

April 30, 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 169 emails and received 536 emails.
- Prepared for and attended the April 26 regular City Commission meeting.
- Reviewed and prepared draft agenda items for the May 10 City Commission regular meeting.
- Met with Julie Olsson to discuss a new farmers market at City Hall.
- Attended the Donner Road project open house meeting.
- Discussed ongoing personnel issues with Human Resources.
- Reviewed information for the May 6 parking workshop.
- Participated in a Gridics virtual call to explore ways to use social media for public outreach.
- Attended the monthly City Managers luncheon.
- Met with Jim Moyer and Valerie Callahan to discuss a fundraiser for Gabriel House.
- 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 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 283 emails and received 653 emails.
- Attended April 26 City Commission meeting.
- Drafted resolution opposing changes to Bright Futures.
- Drafted Water Conservation Month proclamation.
- Assisting with review of Chapter 19 update pertaining to creating new opportunities for outdoor seating for businesses.
- Assisting with review of the City's solid waste collection service and opportunities to improve it.
- Reviewing signage and other issues at Tide Views Preserve/Bennett Landing.

- Assisting with planning for new AB farmer's market.
- Attended Florida Municipal Communicators Association webinar on promoting cities' assets to residents and visitors.
- Worked on promoting Environmental Stewardship Committee initiatives, including the Sustainable Earth art competition and exhibit.
- Attended a lunch gathering with Beaches city managers past and present.
- Attended Donner Road open house.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Assisted preparation of the Lily Street property purchase presentation to the City Commission.
- Drafted Tobacco Free Florida Week proclamation.
- Attended Blue Zones meeting.
- Drafted COAB-hosted COVID vaccination messaging.
- 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 Network printer/Scanner UT-WP1 at WP1
 - o Cleaning solution for Commission Chamber Audio System
 - o IT Policies Review
 - o Dispatch FCIC network configuration
 - o Access Review
 - o Finance Audit Review

Building

- Issued 50 building permits.
- Conducted 30 plan reviews and 126 building inspections.
- Worked on records requests.
- Worked on implementing new ETRAKiT.
- Participated in Monday development meeting and discussed current projects.
- Three inspectors working on required annual Continuous Education.
- Working on Building Department ISO Audit.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 26 regular Commission meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the April 27 Board Member Review Committee meeting.
- Prepared staff report for recommending new appointment to Cultural Arts and Recreation Advisory Committee.
- Processed, published, and distributed draft agenda for the May 10 regular Commission meeting.

- Prepared, published, and distributed agenda packet for the May 4 Board and Committee training.
- Public Records Requests management and tracking of staff tasks and records requests activity- (9) currently active.
- Processed (12) 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.
- Assisted citizens with the parking registration for the North Beach Resident Parking Program.
- Working on review of archiver emails for a records request (9,873).
- Scanned, published and filed recently-approved resolutions and minutes.
- Continued preparing materials for board and committee training.
- Working on minutes of the City Commission and Board Member Review Committee meetings.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Updated website calendar, prepared and posted notices, and sent Outlook invitations for upcoming meetings.
- Received three (3) new board/committee applications.
- Received one (1) resignation from a member of the Police Officers’ Pension Board of Trustees.
- Assisted with training announcement.
- Set up Zoom webinar and sent invitations to all board/committee members and staff liaisons.
- Updated website forms.

Engineer

- Prepared for and attended Donner Rd Reconstruction public meeting
- Discussed 16th St dune walkover rehabilitation with adjacent property owner
- Updated the City’s Vulnerability Assessment to include revised mapping data
- Gained approval of the scope of work for the CDBG-MIT grant
- Participated in North Florida Utility Coordinating Group discussions regarding water use planning
- Continued efforts towards development of a sea level rise adaptation plan

Finance

- Purchasing
 - o Processed 53 Purchase Orders during the time period for a total of \$318,442.25
 - o Processed 138 Accounts Payable checks during the time period for a total of \$167,576.82
- Utility Customer Service Orders
 - o 110 Requested

- 127 Completed
- Utility Billing – 2,803 Utility Bills were processed and sent this week
- 151 Payroll Checks were processed this week with a total gross amount of \$279,741.93
- No Utility Bill Adjustments were processed this week
- Attended Department Head Meeting via Zoom
- Audit Fieldwork continued this week, and a large portion of time this week was spent on fulfilling additional auditor requests.
- Attended Commission meeting
- Researched and HUD compliant purchasing policies
- Reviewed RFP 21-03 responses and met with evaluation committee
- Completed agenda item for May 10th Commission meeting
- Contacted State Revolving Loan Fund to obtain pay-off amounts prior to closing

