

May 14, 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 124 emails and received 526 emails.
- Prepared for and attended the May 10 City Commission regular meeting.
- Reviewed and prepared draft agenda items for the May 24 City Commission regular meeting.
- Researched alternative parking scenarios for the beach renourishment count and the Comprehensive Plan.
- Participated in the bond signing meeting to save the City approximately 400k.
- Discussed ongoing personnel issues with Human Resources.
- Patriated in a 3 beaches conferences call regarding the NFUCG water supply.
- Attended the Blue Zones Assessment Report virtual meeting.
- Met with ABPD Chief to discuss staffing issues.
- Participated in a conference call with one of the respondents to the waste hauling RFP.
- 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.
- Met with the City Attorney.

Deputy City Manager/Information Technology

- Sent 250 emails and received 582 emails.
- Attended the May 10 City Commission meeting.
- Assisting with efforts for AB to host a farmer's market at Russell Park.
- Authored three articles and took one photograph published on the front page of the Beaches Leader.
- Promoted City Commission's adoption of Connectivity Plan.
- Wrote a National Gun Violence Awareness proclamation.
- Attended Florida Municipal Communicators Board of Directors meetings in Orlando.
- Attended the Blue Zones health project community assessment.

- Attended a Florida League of Mayors essay contest ceremony.
- Assisting with the City's efforts to stabilize its solid waste contracting service.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- 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 Follow-up on WP2 gate replacement project.
 - o New Printer for City Clerk's front desk.
 - o Printer testing for finance AS400.

Building

- Issued 53 building permits.
- Conducted 21 plan reviews and 119 building inspections.
- Worked on records request.
- Worked on ETRAKiT.
- Participated in Monday development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed SOPs.
- Met with Habitat, regarding potential site.
- Met with new property owner, regarding renovation of apartment complex.
- Discussed wetland and flood zone properties with several potential buyers.

City Clerk

- Prepared and distributed agenda packet for the May 11 Board Member Review Committee (BMRC) meeting.
- Prepared, set up, attended, and performed administrative duties for the May 10 regular Commission Meeting.
- Prepared, set up, attended, and performed administrative duties for the May 11 BMRC meeting.
- Prepared staff report for recommending new appointment to Cultural Arts and Recreation Advisory Committee.
- Attended virtual department head meeting.
- Processed, published, and distributed draft agenda packet for the May 24 regular Commission Meeting.
- Completed minutes of the April 12 regular Commission and May 11 BMRC meetings.
- Received 12 training certifications.
- Received one new board/committee application.
- Processed sixteen (16) Electronic Lien Letters.
- Worked extensively on records stored at off-site facility – inventoried, identified records that met retention requirements
- Uploaded audio recordings of this week's meetings from handheld devices to the network for retention.
- Prepared travel form for city clerk to attend FACC Summer Academy in June.
- City clerk and deputy clerk completed "Stop the Bleed" course.

- City clerk and records clerk attended JustFOIA webinar.
- Working on review of archiver emails for a records request (9,873)
- Public Records Requests management and tracking of staff tasks and records requests activity- nine (8) currently active.
- City clerk signed documents at bond pre-closing.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Updated lists and information on portal and website.
- Sent appointment letter to new CARAC member.
- Assisted residents with parking registration for Beaches Town Center Paid Parking Program.
- Finalized, executed, and mailed four Orders from the May 6 Code Enforcement Special Magistrate (CESM) meeting

Engineer

- Began drafting Preliminary Adaptation Plan
- Continued efforts regarding beach parking
- Evaluated WWTF outfall creek crossing repair recommendations
- Reviewed Puckett Creek forcemain replacement alignment on Mayport Rd
- Attended NS Mayport Resiliency meeting
- Reviewed implications of SJRWMD recent legislation regarding water levels in Lake Brooklyn and potential impacts to Atlantic Beach water withdrawal requirements

Finance

- Purchasing
 - o Processed 10 Purchase Orders for a total of \$15,939.63.
 - o Processed 76 Accounts Payable checks during the time period for a total of \$129,696.04
- Utility Customer Service Orders
 - o 132 Requested
 - o 134 Completed
- Utility Billing – 3,208 Utility Bills were processed and sent this week
- Processed payroll checks for 180 employees for a total gross amount of \$293,306.07.
- A total of \$2,021.59 in utility adjustments were processed. The breakdown is as follows:
 - o Water – \$907.98
 - o Sewer - \$867.19
 - o Late Fees - \$94.99
 - o Stormwater Fees - \$79.99
 - o Utility Taxes - \$71.44
- Attended Regular Commission Meeting
- Attend pre-closing of refunding of Utility bonds
- Attended Department Head Meeting via Zoom
- Continued working on requests from the auditor and consultant for the preparation of the financials for FY2020

