

October 1, 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 406 emails and sent 113 emails.
- Prepared for and attended the September 27 City Commission meeting.
- Reviewed draft agenda items for the October 11 City Commission meeting.
- Met with LIUNA Union members to discuss contract negotiations.
- Attended the City Hall employee appreciation luncheon.
- Collaborated with staff on an upcoming Complete Streets policy for adoption.
- Met with Ron Able to discuss drainage issues on the golf course.
- Reviewed food park zoning and building standards.
- Met with Neptune Beach regarding the paid parking program.
- 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.  
Reviewed results of the 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 617 emails and sent 295 emails.
- Spearheading visioning exercise communication, collecting questionnaire results.
- Served as panelist for Florida Municipal Communicators Association (FMCA) webinar on professional development.
- Applied for to continue serving on FMCA board of directors as vice president.
- Drafted tree-protection ordinance resolution.
- Attended Sept. 27 City Commission meeting.

- 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 CIVICREC review
  - o Work station refresh PD Evidence tech
  - o Fixed network connectivity issues WP1 Gate card reader.
  - o ScrumWise review

## **Building**

- Issued 53 building permits.
- Conducted 42 plan reviews and 115 building inspections.
- Worked on records requests.
- Worked on ETRAKiT implementation.
- Participated in Monday development meeting, met with one developer and discussed current projects.
- Held 7:30 Department meeting and discussed ETRAKiT.
- Created report discussing buildings in AB and possible defects.
- Completed Staff evaluations.

## **City Clerk**

- Deputy city clerk position is currently vacant.
- Prepared agenda guide for Sept. 27 meeting.
- Set up, attended, and performed administrative duties and follow-up tasks for the Sept. 27 regular Commission meeting.
- Processed, published, and distributed draft agenda packets for the Oct. 11 regular Commission meeting.
- 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.
- Worked on Commission meeting minutes.
- Completed draft minutes of Town Hall meeting.
- Attended department head meeting.
- Assisted with and attended the city hall employee appreciation luncheon event.
- City clerk worked on draft employment contract proposal.
- Prepared meeting materials for contractor drafting minutes.
- Reviewed applications for deputy city clerk vacancy.
- 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.

- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Scanned, published, and filed recently-approved resolutions, minutes, and orders.
- Certified copies of Budget Ordinance and Millage Resolution.
- Sent Outlook invites to elected officials for recently-scheduled meetings.
- 7-Day Lien Letter Report - Processed 12 Electronic Lien Letters.
- Sent notifications to members of various boards/committees about their terms expiring and inquired about their interest in serving an additional term.
- 7-Day Public Records Requests Report - 1 completed.

**Finance**

- Purchasing

	Count	Amount
Purchase Orders Processed	28	\$520,422.32
Accounts Payable Checks Processed	95	\$173,207.79

- Processed 152 Payroll checks for a total gross amount of \$333,357.54
- Utility Customer Service Orders

Customer Service Orders Requested	100
Customer Service Orders Completed	113

- 2,829 utility bills were processed and sent.  
2,875 meters were read this week.
- \$1,718.24 in utility billing adjustments were processed this week.
- 28 applications for new utility customers were processed during the two week period.
- 3 Dog Park applications were processed during the two week period.
- In addition to processing 422 Utility Bill payments (in person, drop box or mail) for the past two weeks, Customer Service Representatives processed the following payments:

Payment Type	
Offsite Payments from Recreation Programs and Special Events	7
Offsite Payments from Accounting	14
Lien Letter Requests	9
Animal Control Citations	1
Parking Tickets	10
Business Tax Receipts/Building Permits	92

- Attended City Commission meeting where the FY2022 Annual Budget was adopted.
- Attended weekly Department Head Meeting via Zoom
- Completed agenda item for the October 11<sup>th</sup> Commission Meeting
- Worked on items auditor requested in preparation for the FY21 audit interim field work
- Attended FGFOA's Leadership and Membership Committee meeting via Microsoft Teams to discuss Mentoring program.
- Completed 5 financial expenditure reports for a grant the Police department was awarded
- Sent millage resolution to the Property Appraiser
- Corresponded with solid waste hauler regarding August's invoices
- Met with City Manager and Human Resources Director regarding FY22 items related to salaries
- Identified financial policies that need to be written, while not required it is best practice to have formally adopted policies in place related to the finance function of the City.

