

February 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

- Reviewed and prepared final agenda items for the February 22 City Commission regular meeting.
- Attended a COJ Adaptation Action Area Public Engagement Workshop.
- Met with the Parking Administrator from Neptune Beach to review the Paid Parking Program.
- Attended a Blue Zones meeting focus group with the Blue Zones Environment Team.
- Reviewed the draft Request For Proposal for the waste hauling contract.
- Researched residential parking programs from numerous cities.
- Met with ArtRepublic to discuss stakeholders for the Mayport Road murals.
- Reviewed an alternative parking plans for Dig Local's Green Market.
- Met with Jacksonville Beach representatives to review their waste contract.
- 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

- Analyzed drainage patterns along the drainage ditch in the Stanley Rd – Francis Ave area
- Reviewed approach to decommissioning the elevated storage tank at WTP No. 1
- Participated in a workshop with City of Jacksonville Planning Division regarding Adaptation Action Areas and sea level rise
- Met with Verizon representatives to discuss relocating antennas from the WTP No. 1 elevated storage tank
- Completed and delivered FY 21-22 CDBG application for extension of multi-use path on Levy Road

Building

- A four-day week.
- Issued 55 building permits.
- Conducted 31 plan reviews and 68 building inspections.
- Worked on records requests and Code Enforcement case.
- Held Department 7:30 meeting and discussed electric wiring methods and new roofing codes.

City Clerk

- Processed, published, and distributed final agenda packet for the Feb. 22 reg. Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- 16 currently active.
- Prepared agenda guide for Feb. 22 Commission meeting.
- Processed 6 electronic Lien Letters.
- 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.
- Posted additional ESC membership details and Facebook link on the iCompass portal.
- Completed draft minutes of the Feb. 8 regular Commission meeting.
- Working on minutes of Jan. 21 Commission Priority-Setting & Visioning Workshop.
- City Clerk attended virtual department head meeting.
- Continued planning and preparing materials for board and committee training.
- City clerk received her renewed notary stamp.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Attested to and mailed (6) certified Notice of Hearing letters for the March 18 Code Enforcement Special Magistrate (CESM) meeting.
- Scanned, published and filed recently-passed resolutions and minutes.

Finance

- Purchasing
 - o Processed 4 Purchase Orders during the time period for a total of \$507.56
 - o Processed 47 Accounts Payable checks during the time period for a total of \$436,195.99
 - o Held bid opening
 - o Reviewed and researched inquiry about invoices requested by the Building Official
- Utility Customer Service Orders
 - o 108 Requested
 - o 115 Completed
- Utility Billing – No Utility Bills were process this week
- Approved \$3,622.05 in Utility Billing Adjustments
 - o \$2,355.011 Water Volume

- \$923.29 Sewer Volume
- \$67.38 Late Charges
- \$210.71 Garbage Fees
- \$65.66 Utility Taxes
- 137 Payroll Checks were processed for a total of \$286,044.89
- Attended Department Head Meeting via Zoom
- Fulfilled public records request
- Work on developing and writing request for proposals for garbage services
- Reviewed applications for Customer Service Representative

Human Resources

- Opened 1 new job vacancy
- Paid invoices
- Completed 2 employment verifications
- Closed 2 job vacancies
- Worked with insurance broker on reviewing and processing ACA forms for employees
- Processed new workers comp claim

Planning/Community Development

- Community Development Board meeting
- Plan Review
- Inspections
- Connectivity Plan
- Donner Rd Plans
- 2/10 ESC Meeting Minutes
- Maps of Beach Access
- Reviewed permits
- Permit inspections
- Answered zoning questions
- Answered tree code questions
- Edited Zoning highlights brochure

Police

- Met with Community Security Camera vendor re repairs and scheduling on site meeting
- Met with Body Camera vendor to discuss options for fulfilling our order
- Recognized Student in the Spotlight from ABE
- Virtual Meeting with ABE regarding traffic issues during pick up time
- Attended virtual Florida Accreditation Award Ceremony to receive Communications Accreditation Award
- Replaced GPS in all vehicles

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired leaking at meter on Big Pine Key; repaired water breaks on Poinsettia, Seminole, N. Sherry, Cypress Landing, Pine; repaired service leak at 791 Assisi – issued Boil Water and All Clear notices; investigated a no water complaint on Plaza; repaired sewer issue on N. Sherry Drive; performed emergency shut off for Hardees; replacing pavers for work done on 20th; attended pre construction meetings for 2 new projects on Mayport; repaired curb stops for clubhouse in Oceanwalk; investigated high consumption complaint from resident on Cove Landing – possible issue on customer’s side; reviewed 7 permits; performed 2 inspections; received call for low water pressure – walked customer through water softener bypass procedure and customer was able to locate pressure issue.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.079 MGD; replaced faulty vent valve on pump yard station.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; took Boil Water samples to lab and sent results to DEP; had electrical contractor out to replace bad exhaust fan on the south ground storage tank at WTP #3; began gathering information for the 2021 Consumer Confidence Report and water audit; assisted with Selva Marina lift station repairs.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; met with concrete contractor for concrete repair estimate at Schooner’s Bay lift station.

Public Works

- New soccer ball nets installed at Donner Park
- Made and installed new open/closed signs at Dutton Island
- Chasing quotes for the 19th street beach access
- Beach tilling will be done on March 1st and 2nd. (COJ Contract)
- Working on the City’s trash removal contract
- Seminole Road ditch bank trimming
- New bus stop shelter poured at Jordan Community Center. (Rotary Club)
- 18th Street Beach access boardwalk has been painted
- 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.
- Working on quotes for new Vet Park restrooms.
- The Aquatic Dog Park walking track bid on 2-10-21. Preparing to take to Commission.
- City Engineer, PW and PU all met with the Engineering firm to go over the Donner Road plans and specifications
- Continuing to work 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 6.07%.
- Working with Jacksonville Juice and ABAA on field use.
- Coordinating a virtual Black History Month Event.
- 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 19 families and 40 people.
- Submitted fee recommendation for review
- 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.