

May 28, 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**

May 17-21 and 24-28 Combined

- Sent 124 emails and received 428 emails.
- Took 2.5 days of personal leave.
- Reviewed and prepared final agenda items May 24 City Commission regular meeting.
- Met with Chief Gualillo to discuss Orange Crush information.
- Met with Finance director to learn the new ClearGov budgeting software.
- Prepared for and attended the May 24 City Commission regular meeting.
- Researched alternative parking scenarios for the beach renourishment count and the Comprehensive Plan.
- Met with Commander Layson to discuss parking enforcement options.
- Met with Neptune Beach and Beaches Town Center to discuss developing a Main Street organization.
- Discussed ongoing personnel issues with Human Resources.
- Attended an AICP continuing education credit webinar on ethics.
- Participated in a conference call with department heads and City Attorney to review the waste hauling contract.
- Met with Heather Neville of AEG Engineering to discuss parking plans.
- Attended the CARAC meeting.
- Attended a LEED for Cities conference call with USGBC.
- Prepared for and attended the Commission workshop on parking.
- Performed multiple site visits on various projects.
- Hosted a weekly department head videoconference meeting.
- Met with Mayor and Commissioners to discuss various topics.
- Performed a variety of administrative duties and responded to citizen concerns/requests.
- Reviewed COVID-19 related news and events.
- Met with the City Attorney.

**Deputy City Manager/Information Technology**

- Sent 407 emails and received 576 emails.
- Attended the May 24 City Commission meeting.
- Participating in discussion about partnering with the Main Street organization to enhance Beaches Town Center.
- Assisting with solid waste collection improvement opportunities.
- Assisting with communications issues associated with the Bridgeport barge grounding off the coast of Jacksonville north of AB.
- Drafted a proclamation honoring Beaches legend Orpah Jackson.
- Assisting with preparation of the FY 2021-22 City Manager's Office budget and with other budgeting matters.
- Assisted Beaches Area Historical Society with grant opportunities.
- Attended a City Commission public parking workshop.
- Pursuing a grant opportunity to improve disability services in AB.
- Attended a Florida Municipal Communicators Association Americans with Disabilities Act webinar.
- Assisting with review of opportunities to improve public parking in AB.
- 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 SCADA issues at WP3
  - o PC refresh for UT director
  - o PC refresh Dispatch monitoring
  - o Network issues at UT

## **Building**

- Issued 58 building permits.
- Conducted 41 plan reviews and 79 building inspections.
- Met with new property owner, regarding flood zone regulations and flood insurance.
- Participated in Monday development meeting, met with one prospective property owner, and discussed current projects.
- Held 7:30 Department meeting and discussed SOPs.
- Worked on records requests.
- Notified by CRS/FEMA that our 2021 Annual CC Submittal was approved.
- We continue to be a CRS Class 6 Community.

## **City Clerk**

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the May 24 regular Commission meeting and May 27 Commission Workshop
- City Clerk Bartle was out of office from May 21- May 28
- Processed, and published, agenda for the May 27 Commission Workshop.
- Public Records Requests management and tracking of staff tasks and records requests activity- (2) currently active.

- Processed (9) 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 April 26 regular Commission meeting
- Uploaded audio recordings of this week’s meetings from handheld devices to the network for retention.
- Recorded 14 Satisfaction of Connection Agreements
- Planning for Opening of 30 year old Time Capsule Event
- Prepared and sent public hearing notice for Ordinance No. 65-21-43.

## **Engineer**

- Prepared presentation on City’s approach to adaptation planning and presented at Commission meeting
- Prepared close-out documentation for Aquatic Gardens Phase I HMGP grant and submitted to Florida DEM
- Prepared CDBG-MIT compliant Request for Qualifications and Procurement Manual for Florida DEO review
- Participated in North Florida Utility Coordinating Group call addressing potential SJRWMD requirements regarding Lake Brooklyn lake level rules
- Continued negotiations with Regency Centers regarding modifications to the drainage easement on Hopkins Creek
- Received signed drainage easement documentation from Wells Fargo regarding easement expansion in Hopkins Creek

## **Finance**

- Purchasing
  - o Processed 10 Purchase Orders for a total of \$141,888.41.
  - o Processed 77 Accounts Payable checks during the time period for a total of \$211,074.36
- Utility Customer Service Orders
  - o 88 Requested
  - o 92 Completed
- 2,794 Utility Bills were processed and sent this week
- 160 Payroll Checks were processed for a total gross amount of \$288,885.94
- \$3,521.82 in utility billing adjustments were processed 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
- Continued working on building FY2022 budget book
- Worked on the FY22 budget
- Authored the Management’s Discussion and Analysis report for the financial statements

