

March 26, 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](http://www.coab.us/weeklysummary).

**City Manager**

- Sent 139 emails and received 479 emails.
- Prepared for and attended the March 22 City Commission regular meeting.
- Reviewed final agenda items for the April 12 City Commission regular meeting.
- Participated in multiple meetings for the 1927 house development project.
- Attended a 3 beach cities joint meeting on summer beach crowd management.
- Participated in the annual Tour de Parks.
- Attended the meeting between Commissioner Norris and Commissioner Waters.
- Reviewed vendor questions for the waste hauling contract RFP.
- Participated in the planning and marketing of the annual Egg Hunt.
- Attended the Local Mitigation Strategy virtual meeting.
- Discussed ongoing personnel issues with Human Resources.
- Worked with local property owners and ArtRepublic to secure wall canvases for murals.
- Attended the virtual webinar: The American Rescue Plan Using Historic Stimulus to Solve the Eviction Crisis
- 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 274 emails.
- Attended March 22 Commission meeting.
- Attended a Beaches planning meeting for summer crowds.
- Published April utility bill newsletter.
- Attended a public meeting of Commissioners Waters and Norris.
- Working on updating beach fire regulations.

- Assisted with planning/communications, particularly pertaining to COVID protocols, for Tour de Parks, egg hunt and bunny ride.
- Updated the City's 2021 priorities document.
- 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 AMAG upgrade
  - o Replaced WiFi Router in Commission Chamber
  - o Quote to replace audio system in Commission Chamber

## **Building**

- Issued 58 building permits.
- Conducted 31 plan reviews and 140 building inspections.
- Attended Code Enforcement Magistrate Meeting for 812 Ocean Blvd.
- Participated in Monday development meeting, met with three developers, and discussed current projects.
- Held Department 7:30 meeting and discussed SOPs and current projects.
- Met on-site with builders and other departments for new home starting at 51 Ahern, street end.
- Attended COJ Local Mitigation Strategy (LMS) meeting.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties for the March 22 Commission Workshop.
- Prepared, attended, and performed administrative duties for the March 22 reg. Commission Meeting.
- Prepared, set up, attended, and performed administrative duties for the March 23 Board Member Review Committee meeting.
- Prepared, set up, attended, and performed administrative duties for the March 24 Public Meeting between Mayor Pro Tem Norris and Commissioner Waters.
- Public Records Requests management and tracking of staff tasks and records requests activity- (11) currently active.
- Processed seven (7) 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.
- Finalized and transmitted Resolution No. 21-22 to appropriate agencies.
- Coordinated renewal of parking decal for mayor.
- Renewed FACC membership for deputy clerk.

- City Clerk attended virtual department head meeting.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Working on minutes of the March 15 Commission Workshop
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published and filed recently-approved proclamations, resolutions and minutes.
- Finalized, executed and mailed five (5) Orders from the March 18 Code Enforcement Special Magistrate (CESM) meeting.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.

## **Engineer**

- Completed first draft of beach parking eligibility analysis
- Met with contractor to discuss repairs to Dutton Island Rd bridge
- Met with City's consultant to discuss options for repair or replacement of the Public Works Building
- Participated in City of Jax Local Mitigation Strategy planning session

## **Finance**

- Purchasing
  - o Processed 63 Purchase Orders during the time period for a total of \$118,487.45
  - o Processed 76 Accounts Payable checks during the time period for a total of \$51,762.29
  - o Prepared and posted addenda to RFP #21-03
- Utility Customer Service Orders
  - o 113 Requested
  - o 116 Completed
- Utility Billing – 2,819 Utility Bills were processed and sent this week
- No payroll processed this week
- Approved \$131.13 in Utility Billing Adjustments
  - o \$21.06 Water Volume
  - o \$60.06 Sewer Volume
  - o \$50.01 Late Charges
- Attended Department Head Meeting via Zoom
- Welcomed two new Finance Department staff members: Sydney Smith-Customer Service Representative and Preston Anderson – Meter Reader
- Responded to submitted questions regarding RFP 21-03 Solid Waste, Yard Waste and Recycling Collection and Disposal Services
- Responded to public records requests
- Contacted accounting consultant regarding upcoming FY20 Audit field work
- Attended Commission Meeting
- Reviewed loan refunding ordinance and loan agreement, corresponded with bond counsel on timing of ordinance and resolution

