

July 30, 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](http://www.coab.us/weeklysummary).

**City Manager**

- Received 378 emails and sent 121 emails. Reviewed and prepared draft agenda items for the August 9 City Commission meeting.
- Met with department heads on their budget requests.
- Prepared for and attended the July 26 City Commission meeting.
- Reviewed the proposed 10 year capital improvement plan.
- Met with Neptune Beach to discuss paid parking.
- Reviewed developing information regarding the COVID-19 surge.
- Met with Amanda Britt to resolve her permitting issues for a yoga and photography studio.
- Attended a webinar on developing requests for proposals.
- Discussed ongoing personnel issues with Human Resources.
- 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.

**Deputy City Manager/Information Technology**

- Received 392 emails and sent 177 emails.
- Attended July 26 City Commission meeting.
- Assisting with capital improvement planning process.
- Assisted the city manager with a building permitting issue.
- Participated in a Jacksonville Electric Authority overview.
- Assisted with Chamber of Commerce and Baker Center back-to-school volunteer events.
- Assisted the city manager with matters pertaining to paid parking.
- Worked on Beaches Town Center nomination for an American Planning Association Best Places Award.
- Promoting new tree-protection regulations.
- Prepared grant-writing consultant agenda item for City Commission.
- Began working on matters pertaining to the City's upcoming visioning exercise.

- Promoting recycling bin contamination prevention.
- Reviewing emergency notifications opportunities.
- Attended a Florida Municipal Communicators Association seminar on emergency communications.
- 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 Sharepoint configuration
  - o PD encryption policy review
  - o Exchange online - testing

## **Building**

- Issued 42 building permits.
- Conducted 28 plan reviews and 89 building inspections.
- Participated in Monday development meeting and discussed 2021 legislation and current projects.
- Held 7:30 Department meeting and discussed 2021 legislation and resulting permitting procedures.
- Worked on records requests.
- Worked on implementing ETRAKiT.

## **City Clerk**

- City clerk administered Oath to new school crossing guard.
- Prepared agenda guide for July 26 meeting.
- City clerk and records clerk set up, attended, and performed administrative duties and follow-up tasks for the July 26 Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity – completed (1) records request.
- Uploaded audio recordings of recent meetings.
- Working on minutes of City Commission meetings and workshops.
- Processed (18) Electronic Lien Letter requests with assistance from Exec. Asst. to the City Manager.
- Working on extensive records management projects which include scanning documents, verifying scanned records, inventorying boxes, identifying records that met retention requirements.
- Purged 60 boxes of records from off-site storage facility and preparing Records Disposition Document.
- City clerk set up, attended, and performed administrative duties for the July 29 Board Member Review Committee meeting.
- City clerk attended department head meeting.
- Prepared/distributed draft agenda packet for the August 9 regular Commission meeting.

- Completed tag/title registration process for two Police Department vehicles.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Updated website calendar and prepared and posted notices of upcoming meetings.

## **Engineer**

- Initiated discussions with JEA and NS Mayport regarding potable water interconnections and wastewater disposal
- Submitted Resilient Florida grant application for \$375,000 for wastewater lift station SLR adaptation activities
- Continued developing and refining 10-Yr CIPs for Public Works & Public Utilities
- Reviewed plans and specifications for proposed cell tower at the WTP No. elevated storage tank site

## **Finance**

- Purchasing
  - o Processed 54 Purchase Orders for a total of \$174,049.72.
  - o Processed 107 Accounts Payable checks during week one for a total of \$228,169.33
  - o Utility Customer Service Orders
    - o 89 Requested
    - o 93 Completed
- 2,816 utility bills were processed and sent this week
- Meters on Route 2-2 and 2-7 through 2-12 were read this week
- \$628.72 in billing adjustments were processed this week.
- 35 applications for new utility customers were processed
- 3 Dog Park applications were processed
- In addition to processing 553 Utility Bill payments (in person, drop box or mail), Customer Service Representatives processed the following payments:
  - o 11 Offsite Payments from Recreation and Accounting
  - o 18 Lien Letter Requests
  - o 2 Animal Control Citations
  - o 13 Parking Tickets
- Attended Department Head Meeting via Zoom
- Attended Commission meeting on July 26<sup>th</sup>
- Continued working on the Fiscal Year 2022 Budget
- Worked with ClearGov Budgeting Software to get an Estimated Column Added

## **Human Resources**

- Scheduled public meeting – Third PBA Police union negotiation meeting.
- Handled more COVID-19 positive employees – contact tracing and management of leave.

