

January 15, 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](http://www.coab.us/weeklysummary).

**City Manager**

- Sent 98 emails and received 458 emails.
- Reviewed draft agenda items for the January 25 City Commission regular meeting.
- Attended the City Commission workshop and regular meeting on January 11.
- Attended the virtual Beaches Watch monthly meeting.
- Met with Waste Management to discuss their contract extension.
- Met with AE Engineering to review their continuing services capabilities.
- Attended a virtual training by the Florida Redevelopment Association.
- Met with developers of 1927 Beach Avenue to discuss plan revisions.
- Met with developer of properties on Francis Avenue to discuss flood mitigation.
- Attended multiple Arbor Day events.
- Performed multiple site visits on various projects.
- Met with the chair of the Community Development Board.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- 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 263 emails.
- Attended the City Commission workshop and a portion of the regular meeting on Jan. 11.
- Updated the City Commission e-scooter agenda item.
- Participated in Waste Management planning meeting.
- Attended Beaches Watch "State-of-the-Beaches" meeting.
- Submitted monthly Atlantic Beach Living article.
- Attended and assisted with Arbor Day activities.
- Attended Beaches Chamber of Commerce luncheon as board member.
- Published e-newsletter; distributed to 5,976 subscribers.
- Continuing to work on Beaches Go Green/Keep America Beautiful/COAB/CONB/Beaches Town Center recycling bin 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 Air fiber Radio at WP2 issue resolved
  - o Gate replacement at WP2.
  - o AMAG software version upgrade initiated
  - o NeoGov implementation

## **Building**

- Issued 51 building permits.
- Conducted 43 plan reviews and 88 building inspections.
- Worked on records requests.
- Worked on TRAKiT billing and features.
- Held Department 7:30 meeting and discussed current projects and procedures.
- Worked on new Fence Permit procedures.
- Participated in development meeting, met with one developer, and discussed current projects.
- Worked on reconfiguring Building Permit Technician to three levels.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 11 Commission Workshop and regular Commission meeting.
- City clerk discussed meeting requirements with city attorney.
- Administered oath to two new employees.
- Mailed one (1) appreciation letter to outgoing Committee member.
- Prepared and sent public hearing notice for Ordinance No. 65-21-42.
- Completed draft minutes of the Nov. 23, 2020 Special Called Meeting of the City Commission.
- Working on Jan. 11 regular Commission meeting minutes.
- Processed, published, and distributed draft agenda packet for the Jan. 25 regular Commission Meeting.
- Processed, published, and distributed agenda packet for the Jan. 21 Commission Priority Setting & Visioning Meeting.
- Prepared public commenting instructions and notices for upcoming meetings.
- Updated website calendar.
- Sent final report deadline reminder to two (2) candidates.
- Public Records Requests management and tracking of staff tasks and records requests activity - 16 currently active
- City clerk attended virtual department head meeting.

- Updated software and board/committee membership lists to reflect recent changes.
- Attended Arbor Day event.
- Assisted public by responding to citizen phone calls and requests for assistance
- Records Clerk attended a webinar - *Preparing Cases for a Special Magistrate and Best Practices on Appeal Process*.
- City clerk watched the Jan. 13 Beaches Watch virtual meeting.
- Researching board and committee training options.
- Sent Outlook calendar invitation to City Commissioners for 2021 invocation assignments.
- Processed 12 Electronic Lien Letters
- Continuing to work on records management project, updating inventory labels at off-site storage facility.

### **City Engineer**

- Developed proposal for providing improved drainage between Dutton Island Rd and Simmons Rd
- Developed approach for modernization of WTP 1
- Responded to residents regarding the septic to sewer participation letter sent to Begonia St/W Plaza area residents
- Coordinate relocation of Thor Guard alarm pole at 16<sup>th</sup> St with FDEP
- Completed recommendations for City of Jacksonville Committee on Resiliency relating to sea level rise
- Began developing Adaptation Planning scope of work for utilizing \$40,000 FDEP grant and \$87,000 CDBG-MIT grant
- Finalize drainage easement locations with Regency Center staff required for the Aquatic Gardens stormwater project

