

June 11, 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**

- Sent 123 emails and received 395 emails.
- Met with Fred Kerber of 1<sup>st</sup> Street to review his complaints regarding on street parking.
- Met with Neptune Beach to discuss adding locations for paid parking.
- Attended multiple briefings on the Orange Crush Festival including with other beach cities.
- Participated in multiple meetings regarding the Bridgeport Barge issue.
- Met with staff to review the proposed GFL solid waste contract.
- Researched alternative parking scenarios for the beach renourishment count and the Comprehensive Plan.
- Discussed ongoing personnel issues with Human Resources.
- 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.

**Deputy City Manager/Information Technology**

- Sent 182 emails and received 451 emails.
- Assisting with Recreation Department citizen survey.
- Assisted with communication pertaining to offshore barge.
- Assisted with rollout of new NeoGov human resources web platform.
- Prepped for and presented legislative update to Beaches Watch.
- Prepped for and presented at Beaches Division Chamber of Commerce meeting.
- Met with city manager and a resident about issues associated with public parking.
- 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 Budget preparation

- Circuit board level cleaning of audio mixers in the Commission Chamber to alleviate feedback
- eTrakit testing phase I

## **Building**

- Issued 60 building permits.
- Conducted 39 plan reviews and 97 building inspections.
- Participated in Monday development meeting, met with one owner rep, and discussed current issues.
- Worked on records requests.
- Worked on ETRAKiT.
- Held Department 7:30 meeting and discussed current issues.
- Filling in for injured building inspector in Neptune Beach.

## **City Clerk**

- Processed, published, and distributed final agenda packets and prepared agenda guide for the June 14 regular Commission meeting.
- City clerk watched JustFOIA Product Update webinar.
- Completed draft minutes of Jan. 21 Commission Priority-Setting and Visioning Workshop.
- Public Records Requests management and tracking of staff tasks and records requests activity- (2) currently active.
- Processed (18) Electronic Lien Letters.
- Working on review of archiver emails for a records request (3235).
- Uploaded audio recordings of this week's meetings from handheld devices to the network for retention.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, preparing for destruction of appropriate records, and documenting in accordance with State laws.
- Sent reminders and received additional training certifications.
- City clerk completed and sent her financial disclosure – 2020 Form 1.
- Administered Oath to new park ranger.
- Attended department head meeting.
- City clerk attended virtual FACC Resolution Presentation to Tim Few.
- Received resignation letter from a Community Development Board Member.
- Updated membership database.
- Prepared and mailed appreciation letter.
- Began preparing for upcoming deputy city clerk vacancy.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.

## **Engineer**

- Completed HMGP grant extension for Aquatic Gardens
- Reviewed 90% design for combined beaches outfall forcemain repairs
- Continued to coordinate installation of emergency generators at City Hall, Public Works Building and Camelia St Lift Station
- Continued development of adaptation planning recommendations
- Negotiated timing and methods for transfer of Verizon antennas on the elevated storage tank at water treatment plant No. 1 to a temporary cell tower

## **Finance**

- Purchasing
  - o Processed 41 Purchase Orders for a total of \$231,559.47.
  - o Processed 63 Accounts Payable checks during the time period for a total of \$98,214.70
- Utility Customer Service Orders
  - o 130 Requested
  - o 171 Completed
- 3,213 Utility Bills were processed and sent this week
- A total of 172 payroll checks were processed this week for a total gross amount of \$306,522.45
- No utility billing adjustments were processed this week.
- Attended Department Head Meeting via Zoom
- Continued working on building FY2022 budget book
- Worked on the FY22 budget, received budgets from most department heads
- Attended demonstration of possible ERP system
- Began the month-end reporting process
- Continued working on the FY22 personnel issues for the budget

## **Human Resources**

- Continuing Legal Education training.
- NeoGov training and call.
- 21-22 Budget.
- Liability Insurance renewal documents.
- Opened 3 new job vacancies.
- Closed 2 job vacancies and distributed the applications to the departments.
- Worked on scanning documents for personnel files.
- Reconciled and paid an invoice to Clearstar.
- In-processed 1 new employee.
- Out-processed 1 employee.
- Assisted a new employee with insurance benefits enrollment.

