

September 17, 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 122 emails.
- Prepared for and attended the September 13 City Commission meeting.
- Reviewed draft agenda items for the September 27 City Commission meeting.
- Met with Kirk Hansen from the Community Development Board
- Met with Atlantic Beach Country Club for introductions to Michael Chase.
- Participated in a conference call with the North Florida Utility Coordinating Group for a governance discussion.
- Met with Linda Lanier to outline the City's Vision and Mission initiative.
- Participated in a conference call facilitated by the Florida League of Cities regarding American Rescue Plan funding.
- Reviewed staff's inventory of public murals and research mural valuation techniques.
- Attended a FMA and BRIC statewide subapplicant briefing webinar.
- Participated in the first draft of our public survey for permitting.
- Researched provisions in the Florida Building Code regarding authority and various occupancies.
- Hosted a weekly department head meeting.
- Discussed ongoing personnel issues with Human Resources.
- Reviewed internal COVID-19 work group multiple outcomes.
- 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 578 emails and sent 346 emails.
- Attended the Sept. 13 City Commission meeting.
- Assisting with City's efforts to formally establish a vision and mission.
- Submitted an article for Atlantic Beach Living magazine.
- Drafted and solicited feedback on the City's customer service experience survey for permitting.

- 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 Improved sound quality on the audio stream in the Commission Chamber
  - o Cut Cable TV line at WP1
  - o Issues with Card reader at WP1 Gate
  - o VPN issues

## **Building**

- Issued 56 building permits.
- Conducted 48 plan reviews and 82 inspections.
- Participated in Monday development meeting, met with one property owner, and discussed current projects.
- Worked on records requests.
- Held Department 7:30 meeting and discussed solar and electric permits.
- Discussed new flood insurance program requirements with Florida Department of Emergency Management (DEM) staff.

## **City Clerk**

- Deputy city clerk position is currently vacant.
- Prepared agenda guide
- Prepared and sent Sept. 27 public hearing notice for Budget Hearings to *Beaches Leader* for Sept. 16 and Sept. 23 publications.
- City clerk working with HR Director on drafting city clerk's employment contract.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Sept. 13 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (1) currently active.
- Completed administrative duties associated with (1) public records request.
- 7 Day Lien Letter Report: processed (10) Electronic Lien Letters.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements in accordance with State laws.
- Prepared/distributed draft agenda packet for the Sept. 27 regular Commission meeting.
- 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.
- Finalized, executed and mailed Code Enforcement Special Magistrate (CESM) Orders from the Sept. 2 hearings.
- Scanned, published, and filed recently-approved resolutions, minutes, and orders.
- Assisted citizens with North Beach Parking registration.

- Worked on minutes of Commission meetings.
- Prepared check request for new Police vehicle.
- Prepared budget modification request
- Entered requisitions and wrapping up department purchases for end of fiscal year.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the Sept. 13 regular Commission meeting.
- Administered Oath to two new employees.

## Engineer

- Met with Oceanwalk HOA to go over their plans for replacing the bulkhead around the swimming pool
- Participated in a teleconference with the North Florida Utility Coordinating Group to discuss governance and procedures going forward with respect to future actions that might be taken and for obtaining prior concurrence by member utilities/communities
- Conducted initial meeting with UNF engineering students that will be undertaking a senior project that involves assessing methods for sea level rise and storm protection for areas of the city west of Mayport Road
- Completed and submitted the following CDBG-MIT grant applications with the following project budgets:
  - o Aquatic Gardens Phase II – \$4,441,910
  - o Sherman Creek Dredging & Culvert Replacement – \$4,601,876
  - o Potable Water Distribution System Improvements – \$2,649,500

## 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

- Presented PBA contract negotiations summary and resolution to the Commission for approval.
- Worked with City Clerk on an employment contract, including gathering input from her and researching/developing ideas for updated terms and conditions. Completed a draft agreement and waiting on input, questions, comments from City Clerk. She asked that the contract issue be moved to the October 11 Commission agenda.
- Answered several questions on COVID-19 issues and sent staff for testing.
- Drafted Staff Report and resolution on General Liability and Worker's compensation insurance renewals for the September 27 Commission agenda.
- Set up and publically noticed a LIUNA union negotiation meeting and then cancelled after speaking with the Union manager. Drafted the 2021 Amendment to the LIUNA 2019-2022 Union Agreement, as well as the draft staff report and the resolution for commission approval. Received an e-mail from the Union manager that the union steward did want to have a meeting, so set up and publically noticed a meeting on Monday, September 20 at 2:00.

