

July 23, 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 113 and received 398 emails.
- Reviewed and prepared final agenda items for the July 26 City Commission meeting.
- Met with department heads on their budget requests.
- Prepared for and attended the first budget workshop.
- Met with Neptune Beach to discuss paid parking.
- Reviewed engineering proposals for traffic calming.
- Met with Richard Arthur and Bruce Andrews about BTC landscaping.
- Reviewed the application for American Planning Association's Great Places Award.
- 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 372 and received 579 emails.
- Attended July 22 City Commission budget workshop.
- Produced and published an e-newsletter and the August utility bill newsletter.
- Attended Oceanside Rotary/Beaches Habitat for Humanity ribbon-cutting for the new bus shelter at Jordan Park/Community Center.
- Participated in capital improvement project/budget planning.
- Extensively promoted the City's new tree-protection guidelines via the City's various communications platforms.
- Produced an 18<sup>th</sup>/19<sup>th</sup> Street public information/meeting summary/list.
- Working with the City of Neptune Beach on an American Planning Association Florida chapter on a Best Places award application for Beaches Town Center.
- Received notification that the City has been awarded a Florida League of Mayors City Catalyst Grant for a disability services project.

- 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 Reallocate usable storage space on the two Barracuda backup appliances
  - o FTP issues
  - o Sharefile testing
  - o AS400 new printer

## **Building**

- Issued 55 building permits.
- Conducted 38 plan reviews and 92 building inspections.
- Participated in Monday development meeting and discussed current issues.
- Working on new State legislation requirements.
- Met with other departments and fiber optic company, regarding Right-of-Way permits.
- Participated in Zoom floodplain managers meeting.
- Working on implementing ETRAKiT.
- Worked on records requests.

## **City Clerk**

- Scheduled three interviews for July 29 BMRC meeting.
- Prepared and distributed agenda packet for July 22 Budget Workshop.
- Completed 2 sets of draft minutes.
- City clerk attended ceremony and administered the Oath to one new police officer.
- City clerk and records clerk prepared, set up, and attended July 22 Budget Workshop.
- Prepared/distributed final agenda packet for the July 26 regular Commission meeting.
- Working on minutes of City Commission meetings and workshops.
- City clerk and records clerk cross-training on various department duties.
- Sent recently-adopted ordinances to Municode for posting.
- Reviewed 35 new applications/resumes for deputy city clerk vacancy.
- City clerk attended department head meeting.
- Working on extensive records management projects which include scanning records, verifying scanned records, inventorying boxes, identifying records that met retention requirements, scheduling destruction of appropriate records, and documenting in accordance with State laws.
- Processed 13 Electronic Lien Letters.
- Performed a variety of administrative duties and responded to inquiries and requests.
- Uploaded audio recordings to the network for retention.
- Scanned, published, and filed recently-approved resolutions, minutes, and orders.
- Finalized, executed and mailed 6 Code Enforcement Special Magistrate (CESM) Orders.
- Prepared and distributed agenda packet for BMRC meeting.

## **Engineer**

- Prepare budget workshop presentation materials
- Oversee delivery of generators at the Camelia St LS and at the Public Works Building
- Participate in teleconference with FDEP regarding water quality in Hopkins and Shermans Creeks
- Start preparation of CDBG-MIT grant applications for Aquatic Gardens Phase II and potable water distribution improvements
- Completed quarterly grant compliance reporting

## **Finance**

- Purchasing
  - o Processed 32 Purchase Orders for a total of \$21,452.05.
  - o Processed 56 Accounts Payable checks during week one for a total of \$165,906.06
- Utility Customer Service Orders
  - o 140 Requested
  - o 158 Completed
- No utility bills were processed this week
- Meters on Route 3 were read this week
- \$3,703.40 in billing adjustments were processed this week.
- 29 applications for new utility customers were processed
- 2 Dog Park applications were processed
- In addition to Utility Bill payments, Customer Service Representatives processed the following payments:
  - o 20 Offsite Payments – 9 from Recreation; 11 from Accounting
  - o 17 Lien Letter Requests
  - o 5 Animal Control Citations
  - o 18 Parking Tickets
- 172 Payroll Checks were processed this week for a total gross amount of \$311,455.70
- Attended Department Head Meeting via Zoom
- Worked on FY22 Budget for the Workshop meeting to be held on July 22<sup>nd</sup>.
- Worked on the presentation for the budget workshop
- Continued working on the digital budget book for the FY22 Budget
- Assisted Police Department with items from their desk monitoring report
- Worked on implementing two new requirements from the Government Accounting Standards Board; Statement 84 – Fiduciary Activities and Statement 87 – Leases.
- Attended required HUD training on Davis Bacon wage laws.

