

April 9, 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 119 emails and received 526 emails.
- Attended the public meeting on Atlantic Beach Sea Level Rise Resiliency.
- Prepared and reviewed final agenda items for the April 12 City Commission regular meeting.
- Reviewed the solid waste RFP vendor questions.
- Attended two Florida Redevelopment Association virtual training on incentives and took an exam.
- Met with NB and BTCA to discuss Orange Crush.
- Discussed ongoing personnel issues with Human Resources.
- Worked with local property owners and ArtRepublic to secure wall canvases for murals.
- Discussed the addition of storage sheds on city property with staff.
- 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 415 emails.
- Published e-mail newsletter.
- Attended the adaptation planning public meeting.
- Met with CONB and Beaches Town Center Agency regarding Orange Crush.
- Attended the April 7 Beaches Watch meeting.
- Along with the mayor, participated in a boat tour and messaging related to an offshore cargo incident and prospect of environmental contamination.
- Along with Beaches Go Green and Keep America Beautiful, facilitated the roll-out of the No Litter Sherlock campaign and 30 new smart recycling bins in Atlantic Beach and Neptune Beach.

- Drafted City Commission resolution opposing stripping Bright Futures scholarship funding.
- Drafted resolution requesting the City of Jacksonville to amend its Five-Year Capital Improvement Plan to accommodate/update AB projects.
- Hands-on involvement in promoting the Environmental Stewardship Committee's Earth Day collaboration with Word Revolt Art Gallery.
- 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 Water plants replacement gates follow-up with Convergent
 - o Barracuda Maintenance contract renewal.
 - o Meet with AP Systems for new Fire Alarm in records building.
 - o Phishing email campaign

Building

- Issued 68 building permits.
- Conducted 38 plan reviews and 129 building inspections.
- Participated in development meeting, discussed project with one developer, and discussed other current projects.
- Held Department 7:30 meeting and discussed data systems.
- Participated in meeting to coordinate business licenses, Zoning, and building permits.

City Clerk

- Processed, published, and distributed final agenda packet for the April 10 Town Hall Commission meeting.
- Processed, published, and distributed final agenda packet for the April 12 reg. Commission meeting.
- Processed, published, and distributed agenda packet for the April 19, 2021 Special Called Meeting of the City Commission to heard a waiver request.
- City Clerk attended virtual department head meeting.
- Assisted with promoting ESC Earth Day Art Show and Competition event.
- Continued preparing materials for board and committee training notebook.
- Prepared mayor's agenda guide for April 12 meeting.
- Deputy city clerk prepared, set up, attended, and performed administrative duties for the April 10 Town Hall meeting.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Processed twelve (12) Electronic Lien Letters.
- Completed draft minutes of the March 18, 2021 Code Enforcement Special Magistrate (CESM) meeting

- Public Records Requests management and tracking of staff tasks and records requests activity- (5) currently active.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Registered residents for the Beaches Town Center Paid Parking Program.
- 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.
- Met with Building Official, AC technician and Fire Alarm Specialist for evaluation of our off-site records storage facility.
- Worked on review of emails from email archiver for records request.

Engineer

- Prepared for and attended first public meeting on Adaptation Planning
- Completed floodplain compensating storage analysis for Selva Preserve
- Began developing an approach towards development of a sea level rise Adaptation Plan

Finance

- Purchasing
 - o Processed 35 Purchase Orders during the time period for a total of \$134,123.17
 - o Processed 92 Accounts Payable checks during the time period for a total of \$147,714.40
 - o Prepared and posted addenda to RFP #21-03
- Utility Customer Service Orders
 - o 174 Requested
 - o 178 Completed
- Utility Billing – 5,913 Utility Bills were processed and sent
- No payroll was process this week
- Approved \$2,866.92 in Utility Billing Adjustments
 - o \$701.56 Water Volume
 - o \$2,071.27 Sewer Volume
 - o \$44.19 Late Charges
 - o \$49.90 Utility Tax
- Attended Department Head Meeting via Zoom
- Responded to submitted questions regarding RFP 21-03 Solid Waste, Yard Waste and Recycling Collection and Disposal Services
- Continued work on items for FY20 requested by auditor
- Followed up with ICMA-RC on plan change status
- Prepared lien payoff calculation
- Worked with financial advisor regarding results of RFP from financial institutions regarding the refinancing of the two DEP loans in the Utilities Funds
- Worked with chosen financial institution on providing requested materials
- Attended ClearGov training webinar on the use of the new budgeting tool

- Attended meeting with Amanda Askew, Dan Arlington, Angela Irizarry, and Linda Echevarria regarding business in Atlantic Beach and how to better communicate and handle new businesses in Atlantic Beach with their business tax receipts.
- Sent requested items to accounting consultant for audit prep work
- Assisted City Engineer with required language in pending RFQ
- Worked with a member of ESC to account for donations received for Earth Day
- Attended webinar on Procurement Card Best Practices
- Contacted auditor to verify that field work beginning on April 19th will be handled remotely.

