

April 23, 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

- Out sick for five days.
- Sent 72 emails and received 391 emails.
- Reviewed final agenda items for the April 26 City Commission regular meeting.
- Reviewing affordable housing possibilities.
- Discussed ongoing personnel issues with Human Resources.
- Periodically monitored ArtRepublic mural installations on Mayport Road.
- Performed multiple site visits on various projects.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor 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 396 emails.
- Performed managerial duties in city manager's absence
- Presentation on COAB functions and activities to Fleet Landing residents.
- Working with public works and a resident on a new memorial bench placement.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Worked with staff and residents on a palm tree planting project at the 19th Street beach access.
- Attended and presented at the Beaches Chamber of Commerce board meeting.
- Along with Mayor Glasser, went on a boat tour to the Bridgeport barge, and Along with Mayor Glasser and Chief Gualillo, met with Beaches Town Center and Atlantic Boulevard businesses regarding the upcoming Orange Crush activities.
- Produced May utility bill newsletter.
- Developed a Military Appreciation Month schedule.
- Updated the City's emergency orders, managed the City's COVID-19 hotline and performed other duties associated with the public health emergency.

- Utilized the City's communications platforms (i.e. website, social media, and traditional media) to inform and respond to citizens about various matters.
- Information technology
 - o PD Laptop refresh
 - o AMAG Gate control at WP1 completed
 - o Supporting IT related documents for Financial Audit
 - o PD Dispatch new location network configuration
 - o Symantec Upgrade

Engineer

- Met with engineers to discuss options for repairing/replacing the 16th St beach access
- Completed HMGP grant writing and administration training with FL Dept. of Emergency Management
- Prepared sampling program for bacterial sampling along Puckett Creek to confirm water quality
- Negotiated scope of work and fee for WTP No. 1 improvements
- Continued sea level rise adaptation planning efforts

Building

- Issued 61 building permits.
- Conducted 37 plan reviews and 101 building inspections.
- Worked on three records requests.
- Working on ETRAKiT.
- Completed 2021 CRS Annual CC Submittal.
- Working on Building Department ISO Audit.
- Participated in Monday development meeting, met with one property owner, and discussed current projects, by Zoom.
- Held Department 7:30 meeting and discussed Department SOPs and printed material.
- Attended Floodplain Managers meeting, by Zoom.
- Met with Police Chief and City Engineer, regarding building sanitary drains.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 19 Special Called Meeting/Waiver Hearing.
- Processed, published, and distributed final agenda packets for the April 26 regular Commission meeting.
- Processed, published, and distributed agenda packets for the April 27 Board Member Review Committee meeting.
- Prepared agenda guide for the April 26 Commission meeting.
- Completed minutes of the April 15 Special Called Commission meeting.
- Administered the Oath to new emergency communications operator.
- Updated board and committee database and lists.

- Worked extensively on records management project – inventorying and identifying records that met retention requirements in accordance with State laws and researching resources and equipment for offsite storage facility upgrades.
- Attended and recorded bid opening for Bid. No. 2021-10 WWTP Clarifier Installation.
- Working on minutes of the April 12 Commission meeting.
- Processed twelve (12) Electronic Lien Letters.
- Public Records Requests management and tracking of staff tasks and records requests activity- seven (7) currently active.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Processed transfer of vehicle tag.
- Uploaded audio recordings of this week’s public meetings from handheld recorder to the network for retention.
- City clerk met with elected officials on various topic.
- Registered residents for the Beaches Town Center Paid Parking Program.
- Finalized and transmitted Resolution No. 21-27 to appropriate agencies.
- Continued preparing for board and committee training.
- Worked on review of emails from email archiver for records request.
- Working on lien project - researching, verifying, and logging recorded liens and agreements.

Finance

- Purchasing
 - o Processed 25 Purchase Orders during the time period for a total of \$99,616.56
 - o Processed 55 Accounts Payable checks during the time period for a total of \$213,990.09
- Utility Customer Service Orders
 - o 133 Requested
 - o 174 Completed
- Utility Billing – No utility bills were processed this
- Payroll was not processed this week
- A total of \$4,042.16 in Utility Bill Adjustments were processed. They were for:
 - o \$2,559.82 Water
 - o \$1,305.65 Sewer
 - o \$ 17.86 Late Fees
 - o \$ 158.83 Utility Tax
- Attended Department Head Meeting via Zoom
- Audit Fieldwork began this week, spent most of the week fulfilling auditor requests for additional information
- Ensured that all Department Heads had access to ClearGov to complete training
- Coordinated items needed for loan refunding
- Participated in meeting with a vendor to clear up some billing issues

Human Resources

- Cisco virtual meeting regarding Cigna City Wellness program. Preparing incentive program.
- Discussions and conference calls regarding a workers' comp case and suit. Preparing for another call with carrier for next week.
- Spoke with employee and department head regarding tuition reimbursement program.
- Reconciled and paid invoices for The Standard, Lincoln, Sunlife, Humana and Harden.
- Opened 3 new job vacancies and posted them to the website.
- In-processed 1 new employee.
- Processed 1 new worker's comp. claim.
- Processed regular payroll.