## **Human Resources**

- Finalized discussion of position upgrade/re-advertising options with department head.
- Continued handling of a Risk Management issue regarding damages to Howell Park due to an Amazon truck getting lost and driving through.
- Held public meeting – Second PBA Police union negotiation meeting.

- Continue to work on recruitment options.
- Finalized completion/submission of DEP inspection forms.
- Attended three continuing legal education webinars.
- Reviewed and responded to request to upgrade position.
- Calculated leave payout for those who have over 680 hours on the books, as an exercise in reference to PBA request.
- Participated in EEOC Training: Knowing the Laws and Avoiding the Pitfalls.
- Reconciled and paid invoices to SunLife, Lincoln, Standard, and Humana.
- Closed out 1 job vacancy and distributed the applications to the department.
- Opened 4 new job vacancies.
- “In-processed” 1 new employee.
- Processed 1 background check for an applicant.

### **Planning/Community Development**

- Held Community Development Board meeting
- Redesigned “Grounds for Decision” slips for Community Development Board
- Worked on LEED for Cities Certification
- Updated tree removal permit application
- Worked on outreach for new tree code
- Worked on minutes from the CDB meeting
- Uploaded completed tree removal permits
- Scanned old planning documents from City Clerk
- Updated planning department webpage
- Received and finalized orders from the Special Magistrate for the July hearing.
- SB 60 was approved by the Governor and became effective 7/1/2021. It prohibits code enforcement action based on anonymous complaints. Since 7/1 we have only received 4 anonymous calls that code enforcement was unable to act on.
- Created GIS map packages for upcoming utility projects.
- Followed up on open code cases.
- Reviewed building and tree permits
- Completed building and tree permit inspections
- Answered zoning questions
- Prepared presentation for CDB meeting
- Contacted 630 Tree Applicants
- Completed ESC Meeting Minutes
- Researched zoning questions
- Edited Tree Permit Mitigation sheet

### **Police**

- New Officer Recruit started Monday July 19 and was sworn in on July 21
- Submitted first responder covid 19 grant relief program request to the state
- Police Union had its first meeting with city July 21
- Processing another applicant for police (at the stage for background investigation)

- Next Wednesday police delivering pizzas to the Gail Baker Center for the summer camp kids
- Final grant JAGC information submitted to the state for park cameras (waiting final approval)

### **Public Utilities**

- Changing out broken/dead meters and curb stops from service orders; repaired sewer later on Hickory Lane; repaired leaking meter on Pine; repaired water breaks on Cornell, Seminole and Aquatic; using GPR machine to locate water mains for valve replacements; digging up hydrant at fire department to check valves for replacement; investigated sewer issue on Saratoga Circle and directed homeowner to contact plumber; replacing sod on Saturiba, Seat Oats, Palm Landing and Panuco; responded to 2 after hours/weekend emergency calls; performed 87 utility locates for Sunshine 811 Call Before You Dig locator services; reviewed 10 permits, 2 inspections, 3 contractor meetings, 3 site visits; performed hydrant flow test for Linkside at 11<sup>th</sup>, and sent results to contractor; testing and inspecting lift station and water plant backflow preventers; ; sent sewer lateral picture location to resident on Seminole for sewer issues; monitoring boring crews for AT&T; began exposing and locating valves on Seminole from 18<sup>th</sup> through Garden lane for future work.
- Performed required system testing and maintenance on waste water treatment facilities; reuse system running at an average of 0.272 MGD; plant operator mowed several overgrown areas of WWTP.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; accompanied landscaping contractors on site visits at water plants for upcoming bids; assisted with lift station fence removal.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed
- Worked with Steve Swann on capital budget items

### **Public Works**

- New trash contractor (GFL) starts the trash pickup on Aug 2.
- Stained the bridges in Johansen Park. Painted the fire hydrants.
- Did some landscaping around Adele Grage Community Center.
- New Landscaping contract is out for bids. Bids are due on Aug 11.
- PW has put the bid request out for the wood decking on the 20<sup>th</sup> street beach walkover. Bids are due on Aug 11.
- Fertilized the baseball fields at Russell Park.
- Worked on the Public Works budget and the CIP list.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- Veterans 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 7 reservations for beach wheelchairs, Park & Beach rentals and campers at Dutton Island.
- Took 4 reservations for community center rentals.
- Collected fee for 1 applicant for Arts in the Park.
- 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 until August 31.