

June 25, 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 116 emails and received 426 emails.
- Reviewed and prepared final agenda items for the June 28 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 staff to review the proposed GFL solid waste contract.
- Participated in multiple meetings regarding the proposed Tree Code update.
- Met with building department to review their efforts to implement eTrakit software.
- Reviewed City speed maps and discussed making several adjustments to various speed limits.
- 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 177 emails and received 421 emails.
- Assisted with communications pertaining to offshore barge.
- Assisting with review of paid parking expansion opportunities.
- Assisting city manager with personnel matters.
- Assisting with new memorial bench installation.
- Assisting with planning of new AB farmer's market.
- Assisted with offshore barge matter.
- Reviewed and provided input on solid waste collection agreement.
- Reviewed eTrakit software with city manager and Building staff.
- 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 Working on quote with Troy to update/upgrade AMAG systems at the WWTP and public works.
  - o Working with Armstrong Fence on continuing intermittent rouge gate openings at WP1 and WP2.
  - o PD SP updates

## **Building**

- Issued 42 building permits.
- Conducted 36 plan reviews and 92 building inspections.
- Worked on records requests.
- Worked on ETRAKiT.
- Participated in Monday development meeting and discussed current projects.
- Held 7:30 department meeting and discussed Department procedures.
- Discussed floodplain management with Neptune Beach.
- Received three-year ISO Rating and maintained 3-Commercial and 4-Residential ratings.

## **City Clerk**

- Processed, published, and distributed final agenda packet for the June 28 regular Commission meeting.
- Prepared agenda guide for June 28 regular Commission meeting.
- Public Records Requests management and tracking of staff tasks and records requests activity- (0) currently active.
- Processed eleven (11) Electronic Lien Letters.
- Attended Bid Opening 2021-12 Donner Road Reconstruction – CDBG Project
- Administered Oath to three new recreation interns.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Worked extensively on researching status of City liens and updating list.
- Deputy City Clerk training with CS Supervisor.
- Deputy Clerk cross-training Records Clerk.
- Researched and prepared spreadsheet of department staff's training from 2020 to present.
- Drafted notice of July 12 public hearing on Ordinance No. 95-21-119.
- Updated website calendar and posted notice of July 2 LIUNA "Blue Collar" Union Contract Negotiation Session.
- Sent Vacancy Announcement of deputy city clerk position to FLC and FACC for posting on their websites.
- Received a board/committee application.
- Continued working on inventory of public meeting audio cassettes from 1980- 2014.
- Drafting an ordinance to update Code Sec. 2-368. – Fees and Charges; coordinating with other departments about their needs.
- Assisted citizens with registration regarding North Beach Parking.

- Working on implementation of Lien Search Letter Processing through JustFOIA.
- Performed research on various topics.

## **Engineer**

- Reviewed & commented on Bridgeport barge environmental assessment
- Completed Request for Information response for Donner Rd bidders
- Reviewed Phase I Environmental Assessment for 0 Lily St
- Met with COJ Parks representatives and RiverKeeper to discuss stream restoration concepts
- Reviewed final draft of purchase & sales agreement for Francis St lots
- Attended CDBG-MIT General Infrastructure Program grant webinar and began review of COAB capital projects that would be eligible for this grant program
- Coordinated completion of site work required by Verizon for placement of a temporary cell tower at WTP No. 1 while the elevated storage tank is demolished
- Obtained an affirmative response from JEA regarding COAB potentially taking over their unused watermain on Wonderwood Dr

## **Finance**

- Purchasing
  - o Processed 11 Purchase Orders for a total of \$1,687.62
  - o Processed 61 Accounts Payable checks during the time period for a total of \$253,593.78
- Utility Customer Service Orders
  - o 156 Requested
  - o 155 Completed
- No utility bills were processed this week
- 176 Payroll checks were processed this week for a total gross amount of \$319,311.13
- \$15,224.29 in billing adjustments was processed this week.
- Attended Department Head Meeting via Zoom
- Continued working on building FY2022 budget book
- Continued working on the FY22 budget
- Completed agenda item for the June 28<sup>th</sup> Commission meeting
- Sent finished FY20 audit report to the State Auditor General as required
- Closed FY20 in AS400 system

## **Human Resources**

- Continuing Legal Education training.
- NeoGov training and call. Working on the next phase.
- Reviewed All Hazards Plan at the request of Chief Gualillo. Submitted comments and discussed my issues. Sent him my recommendations.
- Records request information.
- Scheduled LIUNA Blue Collar negotiation meeting. Review contract in preparation for meeting.

