

May 7, 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 148 emails and received 577 emails.
- Reviewed and prepared final agenda items for the May 10 City Commission regular meeting.
- Prepared for and attended the May 6 City Commission workshop on parking.
- Met with Brian Johnson of ABET to discuss use of City facilities.
- Discussed ongoing personnel issues with Human Resources.
- Reviewed and scored RFP submittals for the waste hauling contract.
- Attended the monthly North Florida Transportation Planning Organizations Technical Advisory Committee meeting.
- 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 389 and received 626 emails.
- Attended the May 6 City Commission public parking workshop.
- Assisting with the review of the City's solid waste collection challenges and opportunities.
- Drafted Safe Boating Month proclamation.
- Drafted Hanna Park utilization ordinance.
- Assisted with the Main Street neighborhood improvement/traffic safety project.
- Authored an article about and promoted the AB Youth Council receiving a Florida League of Cities community service award.
- Co-authored an article about the City's participation in the LEED leadership grant program.
- Reviewing opportunities to serve as a resource for Atlantic Beach Experimental Theatre.

- 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 Issues with security cameras at Public Works
 - o Continued Zoom host assist/audio correction for Training workshop
 - o All Maxsoftware upgrade UT
 - o SQL data migration for UT servers OPT10

Building

- Issued 51 building permits.
- Conducted 27 plan reviews and 118 building inspections.
- Participated in Monday development Zoom meeting, met with two developers, and discussed current topics.
- Held Department 7:30 meeting and discussed Department Brochure and SOPs.
- Worked on records requests.
- Worked on ETRAKiT.
- Three inspectors working on Continuing Education Credits, online.

City Clerk

- Prepared, set up, attended, and performed administrative duties for the May 4 Board/Committee Training meeting.
- Met with city attorney regarding two topics.
- Attended virtual department head meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the May 6 Code Enforcement Special Magistrate meeting.
- Processed, published, and distributed final agenda packet for the May 6 Commission Workshop.
- Processed, published, and distributed final agenda packet and prepared agenda guide for the May 10 regular Commission meeting.
- Prepared, set up, attended, and performed administrative duties for the May 6 Board/Committee Training.
- Working on minutes of the March 24 meeting between Mayor Pro Tem Norris and Commissioner Waters.
- Processed ten (10) 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.
- Working on review of archiver emails for a records request (9,873).
- Attended JustFOIA webinar – Municipal Clerk's Appreciation Week.
- Public Records Requests management and tracking of staff tasks and records requests activity- nine (9) 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.
- Assisted residents with parking registration for Beaches Town Center Paid Parking Program.

Engineer

- Developed Adaptation Plan approach & priorities
- Discussed adaptation best practices with NERC
- Prepared for and attended parking workshop
- Developed several traffic calming ideas for Main St in anticipation of public meeting
- Began developing close-out documents for the Aquatic Gardens Phase I HMGP grant
- Prepared documentation for FDOT to support enlarging the Puckett Creek box culvert on A1A

Finance

- Purchasing
 - o Processed 0 Purchase Orders due to Procurement Manager out on vacation
 - o Processed 72 Accounts Payable checks during the time period for a total of \$250,891.16
- Utility Customer Service Orders
 - o 178 Requested
 - o 185 Completed
- Utility Billing – 2,680 Utility Bills were processed and sent this week
- Payroll was not processed this week
- No Utility Bill Adjustments were processed this week
- Attended Department Head Meeting via Zoom
- Audit fieldwork is winding down, still fulfilling auditor request, worked with consultant on final closing elements in preparation of financial statements.
- Developed procurement manual, and changes after review
- Met with evaluation committee for RFP 21-03
- Developed draft contract in relation to RFP 21-03
- Worked with financing team members regarding the bond refunding in preparation for pre-closing to be held on May 11th
- Attended first day of two day board meeting of the Florida Government Finance Officers Association
- Assisted Police Department with hotel reservations in the absence of the Procurement Manager
- Built agendas for the General Employees' Pension Board of Trustees and Police Officers' Pension Board of Trustees meeting to be held on May 13th.
- Responded to public records requests
- Completed annual lifeguard report for City of Jacksonville