- Met with City Manager on a leave rollover request.
- Researched ideas and many discussions on wellness planning for the remainder of the 2021 calendar year.
- COVID work group call.
- Continued working with Judy on a scanning project for Human Resources office.
- Opened 2 new job vacancies.
- In-processed 1 new employee.
- Closed out 4 job vacancies and processed the applications for the department.
- Met with a new employee for enrollment of benefits.

### **Planning/Community Development**

- LEED for Cities certification
- COJ Tree Plantings
- Plan Review
- Reviewed tree and building permits
- Completed tree and building permit inspections
- Answered zoning questions
- Took inventory of murals on Mayport Road
- Began creating application for free trees
- Reviewed DEP letter request
- Investigated new code enforcement complaints
- Followed up on open code enforcement action
- Processed final orders from the September hearing
- Agenda for upcoming CDB Meeting
- Working on past correspondence on O drive, transferring to LF
- Worked on the calendar for 2022
- Tree permit uploads to LF as needed

### **Police**

- PD participated in two 9-11 Ceremonies
- PD closing our purchasing items for 2020 – 21
- PD researching state contracts and pricing for 2022 budget purchases
- PD reviewing Mutual Aid Agreement with Duval Co School Board
- PD advertising for School Crossing Guard position
- PD advertising for Emergency Communications Officer position
- PD advertising for two Police Officer positions

### **Public Utilities**

- Changing out meters and curb stops from service orders; repairing sewer lateral on Ocean Blvd; replaced sewer clean out cap at the street on 9<sup>th</sup>; repaired water breaks on Seminole, Beach Ave.; retapped the service for a residence on 8<sup>th</sup>; set meters at Atlantic Beach Preserve; performed emergency shut off for home on Selva Marina; located force main on A1a; replaced service at 597 Atlantic; performed 8 site visits, 4 contractor

meetings; 12 sewer inspections; performed 2 manhole repairs on Stanley; performed utility locates for new permit on Marsh View; performed 83 utility locates for Sunshine 811 Call Before You Dig; performed 2 Backflow inspections; 5 after hours emergency calls; 8 permit reviews.

- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; collected surface water samples from Dutton Island bridge and West Plaza & awaiting results; contractors installing newly rebuilt high speed pump, inspecting generator at WTP #2; leaking roof repaired at WTP #3; JEA replaced old power pole at WTP #1; scheduled annual inspection and services for WTPs #2 & #3.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.
- Performed required system testing and maintenance on wastewater treatment facilities; reuse system running at an average of 0.268 MGD; roofers are onsite repairing roof of blower building #3.
- Met with developer regarding 2 empty lots on Mayport Road at Pioneer
- Completed and submitted evaluations for all Public Utilities employees

## **Public Works**

- Sylvan Street Turf-Block parking pads have been requisitioned.
- The A/C at the Gail Baker Center has been repaired.
- Replaced the sink and the mirror in the men's restroom at Donner Park.
- Replace the mirror in the women's restroom at Donner Park.
- Replaced several Stop signs around the city.
- 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.
- Dug out the ditch on Francis Ave.
- Took down the flags at the 5 point intersection and set up for the 9/11 ceremonies
- 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 on Sept 22.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- Veterans Park restrooms have been built, the shipping arrangements are being made.
- 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 7 reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- Movie in the Park is scheduled for September 18 at Donner Park.
- 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.
- Met with the Cultural Arts and Recreation Committee to review the grant applications.
- Campout and Flag Football registration is open.
- Meeting weekly to discuss Recreation COVID Plan (positivity rate for Duval County is up again to 22%).