

February 12, 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

- Reviewed and prepared draft agenda items for the February 22 City Commission regular meeting.
- Prepared for and attended the Feb 8 City Commission regular meeting.
- Met with the Mayors for a day to educate on local government.
- Attended the LEED for Cities Local Government Leadership Program webinar.
- Researched residential parking programs from numerous cities.
- Attended a development meeting to discuss stormwater mitigation on Francis Avenue.
- Participated in a traffic calming discussion regarding Main St.
- Attended the State of the Cities Lunches hosted by the Chamber.
- Met multiple times regarding the contract extension proposal by Waste Management.
- 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.

Engineer

- Continued work on ironing out easement language for the Aquatic Gardens Phase I stormwater project easements required for the proposed improvements
- Reviewed options for Main Street traffic calming
- Began development of specifications for updating beach parking inventory utilized for FDEP cost share funding of beach renourishment
- Continued preparation of HMGP grant submittal documents for Aquatic Gardens Phase I
- Negotiated scope of work tasks with Florida DEO regarding CDBG-MIT grant for sea level rise adaptation planning
- Conducted field investigation with structural engineering contractor of combined beaches outfall creek crossings
- Finalized information required for Donner Rd reconstruction project specifications

Building

- Issued 52 building permits.
- Conducted 31 plan reviews and 141 building inspections.
- Participated in development Monday meeting and discussed current projects.
- Held Department 7:30 meeting and discussed operating procedures and current projects.
- Worked on records requests.

City Clerk

- Prepared, set up, attended, hosted, and performed administrative duties and follow-up tasks for the Feb. 8 regular Commission meeting.
- Interacted with two students from Atlantic Beach Elementary about the roles of the city clerk for the “Mayors for a Day” program.
- Sent reappointment letters to two board members and updated lists.
- Drafted resolution amending training requirements.
- Prepared notice for the Feb. 22 Commission meeting.
- Processed, published, and distributed draft agenda packet for the Feb. 22 reg. Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- 15 currently active.
- Processed six electronic Lien Letters.
- Transported records to offsite records storage.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, preparing for destruction of appropriate records, and documenting in accordance with State laws.
- Completed draft minutes of the Dec. 14, 2020 regular Commission meeting.
- Working on minutes of Feb. 8 regular Commission meeting.
- City Clerk attended virtual department head meeting.
- Uploaded audio recordings of this week’s public meetings from handheld recorder to the network for retention.
- Continued planning for board and committee training - watching training videos; gathering information and resources; and preparing training materials.
- Attended Bid Opening for Bid 2021-08, Aquatic Dog Park Walking Trail.
- Received one new application for serving on the Community Development Board.

Finance

- Purchasing
 - o Processed 14 Purchase Orders during the time period for a total of \$17,225.00
 - o Processed 63 Accounts Payable checks during the time period for a total of \$119,116.33
- Utility Customer Service Orders

- 157 Requested
- 193 Completed
- Utility Billing – 3,214 utility bills were processed this week
- Approved \$1,735.00 in Utility Billing Adjustments
 - \$966.11 Water Volume
 - \$402.71 Sewer Volume
 - \$296.03 Late Charges
 - \$70.15 Utility Taxes
- No payroll processed this week
- Attended Department Head Meeting via Zoom
- Had meetings with City Manager, Deputy City Manager and Public Works Director regarding Advanced Disposal
- Worked with City of Jacksonville Beach to correct invoice received for Police mutual aid
- Fulfilled public records request
- Reviewed solid waste services contract, proposal, previous request for proposal and information received from Jacksonville Beach, requested additional information
- Completed budget items needed for FY20 Audit
- Worked on reviewing/verifying bank reconciliations
- Prepared Paid Parking revenue report for the City Manager
- Prepared for and attended Pension Board(s) meeting