- Attempted to schedule PBA negotiation meeting. Still working on scheduling with PD.
- Worked with City Clerk on Deputy City Clerk hiring and contracting for temporary help with minutes.
- Worked on resolving issues in HR regarding our All Hazards Plan.
- Provided COI for grant applications.
- Attend GoToTraining from FCCMA on 2021 Atlantic Hurricane season.
- Attend Zoom webinar on American Rescue Plan.
- Opened 1 new job vacancy.
- Reconciled and paid invoices to Lincoln, Sunlife, Humana, Health Advocate, and Standard.
- In-processed 3 new employees.
- Closed out 3 job vacancies and distributed the applications to the departments.
- Updated the payroll procedures manual.

### **Planning/Community Development**

- LEED for Cities
- Tree Code Update
- Reviewed building and tree permits
- Contacted applicants of open tree permits
- Conducted building and tree permit inspections
- Answered zoning questions
- Researched Green Office Practices
- Organized ESC Presentation for 6/28 Commission Meeting
- Finished the CDB minutes
- Working on updating Waiver and Ubex case info through Commission meeting minutes
- Scanning variance info from 1990's given to me from City Clerk
- 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

### **Police**

- PD attending workshops with JSO for transition to new Report Management System
- PD conducted July 4th planning meeting
- Chief attended meetings on traffic and parking management
- PD attended COJ Hurricane meeting for Duval Co partners
- PD conducting CPR training for employees
- Closed 2019 & 2020 JAG grants

### **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Cypress Landing, Ocean Walk, 20<sup>th</sup>, Sandpiper; investigated reported sink hole

on Seminole; investigated sewer issue on W. 3<sup>rd</sup>, and Sherry; prepared hole for valve installation and installed valve at Saturiba and Sea Oats; responded to 3 after hours/weekend emergency calls; performed 49 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 7 permits; testing and maintenance of lift station backflow preventers; met with contractors doing demo work on Dutton Island.

- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.1587 MGD; roofing contractors inspecting blower building roof for estimates.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; getting roofing quotes for blower room at WWTP and WTP #3; performed minor repairs on chlorination units and generators; taking water samples from Puckett's Creek and 4 different locations of the Atlantic Ocean for testing.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; had generator's topped off with fuel in preparation for hurricane season.

## **Public Works**

- Cleaned culverts on the following streets; Mary, Gladiola, Mealy and Mealy Dr.
- Flags replaced at Veterans Park.
- Marsh-side ditch digging contract is ongoing. Unable to work due to inclement weather.
- Stained fence on Dutton Island roadway entrance.
- Trimmed trees around Russell Park walking track.
- Painting completed of the outside of the Chamber.
- Met with contractor for repairs at Adele Grage Community Center.
- Public Works and City Hall generator slab installed. 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 return in two weeks to repair a 150' section and more sod work. Park is open.
- Veterans Park restrooms have been ordered and are being made.
- Water and sewer lines have been run to new bathrooms at Veterans Park.
- Excavation for slab at Veterans Park completed, fill installed and tamped to density.
- 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.
- Installed new bike racks at 13<sup>th</sup> and 14<sup>th</sup> streets.
- Reinstalled bike rack at 15<sup>th</sup> street after being damaged by vehicle.
- Repaired damage to women's bathroom at Russell Park tennis courts due to vandalism.
- Continuing to work on the Engineering and design work for the Aquatic Pond project.

## **Recreation**

- Took 7 reservations for building, beach chair, park & beach rentals and campers at Dutton Island.
- Working on Wild Wonders (June 26 – Dutton Island, Songwriters – June 27).

- Atlantic Beach Country Club provides hot summer lunches to the summer camp.
- Palms Presbyterian provided 50 grab & go meals.
- Held a meeting with tennis instructors.
- Working on Movies in the Park, Art Exhibits, summer camp, Arts in the Park, Jazz and the grant program.