

August 13, 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

- Received 463 mails and sent 145 emails.
- Attended Aug. 9 City Commission meeting.
- Reviewed and prepared draft agenda items for the August 23 City Commission meeting.
- Met with department heads on their budget requests.
- Watched a Florida League of Cities webinar on budgeting for water infrastructure.
- Met with a commercial property owner to discuss his nonconforming sign.
- Reviewed the revised capital improvement plan.
- Met with the police union representatives to discuss changes to their contract.
- Discussed ongoing personnel issues with Human Resources.
- Met with internal COVID-19 work group multiple times to revise the afterschool program protocols.
- Revised the draft COVID-19 after school program protocols.
- 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.
- Researched COVID-19 information.

Deputy City Manager/Information Technology

- Received 581 emails and sent 222 emails.
- Attended Aug. 9 City Commission meeting.
- Assisting with COVID-19 protocols.
- Promoted lifeguards' competition success.
- Assisted with a tree-removal community relations issue.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Authored AB Living article.
- Assisted in consideration of Recreation COVID-19 safety protocols.
- Prepared Jax Chamber Beaches Division report on AB.

- Working on FY 2021-22 budget matters.
- Working on improving emergency notifications protocols.
- Messaging to businesses, others about COVID-19 vaccinations.
- Authored newspaper articles on farmer's market and air potato beetles.
- Utilized the City's communications platforms (i.e. website, social media, and traditional media) to inform and respond to citizens about various matters, including but not limited to COVID-19, the City's new tree-protection regulations, and the City's recreation survey.
- Information technology:
 - o New protocols for weekly server log monitoring
 - o Transition planning for premise Exchange server and Barracuda appliances
 - o Exchange 365 and Barracuda cloud protection services
 - o Supply inventory review
 - o Exchange online

Building

- Issued 59 building permits.
- Conducted 51 plan reviews and 82 building inspections.
- Participated in Monday development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed new checklists.
- Met DBPR inspectors on site, regarding unlicensed roofing.
- Working on ETRAKiT implementation.
- Worked on new 2021 legislation, resulting new guidelines, and COAB Chapter 24.

Engineer

- Attended Florida Rural Water Association annual conference
- Initiated review of 60% plans and specifications for WTP No. 1 improvements.

Finance

- Purchasing
 - o Processed 30 Purchase Orders for a total of \$42,350.53.
 - o Processed 60 Accounts Payable checks during week one for a total of \$43,139.17
 - o Facilitated two bid openings
- Utility Customer Service Orders
 - o 117 Requested
 - o 116 Completed
- 3,203 utility bills were processed and sent this week
- Meters on Route 1-3 through 1-8 and 1-10 were read or estimated this week. Estimating meter reads was necessary due to only one available meter reader.
- \$1,639.89 in billing adjustments were processed this week.
- 23 applications for new utility customers were processed
- 6 Dog Park applications were processed
- In addition to processing 413 Utility Bill payments (in person, drop box or mail), Customer Service Representatives processed the following payments:
 - o 11 Offsite Payments from Accounting
 - o 11 Lien Letter Requests

- 12 Parking Tickets
- Attended Board Meeting for the Florida Government Finance Officers' Association
- Attended Department Head Meeting via Zoom
- Continued working on the Fiscal Year 2022 Budget
- Completed and published agenda for the Pension Boards meeting
- Met with City Manager and Mayor regarding agenda items on the regular Commission meeting
- Completed monthly financial report for the regular Commission meeting to be held on August 23rd.
- Assisted police department with grant monitoring responses

City Clerk

- Deputy city clerk position is currently vacant.
- Records clerk on leave for two weeks.
- Administered Oath to new parks ranger.
- Prepared agenda guide for August 9 meeting.
- City clerk attended and performed administrative duties and follow-up tasks for the August 9 Commission meeting.
- Processed 5 Records Requests through JustFOIA.
- Processed recently-approved resolutions and minutes.
- Completed 1 set of draft minutes.
- Attended bid openings for 3 projects.
- Working on minutes of City Commission meetings and workshops.
- Exec. Asst. to the City Manager processed 9 Electronic Lien Letter requests.
- Researched 2014 Charter Review Committee activities and met with Mayor Glasser for further guidance.
- Attended department head meeting.
- Prepared/distributed draft agenda packet for the August 23 regular Commission meeting.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Updated website calendar and posted notice of CARAC meeting.
- Prepared 3 appointment letters – 2 CDB -1 CARAC.
- Updated membership lists and database to reflect new members.
- Notarized documents for staff and public.
- Sent training information to new members.
- Uploaded audio recordings of recent meetings.

