

May 21, 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

- Sent 89 emails and received 469 emails.
- Summary is included in May 28 weekly summary

Deputy City Manager/Information Technology

- Sent 148 emails and received 510 emails.
- Served in city manager's absence for 2.5 days.
- Developing videography internship for fall 2021.
- Assisted with employee appreciation luncheon.
- Drafted National Gun Violence Awareness Month proclamation.
- Assisting with Planning Director Amanda Askew with multiple matters, including communication.
- Assisting with preparations associated with the June 18-20 Orange Crush activities.
- 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.
- Information technology:
 - o Replace Scanner at Adele Grage
 - o Confirm completion of gate replacement at WP1 & WP2
 - o Incident Response policy or Plan
 - o Review for inactive and terminated network accounts

Building

- Issued 58 building permits.
- Conducted 55 plan reviews and 126 building inspections.
- Worked on records requests.
- Participated in Monday development meeting, met with one property owner, and discussed current projects.

- Held Department 7:30 meeting and discussed checklists and SOPs.
- Completed on-site ISO Audit of the Building Department. Results are forthcoming.

City Clerk

- Processed, and published, and distributed final agenda for the May 24 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (3) currently active.
- Processed (15) Electronic Lien Letters.
- Worked extensively on records stored at off-site facility – inventoried, identified records that met retention requirements
- Working on review of archiver emails for a records request (9873)
- Completed draft minutes of the March 15 Commission Workshop
- Working on the April 26 regular Commission meeting minutes
- Uploaded audio recordings of this week’s meetings from handheld devices to the network for retention.

Engineer

- Completed first draft of Adaptation Plan
- Reviewed clarifier drive replacement shop drawings
- Reviewed Puckett Creek bacterial monitoring data and developed plan for resampling
- Completed scope of work and contract negotiations with Florida DEO regarding CDBG-MIT grant
- Submitted 5 HMGP grant applications for FEMA Hurricane Dorian recovery funding

Finance

- Purchasing
 - o Processed 40 Purchase Orders for a total of \$79,424.88.
 - o Processed 50 Accounts Payable checks during the time period for a total of \$137,403.51
- Utility Customer Service Orders
 - o 88 Requested
 - o 92 Completed
- Utility Billing –No utility bills were processed and sent this week
- No payroll was processed this week
- No utility bill adjustments were made this week
- Attended Department Head Meeting via Zoom
- Continued working on requests from the auditor and consultant for the preparation of the financials for FY2020
- Responded to public records request
- Continued working on building FY2022 budget book
- Worked on the FY22 budget
- Worked on setting up a special meeting for the Pension Board(s)

- Completed suggested edits on the Procurement Manual
- Received draft financial statements for FY2020 and reviewed
- Met with accounting consultant on several issues surrounding the FY20 audit as well as the American Rescue Plan
- Met with ClearGov to receive clarification on some items within the new budgeting tool
- Worked on the minutes for the pension board(s) from last week's meeting

Human Resources

- Continued work on NeoGov training, set up and implementation.
- Continuing Legal Education training.
- Preparing documentation and data for pre-renewal activities regarding liability/workers compensation insurance.
- Closed 1 job vacancy and submitted the applications to the department.
- Opened 2 new job vacancies.
- Worked on scanning documents for personnel files.
- Processed regular payroll.
- Reconciled and paid invoices for Harden, Humana, SunLife and Lincoln.

Planning/Community Development

- Commission meeting
- Community development board meeting
- Adaptation Plan
- Traffic Counts
- Chapter 23 review
- Reviewed Permits
- Completed permit and tree inspections
- Answered zoning and tree removal questions
- Reviewed Adaptation Plan
- Researched zoning
- Completed ESC minutes
- Began work on map of tree plantings
- Minutes for CDB meeting
- Working on past correspondence back to 2002 on the O drive, converting to pdf, renaming and uploading to LF
- LF reconfiguration and uploading (ongoing)
- Tree permit uploads to LF as needed
- Scanning of old zoning docs (1960-1980's)

Police

- PD starting roll out of body worn cameras
- PD continuing planning and meetings with partners for Orange Crush event
- PD conducting training relevant to upcoming special events
- PD participating in city budget development planning

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; changing out 2” meters at SR A1a at units 1 & 2; installing irrigation service at 1927 Beach; replacing the backflow preventer at Public Works; checked on leaking meter on Royal Palm; performed emergency shut offs for repairs on Sailfish, Selva Grande, Vela Norte; repaired water break on Pioneer; replaced the service on Ardella; investigated truck driving over meter on Atlantic; installed irrigation meter on Fairway Villas Dr.; met with customer on Beach avenue regarding a second sewer tap for the residence; cleaning out wet wells of lift stations using the Vac Con truck, and cleaned out manhole on Saratoga Circle; installing washdown stand pipe at master lift station; responded to multiple calls regarding utility locates/flags/paint in yards for AT&T burying of underground cable; entered 4 tickets for utility locates for work being performed by COAB utilities and performed 76 utility locates for Sunshine 811 Call Before You Dig locater services, including AT&T boring locates; getting GPR locations of various water mains and manholes for updating city information files; assisting with locates for ditch digging on Main, Dutton Island West, Mealy and Stewart Streets; performed 4 site visits; reviewed permits,; responded to 2 after hours emergency calls, including 1 customer wanting information regarding park rental; responded to customer inquiry about using a private well and procedures pertaining to permitting and testing of the well.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.232 MGD; had contractors out to work on blowers.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; new gate installed at WTP #2.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; rebuilding pump on Renault Drive Lift Station Motor.
- Continuing OSHA testing for plant operators.
- Had phone pre-construction conference with contractors regarding the WWTP Clarifier replacements.
- Delivered Employee Appreciation snack boxes and raffle items to water and wastewater plants

Public Works

- Worked the STARL Memorial at Vet Park.
- Replaced the bathroom door locks at Dutton Island.
- Installed NO PARKING signs on Ahern beach access.
- Did some pressure washing at Tideview Park.
- Restriped the parking lot at Tideview.
- Installed reflective pavement markers on Main Street at traffic control areas.
- The walking track at the Aquatic Dog Park is about half way finished, should finish next week. (weather Permitting) It is looking very nice.

- Skateboard Park Concrete repair will be done next week, Tuesday thru Thursday 25th –27th. The Skate Park will be CLOSED during the repairs.
- Veteran park restrooms have been ordered and are being made.
- Got a bid ready to go out to replace the wood on the 20th Street beach walkover. Putting it out for bids after the beach season is over.
- West side ditch digging contract should start in two weeks.
- Donner Road project pre-bid meeting will be on June 8th. Bids will be due on June 23rd.
- Still working on the Engineering and design work for the Aquatic Pond project.
- NATIONAL PUBLIC WORKS WEEK MAY 16th thru 22nd.

Recreation

- Took 17 reservations for Building, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (May 22 – Dutton Island).
- Had 752 views for the Songwriters event.
- Scheduled vaccinations (mainly second dose) at Adele Grage for May 22 (9-Noon).
- Collecting applications for summer camp and Interns.
- Working on Movies in the Park and the grant program.
- Opening building for rental beginning June 1.