

January 22, 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 76 emails; received 346 emails.
- Reviewed final agenda items for the January 25 City Commission regular meeting.
- Prepared for and attended the City Commission priority-setting workshop on Jan. 21.
- Attended the virtual FDEP meeting on SLIP Study Rule (625-7) regarding coastal development.
- Met with Dig Local to discuss the future of their Green Market in the city.
- Attended a virtual training by the Florida Redevelopment Association on CRA budgeting, funding and reporting.
- Reviewed the draft internal policy for police body cameras.
- Participated in a virtual meeting with Atlantic Beach Country Club regarding their SPA amendment.
- Met with developer of 1800 Mayport Road to discuss their proposed development agreement.
- Performed multiple site visits on various projects.
- 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 341 emails.
- Produced February utility bill newsletter.
- Attended the Jan. 21 City Commission visioning and priority-setting workshop.
- Working with Dig Local, city manager on the market's future hours/day/venue in AB, particularly on Saturdays
- Working with public works and the Forsyth family on privately funded improvements to the skate park.
- Working with residents concerned about potential ecological issues and other challenges at Howell Park.

- 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 Symantec Endpoint Security Enterprise subscription renewal
 - o Symantec roll out for police laptops
 - o Testing phase I - new camera system for commission chamber

Building

- Issued 55 building permits
- Conducted 18 plan reviews and 113 building inspections
- Held Department 7:30 meeting and discussed current projects
- Participated in development meeting and discussed current projects

City Clerk

- Processed, published, and distributed final agenda packets for the Jan. 25 Commission workshop and reg. meeting.
- Prepared agenda guide for Jan. 25 regular Commission meeting.
- Assisted staff and public with various requests including records and notary services.
- Mailed application packet for city clerk's notary renewal.
- Public Records Requests management and tracking of staff tasks and records requests activity- 18 currently active.
- Processed ten Electronic Lien Letters.
- Transported records to offsite records storage.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Registered, applied for title, and obtained plate for three new Police Dept. vehicles.
- Finalized, executed and mailed three Code Enforcement Special Magistrate Orders from the Jan. 7 hearings.
- Staff attended JustFOIA virtual training webinar.
- City Clerk attended virtual department head meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Jan. 21 Commission Priority-Setting & Visioning Workshop.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Completed draft minutes of the Jan. 11 regular Commission meeting.
- Records clerk attended the opening for RFP 21-02 – Code Enforcement Special Magistrate Services.
- Updated City's calendar and prepared meeting notices.

- Received one Campaign Treasurer's Report.

City Engineer

- Participated in draft Sea Level Impact Projection (SLIP) study rule that will require a SLIP study for state-funded projects in coastal areas
- Conducted 100% design meeting with consultants regarding the Donner Road rebuild project
- Initiated discussions with Florida Division of Economic Development staff regarding the recently awarded grant funding for adaption planning
- Provided recommendations for resiliency options to the COJ Special Committee on Resiliency
- Completed quarterly HMGP grant application reports
- Prepared supporting documentation for a Florida Communities Trust grant application relating to the purchase of Lily St property

Finance

- Purchasing
 - o Processed 49 Purchase Orders during the time period for a total of \$62,289.03
 - o Processed 69 Accounts Payable checks during the time period for a total of \$281,267.80
- Utility Customer Service Orders
 - o 158 Requested
 - o 163 Completed
- Utility Billing – No utility bills processed this week
- Utility Billing Adjustments – No adjustments submitted for approval this week
- 134 payroll checks were processed this week for a total of \$290,833.12
- Attended Department Head Meeting via Zoom
- Participated in board meeting for the Florida Government Finance Officers Association
- Worked on agenda items for the February 8th Commission meeting
- Worked on fulfilling public records requests
- Participated in a meeting with Public Utilities Director, Distribution Director, Cross Connector/Inspector Supervisor, Customer Service Supervisor and Utility Billing Supervisor to discuss several items related to meters and meter reader duties/expectations
- Attended webinar on best practices of developing a long range finance plan

Human Resources

- Continued work on NeoGov implementation.
- Planning next steps on rollout of sexual harassment training.
- Coordinate insurance coverage for Public Utility vehicle totaled in accident.
- Webinar on Pandemic Effects on Employee Benefits.
- Telephone conversation and follow-up with Jax Beach Deputy City Manager on HR issues.

- Helped resolve issue of training of employee on light duty.
- Webinar on “Employer considerations about COVID-19 Vaccinations.”
- Developing planning sessions for employee wellness program with new health insurer.
- Coordination risk subrogation claim.
- Work with on Magistrate for Code Enforcement.
- Opened 2 new job vacancies.
- Met with employee for retirement paperwork.
- Met with 2 employees for 457 plan enrollments.
- Worked with insurance broker on several issues with new health insurance provider.
- Worked with finance department on updates to retiree records.

Planning/Community Development

- Complete Streets policy and staff report for Commission
- Attended ESC tree subcommittee mtg.
- Set up traffic counter at bridge at ABCC
- Opened and rejected bid for special magistrate
- Mtg. with ABCC regarding possible SPA update and LDR updates
- Connectivity Plan
- COJ Round 2 tree plantings
- Answered zoning questions
- Reviewed permits
- Prepared Stewardship Reports for Tideviews Preserve and Dutton Island Preserve
- Conducted fence inspections
- Reviewed Tree Permits
- Answered questions and sent emails about the COAB Arbor Day Free Tree Program
- On-going code enforcement

Police

- PD receiving information briefings from FBI Jax on local and state security concerns
- PD participate in Dancing in the Streets 2021 meeting
- PD working with Planning Dept. on city traffic and parking issues
- PD projects for plumbing repair, body cameras, community security cameras and Communications Center renovation are waiting on vendors to move projects forward
- Chief attended meeting with Beaches Police Chiefs and the State Attorney for the 4th Judicial Circuit
- Sgt. Jimmy Hundley awarded AB MLK Community Service award

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; replaced service on 4th St and 14th St; repaired water breaks on Seminole, Beach Dune, Rudder, Destin and Sea Oats; replaced curb stop on Garden Ct; sewer issues on 11th at Seminole, Nipigon, Beach, and Royal Palm; repaired leak at meter on Destin Lane; emergency cut off on

Majestic Cypress; performed 45 utility locates for Sunshine 811 Call Before You Dig Utility Locator.

- Performed required system testing and maintenance on waste water treatment facilities; reuse system has been down most of this week due to high turbidity; cleared the lines to the pond aeration pumps; worked on centrifuge horizontal conveyor; removed top plate from centrifuge horizontal auger and hosed it down; unclogged drain to sludge truck bay; replaced a torn membrane on the East disc filter.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; AC contractor repaired AC unit at WTP #1; shut down and restarted water tower at WTP #1 to test system; had electrical contractor to WTP #2 to troubleshoot ground storage tank actuator valve.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Videoed several pipes to see potential problems.
- Painted the interior of the Jordan Community Center
- Got the clam truck out of the shop and started to use it.
- Cleaned the Seminole Road ditch area.
- Changed the roundabout signs to Chevron signs at W. 9th and Main St.
- Bids are out for the Aquatic Dog Park walking track. Bid opening will be 2-10-21
- The bay doors were installed on the new PD / PW storage building.
- City Engineer, PW and PU all met with the Engineering firm to go over the Donner Road plans and Specifications.
- Still working with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took **18** reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is currently above 10%.
- Submitted a staff report for not for profit user fees.
- Working on Wild Wonders event.
- Submitted a recreation monthly report.
- 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 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.