## **Planning/Community Development**

- ESC meeting

- Adaptation Plan
- Chapter 23 update
- Posted stop work orders for unpermitted work.
- Met with citizens at their property to discuss code violations.
- Followed up on open code cases
- Worked in GIS water meter layer
- Reviewed tree permits and building permits
- Conducted tree permit and building permit inspections
- Answered zoning questions
- Completed ESC Tree subcommittee meeting minutes
- Prepared documents for CDB meeting and City Commission meeting
- Prepared Master Tracking Sheet for City documents
- Agenda for upcoming CDB Meeting
- Working on past correspondence back to 2002 and past emails on the O drive, converting to pdf, renaming and uploading to LF
- Records request
- LF reconfiguration and uploading (ongoing)
- Tree permit uploads to LF as needed
- Scanning of old zoning docs (1960-1980's)

### **Police**

- PD Draft Budget completed
- Chief attended One Cop informational luncheon
- PD completed Human Trafficking awareness training
- Chief attended first annual AB Lifeguard competition
- PD reviewing multiple parking and traffic requests
- PD conducting in house Orange Crush planning meetings
- PD attending county Orange Crush planning meetings
- PD posting for open Police Officer Positions

### **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Assisi Lane, 17<sup>th</sup>, Mayport Rd, Francis; investigated 'no water' complaint on Atlantic; investigated low pressure on Main St; investigated leak on Beachcomber Trail-customer issue; performed retap on Mako; performed emergency shut off for contractor work being performed on 1<sup>st</sup>; repaired damaged irrigation on Palm Landing from repairs performed after water main break; preparing area around Saturiba & Sea Oats for valve replacement; investigated sewer complaint on Brista De Mar and on Nipigon-televised sewer on Nipigon to find the issue; met with customer on 5<sup>th</sup> St. concerning utility connections; responded to 2 after hours/weekend emergency calls; performed 35 utility locates for Sunshine 811 Call Before You Dig locater services; performed 3 site visits; reviewed 7 permits.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.415 MGD; contractor replaced blower and held

lunch and learn session for plant operators; contractor removing and replacing south clarifier drive with assistance from electrical contractor.

- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; electrical contractor replaced and calibrated transducer for the ground storage tank at WTP #2; preparing sites to install chlorine analyzers at water treatment plants; instructed distribution crews on proper water sample collection for emergency boil water notices.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

## **Public Works**

- Re-striped the public and private parking at the 10<sup>th</sup> Street Beach access.
- Installing the flags at the five way intersection for Flag Day.
- Put in two swing gates at the Aquatic Dog Park for equipment entry.
- Two garden beds built and installed at City Hall.
- Pipe repair on Sailfish Drive and on Roberts Street.
- Re-tiled the floors at Jordan Community Center.
- Painted the doors at Jordan Park.
- Stained the bridge over the turtle pond in Howell Park.
- Put a truckload of coquina at the boat launch at campsite 8 on Dutton Island.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- The walking track at the Aquatic Dog Park has been completed. The contractor will come back in two weeks to repair a 150' section and more sod work. Park is open.
- Veteran park restrooms have been ordered and are being made.
- Got a bid ready to go out 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 6-14-21. Door hangers were put out.
- Donner Road project pre-bid meeting was held on June 8<sup>th</sup>. Bids are due on the 23<sup>rd</sup>.
- Continuing to work on the Engineering and design work for the Aquatic Pond project.

## **Recreation**

- Took 13 reservations for Building, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (June 12 – Dutton Island, Songwriters – June 13).
- Met with the summer interns on duties and responsibilities.
- The CARAC did not have quorum at the meeting Tuesday.
- Requested close-out report from the grant recipients.
- Working with the committee to get a survey out to the residents.
- Working on Movies in the Park, Art Exhibits, summer camp, Arts in the Park, Jazz and the grant program.