Planning/Community Development

- Waiver hearing
- Community Development Board Meeting
- CDB orders from meeting
- Chapter 19-8 review with city attorney
- Adaptation Plan
- Plan Review
- Chapter 23 update
- Answered zoning questions
- Wrote Environmental Stewardship Committee minutes
- Conducted permit inspections
- Conducted zoning research
- Answered tree questions
- Made swag bags for World Revolt
- ESC/World Revolt Earth Day art coordination

Police

- New Emergency Communications Officer started work this week
- Communications Center upgrade in progress
- PD reviewing plumbing repair options with Engineering and Building Dept. personnel
- PD participated with Duval Co EOC in meetings for civil disturbance concerns
- Chief participated in Business walk with Mayor and Assist City Manager
- Chief participated in meeting with COAB IT to improve communication and service levels
- PD participated in Duval Co CTST meeting
- PD hosted meeting between a vendor and Finance and PD to resolve billing issues

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Sherry Drive, Big Pine Key; performed emergency shut off for customer work being done on Fairway Villas, Seminole, 19th, Main St.; Distribution Operator cross

training with lift station operator; replaced the cutoff valve to the wash down area at Public Works; located sewer main and cleanouts at the ABFD; installed irrigation service for a business on Atlantic; investigated water break for customer on Ocean Gate-break was on customer's property; responded to 3 after hours/weekend emergency calls; performed 33 utility locates for Sunshine 811 Call Before You Dig locator services; performed 4 site visits; attended 3 contractor meetings; 4 CO inspections; assisted Singleton's Mobile Home Park maintenance identify leak in their area; closely monitored boring crews along Amberjack, Sailfish, Sabalo, Irex, Whiting, Triton for underground cable installations.

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.179 MGD; inspected vertical auger on centrifuge for damage and to get an estimate on parts and repairs.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; assisted wastewater treatment plant with removal and inspection of auger covers on centrifuge; IT contractor troubleshooting SCADA issues at water treatment plants #1 & 2; contractor inspecting pump at water treatment plant #2 for repairs; water plant #3 diesel fuel tanks were pressure washed and repainted.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; rebuilt vent lines to Palm Ave Lift Station.

Public Works

- Installed new fence at the 1st street beach access
- Fixed electrical outlet at the Donner Park baseball fields.
- Working on the sprinkler system at the Aquatic Dog Park, in preparation of the new walking track starting on May 3 (Weather Permitting)
- Re-striping the parking lines at Ocean Blvd from Atlantic Blvd to 1st Street, 19th Street, and 10th street. Striping will be done on Friday 4/23.
- Met with Kevin and confirmed planting for additional palms on the 19th St. Beach access
- Installed a metal ring in the fire pits at Dutton Island campsites 2 and 8.
- Met with engineering firm to discuss the Dutton Island Bridge and the 16th Street Beach walkover.
- Ordered a new drinking fountain with cup filler for the pickle-ball restrooms.
- Veteran park restrooms approved by the commission, putting in the order and trying to get a delivery date set up. We have met with the electrician and the plumber.
- Got a bid ready to go out to replace the wood on the 20th Street beach walkover. Putting it out for bids after the beach season is over.
- West side ditch digging contract was approved by the Commission. A pre-construction meeting was held. Contractor is ready to start as soon as they get a PO.
- A Donner Road Project public meeting will be held on April 28th from 5:00 to 7:00. Flyers have been sent out and door hangers have been put out to nearby residents.
- Still working on the Engineering and design work for the Aquatic Pond project.

Recreation

- Took 17 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (April 24 – Dutton Island), Songwriters (Virtual) May 16.
- Working on a storage building for ABAA.
- Scheduled a vaccinations at Adele Grage and Jordan Center for May 1 (9-Noon & 1-5).
- Advertised Earth Day Art Competition for Word Revolt (Facebook and Centers).
- Working on a request for a Reggae Festival with Birds of Fire.
- Scheduled a workshop for the CARAC, Thursday, April 22 at 10 am.