

July 16, 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 134 emails; received 410 emails.

Deputy City Manager/Information Technology

- Sent 330 emails; received 523 emails.
- Served in city manager's absence July 13-16.
- Attended first Sunday farmer's market at Russell Park; the kickoff was successful.
- Published e-mail newsletter.
- Conducted department head meeting.
- Helped organize Youth Council get-together in advance of the council being presented with a Florida League of Cities community service award at the July 12 City Commission meeting.
- Attended Florida League of Cities webinar.
- Authored AB Living article saluting small businesses.
- 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 security cameras at PW
 - o Gate relay sensors at WP1, WP2

Building

- Issued 58 building permits.
- Conducted 42 plan reviews and 74 building inspections.
- Met on site with two property owners and discussed their projects.
- Participated in Monday Zoom development meeting, met with designers for two properties, and discussed current projects.

- Held 7:30 Department meeting and discussed new legislation, inspections, and hurricane preparation.

City Clerk

- City clerk completed and submitted assignments from 2021 FACC Summer Academy.
- Prepared agenda guide.
- Prepared, set up, attended, and performed administrative duties and follow-up tasks for the July 12 regular Commission meeting.
- Prepared/distributed draft agenda packet for the July 26 regular Commission meeting.
- Prepared/distributed agenda packet for July 17 Town Hall Meeting.
- Set up for and attending Town Hall meeting.
- Completed 1 set of draft minutes.
- Processed 12 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.
- Uploaded audio recordings to the network for retention.
- City clerk and records clerk cross-training on various department duties.
- Drafting procedures for new lien letter process.
- Scanned, published, and filed recently-approved resolutions and minutes.
- Assisted residents with North Beach Parking registration.
- Working on extensive records management projects.
- Working on minutes of Commission meetings and workshops.
- Working with HR to re-advertise deputy city clerk vacancy.
- Processed resignation of one ESC member.

Engineer

- Complete final draft of Public Utilities 10-Yr Capital Improvement Plan
- Complete final draft of Public Works 10-Yr Capital Improvement Plan
- Performed HMGP grant administration activities for current grants
- Updated HMGP grant applications currently under review by DEM
- Reviewed and analyzed water quality data obtained in response to Bridgeport barge spill
- Attended Resilient Florida grant program seminar
- Obtained FDEP coastal construction control line permit for 20th St walkover improvements

Finance

- Purchasing
 - o Processed 28 Purchase Orders for a total of \$247,314.84.
 - o Processed 96 Accounts Payable checks during week one for a total of \$295,929.42.
- Utility Customer Service Orders
 - o 182 Requested
 - o 218 Completed

- 3,217 Utility Bills were processed and sent
- 18 applications for new customers were processed
- No payroll was processed this week
- \$4,148.50 in billing adjustments was processed this week.
- Attended Regular Commission meeting
- Attended Department Head Meeting via Zoom
- Continued working on building FY2022 budget book
- Continued working on the FY22 budget
- Read further guidance regarding the use of the American Rescue Plan Act funds
- Attended the required three day training for HUD regarding Fraud Awareness, Detection and Referral for Government Programs due to the City receiving CDBG-MIT funding
- Published Pension Board(s) agenda
- Facilitated Pension Board meeting
- Completed monthly financial report for the Regular Commission meeting to be held on July 26th.

Human Resources

- Worked with Commander and drafted contract for PD for instructor services.
- NeoGov – Participated in last meeting for phase one. Continuing training for next steps. Researching how to integrate other recruitment vehicles with NeoGov. Getting pricing on some other options. Also inquired about their new offering of diversity application tracking.
- Handling a Risk Management issue regarding damages to Howell Park due to an Amazon truck getting lost and driving through.
- Held public meeting - First PBA Police union negotiation meeting. Typed up and distributed summary of meeting and scheduled next meeting and typed up notice.
- Established Safety Committee Coordinator and drafted paperwork for ad pay regarding added duties. Working on resources to give her to get started.
- Participated in EEOC Training: Knowing the Laws and Avoiding the Pitfalls.
- Reconciled and paid invoices to Medcom and CareSpot.
- Closed out 3 job vacancies and distributed the applications to the department.
- Assisted the Commander at the Police Department with some information needed for the Federal Pandemic Program for pay disbursements.
- Worked with the Workers' Comp. adjuster on an ongoing medical issue with an employee.
- Processed regular payroll.

Planning/Community Development

- ESC meeting
- LEED for Cities
- Tree Code
- Capital Imp Plan
- Reviewed tree and building permits
- Complete tree and building permit inspections

- Answered zoning and tree questions
- Worked on ESC Meeting minutes
- Worked on Zoning Verification Letter
- Reviewed Chapter 23
- Investigated new code enforcement complaint
- Followed up on existing code cases.
- Due to new state law, anonymous complaints may no longer be acted on by code enforcement. Three callers declined to leave their information this week and no complaint was filed in those instances.
- Worked on updating water meter GIS information with replacement and new water meter information.

Police

- Preparing for Budget Workshops
- Cmdr. Cameron attended a Knights of Columbus monthly meeting to share info about Hurricane preparedness and how the city manages hurricane response
- PD approved hiring one new Officer, testing for two other open positions continues
- Working on increasing On Officer Camera program functionality
- Applied for a Grant to add AED's to more police vehicles and city facilities

Public Utilities

- Changing out broken/dead meters and curb stops from service orders; performed emergency shut off for customer repairs on Beach Ave and Assisi Lane; repaired water breaks on Seminole, Beach Ave, Paradise Ct, Sturdivant, N. Sherry Dr; Mayport Rd, Live Oak Lane, Rudder Rd; performed sewer repairs on Panuco, Hickory, Ardella; investigated resident complaint of no water on Poinsettia; responded to 9 after hours/weekend emergency calls; performed 73 utility locates for Sunshine 811 Call Before You Dig locater services; reviewed 8 permits, 5 inspections, 3 contractor meetings, 6 site visits; performed hydrant flow test for future development near Wonderwood/A1a; ordered sod to replace work areas throughout city; sent sewer lateral picture location to resident on Beach Ave.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.046MGD; contractor replaced pond aerator pump and corrected problems with clarifier drive; replaced rotary pump head on hypo pump;
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; received contractor quotes for chlorine scales and rebuilding of the high service pump #5; ordered cameras for gates at WTP #1 & #2.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; purchased replacement AC and fans for lift stations.

Public Works

- New trash contractor (GFL) starts the trash pickup on August 2nd.
- Stabilized and sodded another area of the ditch bank at City Hall.
- Repaired the well pump at the freedom fountain on West 4th Street.
- Attended a mandatory pre-bid for the Landscaping contract bidding on August 11th.
- PW has put the bid request out for the wood decking on the 20th street beach walkover. Bids are due on August 11th
- Repaired damaged area in Howell Park from an Amazon truck.
- 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.
- Bids were received and the Commission has approved the Donner road project. We are beginning the process of getting the utilities moved so that the project can begin.

Recreation

- Took 8 reservations for Building, Beach Chair, Park & Beach rentals and campers at Dutton Island.
- Acoustic Night, July 25 from 6-8 pm.
- We have received a total of 70 surveys to date.
- Worked on newsletter and newspaper articles.
- 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.