
- Answered many COVID questions from employees and supervisors.
- Swore in two police officers.
- Worked with department head and city manager on employee discipline issue.
- Follow up on cultural diversity and inclusion training and ensure that all employees are trained.
- Opened 2 new job vacancies.
- Processed workers comp. Reimbursement checks for deposit.
- In-processed 3 new employees.
- Coordinated medical testing with carespot for 2 new applicants
- Updated employee coverages on lincoln website
- Out-processed 1 employee.

- Worked with finance dept. on year-end reports.

Planning/Community Development

- Fence addendum (to streamline fence permitting)
- Connectivity Plan
- COJ Tree Plantings round 2
- Tracked Arbor Day Tree applications
- Answered Free Tree Questions
- Created Census data map
- Attend virtual Jacksonville Housing Authority Mtg.
- Contact with Jones Edmonds for task 1 of adaptation planning grant
- RFQ for special magistrate services
- Special magistrate hearing
- Ordered trees for Arbor Day event
- Ordered items (plaques, bags, stickers, etc.) for arbor day event
- Mailed septic-to-sewer letters

Police

- Meeting with plumbing contractor to schedule camera work on drain line
- Quarterly Performance Reports for active grants being completed
- Annual audits for accreditation being conducted
- Sworn in two new officers
- Numerous employees exercised and had extra PT time with C4 to get more steps in.

Public Utilities

- Changing out broken/dead meters and curb stops; responded to leak at meter call on Inland Way; performed emergency shut off on Mealy St; investigated low water pressure complaint on Ahern; responded to irrigation line water break on Seminole; cleaned up work area after repairs on West End; responded to 4 after-hours service calls; reviewed 13 permits; performed 2 contractor inspections and meetings; performed 26 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 .104MGD; had Fire Department inspection for all wastewater and water plants.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; finished up repairs to generator at well #2R; escorted inspection from JFRD to all water and wastewater plants for annual fire inspection; had new door installed and painted at WTP #4; ordered replacement rooftop ventilator fan for ground storage tank at WTP #3.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding area.
- Curtis Abernathy returned to the department on January 4th in his new role as the Plants Operations Manager.

Public Works

- The last of the 8' wide bike-path on Seminole Road was poured. Contractor has cleaned and groomed the area, and done the asphalt patchwork. We will have a walk-thru and final inspections next week.
- Started the changeover to LED lighting at the Donner Tennis / Pickleball courts.
- Repaired the Russell racquetball bathrooms from the vandals on January 1.
- Took down all the Christmas light on Atlantic Blvd. and Mayport Road.
- Built two new benches for the Town Center.
- Painted the entire inside of Adele Grage Community Center.
- West 7th Street concrete flume repaired
- Installed a bike rack at the 12th Street beach end.
- Tideview Gazebo foundation was poured and is waiting on the gazebo to be installed.
- Police and PW storage building is up and waiting on the garage doors to be installed. The doors should be here and hung on January 12th.
- Still working with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took 22 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is currently above 10%.
- Worked on agenda and minutes for the upcoming Recreation Committee meeting.
- Worked with DIG Local Network to pick up meals to serve 16 families and 38 people.
- Submitted flyers for Songwriters, Acoustic, and Arts in the Park application for approval.
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Saturdays 10 am – 2 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.