

June 18, 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 114 emails and received 495 emails.
- Attended multiple briefings on the Orange Crush Festival including with other beach cities.
- Met with Neptune Beach to discuss next steps for additional paid parking areas and enforcement.
- Participated in multiple meetings regarding the Bridgeport Barge issue. Directed staff to take water samples along the beach.
- Reviewed and prepared draft agenda items June 28 City Commission regular meeting.
- Met with Finance director to review the first round of budget proposals on the new ClearGOv budgeting software.
- Prepared for and attended the June 14 City Commission regular meeting.
- 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 145 emails and received 481 emails.
- Administered the City's online citizen-request tool and handled other customer-service matters.
- Met with prospective UNF videography fall intern.
- Assisting with budget preparations.
- Assisting with upcoming military veterans education/recognition project.
- Attended Florida League of Cities event in Orange Park.
- Assisting with communications pertaining to offshore barge.

- Attended meeting regarding public parking.
- Attended June 14 City Commission meeting.
- Assisting with rollout of NeoGov human resources web portal.
- Produced monthly utility bill newsletter.
- Assisting with communications issues pertaining to Orange Crush activities.
- Authored Atlantic Beach Living magazine article.
- 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 PC Refresh PD-Video, CM, PD-CID.
 - o Review SCADA network access and security
 - o New printer Clerk reception

Building

- Issued 44 building permits.
- Conducted 44 plan reviews and 107 building inspections.
- Filled in for injured building inspector in Neptune Beach.
- Conducted 3 business license inspections.
- Participated in Monday Zoom development meeting, met with a property owner and discussed current projects.
- Held Department 7:30 meeting and discussed current issues.
- Worked on records requests.

City Clerk

- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the June 14 regular Commission meeting.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Updated committee membership data.
- Sent Outlook invites to elected officials for recently-scheduled meetings.
- Administered Oath to new Park Ranger.
- Performed a variety of administrative duties and responded to inquiries and requests from elected officials, staff, and the public.
- Prepared and sent notice of June 28 public hearing on Ordinance No. 95-21-119 to *Beaches Leader* for June 17 publication.
- Vacancy announcement for deputy city clerk position was posted in-house.
- Processed, and published draft agenda for the June 28 regular Commission meeting.

- Public Records Requests management and tracking of staff tasks and records requests activity- (1) currently active.
- Processed (7) Electronic Lien Letters.
- Working on review of archiver emails for a records request (200).
- Uploaded audio recordings of this week's meetings from handheld devices to the network for retention.
- Working on inventory of public meeting audio cassettes from 1980- 2014 for media conversion as required by Florida Statutes.
- Working on updating of Ordinance No. 5-02-38 for increasing the fee of City Lien Search Letters.

Engineer

- Researched potential for environment impacts from coal ash spill from barge
- Prepared position statement for COAB, COLB, CONB and Town of Orange Park signature regarding North Florida Utility Coordinating Group petition for administrative hearing on SJRWMD legislation pertaining to Lakes Brooklyn & Geneva minimum flows and levels.
- Negotiated easement conditions with Regency Centers regarding expanded drainage easement in the Aquatic Gardens area
- Worked with seller of Francis St lots needed for drainage to finalize lot configuration
- Negotiated change order request with RingPower regarding City Hall and Public Works Building generators to account for increases in material costs
- Continued discussions with JEA regarding Public Utility Department taking over unused watermain on Wonderwood Dr

Finance

- Purchasing
 - o Processed 52 Purchase Orders for a total of \$436,376.01
 - o Processed 53 Accounts Payable checks during the time period for a total of \$111,092.48
- Utility Customer Service Orders
 - o 156 Requested
 - o 161 Completed
- 3,213 Utility Bills were processed and sent this week
- Payroll was not processed this week
- \$1,674.30 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 monthly financial report for the Commission agenda for the June 28th meeting.
- Worked with auditors and accounting consultant to wrap up the FY20 audit in time for the June 28th Commission meeting

- Attended Florida Government Finance Officers' board of directors meeting via Microsoft Teams
- Completed the Local Highway Finance report for the Federal Highway Administration
- Completed and submitted response letter to the Joint Legislative Audit Committee regarding the FY19 audit
- Attended webinar by the Florida League of Cities regarding the funding process for Non Entitlement Units to receive funds from the American Recovery Act
- Met with City Attorney and staff members regarding the solid waste hauling contract
- Met with City Manager regarding overview of the FY22 budget
- Worked with City Clerk on training schedule for the new Customer Service Supervisor transitioning from her department

