

September 3, 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 317 emails and sent 116 emails.
- Took two days of personal leave
- Reviewed draft agenda items for the September 13 City Commission meeting.
- Met with Davis Bean of the Florentino Group.
- Reviewed the Duval County Local Mitigation Strategy for Hazards and attended a virtual call.
- Met with Dane Grey of Elite Parking to discuss our paid parking program.
- Reviewed the North Florida TPO Technical Coordinating meeting agenda packet.
- Reviewed the Florida Department of Children and Families license requirements for after school programs.
- Hosted a weekly department head meeting.
- Discussed ongoing personnel issues with Human Resources.
- 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.

Deputy City Manager/Information Technology

- Received 416 emails and sent 122 emails.
- Met with Doug Brown re youth volunteer opportunities.
- Filled in during city manager's absence for two days.
- Met with city manager and parking consultant regarding future opportunities.
- Assisted with federal grant application messaging requirements.
- Working with UNF intern on videography and photography projects.
- 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 Plan review for premise Email security Gateway and Message Archiver conversion to cloud services to accommodate Exchange 365
 - o Issues with Backup server data purge to free up disk space
 - o BD VM auto-attendant config

Building

- Issued 40 building permits.
- Conducted 42 plan reviews and 111 building inspections.
- Participated in Monday development meeting, met with two property owners, and discussed current projects.
- Held Department 7:30 meeting and discussed current projects.
- Worked on assessment of condos in City.
- Worked on implementation of ETRAKiT.
- Worked with Code Enforcement on one case.

- Completed request from actuary for the Other Post-Employment Benefits other than Retirement (OPEB) roll forward. (A required report for the audit).
- Worked with Customer Service Supervisor to resolve issue regarding billing stormwater fees to the Duval County School District.
- Worked with Division of Retirement to resolve duplicate payment of Insurance Premium Tax for the Police Pension.

City Clerk

- Deputy city clerk position is currently vacant.
- Prepared and sent Sept. 13 public hearing notice for Ordinance No. 20-21-161 to *Beaches Leader* for Sept. 2 publication.
- Set up for and attended the August 31 Board Member Review Committee (BMRC) meeting.
- Completed BMRC draft minutes.
- Working on minutes of City Commission meetings and workshops.
- Attended department head meeting.
- Researched several topics and provided input.
- Prepared BMRC report for the Sept. 13 Commission meeting.
- Researched several topics and provided input.
- Updated website calendar and posted notices.
- Received resignation letter from CARAC member.
- Uploaded audio recordings of recent meetings.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.

- City Clerk on leave Sept. 2-3.
- Public Records Requests management and tracking of staff tasks and records requests activity- (0) currently active.
- Processed (4) Electronic Lien Letters.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Prepared/distributed draft agenda packet for the September 3, 2021 regular Commission meeting.
- Updated website calendar and posted notice of CARAC meeting.
- Uploaded audio recordings of recent meetings.
- Published Adopted 7/8/2021 CESM meeting minutes.
- Set up Chamber for 9-2-21 CESM Meeting.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the 9-2-21 CESM meeting.
- Scanned, published, and filed recently-approved resolutions, minutes, and orders.
- Assisted citizen with North Beach Parking registration.

Engineer

- Developed preliminary plan for improving drainage at the intersection of Pine St and Seaspray
- Met with ESC to discuss American Recovery Plan fund usage and resiliency planning
- Attended Donner Rd pre-construction meeting
- Finalized PU & PW 10-Year CIP plans
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Finance

- Purchasing
 - o Processed 9 Purchase Orders for a total of \$906,034.53
 - o Processed 89 Accounts Payable checks during week one for a total of \$295,208.78
- Processed payroll for 159 employees for a total gross pay amount of \$296,097.26
- Utility Customer Service Orders
 - o 146 Requested
 - o 147 Completed
- 2,701 utility bills were processed and sent this week
A total of 1.737 meters were read this week
- \$807.76 in utility billing adjustments were processed this week.
- 31 applications for new utility customers were processed
- 3 Dog Park applications were processed
- In addition to processing 515 Utility Bill payments (in person, drop box or mail), Customer Service Representatives processed the following payments:
 - o 6 Offsite Payments from Recreation Programs and Special Events
 - o 31 Offsite Payments from Accounting