- Prepared and sent spreadsheet of all active projects in AS400 in an effort to close inactive projects
- Created project carryover form for FY22 budget to be distributed after project cleanup is completed
- Had meeting via Zoom with ClearGov to go over data mapping and to begin onboarding/training of new budgeting tool
- Researched and began preparing Request for Qualifications (RFQ) for engineering services to include required 2 CFR 200 compliant language
- Continued work on items for FY20 requested by auditor
- Attended webinar on State of Florida-Paperless Office: Opportunities and Challenges
- Followed up with ICMA-RC on plan change status
- Worked on agenda items for the regular Commission meeting to be held on April 12, 2021

## **Human Resources**

- Continued work on NeoGov training, set up and implementation.
- Putting together salary numbers for a request from the Mayor.
- Discussed COBRA/Medicare proposal with an employee.
- Researched history and approval of lifeguard raises.
- Responded to request for legal input on requests for an RFP for solid waste.
- Responded to request from a citizen on waylaid package delivery.
- Sent out the process and forms for current recruitment procedures.
- Telephone meeting regarding our First Coast Worksite Wellness application.
- Meeting with our employee benefits broker.
- Opened 3 new job vacancies.
- Closed 2 job vacancies.
- Worked with new hires on benefit enrollments.
- Assisted the police department with information related to accreditation.
- In-processed 2 new employees.
- Processed regular payroll.
- Processed new workers compensation claim.
- Continue with scanning project.

## **Planning/Community Development**

- Brazilian Pepper Tree roundup
- Chapter 23 Commission Workshop meeting
- Green works advisory council meeting
- Vulnerability Assessment
- Conducted Beach Parking field work
- COJ Tree Plantings
- Reviewed permits
- Answered zoning questions
- Permit inspections

- Answered tree questions
- Researched zoning cases
- Prepared documents and presentations for CDB meeting
- Prepared documents and presentation for Waiver hearing
- Research tree codes
- Created map of vacant lots
- Working on OCRing hundreds of docs on LF
- O drive clean up to see what has been scanned (ongoing)
- LF reconfiguration and uploading (ongoing)
- Updating history spreadsheet as I go
- Tree permit scans as needed

### **Police**

- PD receiving free continuing training for Wellness K-9
- Reviewing options for LG station expansion
- PD is moving forward with Communications Center Dispatch Console replacement
- PD is moving Body Camera Project forward with IT assistance on hardware configuration
- PD is offering Stop the Bleed classes to City employees
- Conducting Implicit Bias for Law Enforcement training

### **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; repaired leak at the meter on David St and sank well points for the valve at David and Sylvan; responded to a break on 10<sup>th</sup> at Beach; responded to a water break on Dutton Island and Andreu; met with plumber on Oceanwalk; changing out 2" meter on Beach; locating lateral on Beach Ave; responded to 4 after hours issues; reviewed 12 permits; performed 6 CO inspections and 8 site visits; performed 70 utility locates for Sunshine 811 Call Before You Dig locator services, including 3 major areas with high profile concerns.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.231 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electrical contractor removed old wiring and conduit no longer in use on elevated tank, AC contractor serviced office AC, plumbed 2 new pressure tanks, removed PSI gauge from elevated tank base at WTP #1; electrical contractor installed new exhaust fan in chlorine room at WTP #2; had bad fuel injectors in generator at well #2R replaced.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; contractor serviced generator at Schooner's Bay Lift Station.

### **Public Works**

- Ground down palm stumps in Johansen Park.

- Moved sand off the Beach walkovers at 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 13<sup>th</sup> Street.
- Restriped the beach parking at 15<sup>th</sup> Street
- Replaced some rotten wood on the Adele Grage Community Center.
- Replaced the electrical panel to the baseball lights at Donner Park
- Replaced a fuse box at the Adele Grage Community Center.
- Installed a new water fountain water bottle 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.
- Veteran park restrooms approved by the commission, putting in the order and trying to get a delivery date set up.
- Working on a contract to bid the refurbishing of the 20<sup>th</sup> Street beach Access.
- West side ditch digging contract was bid. Will take to Commission for approval on 4-12
- 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 19 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (March 27 – Dutton Island), Bicycle Tour – March 27, Bunny Ride – April 3, Egg Hunt – April 3, Songwriters – April 11.
- Worked with DIG Local Network to pick up meals to serve 18 families and 39 people.
- Scheduling Arts in the Park for November 6.
- Working on a public recorders request for organizations use of facilities.
- Mid-Week Market, Russell Park – Wednesdays and Saturdays 10 am – 2 pm