- Met with accounting consultant on several issues surrounding the FY20 audit, and items taking place in FY21
- Completed the minutes for the pension board(s) meeting.
- Worked on the minutes for the pension board(s) from last week's meeting
- Participated in the Opening Session of the Florida Government Finance Officers' Association (FGFOA) Annual Conference (Virtually)
- Attended nine educational sessions of the FGFOA Annual conference

## **Human Resources**

- Continued work on NeoGov training, set up and implementation. Reached out to Jax Beach to get their assistance.
- Re-employment tax issue.
- Review/update the City's dress code.
- Add a LEP (Limited English Proficiency) statement to the City's employee handbook.
- Met with Jax Bar committee.
- Discussed the annual audit letter with the City Attorney.
- Discussed and updated research on medical marijuana issue.
- Preparing documentation and data for pre-renewal activities regarding liability/workers compensation insurance. Coordinating with Department heads for supplemental information.
- Worked with Department head on need for temporary assistance.
- Opened 3 new job vacancies.
- Coordinated the distribution of gift cards to employees for the vaccination incentive program.
- Processed pension payroll.
- Reconciled and paid invoices for Standard, SunLife, and AFLAC.
- Out-processed 1 employee.
- Processed 1 background check.
- Coordinated with Care Spot on delinquent drug screen results.

## **Planning/Community Development**

- Present Preliminary Adaptation Plan to Commission
- Chapter 19 updates to city attorney
- Meeting about grants for parks
- Tree Code review with city attorney
- ESC Tree Subcommittee Appeal Meeting
- LEED for cities
- Answered zoning and tree questions
- Reviewed zoning and tree permits
- Conducted zoning and tree inspections
- Researched zoning cases
- Prepared documents for CDB and Commission meetings
- Researched park equipment
- Cleaned the tree permit folder on the O drive

- Cleaned and cross checked the LF folder for ESC
- Working on past correspondence 2004-2006 on the O drive, converting to pdf, renaming and uploading to LF
- LF reconfiguration and uploading (ongoing)
- Tree permit uploads to LF as needed
- Issued code enforcement code violation letters
- Posted stop work orders
- Followed up on open code violations.

## **Police**

- PD conducted training to deploy Body Worn Cameras to Officers
- PD working on JAGC Grant Application
- PD Posted open position for Administrative Assistant
- PD Posting open position for Police Officer
- PD participating in Orange Crush planning with partner agencies

## **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; performed emergency shut off for 1509 Mayport Rd; responded to leaking meter calls at Ahern, Jackson, Maritime Oak, Aquatic; responded to water pressure check on 8<sup>th</sup> St; responded to sinking meter complaint on Beach Ave; responded to no water complaints at One Ocean, Main St; replaced service at Ocean Blvd; responded to water break on Poinsettia; installed new sewer tap on Beach Ave; making tap and installing meter for a business on Atlantic; supplied WWTP with pump and hose to pump down the clarifier; responded to 3 after hours/weekend emergency calls; performed 41 utility locates for Sunshine 811 Call Before You Dig locator services, including AT&T boring locates on Mako, Sabalo and Triton; repaired backflow device at Tide View Park; testing backflow devices for lift stations; replaced backflow unit at dog park; performed 6 site visits, 3 contractor meetings; reviewed 8 permits.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.343 MGD.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; water and wastewater treatment plant fire extinguishers inspected by Aegis.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; topped off all generators in preparation for hurricane season.

## **Public Works**

- Installed new water fountain with bottle filler inside the Gail Baker Community Center.
- Replaced the water fountain at Tideview Park that was torn off the wall.
- Cleaned out the old branches and debris from the Howell Park turtle pond.
- Welded and repaired the catch basin at the Town Center turn around.

- Repaired the handrail at the 10<sup>th</sup> Street beach walkover.
- Cleaned and mulched down the ditch banks on Mayport Road behind Arby's.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- The walking track at the Aquatic Dog Park should finish up this week.
- Skateboard Park Concrete repair was done and the park is now open again.
- Prepared a bid to replace the wood on the 20<sup>th</sup> Street beach walkover. Putting it out for bids after the beach season is over.
- West side ditch digging contract should start on June 14.
- Donner Road project pre-bid meeting will be on June 8. Bids will be due on June 23.
- Continuing to work on the Engineering and design work for the Aquatic Pond project.

### **Recreation**

- Took 17 reservations for Building, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (June 12 – Dutton Island).
- Had 752 views for the Songwriters event.
- Scheduled vaccinations (mainly second dose) at Adele Grage for May 29 (9-Noon).
- Collecting applications for summer camp and Interns.
- Working on Movies in the Park, Art Exhibits, summer camp and the grant program.
- Opening buildings for rental beginning June 1.