

July 9, 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 88 emails and received 374 emails.
- Cleaned the Adele Grage bathrooms.
- Reviewed and prepared final agenda items for the July 12 City Commission meeting.
- Met with Neptune Beach to discuss adding locations for paid parking.
- Attended budget meetings with Finance, Police and Public Works.
- Met with Julie Olssen to discuss layout and logistics of the July 11 farmers market.
- Attended the Beaches Chamber Luncheon.
- Participated in a 3 beaches City Manager meeting on multiple issues.
- Met with a Cultural Arts and Recreation Committee member to discuss their ongoing concerns.
- Attended the introductory and exit interviews for the ABPD re-accreditation.
- 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 405 emails and received 459 emails.
- Participated in paid parking discussions, including with Neptune Beach officials.
- Assisted with planning first AB Farmer's Market to be held Sunday, July 11, at Russell Park.
- Attended Jax Chamber Beaches Division luncheon.
- 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

- Internet /VPN issues
- FW configuration
- BD auto attendant vm configuration

Building

- 4th of July 4-day business week.
- Issued 33 building permits.
- Conducted 18 plan reviews and 107 building inspections.
- Met with property owner and Planning Dept regarding COAB, Section 24-68, stormwater storage.
- Answered two State Licensing Questionnaires for contractors on probation.
- Studying new State legislation.
- Studying Miami-Dade 40-year high rise inspection ordinance, Section 8-11.
- Discussed moving a house within the City with property owner.
- Held department 7:30 meeting and discussed hurricane planning.
- Mike Jones renewed Remote Pilot License (Drone).

City Clerk

- Records clerk prepared, set up, attended, and performed administrative duties and follow-up tasks for the July 8 Code Enforcement Special Magistrate meeting.
- Prepared, published, and distributed final agenda packet for the July 12 regular Commission meeting.
- Prepared, published, and distributed agenda packet for the July 8 Code Enforcement Special Magistrate meeting.
- City clerk and records clerk cross-training on deputy city clerk duties.
- City clerk reviewed 17 applications for the deputy city clerk vacancy.
- Processed nine (9) Electronic Lien Letters.
- Performed a variety of administrative duties and responded to inquiries and requests.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Hired new contractor to help with meeting minutes.
- Public Records Requests management and tracking of staff tasks and records requests activity- (1) currently active.
- Uploaded audio recordings of this week's public meetings from handheld recorder to the network for retention.
- City clerk worked on MMC Program course assignments from the 2021 FACC classes she recently attended.
- Completed draft minutes of the March 22 Commission Workshop.
- Working on minutes of City Commission meetings and workshops.
- Prepared paperwork for purchase of registrations and plates for new Police Dept.
- 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.

Engineer

- Develop Draft Public Utilities 10-Yr Capital Improvement Plan
- Develop Draft Public Works 10-Yr Capital Improvement Plan
- Complete CDBG-MIT-GPS grant application requirements, waiting on contract to execute
- Started preparation of CDBG-MIT-GIP grant applications for three projects w/ minimum \$2M each
- Reviewed Puckett Creek water quality monitoring results and began developing an action plan for further investigation

Finance

- Report for two weeks due to Finance Director being on vacation
- Purchasing
 - o Processed 2 Purchase Orders for a total of \$246.95 in week one, and processed 41 Purchase Orders for a total of \$37,794.03 in week 2
 - o Processed 92 Accounts Payable checks during week one for a total of \$276,954.88, due to technical difficulties AP checks for this week will be on next week's summary.
- Utility Customer Service Orders
 - o 162 Requested Week One; 115 Requested Week Two
 - o 178 Completed Week One; 120 Completed Week Two
- 2,823 Utility Bills were processed and sent in week one and 2,708 Utility Bills were processed and sent in week 2.
- 177 Payroll checks were processed this week for a total gross amount of \$330,045.46
- \$2,450.45 in billing adjustments was processed this week.
- Attended Department Head Meeting via Zoom both weeks
- Continued working on building FY2022 budget book
- Continued working on the FY22 budget
- Mr. Perkins, Customer Service Supervisor retired on June 25
- We welcomed Lori Diaz as the new Customer Service Supervisor on July 6th.
- Assisted Police Department with requests from assessors and information needed for grants
- Completed required journal entries for month end processing in order to prepare monthly financial report
- Completed necessary quarterly reports
- Completed agenda for Special Pension Board(s) meeting to be held July 15th.

