

September 24, 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 426 emails and sent 119 emails.
- Reviewed final agenda items for the September 27 City Commission meeting.
- Met with our new landscaping team from Brightview to emphasize the importance of maintaining our medians.
- Reviewed request by Union for a salary increase.
- Met with Recreation and ABPD to review polity for private events that charge for entry at parks.
- Attended the swearing in ceremony of two new ABPD officers.
- Met with Chris Robinson Atlantic Beach Living to review future public relations opportunities.
- Worked with staff on the Visioning initiative.
- Met with City Attorney to discuss provisions of the Florida Building Code.
- Worked on the Mayport mural inventory and assigning a dollar value to the installations. Watched webinars on Planning for Public Health for AICP continuing education credit.
- Participated in weekly COVID-19 conference call to discuss events and facility rentals.
- Hosted a weekly department head meeting.
- Discussed ongoing personnel issues with Human Resources.
- 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 522 emails and sent 204 emails.
- Working on environmental stewardship video projects.
- Prepping with state team for Florida Municipal Communicators Association webinar on professional development.
- Reviewing FY 2021-22 display advertising opportunities.
- Continued working on City's visioning process; produced online survey.
- Planning City Government Week activities in October.

- 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, and the City's new tree-protection regulations.
- Information technology:
  - o Refresh HR Assistant computer
  - o Install network monitor screen in IT office
  - o Issues with WP1 Gate controller
  - o Virtual Host security upgrade

## **Building**

- Issued 50 building permits.
- Conducted 44 plan reviews and 116 building inspections.
- Worked on records requests.
- Participated in Monday development meeting and discussed flooding and other topics.
- Held Department 7:30 meeting and discussed new checklists.
- Discussed new floodplain Code language with FDEM (Florida Department of Emergency Management)

## **City Clerk**

- Deputy city clerk position is currently vacant.
- City clerk was off three days.
- City clerk administered the Oath to a new police officer.
- Sent reminders and notifications regarding mandatory training and received five certifications.
- Updated software and board/committee membership lists to reflect recent changes.
- Prepared proposed meeting schedule.
- 7 Day Lien Letter Report: processed (12) Electronic Lien Letters.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, and identifying records that met retention requirements in accordance with State laws.
- Prepared and distributed final agenda packet for the Sept. 27 regular Commission meeting.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Uploaded audio recordings of recent meetings.
- Worked on Commission meeting and town hall minutes.
- Completed draft minutes of Commission meeting.
- Performed follow up tasks pertaining to the Sept. 2 Code Enforcement Special Magistrate (CESM) meeting.
- Scanned, published, and filed various documents.
- Assisted citizen with North Beach Parking registration.

- Records clerk attended bid openings re: 2021-17: Multi-Year Contract for Beach Cleaning Services and 2021-18: Multi-Year Contract for Repair of Electrical Motors and Pump.

**Finance**

- Purchasing

	Week Ending 9/16/21		Week Ending 9/23/21	
	Count	Amount	Count	Amount
Purchase Orders Processed	77	\$115,088.30		
Accounts Payable Checks Processed	103	\$304,605.10	62	\$148,364.81

- Week Ending 9/16/21 – Processed 163 Payroll checks for a total gross amount of \$299,235.36
- Utility Customer Service Orders

	Week Ended 9/16	Week Ended 9/23
Customer Service Orders Requested	271	125
Customer Service Orders Completed	291	134

- No utility bills were processed, next billing date is 9/24/21.

A total of 952 meters were read the week ending 9/16/21, and 2,859 meters were read the week ending 9/23/21.

- \$193.58 in utility billing adjustments were processed this week.
- 65 applications for new utility customers were processed during the two week period.
- 5 Dog Park applications were processed during the two week period.
- In addition to processing 1,406 Utility Bill payments (in person, drop box or mail) for the past two weeks, Customer Service Representatives processed the following payments:

Payment Type	Week Ended 9/16	Week Ended 9/23
Offsite Payments from Recreation Programs and Special Events	6	3
Offsite Payments from Accounting	6	18
Lien Letter Requests	6	11
Animal Control Citations	5	1
Parking Tickets	9	9
Business Tax Receipts/Building Permits	54	110

- Attended weekly Department Head Meetings via Zoom
- Attended Commission meeting on September 13, 2021
- Completed agenda items for the September 27, 2021 Commission Meeting
- Worked with utility customer to resolve a billing issue
- Completed employee evaluations

- Worked on items auditor requested in preparation for the FY21 audit
- Attended a planning meeting with fellow panelists for our session at the FGFOA's School of Government Finance via Zoom
- Submitted signed agreement for the American Rescue Plan Act to the Florida Division of Emergency Management
- Input proposed FY22 budget into the AS400 system in preparation for the beginning of the fiscal year.