Human Resources

- Processed regular payroll.
- Continued work on NeoGov training, set up and implementation.
- Cigna City Wellness program. Working on incentive program.
- Assist Neptune Beach with Employee Handbook revision.
- Discussions and conference calls regarding a workers' comp case. Preparing for another call with carrier for next week. Preparing documents in response to production request. Getting information for our attorney/carrier.
- Updating Hurricane preparedness planning.
- 7 hours of Continuing Legal Education training.
- Call and follow up on new Risk Management issue.
- Coordinating schedules for depositions of staff for employee lawsuit against the City.
- Coordinating insurance submission of documents and photos regarding a not-at-fault PD vehicle crash.
- Intake of vehicle crash involving a not-at-fault PW truck.
- Continued working with Judy on a scanning project for the City Clerk's office.
- Reconciled and paid invoices for AFLAC, Medcom and Harden.
- Closed 1 job vacancy and submitted the applications to the department.
- Processed pension payroll.
- Provided documents to the Finance department for the auditors.
- Coordinated the distribution of gift cards to employees for the vaccination incentive program.
- Worked on researching and scanning documents needed for a request from a legal firm.

Planning/Community Development

- Present Bicycle and Pedestrian Connectivity Plan to Commission
- Donner Road Open house
- LEED 2021 Training Program
- Ordinance for Chapter 19 – update for outdoor seating
- Adaptation Plan and Vulnerability Assessment
- Plan Review

- Tree Code
- Reviewed permits
- Answered zoning questions
- Reviewed the Vulnerability Plan
- Researched CRA's
- Reviewed tree permits
- Conducted permit and tree inspections
- Worked on tree calculations sheets
- Prepared documents for May CDB meeting
- Worked on Application for Outside Seating
- Prepared notices and agenda packets for May 6 special magistrate hearing
- Followed up on open code cases.

Police

- PD attended Duval CTST meeting
- Communications Center refurbish complete, ECO's back in their office
- Body Cam project IT install complete, Officer Training to be scheduled
- PD increasing parking enforcement for beach season
- PD conducted the second Stop the Bleed Training for city personnel

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on 12th Street and Sandpiper East; investigated customer complaint regarding water leak on Park Terrace East; performed emergency shut off for repairs for customer on West 7th; performed sewer repair on Sailfish due to AT&T underground boring; created a wash down area at the master lift station; met with paver contractor for a quote on Magnolia; investigated leaking meter on America's Cup West; distribution operator cross training with lift station operator all week; crews changing out 2" meters; reviewed 8 permits and 3 inspections, along with 8 site visits, 4 contractor meetings and 2 onsite inspections; performed 77 locates for Sunshine 811 Call Before You Dig Utility Locator Services; performed pressure test for Calypso Mooring; testing and installing /replacing beach access backflows; responded to 3 after hours emergency calls.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.275 MGD; electric contractor worked on centrifuge unit; operators performed maintenance and repairs on recirculation pump, replaced chlorine switchover unit and chlorine tubing inside chlorine controller room.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; repaired a broken irrigation line, resolved SCADA issue at WTP #1; replaced belt on exhaust fan in generator room at WTP #2;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Lanai at Tideview Park has been completed. (Thanks to John November)
- Aquatic Dog Park walking track is scheduled to begin on May 3 (Weather Permitting)
- Re-Striped the parking lines at Ocean Blvd from Atlantic Blvd to 1st Street, 19th Street, and at Bull Park tennis courts.
- New Memorial Bench installed on the 7th Street Beach Access.
- Landscaping going in at the 19th Street Beach Access.
- Rebuilt the wall at the circle at Town Center.
- Received and painted 8 new picnic tables. Installed one at Dutton Island and one at Tideview Park.
- Re-working the Atlantic Blvd medians with 36 new Loropetalum's and 155 new Burford Holly's.
- Held an open house meeting for the Donner Road project.
- Entered requisition to do some concrete repair on the Skateboard Park.
- 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 12 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.
- Scheduled a vaccinations at Adele Grage and Jordan Center for May 1 (9-Noon & 1-5).
- Working on revising tennis court rules.
- Working on a report for the next City Commission Meeting.
- Beginning summer camp registrations.