

January 29, 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 139 emails; received 456 emails.
- Reviewed draft agenda items for the February 8th City Commission regular meeting.
- Prepared for and attended the January 25th City Commission regular meeting.
- Met with Dig Local and Bishop Golden to discuss moving the Green Market to a new location.
- Attended the virtual meeting with ArtRepublic and the Recreation Department to review a proposed art festival.
- Attended two virtual meetings on Blue Zones sponsored by Baptist.
- Attended a working lunch with Neptune Beach and Beaches Town Center to review BTC lighting.
- Performed multiple site visits on various projects.
- Reviewed contract proposal for Atlantic Beach Athletic Association.
- 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 223 emails.
- Working with the Atlantic Beach Athletic Association on various issues in advance of the upcoming youth baseball season.
- Attended North Beach Parking program meeting regarding various issues.
- Attended Jan. 25 City Commission Complete Streets Policy workshop.
- Drafted City Commission resolution regarding state tree-protection regulation and home-rule rights.
- Promoting the City's heritage tree program.
- Drafted City Commission civility resolution.
- 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 Skate park camera Issues
 - o Baker Center WiFi Issues – Resolved
 - o New Camera for Commission Chamber hybrid meeting testing and training

Building

- Issued 49 building permits.
- Conducted 21 plan reviews and 146 building inspections.
- Participated in development meeting, met with three property owners and discussed other current projects.
- Held 7:30 Department meeting and discussed operating procedures and current projects.
- Worked on records requests.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the ---Jan. 25 Commission workshop and regular meeting.
- Processed, published, and distributed draft agenda packets for the Feb. 8 reg. Commission meeting.
- Updated Commission on Ethics' database with names and contact information for public officials and employees required to file financial disclosures.
- City clerk attended virtual department head meeting.
- Continued planning for board and committee training - watched COJ's ethics training video; gathering information and resources; and preparing training materials.
- Met with IT and Planning staff regarding hybrid format for Feb. 1 joint workshop.
- Updated City's calendar and prepared meeting notices.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-passed resolutions and minutes.
- Public Records Requests management and tracking of staff tasks and records requests activity- (15) currently active.
- Processed (17) 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.
- Completed draft minutes of the Jan. 11 Commission Workshop, and Nov. 23 and Jan. 25 regular Commission meetings.
- Working on review of emails from email archiver for records request.

Finance

- Purchasing
 - o Processed 18 Purchase Orders during the time period for a total of \$4,910.66
 - o Processed 105 Accounts Payable checks during the time period for a total of \$338,064.93
- Utility Customer Service Orders
 - o 145 Requested
 - o 232 Completed
- Utility Billing – 2,827 utility bills were processed this week
- A total of \$4,567.83 in utility billing adjustments were processed. The breakdown is as follows:
 - o \$1,940.14 – Water Volume
 - o \$1,242.03 – Sewer Volume
 - o \$946.82 – Late Fees
 - o \$400.29 – Garbage Fees
 - o \$38.55 – Utility Tax
- No payroll processed this week
- Attended Department Head Meeting via Zoom
- Completed data request for actuarial valuations for the pension boards
- Completed the fixed asset component required for the FY20 audit
- Completed agenda item for the February 8th Commission meeting
- Began data gathering for the required State of Florida report for the Police Officers Retirement System
- Worked on Pension Boards minutes from the November meeting and agendas for the upcoming February meeting
- Completed quarterly surcharge report and payment for surcharges collected via building permits
- Tax documents (W-2, 1099's) were completed
- Annual return of withheld Federal Income Tax from payments to retirees from pension plans was completed
- Quarterly Employer's Federal Tax Return was completed
- Attended FGFOA's Membership and Leadership Committee meeting via Microsoft Teams to discuss the mentoring program

Human Resources

- Continued work on NeoGov implementation.
- COVID impact status by department, as well as deal with several individual COVID issues.
- Webinar on Pandemic Effects on Employee Benefits Part 2.
- Dealt with Department of Revenue Unemployment Compensation issues.
- Resolved challenges with Cigna and Medcom.
- Working on ACA reporting preparations with new vendor.
- Telephone conversation and follow-up with Jax Beach HR Director on HR issues.

- Complete EEOP Certification and begin work on Utilization Report.
- Opened 1 new job vacancy.
- Closed 1 job vacancy.
- Updated tax tables in payroll system.
- Met with 2 employees on insurance issues.
- Worked with insurance broker on several issues with new health insurance provider.
- Processed regular payroll.
- Processed pension payroll.

Planning/Community Development

- Commission WS mtg. for Complete Streets Policy
- ESC trees subcommittee meeting
- Chapter 23 update PowerPoint
- Agenda & Zoom invite for 2/1 Joint meeting
- COJ Tree Plantings
- Connectivity Plan
- Traffic Counts in ABCC
- Prepared staff reports and presentations for upcoming CDB meeting
- Emailed residents about free tree plantings
- Answered zoning questions
- Researched zoning cases
- Reviewed permits
- Reviewed tree permits
- Worked on Tree Permit spreadsheet to find out if we have them in LF (2007 to 2019)
- Working on Tree Permit folder on O drive, clean up, scanning, etc.
- Scanned large scale plans into LF
- Special Magistrate Services – Search for a new magistrate is still ongoing.
- Followed up on open code cases.

Police

- Working on annual Uniform Crime Report Statistics to submit to FBI
- Received message board which was ordered through the COVID supplemental funds grant
- Processing one police officer applicant for hire
- Three employees out due to COVID
- Moving offices in preparation for plumbing construction project
- SRT had a meeting discussing procedures, training, and assigning a new Assistant Team Leader, Joe Van Hof.
- New quote received from Vetted Solutions on park cameras for Tideviews Park.
- Dispatch console stations will be ordered soon (approved at Monday night Commission Meeting)
- WellFest meeting and action plan development for March 6th event at Johansen Park
- New updated GPS units arrived for vehicles

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Brista De Mar, Stern; removed 2" stand pipe on George St.; Checking water pressure issues on Songbird; investigated depression around manhole at Sylvan and David – waiting on quote to make the repair; investigated sewer issue on Beach Ave.; performed 27 utility locates for Sunshine 811 Call Before You Dig Utility Locator.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system continues to be down due to high turbidity; had electric contractor replace the failed couplings and hangers to our Centrifuge's Horizontal Distribution Auger, and then placed the Centrifuge back on-line.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electric contractor troubleshooting actuator valve on the ground storage tank at WTP #2; met with inspector regarding elevated storage tank inspection results at WTP #2; generator contractor working on generator at well #2R; adjusted generator run time at WTP #1 from 30 minutes to an hour.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; had electrical contractor out to the Selva Marina lift station for some electrical troubleshooting.

Public Works

- Removed some palm stumps from Johansen Park
- Removed stumps out of the dirt roadway in Jordan Park
- The interior of all Community Centers have been painted
- Attended a meeting with the Beaches Town Center to discuss light poles
- Used the clam truck throughout the city trying to get some things caught up
- Installed a new bench at the Town Center
- Cleaned the Seminole Road ditch area.
- Bids are out for the Aquatic Dog Park walking track. Bid opening will be 2-10-21
- Continuing to work with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took **23** reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is 9.57%.
- Submitted a staff report for user fees.
- Working on Wild Wonders event, Well Fest, Bicycle Tour, Acoustic Nights and Arts in the Park.
- Worked with DIG Local Network to pick up meals to serve 17 families and 38 people.
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Saturdays 10 am – 2 pm
Saturdays 2 pm – 5 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.