Human Resources

- NeoGov – Training for next steps. Researching how to integrate other recruitment vehicles with NeoGov. Getting pricing on some other options.
- Worked with broker on several insurance issues.
- Discussed position upgrade/re-advertising options with department head.

- Handled vehicle broken window insurance coordination, when deemed not on our covered vehicles list.
- Set up public meeting: First PBA Police union negotiation meeting.
- Established that the City had no damage to buildings, vehicles or equipment from Elsa.
- Received approval from CM to move forward with Safety Committee Coordinator. Spoke with proposed employee regarding added duties.
- Continued working with Judy on a scanning project for Human Resources office.
- Opened 1 new job vacancy.
- Worked on scanning documents for personnel files.
- Reconciled and paid invoices to Cigna and Clearstar.
- Closed out 1 job vacancy and distributed the applications to the department.
- Worked with CareSpot on coordinating pre-employment medical appointments for 2 pending new hires.
- Processed paperwork for verification of employment for 2 employees.
- Assisted the Support Services Manager at the Police Department with some records needed for the assessment study.

Planning/Community Development

- ESC agenda
- LEED data collection
- 18th & 19th Interlocal agreement and parking management agreement
- Connectivity plan pre for the CIP
- Reviewed building and tree permits
- Conducted building and tree permit inspections
- Answered zoning questions
- Edited tree permit forms
- Prepared zoning verification letter
- Reviewed Section H documents
- Reviewed and prepared documents for CDB meeting
- Completed Training for City Clerk's office
- Prep cases for the special magistrate hearing
- Attend special magistrate hearing
- Completed scanning of old variance docs 1980-2002 from City Clerk
- Printed, stuffed and mailed the notices for the 3 upcoming CDB cases
- Made the signs for the 3 upcoming CDB cases
- Worked on the agenda for CDB
- Scanning old zoning docs from City Clerk (1960-1980's)
- Worked on the website making changes

Police

- PD participating in FL Accreditation 3 day Mock Assessment
- PD participating in Natl Weather Serv. Briefings on TS Elsa
- PD participating in COAB storm preparations
- Chief participated in Beaches Watch Meeting

- Sgt and Chief participated in Jax Chamber Luncheon

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; repaired water break on Oak Circle; repaired leaks at meter on Panuco, Seminole; performed water pressure check on Cavalla; investigated sewer issue on Sabalo and called in locates to the Sunshine 811 locator service to make repairs; performed emergency shut off for customers making repairs on Sevilla, Beach; repaired water service line at WTP #1 office on Assisi; crews prepared for tropical storm; responded to 4 after hours/weekend emergency calls; performed 55 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 3 permits, 2 inspections; testing and maintenance of lift station backflow preventers; prepped Dutton Island lift station for future work; performed hydrant flow test for future development on A1a at Wonderwood; scheduled operator trainee test for licensure in August; responded to customer complaint of generator running to remove ground water from lift station.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.132 MGD; prepared WWTP for tropical storm.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; replaced flow meters on wells at WTP #1 with digital flow meters; roofing quotes completed for upcoming roof replacements; prepared water treatment plants for tropical storm.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; assisted WWTP with repairing reclaim pumps.

Public Works

- Stabilized another section of the ditch bank at City Hall.
- Installed Memorial Bench at Bull Park
- Removed the flags at the 5-points intersection for the July 4th weekend.
- Cut dangerous tree branches in Howell Park
- Replaced three burnt beach trash cans from the 4th of July.
- Adele Grage theater restroom floor replaced and tiled.
- Prepared the Aquatic neighborhood by pumping 1.53 million gallons from pond for more storage.
- 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.
- Veteran park restrooms have been ordered, delivery is expected to be the first or second week of August.
- 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 June July 12.

Recreation

- Took 17 reservations for Building, Beach Chair, Park & Beach rentals and campers at Dutton Island.
- Songwriters, July 11 from 6-8 pm.
- We have received a total of 43 surveys to date.
- Atlantic Beach Country Club provides hot summer lunches to the summer camp.
- Palms Presbyterian provided 50 grab & go meals.
- Working on a Parks & Recreation events list of things to do for the City Manager.
- Working on rules for the Tennis Instructors.
- Working on Movies in the Park, Art Exhibits, Arts in the Park, Jazz Festival, Recreation Survey and the grant program.