Human Resources

- Handled issues regarding COVID-19 positive employees – contact tracing and management of leave.
- Worked with Telescope Health regarding testing contract and procedural issues (hiccups) for employee testing. These have been resolved.
- Discussed potential risk management issue re: Police Department.
- Continue to work on recruitment options.

- Working on 2021 EEO Plan.
- Attended a GoTo Webinar: Urgent ACA Update IRS.
- Preparing for roll-out of mandatory sexual harassment training for employees.
- Resolved broker contract issues.
- Updated Recreation's After-School plan to streamline and make it appropriate for parents/guardians. Prepared for and attended two COVID workgroup calls to develop recommendations for CM regarding the City's after school program and scheduled events.
- Attended Webex meeting with CIGNA and Broker representatives on the City's wellness plan. Discussed alternative use of Cigna wellness dollars. Reviewed pre-approval process.
- Reconciled and paid the invoice to Cigna.
- Opened 3 new job vacancies.
- Closed 2 vacancies and processed the applications for the departments.
- In- processed 1 new employee.
- Processed 1 background check for a new applicant.
- Processed regular payroll.
- Processed 1 new workers' comp. claim
- Teleconference with City Attorney re: vaccines.

Planning/Community Development

- Environmental Stewardship Committee meeting
- Chapter 24 Update
- Comprehensive Plan Update
- COJ Tree Plantings
- LEED for Cities certification
- Reviewed tree and building permits
- Answered zoning and tree questions
- Completed tree and building inspections
- Researched Florida LDRs and Comp Plans
- Researched zoning history
- Gathered data about tree permits and arborist letters
- Researched LEED data
- Investigated new code enforcement complaints
- Followed up on open code enforcement cases
- Finished the minutes from CDB
- Finished and emailed agenda for CDB
- Orders for last CDB meeting
- Worked on updating list of changes to Chapter 24
- Changes to the tree permit application

Police

- Hosted instructor techniques training course at PD
- Staff attended report management software training at JSO for integration of new system

- Police union meeting with city
- Processing applicants for two police vacancies
- Reviewing applications for ECO

Public Utilities

- Changing out meters and curb stops from service orders; repaired water breaks on A1a, Linkside, Beach, Cove Landing; removed sewer clog on Magnolia; cleaned up and sent out All Clear Notices to DEP and businesses and residents along Levy Road; repaired leaks at meters on Little Cypress Key, Cove Landing; replaced sod from previous work on Panuco; made 2" tap at WTP #1 for new pressure sensing and chlorine analyzing lines; responded to call regarding no water for business on Seminole – private backflow prevention device was turned off behind the building; installed new water service on Seminole; replaced broken meter box on Bayshore Drive; set 10 meters for new service in Preserve at Atlantic Beach; investigated pressure issue on Nautical-customer issue; responded to 7 after hours/weekend emergency calls; performed 79 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 16 permits; 3 CO inspections, 6 site visits, 3 contractor meetings.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.134 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; collected samples for Boil Water Notices on Levy Road & sent results to DEP.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.
- Chris Walker, Troy Stephens and Steve Swann attended Florida Rural Water Conference in Daytona Beach.

Public Works

- Painted the interior of the Gail Baker Center. Jordan Park Center will also be scheduled for painting.
- Put up and painted a new fence railing at the gate entrance to Tideview's Park
- Installed eight new soap dispensers at the Police Department building.
- Put up three new security signs at the Skate board Park.
- Removed the graffiti at the 16th Street beach walk over.
- Public Works crews have been doing a lot of the mowing in our parks and ROW, due to the absence of a contractor.
- The Public Works generator was installed and all the electrical work has been completed.
- City Hall generator was delivered and the electrical work is being worked on.
- New Landscaping contract goes to Commission on Aug 23.
- The 20th Street Beach walkover goes to Commission on Aug 23.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- The shipping arrangements for the Veterans Park restrooms are being made.

- Still working on the Engineering and design work for the Aquatic Pond project.
- Bids were received and the Commission has approved the Donner Road Project. The Contractor is working on ordering supplies.

Recreation

- Took 5 reservations for Building, Beach Chair, Park & Beach rentals and campers at Dutton Island.
- Acoustic Night, August 15 & 29 from 6-8 pm virtual.
- We have received a total of 93 surveys to date.
- Working on COVID restrictions.
- Duval County positivity rate is above 20.1%.
- We are canceling August events and rescheduling the Jazz Festival.
- We are also canceling building rentals for August.
- Working on Movies in the Park, Arts in the Park, Jazz Festival, Recreation Survey and the grant program.