

March 19, 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 131 emails and received 555 emails.
- Attended the March 15 City Commission workshop on capital projects.
- Reviewed final agenda items for the March 22 City Commission regular meeting.
- Participated in multiple meetings for the 1927 house development project.
- Attended the 3 beach cities City Manager luncheon with current and former City Managers.
- Participated in multiple planning meetings for Tour de Parks.
- Attended the Special Magistrate meeting.
- Discussed ongoing personnel issues with Human Resources.
- Worked with local property owners and ArtRepublic to secure wall canvases for murals.
- Participated in a virtual meeting with Recreation to discuss a virtual Songwriter's Night format.
- Met with Eric Pardee of Universal Engineering Sciences regarding permitting.
- Performed multiple site visits on various projects.
- Participated in multiple tree code amendment discussions.
- 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 189 emails.
- Attended the March 25 Commission workshop on capital project planning.
- Participated in a planning meeting to resume Songwriter's Night in a virtual format.
- Drafted resolution opposing some Florida legislators' efforts to preempt local governments' home-rule powers.
- Updated annual sea turtle letter to oceanfront residents.
- Attended ArtRepublic stakeholder meetings and authored article for Atlantic Beach Living magazine.

- Appeared on Fleet Landing television program to share information about the North Beaches Parking program.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Updated the City's emergency orders and managed the request tracking system, COVID-19 hotline, and other communications tools.
- Utilized the City's communications platforms (i.e. website, social media, and traditional media) and other resources to inform citizens about various matters.
- Information technology
 - o Replace extra capacity UPS in the Commission Chamber audio/closet
 - o Replenish replacement desktop UPS IT inventory
 - o Issues with public Wi-Fi in the Commission chamber
 - o Phishing employee attack test

Building

- Issued 44 building permits.
- Conducted 34 plan reviews and 124 building inspections.
- Worked on records requests.
- Participated in development meeting and discussed current projects.
- Held 7:30 Department meeting and discussed Department documents.

City Clerk

- Prepared, set up, attended, and performed administrative duties for the March 15 Commission Workshop.
- Processed, published, and distributed final agenda packets for the March 22 Commission workshop and reg. meeting.
- Prepared agenda guide for March 22 regular Commission meeting.
- Prepared, processed, published, and distributed agenda packet for the March 23 Board Member Review Committee meeting.
- Confirmed interview schedule with 3 applicants and 2 board chairs.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the March 18 Code Enforcement Special Magistrate meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (11) currently active.
- Processed (11) Electronic Lien Letters.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Completed draft minutes of the Feb. 22, 2021 reg. Commission meeting.
- Updated website calendar.
- Prepared and posted notices of upcoming meetings.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.

- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- City Clerk attended virtual department head meeting.
- Worked on an extensive records request – obtained clarification from requestor and built search criteria in the email archiver for providing cost estimate.
- Met with Public Works staff regarding State of Florida Public Records Storage Guidelines for offsite storage facility.
- Met with Purchasing staff regarding establishing an updated process for contract scanning and record keeping.
- Deputy Clerk Diaz attended FACC Mini-Institute Webinar: “Public Records Case Law ”
- City Clerk Bartle was out of the office March 17 – 19.

Engineer

- Developed concept plan for habitat restoration project along 100’ of Sherman Creek in Howell Park
- Initiated discussions with JEA regarding potential emergency potable water tie-in on Wonderwood Dr
- Reviewed plans & specifications for the demo of the elevated storage tank at WTP No. 1
- Met with City’s consultant to discuss potable water distribution modeling and additional capital needs in the distribution system
- Met with pipe lining contractor to discuss repairs to the Dutton Island Bridge culvert
- Continued scope of work development with Florida DEO regarding the City’s CDBG-MIT grant for adaptation planning

Finance

- Purchasing
 - o Processed 17 Purchase Orders during the time period for a total of \$18,295.81
 - o Processed 54 Accounts Payable checks during the time period for a total of \$225,611.52
 - o Prepared and posted minutes to website from the pre-proposal meeting for RFP #21-03
 - o Prepared and posted addendums to RFP #21-03
- Utility Customer Service Orders
 - o 176 Requested
 - o 181 Completed
- Utility Billing – No utility bills were sent this week
- Processed payroll for 141 employees for a total gross amount of \$291,026.12
- Approved \$6,035.95 in Utility Billing Adjustments
 - o \$2,745.97 Water Volume
 - o \$1,914.06 Sewer Volume
 - o \$1,294.27 Late Charges
 - o \$14.75 Garbage Fees
 - o \$30.00 NSF Fee
 - o \$36.90 Utility Taxes