- Continue to work on recruitment options.
- Attend union negotiation preparation meeting.
- Reviewed and responded to request to upgrade a position – working with department head on ideas.
- Prepare for CIGNA Employee Wellness meeting, which was postponed at the last minute.
- Participated in continuing legal education webinars: Ransomware: Protecting your data; Microsoft Outlook for Law Firms, Winning Cases with E-discovery & AI; and How to Stay Happy & Healthy During COVID.
- Revising submissions for general liability insurance – working with Broker.
- Added new generators to insurance.
- Continued working with Judy on a scanning project for Human Resources office.
- Worked on scanning documents for personnel files.
- Reconciled and paid invoices to Medcom, AFLAC and Gallagher.
- Opened 2 new job vacancies.
- Out processed 2 employees.
- Processed Regular payroll.
- Processed Pension payroll.

### **Planning/Community Development**

- Comp Plan Update
- LED Update
- USGBC Florida chapter meeting
- LEED for Cities
- LEED cohort group meeting
- Reviewed tree and building permits
- Completed tree and building permit inspections
- Answered zoning and tree questions
- Researched zoning questions
- Prepared documents for CDB meeting
- Worked on LEED 4.1 document
- Updated Little Libraries Map
- Updated garbage collection area map to include changes being implemented by new trash service provider.
- Investigated new code enforcement complaints.
- Followed up on open code cases.

### **Police**

- PD presented 2022 budget to Commission
- PD has one new officer in Orientation training
- PD is processing two new officers for hire
- PD 2022 JAG Countywide Grant has been approved by FDLE

## **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; assisted to remove and replace fence area at Camelia St. lift station for generator installation; repaired backflow device at beach access on 19<sup>th</sup>; prepping fire hydrant for replacement; located sewer lateral for new home permit on 19<sup>th</sup>; repaired water breaks on Rose St and Sevilla Blvd; performed emergency shut off on Oceanwalk; raised meter box on Selva Marina; investigated low water pressure on Dudley St; spoke to private engineer regarding sewer issue on West 3<sup>rd</sup>; investigated sinkhole at 3<sup>rd</sup> and Sherry – continuing to monitor; responded to 3 after hours/weekend emergency calls; performed 74 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 9 permits; monitoring boring crews for AT&T; utilities crew member and meter reader mowed grass at WWTP and water plants over the weekend.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.199 MGD; mowed several overgrown areas of WWTP.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; AC contractor troubleshooting AC at WTP #1; fence contractor troubleshooting automatic gate issue at WTP #2; replaced bad pump motor at well #4; cleaned aerators at WTP #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; removed and replaced fencing for generator installation at Camelia St lift station

## **Public Works**

- New trash contractor (GFL) starts the trash pickup on Aug 2.
- Received and installed the Public Works generator.
- Installed new water heater at the City Hall.
- Painted the Police Station conference room.
- Painted the curbs around the mailbox area at Adele Grage Community Center.
- New Landscaping contract is out for bids, the bid opening will be Aug 11.
- Worked on the Public Works budget and the CIP list.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- Still working on the Engineering and design work for the Aquatic Pond project.

## **Recreation**

- Took 10 reservations for Building, Beach Chair, Park & Beach rentals and campers at Dutton Island.
- Songwriters, August 1 from 6-8 pm.
- We have received a total of 91 surveys to date.
- Cancelled the last week of summer camp because of COVID.
- Working on Movies in the Park, Arts in the Park, Jazz Festival, Recreation Survey and the grant program.

