

April 16, 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 102 emails and received 543 emails.
- Prepared for and attended the April 12 City Commission regular meeting.
- Prepared for and attended the April 15 City Commission special meeting.
- Reviewed draft agenda items for the April 26 City Commission regular meeting.
- Met with North Florida Land Trust and Florida Department of Environmental Management about conservations easement enforcement.
- Met with NB and BTCA to discuss Orange Crush.
- Discussed ongoing personnel issues with Human Resources.
- Met with the city's grant writer on future public art grants.
- Worked with local property owners and ArtRepublic to secure wall canvases for murals.
- 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.
- Out sick for two days.

Deputy City Manager/Information Technology

- Sent 271 emails.
- Presented on COVID communication via webinar to the Florida League of Cities.
- Attended the April 12 and April 15 City Commission meetings.
- Culminated months of work by installing smart recycling bins and kicking off "No Litter Sherlock" anti-littering campaign with Beaches Go Green and Keep America Beautiful.
- Prepared for and attended the April 15 City Commission special meeting.
- Drafted and submitted article for Atlantic Beach Living magazine.
- Performed management functions in city manager's absence for two days.
- Working with the Environmental Stewardship on various outreach/public information/education opportunities.
- Developing new e-newsletter format.

- Administered the City's online citizen-request tool and handled other customer-service matters.
- 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 Provided various documents for the 2020 Financial Audit
 - o Ongoing issues with audio feedback in Commission Chamber
 - o Update endpoint security for Symantec and Malwarebytes on various work stations

Engineer

- Continued document collection and research related to beach parking requirements
- Completed grant reporting requirements for Q1 2021
- Continued sea level rise adaptation planning efforts
- Coordinate elevation and location requirements for emergency generators

Building

- Issued 45 building permits.
- Conducted 26 plan reviews and 122 building inspections.
- Participated in Monday development meeting and discussed parking and other current projects.
- Worked on records request.
- Front Counter Staff attended a virtual Central Square (TRAKiT and AS-400) conference and seminar.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 12 regular Commission meeting.
- Prepared and sent April 26 public hearing notice for Ordinance No. 15-21-16 to *The Beaches Leader*; notice was published on April 15.
- Processed, published, and distributed agenda packet for the April 15 Special Called Commission meeting.
- Updated website calendar and prepared and posted notices.
- Processed, published, and distributed amended agenda packet for the April 19 Special Called Commission meeting/Waiver hearing.
- Processed and published draft agenda packet for the April 26 Regular Commission meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 15 Special Called Commission meeting.
- Prepared and mailed appointment letters to three new members.
- Records clerk attended and recorded bid opening for RPF 21-03 Solid Waste Proposal.

- Completed draft minutes of the March 22 Regular Commission meeting.
- Processed twelve (12) Electronic Lien Letters.
- Prepared, executed, and recorded Release of Lien with the Duval Co. Clerk of Courts.
- Public Records Requests management and tracking of staff tasks and records requests activity- five (5) currently active.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Prepared paperwork, applied for titles, and obtained plates for two Police Department vehicles.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-approved resolutions and minutes.

Finance

- Purchasing
 - o Processed 69 Purchase Orders during the time period for a total of \$73,624.14
 - o Processed 16 Accounts Payable checks during the time period for a total of \$62,526.79
 - o Facilitated opening RFP #21-03
- Utility Customer Service Orders
 - o 174 Requested
 - o 178 Completed
- Utility Billing – No utility bills were processed this
- 151 payroll checks were processed this week for a total gross amount of \$289,890.62
- No Utility Billing Adjustments were made this week
- Attended Department Head Meeting via Zoom
- Attended opening of RFP 21-03
- Continued work on items for FY20 requested by auditor
- Attended Regular Commission meeting and Special Called Commission Meeting
- Set Department Heads up as users in ClearGov, and sent instructions on accessing training
- Worked on agenda items for the Regular Commission Meeting on April 26th
- Worked on FY22 Budget Calendar

Human Resources

- Continued work on NeoGov training, set up and implementation. Updating all position descriptions, class codes and EEOC category and function codes. Updated Career Pages. Finalizing last details before pre-launch audit of first phase. Planning update of COAB Employment web pages.
- Discussions regarding baseball shed issues.
- Continued working on a scanning project for the City Clerk's office.
- Closed 2 job vacancies and submitted the applications to the departments for review.
- Opened 2 new job vacancies and posted them to the website.
- Worked on a scanning project for Human Resources.