- Attended Department Head Meeting via Zoom
- Reviewed reference check results for customer service representative candidate
- Completed actuarial data set correction request
- Developed form to request City property items be declared surplus by the Commission
- Communicated with peers at both Neptune Beach and Jacksonville Beach regarding American Recovery Act Funding.
- Communicated with Chief Financial Officer Greive of City of Jacksonville regarding American Recovery Act Funding.
- Received FY20 audit material request via web-based portal and began transmitting completed items, and mapped out plan to have all items completed prior to field work.
- Continued work on FY20 Bank Reconciliations
- Drafted preliminary FY22 Budget timeline
- Worked with ICMA-RC to have plan changes implemented

Human Resources

- Continued work on NeoGov implementation. Participated in a fourth implementation call. Continued implementation training and completed on-line application. Assigned class codes to all positions and updating all COAB position descriptions with class codes and EEO job codes. Helping Ellen with training.
- Participated in several webinars this week on the new federal legislating affecting benefits, such as COBRA.
- Research sources for new employment law posters for every site.
- Worked with CM on employee issue.
- Worked trying to find an employee who is overdue to return from FMLA leave.
- Webinar – the Cons of the PRO Act.
- Opened 1 new job vacancy.
- Worked with new hires on benefit enrollments.
- Out-processed terminated employee.
- Processed badges for 2 lifeguards.
- Assisted several employees with insurance issues.
- Worked with lifeguard captain on salary reports.
- Continue with scanning project.

Planning/Community Development

- Community Development Board meeting
- Tree ESC subcommittee meeting
- Coordinate Brazilian Pepper Tree round-up
- Tree Code
- Update Vulnerability Assessment
- COJ Tree Plantings
- Beach Inventory Parking
- Reviewed permits
- Answered zoning questions
- Answered tree questions

- Permit inspections
- Tree inspections
- Worked on Coastal Vulnerability Assessment
- Edited Permit applications
- Zoning research
- Created the minutes for the CDB Meeting
- Website update for Tree Code
- Supplies for Pepper Tree removal
- Working on OCRing hundreds of docs on LF

Police

- Staff working with IT on network support for BWC Project
- PD providing info to City Commission on Community Security Cameras
- PD provided extra manpower to manage spring parking issues along beachfront
- PD increasing officer presence on high traffic complaint areas around the city
- Conducting follow up training for Facility Dog Program

Public Utilities

- Changing out broken/dead meters and curb stops from service orders, repaired water breaks at 1047 Cove Landing, 1821 Sea Oats Dr, 321 Saturiba and on Palm Landing. Investigated low water pressure issue at 2304 Beachcomber Trail. Met with plumbers at 131 Oceanwalk to get water shut off(bad curb stop),replaced sod and dirt at 155 Pine St. and 1647 Sea Oats, replaced pavers at 273 Magnolia St. Repaired backflow at 300 Plaza and changed out 2" meter at Mallard Cove unit # 6. Crew performed locating in Cove Landing area due to directional drilling work being performed.
- Performed required testing of generators at our Water Treatment Plants, Reuse system pumped an average of 0.295 MGD, ran the centrifuge 3 days and had Limbaugh Electric on site troubleshooting # 1 Reuse pump due to tripping off.
- Performed required maintenance, landscaping and repairs on lift stations and yards, had portable generator serviced at city yard and helped troubleshoot reuse pumps at wastewater plant.
- Completed second round of Bacti.samples and received results indicating all samples were good, sent results to FDEP.
- Performed housekeeping duties to buildings and yards at water treatment plants. Installed new safety eye wash at water treatment plant # 3.

Public Works

- Re-striped the yellow center line on Ocean Blvd (from Atlantic Blvd. To 1st Street), East Coast Drive (from Atlantic Blvd. to Ahern) and on Aquatic Drive (From Atlantic Blvd to the stop sign at Aquatic Drive.
- Installed a new water fountain with cup filler at Russell Park restrooms.
- Held a pre-work meeting with the Aquatic Dog Park contractor; a start date for the walking trail will be posted soon.

- Installed a bleacher seat in Russell Park at the basketball court.
- Installed a water fountain on the wall of the racquetball court for the Green Market.
- New AC installed for the North Conference Room at City Hall.
- New AC installed at Adele Grage Community Center.
- Put a drainage pipe in at Howell Park to drain the woods along Magnolia St.
- Worked on getting quotes for the Veteran park restrooms. Taking to commission for approval on Mar. 22.
- Working on a contract to bid the refurbishing of the 20th Street beach access.
- West side ditch digging contract was bid. Will take to Commission for approval on Apr. 12.
- Engineers are working on the final plan and specifications for the Donner Road Project.
- Still working on the Engineering and design work for the Aquatic Pond project.

Recreation

- Took 26 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The COVID-19 positivity rate for Duval County is 3.94%.
- Working on Wild Wonders (March 27 – Dutton Island), Bicycle Tour – March 27, Acoustic Nights.
- Worked with DIG Local Network to pick up meals to serve 18 families and 39 people.
- Scheduled the Recreation Committee meeting for March 18.
- Submitted flyers for approval: Egg Hunt, Wild Wonders
- Mid-Week Market – Wednesdays and Fridays 10 am – 2 pm