- 6 Lien Letter Requests
- 2 Animal Control Citations
- 11 Parking Tickets
- Attended Department Head Meeting via Zoom
- Completed the FY22 Proposed Budget Draft for the September 13th Commission meeting.
- Completed agenda items for the September 13th Commission meeting

Human Resources

- Assisted with public safety concern.
- Updated documents for the PBA contract negotiations item on the 9/13 Commission Agenda.
- Discussed/researched Charter Officer pay issues.
- COVID work group call.
- Reconciled and paid invoices to Standard and Harden.
- Closed 4 job vacancies and processed the applications for the departments.
- Completed a Public Records request.
- Processed pension payroll.
- Assisted an employee that needed copies of past paystubs.
- Opened 5 new job vacancies.
- Processed a DROP payout check for an employee that is retiring.

Planning/Community Development

- Attend FL American Planning Association conference
- 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
- Advertising for CDB hearing
- 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 PowerPoint for September 2 Special Magistrate hearing
- Present/attend the Special Magistrate hearing
- Posted Stop work orders for unpermitted work
- Followed up on open code cases
- Investigated new code enforcement complaints.

Police

- Open Emergency Communications Operator position announced

- School Crossing Guard open position advertised
- Assisted NBPD with calls for service during Officer Bounds funeral
- Annual Personnel Evaluations in progress

Public Utilities

- Changing out meters and curb stops from service orders; installed sewer tap at 70 Dutton Island and water tap at 2078 Beach; investigated complaint of no water on Deerfield Lakes; repaired water breaks on Oceanforest and Coquina at Coral ; repairing sewer lateral on Sandy Bay Lane; investigated and/or repaired leaks at meter on 4th ,at the Palms Motel on Atlantic, Sherry Dr. ; investigated backflow leaking at ABPD; responded to 3 after hours/weekend emergency calls; performed 60 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 11 permits; attended bid opening.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electrical contractor troubleshooting chlorine solenoid issue at WTP #3; ran new water and drain lines for new chlorine analyzer at WTP #3; took samples from Dutton Island Bridge and 1201 West Plaza for lab tests.
- 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; installed new gas tank for generator at Camelia St. lift station;
- Performed required system testing and maintenance on wastewater treatment facilities; reuse system running at an average of 0.126 MGD.
- Scheduled CPR/First Aid training for all utilities full time employees for October

Public Works

- AC repaired in the computer room at City Hall.
- Completed repair work on the Russell Park restroom ceiling caused by a water leak.
- Two “NO THRU TRAFFIC” signs installed on Howell Park trails at road ends.
- Dug a new water run off swale at Francis at Jordan Park.
- Palm tree trimmers had to leave town and will return to finish in 30 days.
- Public Works crews have been doing a lot of the mowing in the parks and ROW, due to contractor’s absence.
- Making plans for the 9-11 20th Anniversary Remembrance Ceremony.
- New landscaping contract begins on Oct. 1. Working on trying to get them to start sooner if possible.
- The 20th Street Beach walk-over has been approved and we are moving forward with the contract.
- Milling and paving bids on Sept, 8.
- Beach cleaning contract bids on Sept 22.
- 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.

- Bids were received and the Commission has approved the Donner road project. The Contractor is working on ordering supplies now.

Recreation

- Took 5 reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- We received over 100 responses to the survey.
- Rescheduled Jazz Festival for November 20.
- Notified September Center Rentals of the potential for cancellation.
- Working on Fall Festival and Campout.
- Revising the details to the budget.
- Working on DCF requirements
- Collected 14 contribution applications.
- Flag Football Registrations began August 16.
- Meeting weekly to discuss updates to the Recreation COVID Plan.