

February 5, 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 112 emails and received 419 emails.
- Reviewed final agenda items for the February 8<sup>th</sup> City Commission regular meeting.
- Prepared for and attended the Feb. 1 City Commission Tree Code workshop.
- Attended the open house on complete streets and traffic calming.
- Attended the monthly NF TPO Technical Advisory Committee meeting.
- Reviewed the annual contract for Atlantic Beach Athletic Association.
- Reviewed the proposed contract extension from Waste Management.
- 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 426 emails.
- Attended the Feb. 1 tree-protection code workshop.
- Attended the open house on complete streets and traffic calming.
- Completed the City's agreement with the Atlantic Beach Athletic Association to provide a youth baseball program at Russell Park.
- Completed the first draft of the City Commission's 2021 priorities document.
- Working with Beaches Go Green and Keep America Beautiful on marketing plans for the upcoming "smart" recycling bin program.
- Continuing efforts to discourage residents from feeding geese.
- Developed policy for City Commission member newsletter submissions.
- 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.
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- Information technology:
  - o Hybrid Zoom/Commission Chamber auction video tweaking and training
  - o AMAG Software update issues
  - o Printer scanner at WP1 problems resolved
  - o PD new network printer

## **Engineer**

- Began updating 10-year Capital Improvement Plan for Public Works
- Met with Verizon representatives to begin planning for relocating cell antennas in preparation for demolishing the elevated storage tank at WTP No. 1
- Attended FDEP Coastal Resilience seminar
- Coordinated timing and installation requirements with RingPower for the City Hall, Public Works Building and Camelia St List Station generators (75% grant funded)
- Researched options and budget pricing for proposed Veteran's Park restroom facility
- Met with area residents to discuss the potential city purchase of the 0 Lily St property
- Coordinated maintenance of traffic requirements for proposed Mayport Rd flyover artwork
- Began drafting scope of work for CDBG-MIT grant for sea level rise adaptation planning

## **Building**

- Issued 49 building permits.
- Conducted 29 plan reviews and 113 building inspections.
- Met with Rotary, regarding a new bus shelter in front of the Jordan Center.
- Participated in development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed operating procedures.
- Worked on records requests.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Feb. 1 Joint Workshop.
- Prepared notice for the Feb. 8 Commission meeting.
- Processed, published, and distributed final agenda packet for the Feb. 8 reg. Commission meeting.
- Prepared agenda guide for Feb. 8 Commission meeting.
- Received a campaign treasurer's report and amendments from one candidate.
- Scanned and posted 18 treasurer's reports to Weblink. All termination reports have been received.
- Public Records Requests management and tracking of staff tasks and records requests activity- (16) currently active.
- Processed (6) 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, preparing for destruction of appropriate records, and documenting in accordance with State laws.
- Completed draft minutes of the Jan. 11 Commission Workshop, Jan. 25 Commission Workshop, Jan 25 regular Commission meeting, Nov. 23, 2020 regular Commission meeting, and July 27, 2020 regular Commission meeting.
- Working on minutes of Oct. 12, 2020 and Dec. 14, 2020 regular Commission meetings.
- City Clerk attended virtual department head meeting.
- Held a debriefing about the Feb. 1 Joint Workshop format.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Continued planning for board and committee training - watching training videos; gathering information and resources; and preparing training materials.
- Researched local order and state laws regarding options, rules, and guidelines for telephonic participation at meetings; submitted questions to mayor, city manager, and city attorney.
- Updated the online board/committee application form.
- Received one new application for serving on Pension Board of Trustees.
- Updated Mayor Glasser's bio on City's website.

## **Finance**

- Purchasing
  - o Processed 35 Purchase Orders during the time period for a total of \$276,183.22
  - o Processed 74 Accounts Payable checks during the time period for a total of \$131,474.77
- Utility Customer Service Orders
  - o 148 Requested
  - o 152 Completed
- Utility Billing – 2,686 utility bills were processed this week
- No Utility Bill Adjustments were processed this week
- 134 payroll checks were process for a total gross amount of \$295,803.81
- Attended Department Head Meeting via Zoom
- Completed the required State of Florida report for the Police Officers Retirement System, only submission of the annual audit remains
- Completed 11 quarterly surcharge reports for surcharges collected via building permits that were past due
- Completed and published agendas for the General Employees' and Police Officers Pension Board of Trustees meeting to be held on February 11, 2021
- Submitted necessary paperwork for plan changes to ICMA
- Completed month-end journal entries for January 2021
- Worked on monthly financial report for January 2021

## **Human Resources**

- Opened 3 new job vacancies
- Closed 2 job vacancies
- Worked with several employees on insurance issues
- Worked with insurance broker on several issues with new health insurance provider
- Worked with 2 employees on W-2 issues
- Worked with the Finance Director on ICMA issue

### **Planning/Community Development**

- Connectivity Plan and Workshop
- COJ Tree Plantings
- Tree Code Workshop
- Made map for Historic corridor
- Made map for Heritage Trees
- Updated Heritage Tree page on website
- Answered zoning questions
- Reviewed permits
- Reviewed tree permits
- Fence and tree inspections
- Prepared for Connectivity Plan Open House
- Research on zoning questions
- ESC meeting minutes
- Followed up on open code cases
- Worked on updating meter installation data in gis water utility layer

### **Police**

- PD revisiting the possibility of Crime Mapping service
- PD discussing needs of LG's in their building
- Safer Watch use in the past 2 years being discussed
- Discussed with Vetted Security providing a quote to replace cameras at Tide Views Park
- Body cameras waiting on vendor to deliver product

### **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; repaired leaking meters on Sunapee, Pelican Key, Hibiscus, Assisi; replaced broken sewer cleanout on 6<sup>th</sup>; investigated irrigation line leak on Sandpiper – referred it to Public Works; met with concrete contractor at Schooner's Bay and Ocean Gate lift stations; sent GIS location to contractor to locate city services for new construction on Country Club Lane; inspected area on Beach for future meter relocates; performed pressure complaint check on Sturdivant; responded to after-hours emergency call regarding customer side water leak on Magnolia; performed 31 Sunshine 811 Call Before You Dig Locate services; reviewed 11 permits; performed 6 site visits; performed hydrant flow test for new construction on Mayport

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.137 MGD
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; had electrical contractor at WTP #2 to replace control card on actuator valve for ground storage tank; preparing documents for new emergency shower at WTP #3 and ice machine for sampling procedures
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; met with contractors regarding pump motor capacitors and roof at Schooner's Bay lift station
- Received and reviewing (2) permit docs for Mayport Road construction sites in Jacksonville city limits

### **Public Works**

- Installed the sign on the Joe Gerrity tree in Russell Park.
- Replacing a few boards and repainting the 16<sup>th</sup> Street Beach walkover.
- Removed sand on several Beach Accesses.
- Replaced two tennis nets at Russell Tennis Courts.
- Replaced burnt out lights at Russell and Donner baseball fields.
- Repairing fence at the Aquatic Dog Park
- New bench at 12<sup>th</sup> street Beach access.
- Working on quotes for a new Vet Park restrooms.
- Installed new camp site directional signs on Dutton Island.
- Bids are out for the Aquatic Dog Park walking track. Bid opening will be 2-10-21
- 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 **23** reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is 9.51%.
- Working on baseball field use for Jacksonville Juice.
- 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.
- Dig Local Network Green Market, Wednesdays & 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.