- Completed working on the pension data request and submitted it to the actuary.
- Worked with the Police Department on background checks for new lifeguards.

Planning/Community Development

- ESC meeting
- Tree Code updates
- Adaptation Plan
- Chapter 19 ordinance update
- Commission staff reports
- CDB staff reports
- Reviewed permits
- Answered zoning questions
- Conducted zoning research
- Completed permit inspections
- Reviewed open tree permits
- Reviewed Town Center Parking Study
- Researched Adaptation Planning
- Answered tree questions
- Covered the phones and front desk on Tuesday for Building Dept
- Finished the CDB Agenda, Notified the Board and made copies for meeting
- Working on renaming past correspondence on the O drive and uploading to LF (ongoing)
- Tree permit scans as needed

Police

- PD researching traffic data from 1600 Block to 2000 Block between Beach Av and Seminole Rd.
- Dispatch upgrade project on hold for IT and hardware vendors need to change scheduled installation
- Body Cam project delayed due to IT programming issue – request elevated to Motorola Technical support level 2
- Chief presented at Beaches Exchange Club Breakfast
- Chief presented at St. Johns Catholic Church Men's Club Dinner
- PD received notification of 2020 JAGD funding availability, funding levels not yet determined for AB

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Sand Castle Lane, Redfin, Wonderwood, 9th, Pioneer and Cypress Landing; located leak on Beach Ave for customer; replaced service on Beach Ave; repairing manhole ring and cover on Saratoga Circle; performed emergency shut off for customer repairs being done on Nantucket, Seminole Road, and Fairway Villas; processed 2 meter rental applications; reviewed 13 permits; performed 2 CO inspections and 2 contractor site visits; performed 29 utility locates for Sunshine 811 Call Before You Dig locator

services, including monitoring of boring being done by AT&T; using new GPR to locate sewer laterals on entirety of Poinsettia, to locate 2" main on Sturdivant behind Gate Station and to locate main on Wonderwood Lane; sent close out documents to FDEP regarding Mallard Cove Water Main Improvements; responded to 2 after hours calls; responded to resident in ABCC regarding trees near lift station.

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.235 MGD; completed upgrades to the Ops-10 Operating system; pulled #2 recirculation pump to inspect impellor and checked for ease of rotation – had electrical contractor troubleshoot controls; placed blower #4 back into rotation after servicing.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electrical contractor checking flow issues with high service pump at water treatment plant #2; removed and disposed of old chemical shower at water treatment plant #3; drained and flushed out ground storage tank, then refilled and placed water treatment plant #4 back into service; had card readers for security gates at water treatment plants #1 and 2 installed; Verizon had survey crew perform survey for at water treatment plant #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; installed new dewatering pump at the Selva Marina lift station.
- New Heavy Equipment Operator for Distribution/Collection will join our team on Monday, April 19
- Gathered information to create Water/Sewer Production Report for audit and sent to Melissa Burns
- Updated 2020 Water Quality Report to include corrected web link to the EPA site for drinking water regulations and sent to Kevin Hogencamp for publication on city informational sites (Facebook, COAB website)

Public Works

- Replacing the water drinking fountain that was vandalized at Tideview Park.
- Ordered a new drinking fountain with cup filler for the pickle-ball restrooms.
- Replaced a broken light pole at Town Center
- Replaced the broken bricks on the fire pits at Dutton campsites 2 and 8.
- Installed the new City Smart Recycle bins.
- Started the 19th St. Beach access landscaping.
- Aquatic Dog Park walking track is scheduled to start on May 3rd (Weather permitting) Signs have been posted throughout the park.
- 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 is set up for April 22nd.

- 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 hanger will be 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.
- There were 43 attendees at the April 10 Wild Wonders.
- There were over 1,000 views for the virtual Songwriters on April 11.
- Working with Florida Department of Health on selecting a site and date for vaccinations.
- Advertised Earth Day Art Competition for Word Revolt (Facebook and Centers).
- Scheduled a workshop for the CARAC, Thursday, April 22 at 10 am.