Human Resources

- Continued work on NeoGov training, set up and implementation. Updating all applications and public safety supplements. Finalizing last details before launch of first phase.
- Spoke with a department head regarding the process for a proposed performance improvement plan.
- Worked with another municipality on a CDL license issue.
- Attended a webinar on wellness issues.
- NeoGov Diversity 2021 training.
- Stearns Weaver training on Covid 19 legal issues.
- Reconciled and paid invoices for Cigna, PGCS and Clearstar.
- Closed 2 job vacancies and submitted the applications to the departments for review.
- Opened 1 new job vacancy and posted it to the website.
- Worked on a scanning project for the City Clerk's office.
- Processed regular payroll.
- Attended Neogov training online.
- Worked on the pension data request for the actuary.

Planning/Community Development

- Plan Review
- Vulnerability Assessment
- Adaptation Planning meeting
- Tree Code
- Answered zoning questions
- Reviewed permits
- Conducted permit inspections
- Updated the Planning Webpage
- Researched zoning history
- draft Ordinance for Chapter 19 updated
- Conducted tree inspections
- Prepared draft informational document for businesses
- Reviewed Adaptation Planning documents
- Uploaded Notices and Applications to website
- Scanning of old zoning docs (1960-1980's)

- Did notices, envelopes and sign for UBEX21-0002
- Did notices, envelopes and signs for 4 CDB cases
- Did notices, envelopes and sign for Waiver for CC
- Started working on the CDB Agenda
- Ordered business cards
- Finished OCRing hundreds of docs on LF

Police

- PD Comm. Center furniture install complete, IT and physical connection of equipment beginning next week
- Body Cam project waiting on Motorola Tech Support to troubleshoot hardware connectivity issue
- Chief attending community meeting at Beaches Exchange Club Friday
- Bunny Parade went well, low turnout from neighborhoods
- Stop the Bleed Class went very well
- PD starting preparation for three year State of FL reaccreditation this Nov., outside entity file review and mock assessments being scheduled now
- PD preparing to repost for one open Police Officer position
- No new pertinent Orange Crush information

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; removed concrete from meter box on Sandy Lane; repaired water breaks on Duna Vista, Beach Dune; replaced water service for business on Atlantic; completing manhole rehab on Levy; relocated water meter on East Coast; performed emergency shut off at JEA substation at Wonderwood and Mayport, Stern Dr. and Courageous Ct; investigated possible leak at the lifeguard station; making water service retap at Ahern and Beach Ave; met with customer regarding water service relocation on Beach Ave; repaired leaking meters on city side for 3 homes on Beach Dune and 1 on Mayport Landing; reviewed 10 permits; performed 2 CO inspections, performed 38 utility locates for Sunshine 811 Call Before You Dig locator services; responded to 3 after hours calls regarding water or sewer issues.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.237 MGD; lift station mechanic performed troubleshooting on recirculation pump.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electric contractor performed trouble shooting on high service pump at WTP #2; responded to Sulphur odor complaint for homeowner on Cavalla.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; crane truck was serviced and crane repaired.
- Revised and submitted job posting for Heavy Equipment Operator for Distribution.

Public Works

- Replaced the Russell Tennis court restroom door that had been broke.
- Painted white street edge line at Ocean Blvd and Seminole Road.
- Replaced some ceiling tile at the Gale Baker Community Center
- Painted 5 offices at the Police Department building.
- Fixed the electrical outlet at Dutton Island and added two new outlets.
- Painted some parking guidelines at 11th Street Beach Access.
- Installed the new City Recycle bins.
- 19th St. Beach Access Landscaping (tree planting) soon to be under way.
- Received quotes for a budgeted mulching head. Taking to Commission on 4-12-21.
- Aquatic Dog Park walking track is scheduled to start on May 3rd (Weather permitting)
- Veteran park restrooms approved by the commission, putting in the order and trying to get a delivery date set up. Getting prices for the utility work. (Plumbing and electrical)
- 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 4-12
- We have received the final plan and Specifications for the Donner Road Project. Getting a date set up for a Public Meeting to discuss.
- Still working on the Engineering and design work for the Aquatic Pond project.

Recreation

- Took 18 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (April 10 – Dutton Island), Songwriters (Virtual) April 11.
- Worked with DIG Local Network to pick up meals to serve 18 families and 39 people.
- Working on a storage building for ABAA.
- Advertised Earth Day Art Competition for Word Revolt.
- Working on a public recorders request for organizations use of facilities.
- Scheduled a workshop for the CARAC, Thursday, April 22 at 10 am.