### **Human Resources**

- Conducted another LIUNA negotiation meeting to discuss wages. Waiting on the LIUNA vote on the 3% proposed salary increase. Drafted LIUNA "Blue Collar" contract negotiations amendment, draft staff report and resolution to present to the Commission for approval if it is approved by the union. If not, will pull from the agenda.
- Prepared for and attended Commission meeting for two agenda items.
- End of year issues – verbiage and eligibility for salary increases, 680 cap on leave balances.
- Renewal documents execution for general liability and workers' comp insurance renewals – delegated by CM.
- Recruitment issue discussions with CM and DCM.
- Teleconference with Broker regarding health insurance renewal options.
- Completed my recommendation for the City Clerk's contract proposal for the October 11 agenda. City Clerk sent her comments/suggestions yesterday, so am working on those to see if we can agree on terms.
- Court issue – Resident dismissal request to City Clerk – research citations issued and Duval County Court clerk's office records. TC with resident explaining her situation.
- COVID work group call.
- Continued working with Judy on a scanning project for Human Resources office.
- Worked on scanning documents for personnel files.
- Opened 1 new job vacancies.
- Processed 2 background checks for applicants.
- Processed regular payroll end of fiscal year functions.
- Worked with the Finance Director to get information for auditors.
- Processed personnel action forms for employee pay raises.

### **Planning/Community Development**

- Donner Park – splash pad public input meeting
- Complete Street Policy/Resolution
- Pedestrian and Bicycle safety measures application

- LEED for Cities Certification
- Plastic Prohibition Research
- Chapter 24 Update
- 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.
- FCDB Meeting minutes
- Worked on the Correspondence folder
- Cleaning up folders in LF
- Tree permit uploads and clean-up

### **Police**

- Processing a Crossing Guard for hire and training
- PD is still looking to fill two ECO positions
- Posting for two open Police Officer positions
- AB Animal Control and Volunteers have been doing a great job covering the Crossing Guard position morning and afternoon for several weeks; Thank you Kelly, Jim, James, Joe, Joni and Suzy!
- Beginning to look at Holiday Events and planning for those

### **Public Utilities**

- Changing out meters and curb stops from service orders; repaired water breaks at 2700 Block Mayport Road, 1400 Block Seminole, 400 Block Oceanwalk, 200 Block Poinsettia; installed new sewer tap for residence on Dudley; investigated leaking meters on Regulus Dr. and Sea Oats Dr.; investigated possible sinkhole on Forrestal Circle; replacing sod on Selva Lakes Circle from previous utility work; repairing manhole ring and covers on Stanley and Seminole; replacing damaged concrete on Ahern ; performed 31 utility locates for Sunshine 811 Call Before You Dig; 1 CO inspection, 2 Backflow inspections; attended 1 contractor meeting; 8 site visits; reviewed and processed 7 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; received new truck; scheduled meeting with LG2 at WTP #2 to get all RMP manuals updated.
- 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 0.137 MGD; electrical contractor working on centrifuge and blower building.

### **Public Works**

- Dug and sodded new swales on Jackson Road.
- Installed new camera pole Russell Park at the tennis courts.
- Repaired Stormwater relief drain on Cornell Avenue.
- The two lake fountains were repaired and re-installed at Sunrise and W. 4<sup>th</sup> Street.
- The new Landscaper (Brightview) is scheduled to start mowing on Oct 4.
- The decking for the 20<sup>th</sup> Street Beach walk-over has been ordered. Construction to start in about four weeks
- The Sylvan Street Turf-Block parking pads have been awarded to the contractor. The turf block pavers have been ordered.
- The 2021 milling and paving has been approved by the Commission. A pre-construction meeting will be scheduled soon.
- 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.
- 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 8 reservations for Beach wheelchairs, Beach fires, Park & Beach rentals and campers at Dutton Island.
- Working on Fall Festival and Campout.
- Working on user fees.
- Fall Festival is scheduled for October 9 at Donner Park.
- Virtual Songwriters is scheduled for October 10.
- 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.