

March 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

- Sent 156 emails; received 502 emails.
- Attended the March 8 City Commission regular meeting.
- Reviewed draft agenda items for the March 22 City Commission regular meeting.
- Participated in the solid waste RFP Preproposal meeting.
- Participated in a virtual call with the health department regarding vaccine distribution at the beaches.
- Discussed ongoing personnel issues with Human Resources.
- Met with Jean Bakkes of Sky Enterprises to discuss building permit issues.
- Resolved an ongoing permitting issue at 1927 Beach Avenue.
- Reviewed the status of the upcoming Enlighten Festival with ArtRepublic.
- Participated in a virtual meeting with Recreation to discuss a virtual Acoustic Night format.
- Met with Eric Pardee of Universal Engineering Sciences regarding permitting.
- 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 210 emails.
- Attended the March 8 Commission meeting.
- Attended a solid waste RFP meeting with prospective contractors.
- Participated in a meeting on prospective COVID-19 vaccine distribution at the Beaches.
- Worked on various building permit issues.
- 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 Issues with SCADA system at WP2
 - o Email setup issues with Recreation email
 - o Exchange Server new threat vulnerability mitigation

Building

- Issued 69 building permits.
- Conducted 23 plan reviews and 125 building inspections.
- Participated in development meeting and discussed current projects.
- Held Department 7:30 meeting and discussed Department forms.
- Worked on records requests.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the March 8 regular Commission meeting.
- Processed, published, and distributed draft agenda packet for the March 22 reg. Commission meeting.
- Processed, published, and distributed agenda packet for the March 15 Commission Workshop.
- Updated website calendar.
- Worked extensively on new Laserfiche project – identified documents needing character recognition; ran reports; processed 1,013 documents; generated and OCR'd 26,935 pages.
- Prepared and posted notices of upcoming meetings.
- Public Records Requests management and tracking of staff tasks and records requests activity- 11 currently active.
- Processed 16 electronic Lien Letters.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Attended Bid Opening for Bid 2021-09 Reconstruction of Roadside Ditches & Swales.
- 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.
- City Clerk attended virtual department head meeting.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Continued board and committee training project - gathering information; preparing forms and documents for handbook and presentation slides.
- Sent Outlook invites to elected officials for recently-scheduled meetings.
- Worked on review of emails from email archiver for records request.

Engineer

- Developed plans and specifications for the 20th St dune walkover rehabilitation
- Continued coordination with Verizon for antenna placement at WTP No. 1
- Completed WWTF clarifier drive replacement bid package
- Met with Friends of Howell Park and others to discuss potential improvements to the creek through the park
- Continued efforts to update the City's Vulnerability Assessment and analyze updated data

Finance

- Purchasing
 - o Processed 58 Purchase Orders during the time period for a total of \$129,527.37
 - o Processed 79 Accounts Payable checks during the time period for a total of \$191,606.85
 - o Facilitated pre-proposal meeting for RFP 21-03
 - o Facilitated bid opening for Bid #2021-03
- Utility Customer Service Orders
 - o 90 Requested
 - o 121 Completed
- Utility Billing – 3,213 Utility Bills were processed and sent
- Approved \$5,418.93 in Utility Billing Adjustments
 - o \$1,741.64 Water Volume
 - o \$2,122.04 Sewer Volume
 - o \$1,319.94 Late Charges
 - o \$110.22 Garbage Fees
 - o \$9.23 Stormwater Fees
 - o \$115.86 Utility Taxes
- No payroll was processed this week
- Attended Department Head Meeting via Zoom
- Completed three public records requests
- Attended pre-proposal meeting for RFP#21-03
- Continued working with Financial Advisor and Bond Counsel on State Revolving Loan Fund bond refunding (refinancing). RFP will be sent out on March 12, 2021
- Completed and submitted Monthly Financial Report for the regular Commission Meeting of March 22, 2021
- Continued reviewing bank reconciliations from FY20 in preparation of audit
- Worked on re-submission of the actuarial data for the pension plans due to prior years' audit adjustments
- Created and sent out spreadsheet outlining capital outlay items in the FY21 Budget
- Created Amendment #4 of the Contract between the City and Advanced Disposal
- Attended 2nd interviews for the Customer Service Rep position

