

July 2, 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 95 emails and received 418 emails.
- Prepared for and attended the June 28 City Commission meeting
- Reviewed and prepared final agenda items for the July 12 City Commission meeting.
- Met with Neptune Beach to discuss adding locations for paid parking.
- Participated in multiple meetings regarding the Bridgeport Barge issue.
- Met with Myron Blankenbaker to discuss marsh side drainage issues.
- Developed a spreadsheet with dozens of employment platforms to expand job opening announcements.
- Participated in multiple meetings regarding the proposed Tree Code update.
- Met with the Atlantic Beach Country Club Home Owners Association to discuss traffic and zoning.
- Participated in a virtual meeting with Ability Housing to explore workforce housing opportunities.
- Met with Heather Neville of AE Engineering to discuss parking and traffic calming.
- 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 485 emails and received 496 emails.
- Attended June 28 City Commission meeting.
- Messaging about Independence Day safety tips.
- Messaging about hurricane preparation.
- Attended a Florida Municipal Communications Association webinar, "The Art of Editing."
- Drafted proclamations honoring two longtime AB businesses.

- Participated in a discussion about drainage issues west of Mayport Road.
- Assisting with systems pertaining to improving recruitment of prospective/new employees.
- 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 Issues with email server
 - o Internet /VPN issues
 - o FW configuration
 - o BD auto attendant vm configuration

Engineer

- Developed data for Benefit-Cost Analysis for Mary St HMGP grant application
- Conducted additional field investigation and water sampling in Puckett Creek to help determine potential pollution source(s)
- Met with ABCC HOA to discuss Dutton Island Rd/Mayport Rd traffic light issues, initiated discussions with FDOT regarding signal timing at that intersection
- Completed environmental review analysis required for the CDBG-MIT grant for adaptation planning
- Reviewed Lily St Phase I Environmental Site Assessment and reviewed Phase II scope of work

Building

- Issued 44 building permits.
- Conducted 36 plan reviews and 90 building inspections.
- Met with Jax Bch Building Inspectors and discussed current topics.
- Dan Arlington participated as judge for the Associated Builders and Contractors annual awards.
- Participated in Monday development meeting, met with one developer, and discussed current projects.
- Held Department 7:30 meeting and discussed current projects.
- Worked on ETRAKiT implementation.
- Worked on records requests.

City Clerk

- Deputy city clerk and records clerk prepared, set up, attended, and performed administrative duties and follow-up tasks for the June 28 regular Commission meeting.
- City clerk attended 2021 FACC Summer Academy in Fort Myers.
- Processed and published draft agenda packets for the July 12 regular Commission meeting.
- Deputy Clerk cross-training Records Clerk.

- Sent notice of July 12 public hearing on Ordinance No. 95-21-119 to *Beaches Leader* for July 1 publication.
- Deputy City Clerk Diaz's promotion to Customer Service Supervisor is effective July 5.
- Processed 14 Electronic Lien Letters.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Notarized documents for staff and public.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- Held a staff training for lien letter processing through JustFOIA.
- Launched implementation of Lien Search Letter Processing through JustFOIA.
- Updated department's website with updated lien letter processing instructions.
- Sent reminders and received training certifications from board/committee members and staff liaisons.
- Ordered business cards for new Commissioners.
- Sent Public Hearing notice to *Beaches Leader* for Ordinance No. 95-21-119.
- Scanned, published, and filed recently-approved resolutions and minutes.
- Assisted residents with North Beach Parking registration.
- Working on extensive records management projects which include verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Finalized, certified, and mailed Resolution No. 21-37 to appropriate agencies.

Human Resources

- NeoGov – Updating position descriptions and translating those into Class Specs for NeoGov. Trouble shoot a problem that Ellen was having getting a position posted.
- Worked with broker on several insurance issues.
- Handled vehicle crash insurance coordination.
- Held public meeting: First LIUNA “Blue Collar” union negotiation meeting.
- Continued working with Judy on a scanning project for Human Resources office.
- Opened 3 new job vacancies.
- Reconciled and paid invoices to AFLAC and Medcom.
- In-processed 3 new employees.
- Closed out 2 job vacancies and distributed the applications to the departments.
- Processed the addition of personal leave hours to employees for the Juneteenth holiday.
- Worked with an employee on an ongoing workers comp. issue.
- Processed Regular Payroll.
- Processed Pension Payroll.

Planning/Community Development

- Staff reports for Commission
- LEED for Cities
- Tree Code

- Reviewed permits
- Conducted tree and building permit inspections
- Completed Annual FCT Finance Assessment
- Researched Green Office Practices
- Edited the Tree Removal Permit Application
- Worked on LEED 4.1 Certification
- Answered zoning questions
- Worked on city maps project
- Agenda preparation for upcoming Special magistrate hearing.
- Reviewed new states statutes in relation to city codes.
- Update Code enforcement process to include new Florida statute regarding anonymous complaints.
- Followed up on open code cases.

Police

- PD met with other Beaches Police agencies and JSO to review the planning for the Orange Crush event.
- PD completed planning for July 4th weekend
- PD completed 2020 JAGC Grant submission
- PD monitoring TS Elsa, participating in NWS partner briefings

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Main, Stocks 6th, Hickory; inspected sewer connection on Beach Ave; repaired leaking irrigation broken during repairs on Palm Landing; retapping service on 20th; televising sewer lateral on Panuco; responded to 4 after hours/weekend emergency calls; performed 40 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 8 permits; testing and maintenance of lift station backflow preventers; met with contractors regarding sewer tie ins at Atlantic Beach Preserve; performed hydrant flow test for future development on Stanley Rd.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.232 MGD; contractors completing work on clarifier.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; taking additional water samples from Puckett's Creek.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- New trash contractor (GFL) starts the trash pickup on August 2.
- Working on stabilizing the ditch banks at City Hall.
- Painted the fire hydrants and Ballard's around the parks.
- Repaired the ice machine at Jordan Park
- Repaired the restrooms at the Russell Park tennis courts from vandalism.
- Installing the 5-Points flags for the 4th of July weekend.
- Ditch digging contractor has completed the digging and the sodding on the marsh side.
- Public Works and City Hall generator slabs have been installed and we are waiting on delivery of generator.
- 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 soon to repair a 150' section and more sod work. Park is open.
- Veteran park restrooms have been ordered, delivery is expected to be the first or second week of August.
- PW has a bid ready to go out to replace the wood decking on the 20th street beach walkover, waiting on beach season to be over before putting it out for bid.
- Still working on the Engineering and design work for the Aquatic Pond project.
- Donner road project bids have come in and we are taking to Commission for approval on 7-12-21.

Recreation

- Took four reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- Working on Movie Nights in the Park and Campout under the Stars.
- Working on Jazz Festival.
- Working on Arts in the Park.
- CARAC Survey is live on the website. It went live on Friday, June 25.
- Art exhibit is up in the gallery. First artist reception this year will be Thursday, July 15.