### **Finance**

- Purchasing
  - o Processed 40 Purchase Orders during the time period for a total of \$102,282.23
  - o Processed 127 Accounts Payable checks during the time period for a total of \$297,621.37
- Utility Customer Service Orders
  - o 83 Requested
  - o 88 Completed
- Utility Billing – 3,203 were processed and sent out during this time period
- Utility Billing Adjustments
  - o Water \$1,900.97
  - o Sewer \$ 815.94
  - o Late Fees \$1,063.24
  - o Garbage Fees \$18.02
- No payroll for this week
- Attended Department Head Meeting via Zoom

- Participated in web demo on budget builder and budget book production web based solution
- Completed four agenda items for the January 25<sup>th</sup> Commission meeting
- Met with City Manager Corbin regarding Advanced Disposal potential contract renewal
- Met with City Attorney Durden regarding questions in current contract with Advanced Disposal
- Worked on preliminary items regarding possible State Revolving Loan fund refunding (refinancing)
- Spoke with our relationship manager with Bank of America regarding service changes, and fee restructuring
- Met with City Manager, Deputy City Manager, Public Works Director and representatives from Advanced Disposal regarding potential contract renewal
- Worked with the Officer of Criminal Justice Grants of the Florida Department of Law Enforcement to submit financial reports for grants and provide needed back-up paperwork to secure grant fund disbursement
- Worked with Morgan Stanley to have erroneous tax withholdings removed from pension investment accounts. This has been completed.

### **Human Resources**

- Worked on NeoGov implementation.
- Responded to COVID issues/questions.
- Participated in continuing legal education seminars.
- Updated EEOC form for FDLE Jag Grants.
- Opened 2 new job vacancies
- Closed 2 job vacancies
- In-processed 2 new employees
- Completed 2 employment verifications
- Processed regular payroll

### **Planning/Community Development**

- Attend Commission mtg.
- Attend Commission mtg.
- Attend ESC meeting
- Plan Review
- Connectivity Plan
- Meet with COJ for phase 2 Tree Plantings
- Prep for Arbor Day
- Answered Free Tree Questions
- Created Census data map
- Attend virtual code enforcement training

### **Police**

- Accreditation policy review committee meeting Ref. this year's items and the upcoming re-accreditation
- Q4 Employee awards
- PD receiving daily briefings on national and state security issues
- Meeting with COJ EPD on COVID vaccinations

## **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; installed new service on 14<sup>th</sup> St; set meter on 3<sup>rd</sup> St; replaced small concrete patches for service areas on Magnolia; performed irrigation meter service replacement on Beach; repaired water break on 11<sup>th</sup>; responded to 4 after hours service calls; reviewed 12 permits; performed 4 contractor inspections and meetings; performed 48 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 .164 MGD; electric contractor repairing pond pump aerator, various motors.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; replaced broken chlorine regulator at WTP 4, and sent out for repairs; contractor completed repairs on generator at well 2R; had electrical contractor repair bad wiring on a valve at WTP 2; scheduled AC unit repair for WTP 1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding area; installed new window unit AC at Buccaneer lift station; performed generator checks and services as needed.
- Sent sewer lateral location information to resident on Seminole Landing; spoke with HOA president for Ocean Gate regarding asphalt repairs; completed Tier II Risk Management Filing online process; updated information for Utilities testing results for February Newsletter; gathering and organizing information for 23 upcoming utilities operator license renewals.

## **Public Works**

- Moved the lightning warning pole from 16<sup>th</sup> Street to 15<sup>th</sup> Street
- Replaced the Skateboard Park Light timer box.
- New LED lights at Donner Pickle-ball courts were completed and adjusted.
- Installed a new bench at the Town Center
- Cleaned the Villa Norte ditch area.
- Installed the two Heritage tree signs. (Howell Park and Gabby residents.)
- Graded and cleaned up the main entrance to Howell Park.
- Bids are out for the Aquatic Dog Park walking track. Bid opening will be 2-10-21
- Final walkthrough was completed on the Seminole Road sidewalk project.
- Main Street round about signs were changed to Chevron signs.
- The bay doors were installed on the new PD / PW storage building.
- Tideview Gazebo foundation was poured and is waiting on the gazebo to be installed.

- 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 24 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is currently above 13%.
- Working on user fees for nonprofit organizations.
- Canceled the Recreation Committee meeting and scheduled a meeting for February 2.
- Worked with DIG Local Network to pick up meals to serve 16 families and 38 people.
- Working on the Tour de Parks event.
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Saturday 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.