Human Resources

- Continued work on NeoGov implementation. Participated in a third implementation call. Continued implementation training and completed on-line application. Assigned class codes to all positions and began updating all COAB position descriptions with class codes and EEO job codes.
- Continue to respond to Covid vaccine questions. Sent out a Publix how-to for department heads to share as appropriate.
- Work on updating hiring manual.
- Responded to a police department vehicle incident and coordinated with insurance carrier.
- Research legal implications of limiting programs to vaccinated individuals. Coordinated with Timmy on determining what other cities are doing.
- Research sources for new employment law posters for every site.
- Worked with Deputy CM, department head and hiring manager on vetting of candidate.
- Paid invoices.
- Closed 1 job vacancy.
- Opened 1 new job vacancy.
- Attended NeoGov meeting. Beginning NeoGov new user training.
- Worked with new hires on benefit enrollments.
- Worked with Care Spot on lifeguard drug testing.
- Processed regular payroll.

Planning/Community Development

- Attend Commission meeting
- Attend regular ESC meeting
- Work on grant for LEED 4.1
- Chapter 23 updates
- Connectivity Plan
- Vulnerability Assessment
- Plan Review
- Reviewed permits
- Answered zoning questions
- Answered tree permit questions
- Permit inspections
- Beach parking inventory
- Worked on maps for website
- CDB agenda packet

Police

- Tested for police officers (have 1 available spot left I believe) last Saturday which included written and physical tests. 3 applicants made it through.
- Interviewed three applicants for Emergency Communications Officer to replace Veronica who transferred to Parks and Recreation.
- Had a virtual meeting with Florida Health regarding feasibility for a vaccination site here in our city. A walk through is scheduled next Tuesday at the Gail Baker Center.

- WellFest event held last Saturday went very well despite the weather. Had about 250 total participate at Johannsen Park throughout the day, busiest time was around noon. No issues with this event.
- Beach Driving Annual Training begins on Mar. 15 and again on Mar. 29th.

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; replaced or repaired broken lids or meter boxes for locations inside Oceangate; completed water break on 2100 block of Seminole Rd; repaired water breaks on Seminole, 10th; locating valves on Seminole Rd using new GPR machine; relocating service on 15th; performed water pressure checks on Ardella and Pine; investigated sewer issues on Nipigon and Park Terrace West; investigated lack of water issue on Courageous Ct. - changed out curb stop; performed emergency water cut off for 5th St and Pioneer; distribution crew worked on back flow devices at WWTP; responded to 4 after hours issues; reviewed 9 permits; preparing public notice announcements for the 2020 Water Quality Report; performed 48 utility locates for Sunshine 811 Call Before You Dig locator services.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.113 MGD; distribution crew worked on WWTP backflow devices.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; made SCADA System adjustments to WTP #1 & #2; working on new chemical shower at WTP #3;
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Placed a drainage pipe in Howell Park to drain the woods along Magnolia St.
- Digging out the ditch in Johannsen Park along Country Club Road. Working our way into the park.
- Restriped the 3rd Street Beach access.
- Replaced the tennis net in Bull Park.
- Added two benches to create a sitting area at Lyman's Point in Dutton Island.
- Worked on getting quotes for the Veteran Park restrooms. Taking to commission for approval on Mar. 22.
- PW met with the Aquatic Dog Park contractor for a pre-construction meeting. Details are being worked out for a start date.
- Working on a contract to bid the refurbishing of the 20th Street beach access.
- Working on the City trash removal contract.
- West side ditch digging contract was bid. Taking to Commission for approval on Apr. 12.
- City Engineer, PW and PU 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 19 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- The positivity rate for Duval County is 4.40%.
- Working on Wild Wonders (March 13 – Dutton Island), Bicycle Tour, Acoustic Nights and Earth Fest/Arts in the Park.
- Worked with DIG Local Network to pick up meals to serve 18 families and 39 people.
- Working on rescheduling the Recreation Committee meeting for March 18.
- 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.