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.
- Updating Hurricane preparedness planning.
- Continuing Legal Education training.
- Pre-renewal meeting with broker regarding liability/workers compensation insurance.
- Webinar on Employer Considerations under the American Rescue Plan Act's COBRA premium assistance provision.
- Webinar on Preventing COVID-19 Retaliation Claims.
- Reconciled and paid invoices for Clearstar and Cigna.
- Closed 1 job vacancy and submitted the applications to the department.
- Processed regular payroll.
- Worked on researching and scanning documents needed for a request from a legal firm.
- Out-processed 1 employee.

Planning/Community Development

- Adaptation Plan
- Plan Review
- Tree Code
- Reviewed permits
- Conducted permit inspections
- Reviewed tree permits
- Conducted tree permit inspections
- Answered zoning questions
- Reviewed open tree permits
- Prepared documents for May CDB meeting
- Public notices for upcoming CDB meeting
- Working on past correspondence on the O drive, converting to pdf, renaming and uploading to LF
- Supplies for this Saturday Main St. meeting.
- Uploaded Notice and Application to website
- LF reconfiguration and uploading (ongoing)
- Tree permit uploads to LF as needed
- Prepared application for Outside Seating permit
- Special Magistrate hearing 5/6/2021
- Worked on City current and future online flood and sea level rise maps.
- Follow up on open code enforcement cases.
- Posted 2 stop work orders.

Police

- PD communicating with Law Enforcement partners and attending planning meetings for Orange Crush

- PD reviewing 2021 Hurricane plan and agreements for PD Shelter locations
- PD attended JAGC partner meeting to discuss 2020 funding
- PD completed Communication Center refurbish

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on America's Cup, Saratoga Circle, Seminole; performed emergency shut off for customer work being done on Selva Lakes Circle, Seminole, 6th St, Stocks St.; Distribution Operator cross training with lift station operator; preconstruction meeting with contractor regarding Mariner's Village expansion; running a 2" service to Lakeside lift station; relocated water service for residence on Seminole; using VacCon to clean wet wells on lift stations; investigated no water complaint on Beach Ave and sewer smell on Forrestal Circle; responded to 4 after hours/weekend emergency calls; performed 66 utility locates for Sunshine 811 Call Before You Dig locator services; performed 4 site visits; attended 2 contractor meetings; 6 CO inspections; locating and exercising various valves for city water lines; located sewer main easements for Irex, Whiting and Sailfish; replaced and moved Jordan Park backflow away from building wall for ease of testing; reviewed 27 permits, including processing of 23 new meter permits for Preserve at Atlantic Beach Subdivision.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.275MGD; had contractors out for scheduled maintenance and repairs; delays in supply chain (polymer) preventing operation of Centrifuge.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; responded to customer water quality complaint on Ahern – explained water softener settings and best procedures for low water usage for part time residents.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Fixed a broken stormwater pipe on Sargo Road.
- The walking track at the Aquatic Dog Park has started. The Park should be back open within 30 days
- Received shipment of our new mulcher head this week.
- Restriped some beach parking. (5th Street and 7th Street)
- Replaced the well pump for the Donner Baseball fields.
- Landscaping on 19th Street should be finished this week. Public Works will be adding a load of coquina as soon as we can get it delivered.

- Veteran park restrooms approved by the commission. The order has been placed and confirmed. 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 public Meeting was held for the Donner Road project. We are now preparing the plans and specifications to go out for bid.
- Still working on the Engineering and design work for the Aquatic Pond project.

Recreation

- Took 9 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (May 8 – Dutton Island), Songwriters (Virtual) May 16.
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- Scheduled the second vaccine at Adele Grage for May 22 (9 - 5).
- Working on a request for Atlantic Beach Elementary use of Russell Park for their 5th grade celebration.
- Scheduling a workshop with the CARAC.