

August 27, 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 418 emails and sent 107 emails.
- Prepared for and attended the August 23 City Commission meeting.
- Reviewed budget summary slides for City Commissioners.
- Reviewed the Florida Department of Children and Families license requirements for after school programs.
- Met with representatives of the Beaches cities and Baptist Medical Center to discuss Blue Zones project.
- Discussed ongoing personnel issues with Human Resources.
- Met with ABE principle and Duval superintendent to discuss traffic on Sherry Drive.
- Reviewed a comparison of 5G ordinances between COJ and COAB.
- Met with Recreation Director to review staff duties and responsibilities for special events.
- Met with internal COVID-19 work group multiple times to discuss positivity rates and special events.
- Performed multiple site visits on various projects.
- 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 484 emails and sent 216 emails.
- Attended the Aug. 23 City Commission meeting.
- Attended Blue Zones community health meeting in Jacksonville Beach.
- Gave local government presentation to the Beaches Kiwanis club.
- Meeting with Commissioner Bole about charter/procedural issues.
- Assisting with AB Farmer's Market issues.
- Assisting with FY 2021-22 budget presentation.
- Drafted Constitution Week proclamation.
- Produced September utility bill newsletter.
- Accumulating City Commission evaluations of charter officers.

- IT budget review.
- Attended Florida Municipal Communicators Association webinar, Self Care for the PIO.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- 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 Final 2022 IT Budget review
 - o Fiscal year end purchase order requisitions
 - o Issues with Mini Split AC unit in City Hall server room
 - o IT customer skills training
 - o PD body camera new configuration

Building

- Issued 44 building permits.
- Conducted 25 plan reviews and 142 building inspections.
- Worked on 2022 budget.
- Worked on ETRAKiT.
- Worked on records requests.
- Participated in Monday development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed permitting processes.

Engineer

- Investigated several stormwater complaints with PW and worked to develop resolution
- Prepared project budgets and public notices for three CDBG-MIT grant applications
- Oversaw generator electrical installations at City Hall and Camelia St LS
- Began developing strategy to comply with SB 64 requiring that treated effluent from the WWTF be removed from the St. Johns River

Finance

- Purchasing
 - o Processed 12 Purchase Orders for a total of \$25,332.34
 - o Processed 96 Accounts Payable checks during week one for a total of \$132,859.97
- No payroll was processed this week
- Utility Customer Service Orders
 - o 174 Requested
 - o 176 Completed
- 2,807 utility bills were processed and sent this week
A total of 2,031 meters were read this week
- \$343.03 in billing adjustments were processed this week.
- 21 applications for new utility customers were processed

- 1 Dog Park applications were processed
- In addition to processing 541 Utility Bill payments (in person, drop box or mail), Customer Service Representatives processed the following payments:
 - o 7 Offsite Payments from Recreation Programs and Special Events
 - o 8 Offsite Payments from Accounting
 - o 8 Lien Letter Requests
 - o 3 Animal Control Citations
 - o 6 Parking Tickets
- Attended Department Head Meeting via Zoom
- Received American Rescue Plan Act (ARPA) funding agreement from the Division of Emergency Management
- Reviewed ARPA funding agreement for submission to the Commission for authorization and signature
- Read Government Accounting Standards Board (GASB) exposure draft on the proposed statement Accounting Changes and Error Corrects and reviewed the response from the Florida Government Finance Association's Technical Resources Committee
- Continued work on the FY22 Digital Budget Book, adding narratives, additional charts and graphs, long range financial plan and including capital improvement plan.

City Clerk

- Deputy city clerk position is currently vacant.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the August 23 regular Commission meeting.
- Received 2 new applications for ESC.
- Scheduled meeting and interviews for Board Member Review Committee (BMRC).
- Public Records Requests management and tracking of staff tasks and records requests activity- 2 completed – 2 currently active.
- Completed 1 set of draft minutes.
- Prepared department's budget presentation and program page.
- Working on meeting minutes.
- Prepared budget modification form to move money within the department's budget.
- Working on extensive records management projects which include scanning records, verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published, and filed recently-approved resolutions and minutes.
- Records clerk completed Performance Evaluation Preparation Worksheet.
- Assisted residents with North Beach Parking registration.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, board members, and the public.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Updated board and committee database and lists.

- Processed 8 Electronic Lien Letters.
- Received resignation letter from CARAC member.
- Processed, published, and distributed agenda packet for the August 31 BMRC meeting.