Human Resources

- Continuing Legal Education training.
- NeoGov training and call. Went live!!! Working with DCM on updating COAB Human Resources website. Receiving applications from GovernmentJobs.com.
- 21-22 Budget update.
- Worked with City Clerk on updating Deputy City Clerk position.
- Finalized updated COAB vehicle listing. Talked with Department Heads about keeping this updated on an on-going basis to ensure that all vehicles are covered under our insurance policy.
- Liability Insurance renewal supporting documents all completed and submitted. Responded to Juneteenth questions from staff.
- Opened 1 new job vacancy.
- Reconciled and paid invoices to CareSpot, Harden, and Medcom.
- In-processed 1 new employee.
- Processed 3 background checks.
- Processed regular payroll.
- Processed 1 new workers' comp. claim.

Planning/Community Development

- Commission Meeting
- Submission of final grant paperwork to DEP for Adaptation Planning Grant
- CDB meeting
- LEED for Cities
- Plan Review
- Reviewed building and tree permits
- Contacted applicants of open tree permits
- Conducted building and tree permit inspections
- Answered zoning questions
- Researched Green Office Practices
- Created PowerPoint for ESC Art Exhibition
- Attended ESC Tree Subcommittee Meeting
- Drafted ESC meeting minutes

- Updated stormwater system maps with new information from the Seminole Road drainage upgrades
- Posted one stop work order
- Investigated 1 unpermitted tree removal
- Investigated new code enforcement complaints
- Followed up on open code cases
- Set-up, attended and cleaned up CDB Meeting
- Did the Order for the approved variance
- Working on the CDB minutes
- Working on updating Waiver and Ubex case info through Commission meeting minutes
- Working on past correspondence back to 2002 and past emails on the O drive, converting to pdf, renaming and uploading to LF
- Records request

Police

- Final preparations for Orange Crush Event and Planning meetings with COJ attend throughout the week
- PD Staff attended meetings with JSO in Ref to moving their new Report Management System project forward
- PD met with Planning Division on Poinsettia St to discuss improvements for student pick up at school
- Chief attended BTC parking management meeting

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water breaks on Assisi Lane, Barefoot Trace, Jackson, Wonderwood; performed emergency shut offs for work being performed on Park St, Main St; changing out 2" irrigation meter on Mayport; completed 2" water line to Lakeside lift station; investigated hydrant leaking on Jasmine; repairing damaged manhole ring and cover behind Family Dollar in Mayport; investigated possible sink hole on Ardella; removed bricks from manhole on Montreal; investigated sewer issue on Hickory Lane; lowered water service on Main St; relocated service out of driveway on Beach Ave; responded to 3 after hours/weekend emergency calls; performed 41 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 14 permits.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.337 MGD; contractor recalibrated controls for chlorine feed system.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; Plants Operations Manager and chief water plant operator attended SCADA training in Gainesville; getting quotes for roof repairs on blower room at WWTP; performed minor repairs on chlorination units and generators.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed.

Public Works

- Striped and put up new signs at 10th Street beach access.
- Flags were displayed for Flag Day weekend at the five point intersection.
- Repaired bike rack on 15th Street
- Marsh-side ditch digging contract is going on.
- Replaced the water fountain on Dutton Island.
- Replaced the City Hall water fountain outside of Chambers with a bottle filler.
- Completed touch-up painting on the outside of Chamber.
- Removed old bushes at the Adele Grage Community Center.
- Installed Public Works and City Hall generator slabs.
- 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.
- Veteran park restrooms have been ordered and are being made.
- Prepared a bid to replace the wood on the 20th Street beach walkover. Putting it out for bids after the beach season is over.
- Donner Road project pre-bid meeting was held on June 8. Bids are due on June 23.
- Continuing to work on the Engineering and design work for the Aquatic Pond project.

Recreation

- Took 10 reservations for Building, Park & Beach rentals and campers at Dutton Island.
- Working on Wild Wonders (June 26 – Dutton Island, Songwriters – June 13).
- Gave a report to the City Commission concerning our operations.
- Summer camp started, Monday, June 14.
- Requested close-out report from the grant recipients.
- Making the final edits to the survey.
- Working on Movies in the Park, Art Exhibits, summer camp, Arts in the Park, Jazz and the grant program.