

April 2, 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 118 emails and received 413 emails.
- Prepared for and attended the March 31 and April 1 public art advisory meetings.
- Reviewed draft agenda items for the April 12 City Commission regular meeting.
- Reviewed the solid waste RFP vendor questions.
- Attended a Florida Redevelopment Association virtual training.
- Met with North Florida Land Trust to discuss issues with their marsh easement.
- Attended a meeting with City of Jacksonville regarding the increase in gas tax.
- Met with Dig Local discuss their new location and future vendors at City Hall.
- Discussed ongoing personnel issues with Human Resources.
- Worked with local property owners and ArtRepublic to secure wall canvases for murals.
- 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 192 emails.
- Helped plan April 17 Dutton Island cleanup.
- Prepped for COVID communications presentation during April 12 FLCities Strong seminar.
- Attended the March 31 and April 1 public art advisory meetings.
- Submitted Florida League of Cities Youth Council award nomination.
- Assisted with Sexual Assault Awareness Month activity and messaging.
- Reviewed solid waste RFP vendor questions.
- Participated in a Dig Local planning meeting.
- 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 Ongoing issues with SCADA program logic controller
 - o Installed new printer in utility billing
 - o Email server issues and upgrade
 - o PD laptops Refresh

Building

- Issued 53 building permits.
- Conducted 37 plan reviews and 127 building inspections.
- Met with Police Dept, Life Guards, and Zoning to discuss Life Guard Station.
- Met with Jax Beach Building Dept. and discussed common procedures.
- Participated in Monday development meeting, met with one builder, and discussed current projects.
- Held 7:30 Department meeting and discussed Department documents, web page, and on-line payments.
- Met with Neptune Beach Fire Marshal.
- Received formal notice, from CRS, increasing our rating from a Class 7 to Class 6. (Lower numbers are better ratings)

City Clerk

- Completed March 24 Board Member Review Committee minutes.
- Prepared agenda item for the April 12 meeting regarding board appointments.
- Prepared and sent April 12 public hearing notice for Ordinance No. 20-21-160 to *Beaches Leader*; notice was published on April 1.
- Processed, published, and distributed draft agenda packet for the April 12 regular Commission meeting.
- Prepared Monthly JustFOIA report.
- Worked extensively on records stored at off-site facility – inventoried, identified records that met retention requirements, prepared 50 boxes of records for shredding, and coordinated destruction with vendor.
- Records Clerk and Deputy Clerk attended JustFOIA Product Update Webinar.
- Completed draft minutes of the March 8 regular Commission meeting.
- Working on minutes of the March 22 Commission Workshop.
- Continued preparing materials for board and committee training notebook.
- Worked on extensive records requests –built search criteria and exported and downloaded 10,927 emails from the archiver.
- Set up Chamber for Mayor Glasser's March 31 meeting.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Assisted with tracking RSVPs for Stakeholder meetings.
- City emails were down all day Thursday, April 1.

- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Registered residents for the Beaches Town Center Paid Parking Program.
- Public Records Requests management and tracking of staff tasks and records requests activity- five (5) currently active.
- Processed (14) Electronic Lien Letters.

Engineer

- Completed RFQ for Adaptation Planning services, submitted to Department of Economic Opportunities for review and approval
- Completed updated beach parking eligibility analysis
- Met with WTP staff and consultants to plan progression of upgrades and timing of upgrades to WTP No. 1
- Developed list of transportation related capital improvements that could potentially be funded via gas tax increase
- Conducted street review to assist in capital planning
- Developed design criteria for generator pads and determined minimum elevations
- Reviewed draft Atlantic Village drainage easement required for Aquatic Gardens improvements

Finance

- Purchasing
 - o Processed 31 Purchase Orders during the time period for a total of \$125,214.37
 - o Processed 58 Accounts Payable checks during the time period for a total of \$143,214.37
 - o Prepared and posted addenda to RFP #21-03
- Utility Customer Service Orders
 - o 175 Requested
 - o 205 Completed
- Utility Billing – No Utility Bills were processed and sent this week
- 143 Employee payroll checks were processed for a total gross amount of \$286,828.24
- Approved \$777.88 in Utility Billing Adjustments
 - o \$195.92 Water Volume
 - o \$416.81 Sewer Volume
 - o \$16.45 Late Charges
 - o \$108.12 Garbage
 - o \$3.56 Utility Tax
 - o \$37.02 Other
- Attended Department Head Meeting via Zoom
- Responded to submitted questions regarding RFP 21-03 Solid Waste, Yard Waste and Recycling Collection and Disposal Services
- Responded to public records requests
- Responded to questions from Request for Proposal from lending institutions on refinancing loans

- Continued work on items for FY20 requested by auditor
- Followed up with ICMA-RC on plan change status

Human Resources

- Continued work on NeoGov training, set up and implementation.
- Responded to additional requests for legal input on questions for an RFP for solid waste.
- Working with PU on request for revised position.
- Discuss a background check issue with former candidate. Researched issue.
- Opened 5 new job vacancies.
- Closed 1 job vacancy.
- Out processed 2 employees.
- Processed pension payroll.
- Attended NeoGov training.
- Processed new lifeguards paperwork.

Planning/Community Development

- Beach Inventory Parking report
- Tree Code update
- Adaptation Planning task 1 grant reports
- Waiver mailer, sign and ad
- Art Republic stakeholder meetings
- 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)

Police

- PD participated in Beaches Leadership briefing on Orange Crush Event
- Provided Stop the Bleed training to city employees
- Provided beach driving training to city employees
- Emergency Communications Center dispatch console upgrade project in progress
- PD on officer camera project in technology installation phase

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; performed emergency shut off on W. 6th; replaced meter box out of the ground on Fiddler's Lane; responded to water break on Atlantic Beach Dr; responded to sewer back up complaint on Park Terrace West; responded to low pressure complaint on Atlantic; removed old sewer piping on Ocean Blvd; responded to water break on Beach Ave; reviewed 11 permits; performed 4 CO inspections, 8 site visits and 3 field meetings; performed 58 utility locates for Sunshine 811 Call Before You Dig locator services; hosted contractor meeting for future construction site being developed on Mayport Road.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.284 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; had door hinges replaced at WTP #1 and met with engineers regarding changes to WTP #1; responded to 2 water quality complaints – customer issue.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Submitted quotes for the 19th Street landscaping.
- Painted Adele Grage outside restrooms
- Getting quotes to replace some tile in the Jordan Park Center
- Painted wall at the 19th street beach access
- Cleaned graffiti off the skateboard park.
- Planted some Muhly grass around City Hall compost area.
- Ordered another bottle filler water fountain for restroom at the pickleball courts.
- Getting prices to order more coquina shell for park paths.
- Cleared another area of underbrush for another Dutton Island campsite.
- Received quotes for a budgeted mulching head. Taking to Commission on Apr. 12.
- Met with a Concrete contractor to discuss some skateboard Park repairs.
- 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 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 23 reservations for fires on the beach, Park & Beach rentals, and campers at Dutton Island.
- Working on Wild Wonders (April 10 & 24 – Dutton Island), 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 records request for organizations' use of facilities.
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Saturdays 10 am – 2 pm.
- Preparing for summer camp.
- Completed Bicycle Tour – March 27
- Began adding approximate attendance to reservations on Recreation Calendar.