Human Resources

- Continued work on NeoGov implementation. Set up kick off call.
- Dealt with Department of Revenue Unemployment Compensation issues.
- Telephone calls regarding on-going challenges with Cigna and Medcom coverages and implementation issues.
- Working on ACA reporting preparations with new vendor, including a number of calls. Finally settled on a workable solution to ensure that the documentation is created and mailed out on time.
- Webinar on OSHA Guidance for Coronavirus issues.
- FOIA request.
- Webinar on 2021 Recruiting Trends Shaped by COVID-19, Legal and Employment Law Update.
- Risk Management issue regarding documentation of beach driving policies and procedures. Shared our experiences with another city.
- Referred a new discrimination claim to our insurance carrier and ensured that all documentation and records are maintained.
- COBRA webinar.
- Attended Virtual luncheon on Purpose Built Communities.
- Continued work on EEOC Utilization Report.
- Opened 1 new job vacancy.
- Worked with new employee on benefits enrollment.
- Paid invoices.
- Worked with insurance broker on several issues with new health insurance provider.

- Worked on records request for former employee.
- Processed regular payroll.
- Processed new workers compensation claim.

Planning/Community Development

- Attend Commission Meeting
- Attend ESC meeting
- CRA research
- Beach Inventory Parking
- Connectivity Plan
- COJ Tree Plantings
- Plan Review
- Inspections
- Submitted staff report and proposed resolution regarding special magistrate. Commission will be reviewing and voting on appointment of a new Special Magistrate at their next meeting.
- Next SM meeting has been rescheduled for 3/18 pending appointment
- Investigated new complaint and followed up on open code cases

Police

- PD recognized Employees of the year at the City Commission Meeting
- PD requested rebidding the plumbing repair project due to previous vendors non-performance
- PD meeting with various departments to develop vision for LG building
- PD advertising for open ECO position and open Police Officer position
- PD reviewing options to address traffic complaints related to ABE

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; located valves on Coquina to relocate service; repaired water breaks on 20th, Bayshore; investigated sinkhole on Magnolia and Sevilla; performed water pressure check at meter on Bonita; relocated the service on Sherry Drive; investigated water main leaking on Assisi; investigated water leak complaint on Old Mayport; performed sewer locate on Dewees; ; performed 53 Sunshine 811 Call Before You Dig Locate services; reviewed 11 permits; performed 10 site visits; performed 2 CO inspections; performed 2 contractor meetings.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.122 MGD; switched out two Sulfur Dioxide Regulators and a switchover unit with new regulators and a new switchover unit; repaired a leaking Ferric Sulfate pressure regulator; electric contractor removed the #2 Grinder motor, and installed it on #1 Grinder Pump; electric contractor removed parts from #2 Grinder Control Panel, and installed same in #1 Grinder Motor panel.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; installed new

ice maker for samples; performed SCADA testing at WTP #2; installed a dewatering pump and timer at Selva Marina lift station.

- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; worked with water treatment plant operators to install temporary pump at Selva Marina lift station; had generator troubleshooting at Schooners Bay lift station.

Public Works

- Beach tilling will be done on March 1st and 2nd. (COJ Contract)
- 16th Street Beach access boardwalk all painted.
- Painting the 18th Street Boardwalk.
- Clean and trimming ditch banks on A1A from Mayport Rd to B & M Tackle.
- Building three more lifeguard chairs.
- West side ditch digging contract is out. Bid opening is 3-10-21.
- New bench at 12th street Beach access.
- Working on quotes for new Vet Park restrooms.
- Installed new camp site directional signs on Dutton Island.
- The Aquatic Dog Park walking track bid on 2-10-21. Trying to get ready to take to Commission.
- City Engineer, PW and PU all met with the Engineering firm to go over the Donner Road plans and Specifications.
- Still working with the Engineers on the design work for the Aquatic Pond project.

Recreation

- Took 18 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is 8.51%.
- Attended City Commission meeting
- Working on Wild Wonders event, Well Fest, Bicycle Tour, Acoustic Nights and Arts in the Park.
- Worked with DIG Local Network to pick up meals to serve 17 families and 38 people.
- Worked on user fee recommendation
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Fridays 10 am – 2 pm
- Coordinating the following events:
 - Yoga, Adele Grage - Mondays at 9:30am & Wednesdays at 5:30pm.
 - Kids Yoga, Adele Grage - Tuesdays at 5:30 – 6:30pm.
 - Meditation, Adele Grage - Wednesdays at 9:30 – 10:30am.
 - Taekwondo, Baker Center – Monday & Wed at 6-7:30pm, Friday at 10:30am-12pm.