

September 10, 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 301 emails and sent 97 emails.
- Off Labor Day and one personal day
- Reviewed final agenda items for the September 13 City Commission meeting.
- Met with business owners along Donner Road and Mayport Road to resolve parking issues.
- Had multiple meetings regarding 0 Lilly Street trash removal and property price.
- Met with the City Attorney to discuss multiple, ongoing issues.
- Working on building plan review bottlenecks.
- 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 445 emails and sent 186 emails.
- Served one day in city manager's absence.
- Assisted with utility billing customer service issue.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Prepped with statewide team on upcoming Florida Municipal Communicators Association webinar on professional development.
- Working with intern on photography/videography projects.
- 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, and the City's new tree-protection regulations.
- Information technology:

- Resolving overnight issues on network servers and appliances from switch back to line power
- Issues with MICR printer in south conference room (check printer)
- Issues with live stream audio in commission chamber

## **Building**

- Issued 29 building permits.
- Conducted 23 plan reviews and 92 building inspections.
- Attended Code Enforcement Special Magistrate meeting.
- Held Department 7:30 meeting and discussed current projects.

## **City Clerk**

- Public Records Requests management and tracking of staff tasks and records requests activity- (1) currently active.
- Processed (12) 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 Final agenda packet for the September 13, 2021 regular Commission meeting.
- Updated website calendar and posted notice meeting.
- Uploaded audio recordings of recent meetings.
- Attended Bid Opening Re: 2021-16 Milling and Paving 2021.
- Performed administrative tasks regarding NOH for the November 4, 2021 CESM meeting.
- Scanned, published, and filed recently-approved resolutions, minutes, and orders.
- Assisted citizen with North Beach Parking registration.

## **Engineer**

- Oversaw completion of generator installation at City Hall
- Investigated stormwater complaints in several areas of the City and started developing solutions
- Coordinated Verizon lease agreements for cell tower at WTP No. 1, to be installed when water tower is removed
- Met with consultants to work through design issues relating to upgrading WTP No. 1
- Continued development of CDBG-MIT grant applications

## **Finance**

- Purchasing
  - Processed 24 Purchase Orders for a total of \$18,644.32
  - Processed 0 Accounts Payable checks during week-check printer out of commission

- No payroll processed this week
- Utility Customer Service Orders
  - o 117 Requested
  - o 123 Completed
- 3,193 utility bills were processed and sent this week  
A total of 2,227 meters were read this week
- \$193.58 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 407 Utility Bill payments (in person, drop box or mail), Customer Service Representatives processed the following payments:
  - o 8 Offsite Payments from Recreation Programs and Special Events
  - o 8 Offsite Payments from Accounting
  - o 11 Lien Letter Requests
  - o 0 Animal Control Citations
  - o 10 Parking Tickets
  - o Processed 41 payments for Business Tax Receipts and Building Permits
- Attended Department Head Meeting via Zoom
- Worked on agenda items for the September 27, 2021 Commission meeting
- Completed month end journal entries in preparation for the monthly financial report
- Worked with utility customer to resolve a billing issue
- Worked on employee evaluations
- Worked on items auditor requested in preparation for the FY21 audit

## **Human Resources**

- Reconciled and paid invoices to Cigna and Clearstar.
- Processed regular payroll.
- Opened one new job vacancy.
- Processed one new workers comp. claim.
- Worked with the insurance company on an ongoing workers comp. claim.
- In-processed one new employee.
- Coordinated with CareSpot for two new applicants for pre-employment medical testing.

## **Planning/Community Development**

- ESC tree subcommittee meeting
- Webinar for Developing a Property Rights Element for Your Community
- Plan Review
- COJ Tree Plantings
- Review of arborist report
- Attend DEP Slip training
- Donner Road merchants meeting re: parking issues
- Follow up on code enforcement complaints
- Noticing for upcoming CDB Meeting

- Working on past correspondence back to 2002 and past emails on the LF reconfiguration and uploading (ongoing)
- Labels and labeled envelopes for a flyer for the police dept.
- Tree permit uploads to LF as needed

## **Police**

- Police, Animal Control and Volunteers covering Seminole Rd Crossing Guard position
- PD and City Staff met with businesses and citizens from Donner Rd about parking issues near Mayport Rd intersection
- PD participating in 911 Commemoration Ceremony at ABPD
- Chief participating in 911 Commemoration Ceremony at St Paul's by the Sea
- PD participating in Sgt. Dan Watts Celebration of Life

## **Public Utilities**

- Changing out meter/curb stops per work orders, had sewer issue at 1426 Ocean Blvd, repaired several water leaks, 2775 #5 Mayport Road, 2233 Seminole Rd # 3860 Amberjack, 2768 St. Rd A1A, 411 Oceanwalk Dr. N, made new water service tap at 507 Viking Ln. Performed (20) utility locates for Sunshine 811 Call before you dig locator service, had 3 contractor meetings,(2) CO inspections, inspected 1.5" water service tap at Dutton Island Road and Mayport Road.
- Performed required system testing and maintenance on Water Treatment facilities; exercised generators. Ring Power was on site and performed annual maintenance and load bank testing on generators at # 1 and # 2 WTP's, had BRC Construction (Roofer) to remove sky lights and repair leaky roof on office and garage at 902 Assisi Ln, Moline Electric installed rebuilt service pump # 4 at WTP # 2, new landscaping Company started cleaning and cutting grass at WTP's and WWTP. Completed first round of September Bac-ti samples, grabbed surface water samples from creeks at culvert on Dutton Island Rd and West Plaza.
- Performed required system testing and maintenance at Wastewater Plant, Reuse system ran all week with an average daily flow of 0.175 MGD, Moline Electric made adjustments on centrifuge conveyor, Rep from ITG (Scada) worked on communication issues and Ring Power performed annual maintenance and load bank testing on Plant generator.

## **Public Works**

- Repaired a leak in the Dutton Island restrooms.
- Installed two "NO THRU TRAFFIC" signs on Howell Park trails at road ends.
- Removed graffiti on 6<sup>th</sup> Street at the beach.
- Removed an old Bar-B-Q grill from Donner Park. Ordered a new replacement grill.
- No parking in the Cul-De-Sac sign and Park Hours sign were installed at the end of Jasmine Street.
- Request for quote request for Sylvan Street Turf-Block parking is out.

- Due to contractor's absence, Public Works crews have been doing a lot of the mowing in the parks and ROW.
- Making plans for the 9/11 20<sup>th</sup> Anniversary Remembrance ceremony.
- New landscaping contract begins on Oct. 1. Working on getting contractor to start sooner if possible.
- The 20<sup>th</sup> Street beach walkover has been approved and we are moving forward with the contract.
- Milling and paving bids will be taken to commission for approval on Sept. 24.
- Beach cleaning contract bids due on Sept. 22.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- Continuing to work 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 9 reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- We received 121 responses to the survey.
- Virtual Songwriters is scheduled for September 12.
- Rescheduled Jazz Festival for November 20.
- Working on Fall Festival and Campout.
- Working on DCF requirements.
- Met with the Cultural Arts and Recreation Committee.
- Collected 15 contribution applications.
- Campout and Flag Football registrations is open.
- Meeting weekly to discuss updates to the Recreation COVID Plan (positivity rate for Duval County is 21.8%).