Human Resources

- Researched licensing and training requirements for after-school programs.
- Continue to work on recruitment options. TC with Melissa Riggins of Operation New Hope about partnering with them to match their clients with appropriate job opportunities with the City. First application submitted.
- Working on 2021 EEO Plan. Updating 2019 plan for submittal.
- Worked with broker on Worker's comp issues. Go to meeting with broker, attorney, PGIT and Mayor.
- Updated Harden agreement.
- COVID work group call.
- Received executed final amendment to contract from the union. Filed amendment, memorandum of understanding on the amendment and a resolution to be presented to the Commission at the 9/13/2021 meeting in the draft staff reports and gave a copy to the CM.
- Attended pre-renewal meeting with our broker on employee benefits for the upcoming year. Planned a timeline for the process.
- Reconciled and paid invoices to Medcom, CareSpot, Lincoln, Humana and SunLife.
- Opened 1 new job vacancy.
- Closed 1 job vacancy and processed the applications for the departments.
- Processed 1 background check for a new applicant.
- Met with an employee to complete retirement paperwork.
- Processed 1 new workers' comp. claim.
- Responded by emails to FB potential applicants.

Planning/Community Development

- Attend Commission meeting
- LEED for Cities Certification
- Chapter 24 Update
- Plan Review
- Reviewed building and tree permits
- Completed building and tree permit inspections
- Answered zoning and tree questions
- Researched zoning history
- Worked on Tree Technical Manual
- Updated several forms for the website
- Created a new Tree Variance Application
- Created a new Irrigation Permit Application
- Did the Order of Approval for ZVAR21-0012
- Tree permit uploads to LF as needed
- Prepared case files for September 2 Special Magistrate hearing

- Posted 2 Stop work orders for unpermitted work
- Built web based map of storm water system for in field access.
- Followed up on open code cases
- Investigated new code enforcement complaints.

Police

- PD is continuing to work with JSO to develop the new Report Management System integration with our agency
- Crossing Guard duty for Seminole Rd is being shared between volunteers, ACO and Police Officers until a new Guard can be hired
- CPA Class for 2021 has been postponed due to COVID numbers increasing
- Chief participated in Tele-meeting with SAO Nelson to discuss Body Worn Camera program and policy
- Supervisors are completing annual personnel evaluations
- PD Approved for hire two new Police Officers which will fill all open positions
- PD held testing for one new Emergency Communications Operator position
- HR and Chief of Police participated in Union negotiations meeting

Public Utilities

- Changing out meters and curb stops from service orders; repaired water break at Ahern and Beach Ave, on Selva Lakes Circle, 7th St, Seminole Road; investigated a “no water” complaint on Paradise Lane; met with customer to relocate service line on Beach Ave; met with customer on Ahern regarding additional meter quote; repaired sewer lateral on Seaspray at Poinsettia that was damaged by company boring underground; removed clogged sewer on Orchid; removed sewer clog on Magnolia; repaired leak at meter on Linkside Ct East; repaired leaks on Little Cypress Key, Cove Landing; performing quarterly hydrant flushing; responded to 3 after hours/weekend emergency calls; performed 52 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 8 permits; set 10 meters at the Preserve at Atlantic; hosted pre construction utilities meeting with developer for 5 new home sites in Selva Preserve; distribution operator mowing grass at treatment facilities.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; roofing company replaced roof on pump room and chlorine storage room at WTP #3; running new water lines, pressure washing ground storage tanks, replaced digital chlorine scale at WTP #3; welder replaced wind rod on water tower at WTP #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; using VacCon truck to pump out lift stations.
- Performed required system testing and maintenance on wastewater treatment facilities; reuse system running at an average of 0.121 MGD; welder replaced braces on disc filter lids.

Public Works

- Replaced 10th Street beach shower and ordered an ADA one for this location.
- Removed two dead trees at Tideviews Park.
- Palm tree trimming at Town Center, City Hall, and other various locations.
- Public Works crews have been doing a lot of the mowing in the parks and ROW, Due to contractors absents.
- New Landscaping contract Starts on October 1.
- The 20th Street Beach walk-over has been approved and we are moving forward with the contract.
- Milling and paving bids on September 8.
- Beach cleaning contract bids on September 22.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- Continued 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 now.

Recreation

- Took 8 reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- CARAC Survey is live on the website until August 31. 99 surveys have been received.
- Rescheduled Jazz Festival for November 20.
- Virtual acoustic night being held August 29, hosted by Birds of Fire.
- Working on Fall Festival and Campout.
- Working on fee ordinance.
- Collected 14 contribution applications.
- Flag Football Registrations began August 16.
- Meeting weekly to discuss updates to the Recreation COVID Plan.