- Responded to public records request
- Finalized and published agenda for Pension Boards Meeting
- Prepared monthly financial report for the regular Commission on May 24, 2021
- Completed mandatory Board/Committee Member training
- Began building FY2022 budget book
- Sent budget requests out to department heads
- Completed draft budget calendar
- Attending Pension Board(s) meeting

Human Resources

- Continued work on NeoGov training, set up and implementation.
- Cigna City Wellness program. Working on incentive program.
- Discussions and conference calls regarding a workers' comp case and suit. Preparing documents in response to production request. Getting information for our attorney/carrier.
- Continuing Legal Education training.
- Preparing documentation and data for pre-renewal activities regarding liability/workers compensation insurance.
- Coordinating schedules for depositions of staff for employee lawsuit against the City.
- Compiled list of employees who are military veterans.
- Reviewed promotional policy update for the police department.
- Update wording on Human Resources pages of the City website to reflect NeoGov recruitment process.
- Responded to request for information on updated CDC guidelines regarding COVID-19 quarantine.
- Began budget process with ClearGov.
- Closed 3 job vacancies and submitted the applications to the department.
- Opened 3 new job vacancies.
- Worked with a PGCS adjuster on an ongoing workers comp. claim.
- Processed 1 new workers comp. claim.

Planning/Community Development

- Commission meeting
- Connectivity Plan approved
- Revisions to proposed Chapter 19 –outdoor seating ordinance
- ESC meeting
- Adaptation Plan
- Reviewed permits
- Answered zoning questions
- Researched zoning cases
- Conducted tree and permit inspections
- Prepared presentations and documents for June CDB meeting
- Contacted applicants with open tree permits
- Created and printed agendas for CDB meeting

- Working on past correspondence back to 2002 on the O drive, converting to pdf, renaming and uploading to LF
- LF reconfiguration and uploading (ongoing)
- Tree permit uploads to LF as needed
- Scanning of old zoning docs (1960-1980's)
- Updated future flood and sea level rise online map to add more data points to increase accuracy.
- Reviewed Special Magistrate orders from 5/6 meeting.
- Posted 4 stop work orders.
- Attended meeting with the NE chapter of the Florida Association of Code Enforcement Officers.
- Followed up on open code violations.

Police

- Body Worn Camera Training for Patrol Division to be completed by the end of the month
- Chief attended Duval Co LMS meeting with City Engineer
- Chief attended meetings with line officers and Sergeants
- PD is attending Beaches and COJ meetings weekly for Orange Crush event planning
- PD 2019 JAGC grant approved by FDLE for reimbursement

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; replaced water service on Jordan and W. 8th; setting meters for the Preserve at Atlantic Beach subdivision; investigated sewer smell on Saratoga Circle, performing 2" meter change outs on SR A1a; responded to 4 after hours/weekend emergency calls; performed 57 utility locates for Sunshine 811 Call Before You Dig locator services, including AT&T boring locates being performed on Plaza and Sturdivant area; performed 4 site visits; locating and exercising various valves for city water lines; documented, performed maintenance and tested Preserve at Atlantic Beach Lift Station backflow; reviewed 8 permits.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.298 MGD; had contractors out for scheduled maintenance and repairs.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; preparing for annual chain and hoist inspections.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; replaced broken rail brace in Montreal Lift Station; met with tree contractor for trimming to prepare for hurricane season.
- Coordinating OSHA training and exam requirements with plant operators.

Public Works

- Added three NO PARKING signs on Poinsettia Street at the school.
- Replaced 39 USS STARK bricks at the Veteran's Memorial Park walkway. We are preparing the park for the USS STARK gathering on May 17.
- Met in a Neighborhood meeting on the marsh side and painted some traffic calming stripes on Main Street.
- Installed a new picnic table in Bull Park
- The walking track at the Aquatic Dog Park has started. The Park should be back open within 30 days.
- Entered a requisition for some concrete repair on the Skateboard Park.
- 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 public Meeting was held for the Donner Road project. We are now preparing the plans and specifications to go out for bid. A mandatory pre-bid meeting will be held.
- Still working on the Engineering and design work for the Aquatic Pond project.
- National Public Works Week May 16 through 22.

Recreation

- Took 6 reservations for Building, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (May 22 – Dutton Island), Songwriters (Virtual) May 16.
- Submitted a permit application for a storage building for ABAA.
- Scheduled vaccinations (mainly second dose) at Adele Grage for May 22 (9-Noon).
- Working on a request for a Reggae Festival with Birds of Fire.
- Working on Summer Interns
- Accepting applications for summer camp.
- Opening building for rental beginning June 1.
- Scheduled a CARAC workshop for Thursday, May 27 at 10 – 12.