

March 5, 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

- Took personal leave March 4 and 5.
- Prepared for the March 8 City Commission regular meeting.
- Participated in the conference call for our new NEOGOV human resource software.
- Watched multiple training webinars for NEOGOV.
- Developed a workflow protocol for ZOOM in commission chambers.
- Discussed ongoing personnel issues with Human Resources.
- Attended the TPO TCC monthly meeting.
- Attended a development inquiry meeting with attorney David Cook and staff.
- Discussed the draft Lilly Street land purchase agreement with the City Attorney.
- 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

- Conducted field inspection and finalized specifications and pricing for proposed Veterans Park restroom facility
- Worked on CDBG-MIT and FEMA HMGP procurement requirements
- Reviewed FDOT Mayport Rd pedestrian safety improvement plans and identified potential utility conflicts
- Analyzed floodplain storage calculations for the Atlantic Beach Country Club property
- Continued efforts to update the City's Vulnerability Assessment

Building

- Issued 55 building permits.
- Conducted 20 plan reviews and 127 building inspections.

- Participated in development meeting, met with a project architect, and discussed current projects.
- Held Department 7:30 meeting and discussed permitting issues.
- Developed new dumpster franchise enforcement policy with City Manager and other departments.
- Worked on records requests.

City Clerk

- Processed, published, and distributed final agenda packet for the March 8 reg. Commission meeting.
- Prepared mayor's agenda guide for March 8.
- Contacted board/committee applicants regarding interviews with the Board Member Review Committee.
- Updated website calendar.
- Prepared and posted notices of upcoming meetings.
- Provided additional input regarding new meeting format and operations.
- Public Records Requests management and tracking of staff tasks and records requests activity- 12 currently active.
- Processed 15 electronic Lien Letters.
- Assisted staff with drafting a resolution for the Mar. 8 agenda.
- 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 Jan. 7 Code Enforcement Special Magistrate meeting.
- City Clerk attended virtual department head meeting.
- Participated in Mar. 3 "Wader Wednesday" cleanup.
- Updated various settings in iCompass.
- 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.
- Began working on new Laserfiche project – searching to identify documents needing character recognition; running reports; and generating and OCRing pages.
- Working on review of emails from email archiver for records request.

Finance

- Purchasing
 - o Processed 4 Purchase Orders during the time period for a total of \$630.00
 - o Processed 134 Accounts Payable checks during the time period for a total of \$133,937.52
 - o Advertised and Posted RFP 21-03

- Utility Customer Service Orders
 - o 129 Requested
 - o 129 Completed
- Utility Billing – 2,686 Utility Bills were processed and sent
- Approved \$586.70 in Utility Billing Adjustments
 - o \$115.18 Water Volume
 - o \$351.20 Sewer Volume
 - o \$77.09 Late Charges
 - o \$21.89 Garbage Fees
 - o \$21.34 Utility Taxes
- 133 Payroll Checks were processed this week for a gross total of \$291,144.87
- Attended Department Head Meeting via Zoom
- Responded to Public Records Request
- Compiled and submitted 11 years’ worth of data for the ClearGov budgeting solution
- Worked with Financial Advisor and Bond Counsel on State Revolving Loan Fund bond refunding (refinancing)
- Performed analysis on FY2021 budget to isolate additional budget amendments
- Completed budget amendment agenda item for the March 22nd Regular Commission Meeting
- Worked on Monthly Financial Report
- Reviewing bank reconciliations from FY20 in preparation of audit
- Contacted auditor about audit timeline
- Worked with credit card processing vendor on resolving overpayment issue

Human Resources

- Continued work on NeoGov implementation. Participated in a second kick off call.
- Continued implementation training and composed on-line application. Assigned class codes to all positions and began updating all COAB position descriptions with class codes and EEO job codes.
- Worked on two FLMA cases.
- Prepared for and participated in a second telephone call with attorney and other City staff on a new discrimination claim.
- Received a new notice of tort action and submitted that to our carrier.
- Continued work on EEOC Utilization Report.
- Spoke with department head about disciplinary/counseling issue.
- Paid invoices.
- Processed 1 background check.
- Attended NeoGov meeting.
- Worked with new hires on benefit enrollments.
- Worked with police department on salary incentive education report updates.

Planning/Community Development

- Beaches GO Green Howell park and Jack Russell park clean-up
- ESC tree subcommittee meeting
- USGBC seminar – Leadership in FL cities and local government

- Connectivity Plan
- Country Club Traffic Counts
- Vulnerability Assessment Update
- Inspections
- ESC agenda
- Plaque for private heritage tree
- Followed up on open code cases

Police

- PD attended meeting with JSO Ref new Report Management System
- PD evaluating traffic concerns on Sherry Dr
- Chief participated in parent update meeting at ABE
- PD evaluating parking complaint on Sea Spray and Poinsettia
- PD meeting with Community Security Camera Vendor Friday
- PD received confirmation that Body Cameras have shipped, no delivery date

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repairing water break on Seminole and Maritime Oak; met with customer on Selva Marina Circle concerning driveway; put down well points for manhole repair at David and Sylvan; responded to customer issue concerning water pressure on Ardella; relocated service on 15th; performed emergency shut off on Magnolia; 2 distribution operators assisted lift station operator changing out a flapper on a lift station as part of cross training efforts; responded to 8 after hours issues; reviewed 6 permits; sent utility availability letter regarding 763 Atlantic Blvd; finalized paperwork for operator license renewals (23) and sent to DEP; preparing public notice announcements for the 2020 Water Quality Report, and finalizing the process for including them with the April utility bills; performed 44 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 0.124 MGD; contractors worked on centrifuge & now it is back up and running.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; getting roofing quotes for the blower room at the wastewater treatment plant and water plant #3; had electrical contractor out to quote electric service for water tower removal at water treatment plant #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; replaced flapper valve and wear plate on Cavalla Road lift station; repaired vent line on pump at the wastewater plant.

Public Works

- Beach tilling was completed this week on a yearly Corp of Engineer contract.

- Worked on getting quotes for the Veteran Park restrooms. Taking to commission for approval on Mar. 22.
- Attended the Wader Wednesday clean up in Howell Park.
- Pre-construction meeting for the Aquatic Dog park walking track will be on Mar. 11.
- Built three lifeguard stands.
- Working on a contract to bid the refurbishing of the 20th Street beach Access.
- Made and installed new open / closed signs and camp signs at Dutton Island.
- Working on the City Trash removal contract.
- New bus stop shelter was built at the Jordan Community Center. (Rotary Club)
- Clean and trimming ditch banks on A1A from Mayport Rd to B & M Tackle.
- West side ditch digging contract is out. Bid opening is 3-10-21.
- The Aquatic Dog Park walking track was approved by the Commission. We have a pre-work meeting on 3-11-21
- 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 33 reservations for Fires on the beach, Park & Beach rentals and campers at Dutton Island.
- Revising the COVID Guidelines.
- Submitting flyers and articles for approval.
- Working on Wild Wonders (March 13 – Dutton Island), Well Fest (March 6 – Johansen Park), Bicycle Tour, Acoustic Nights and Earth Fest/Arts in the Park.
- Worked with DIG Local Network to pick up meals to serve 17 families and 39 people.
- Working on rescheduling the Recreation Committee meeting for March 18.
- Mid-Week Market, City Hall Parking Lot – Wednesdays and Saturdays 10 am – 2 pm