## **Human Resources**

- Drafted LIUNA "Blue Collar" contract negotiations amendment, draft staff report and resolution to present to the Commission for approval. Received word that LIUNA wanted another meeting, so scheduled that and drafted the notice. LIUNA representative proposed a 5% salary increase, even after explaining that the budget process was almost finalized and pointing out that the Union had seemed to accept the 3% included in the budget at the first 7/2/2021 LIUNA negotiation meeting.
- Working on my recommendation for the City Clerk's contract proposal for the October 11 agenda.
- Answered several questions on COVID-19 issues and sent staff for testing.
- Researched ideas and many discussions on wellness planning for the remainder of the 2021 calendar year.
- Worked with the PD on several ocean rescue issues.
- Working with Department Head on tennis/park rules/usage and consequences for non-compliance.
- Worked with Planning Department on LEED memo.
- Worked with Department on position changes.
- Updated Employee Navigator data for insurance renewals.
- COVID work group call.
- Continued working with Judy on a scanning project for Human Resources office.
- Worked on scanning documents for personnel files.
- Opened 2 new job vacancies.
- In-processed 1 new employee.
- Closed out 1 job vacancy and processed the applications for the department.
- Processed 2 background checks for applicants.
- Processed regular payroll which included comp time payout
- Processed pension payroll and end of fiscal year functions.
- Worked with the Recreation Director for insurance liability coverage for upcoming events.

## **Planning/Community Development**

- ESC meeting
- LEED for Cities
- Chapter 24
- Business Tax Applications
- Reviewed tree and building permits

- Completed tree and building permit inspections
- Answered zoning questions
- Worked on mural inventory
- Prepared documents for upcoming CDB and Waiver hearings
- Reviewed documents for DEP letter
- Set-up and attended CDB Meeting
- Working on the minutes for CDB
- Ordered shirts for staff
- Order for COMP21-0001 and 2 Variances
- Working on past correspondence on O drive, transferring to LF
- Worked on the calendar for 2022
- Tree permit uploads to LF as needed
- Researched parameters for sight triangles at intersections
- Began drafting proposed updates to Chapter 19
- Worked on updating GIS with final As Built utility data for Haywood Estates II
- Met with meter reader to discuss a plan for updating route maps
- Investigated new code enforcement complaints
- Followed up on open code enforcement cases.

## **Police**

- PD completing annual Personnel Evaluations
- PD working on the implementation of additional community security cameras in public parks
- PD implementing public-facing Crime Mapping software
- Chief participated in State Attorney Office production of video for award recognition of officer and citizen public service
- PD held a ceremony for two new officers to take their Oath of Office

## **Public Utilities**

- Changing out meters and curb stops from service orders; repairing sewer lateral on Ocean Blvd; replaced sewer clean out cap on 9<sup>th</sup> St; repaired water breaks on Seminole, Beach Ave, 15<sup>th</sup>; retapped the service line for a residence on 8<sup>th</sup>; performed emergency shut off for repairs on Selva Marina; replaced water service for a business on Atlantic Blvd; processed permits and set new meters (17) for The Preserve at Atlantic Beach ; performed 29 utility locates for Sunshine 811 Call Before You Dig; inspected 2 CO's; performed sewer inspection on 8<sup>th</sup> St; attended 3 contractor meetings; 8 site visits; 2 plan reviews; reviewed and processed 40 permits; 5 after hours emergency calls.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; contractors continuing work on blower rooms, generators.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; met with contractors at various lift stations to perform repairs, upgrades.

- Performed required system testing and maintenance on wastewater treatment facilities; reuse system running at an average of 0.181 MGD; electrical contractor working on vent fans for centrifuge building; new sign installed on gate.

## **Public Works**

- The Sylvan Street Turf-Block parking pads have been awarded to the contractor.
- Replaced irrigation timer at Veterans Park.
- Mounted a new Security TV in the IT Room.
- Painted the floors at the Dutton Island restrooms.
- Had to replace some vandalized soap dispenser's at several locations.
- Lake Fountain pumps for West 4<sup>th</sup> Street and Sunrise Ponds are in for repair.
- Met with our new landscaper. (Brightview) They will start mowing on Oct. 4.
- Public Works crews will continue to mow until the new contractor starts.
- The 20<sup>th</sup> Street Beach walk-over has been approved and we are moving forward with the contract.
- Milling and paving bids will be taken to commission for approval on Sept 27.
- Beach cleaning contract bids are in, taking to commission on Oct. 11.
- 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, Beach fires, Park & Beach rentals and campers at Dutton Island.
- Acoustic Night is scheduled for September 26 at Bull Park.
- Working on Fall Festival and Campout.
- Fall Festival is scheduled for October 9 at Donner Park.
- Campout is scheduled for October 16 at Russell Park.
- Campout and Flag Football registration is open.
- Arts in the Park is scheduled for November 6.
- Jazz Festival is scheduled for November 20.