

October 8, 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 105 emails and received 401 emails.
- Took 6 hrs. of personal leave.
- Reviewed and prepared final agenda items for the October 11 City Commission meeting.
- Met with LIUNA Union members to discuss contract negotiations.
- Reviewed traffic engineering study proposals.
- Collaborated with staff on an upcoming Complete Streets policy for adoption.
- Reviewed the COJ food truck park site plans.
- Met with Adam Fergeson from Mission Square.
- Reviewed provisions in the FL building code.
- Worked on the Visioning initiative.
- Reviewed and responded to the letter from the owner of 0 Lily Street.
- Worked on the Mayport mural inventory and assigning a dollar value to the installations.
- Participated in the weekly COVID-19 conference call to discuss events and facility rentals.
- Hosted a weekly department head meeting.
- Discussed ongoing personnel issues with Human Resources.
- Performed multiple site visits on various projects.
- 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 421 emails and received 482 emails.
- Administering/promoting the 2040VISION and Donner spray park questionnaire/survey.
- Working on racial equity project.
- Attended online racial healing and reconciliation conference.
- Working with videography intern on various projects.
- Working on tide-clock project.
- Working on City Government week programming.
- Drafted tree-protection/home rule resolution.

- Drafted resolution promoting Turkey Trot and honoring former Florida Health CEO Dr. Leon Haney.
- 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, including but not limited to COVID-19, and the City's new tree-protection regulations.
- Information technology:
 - o Replaced KVM switch at COLOGIX site for remote connectivity
 - o Issues with Data Flow Terminal at UT
 - o Connectivity Issues with Wi-Fi at public works

Building

- Issued 62 building permits.
- Conducted 38 plan reviews and 119 building inspections.
- Completed Staff evaluations.
- Participated in Monday development meeting, met with one developer, and discussed current projects.
- Held 7:30 Department meeting and discussed the soft start to ETRAKiT and plan review fees.
- Discussed details for enforcing the dumpster franchise agreement with other departments.
- Worked on records requests.

City Clerk

- City clerk administered the Oath to a new Building Maintenance Technician.
- Continued working on extensive records management projects which include scanning and verifying records, inventorying boxes, and identifying records that met retention requirements in accordance with State laws.
- Worked on Commission meeting minutes.
- Processed paperwork for new Police Vehicle.
- Acquired Deed documents from the Duval County Clerk's Office.
- Processed, published, and distributed final agenda packets for the Oct. 11 regular Commission meeting.
- Completed one set of minutes.
- Attended department head meeting.
- Performed a variety of administrative duties and responded to inquiries and requests.
- Updated website calendar and prepared and posted notices of upcoming meetings.
- Checking availability of members for scheduling next BMRC meeting.
- Scanned, published, and filed recently-approved documents.
- 7-Day Lien Letter Report - Processed 14 Electronic Lien Letters.
- 7-Day Public Records Requests Report - 2 completed.
- Assisted citizens with North Beach Parking registration.
- Prepared skills assessment tests and interview questions for vacant deputy city clerk position; interviewed and tested one candidate for the position.
- Prepared agenda guide for Oct. 11 Commission meeting.

Engineer

- Completed FRDAP grant application for Donner Park Splash Pad (\$160,000 request)
- Updated LEED documentation relating to water & wastewater
- Completed quarterly reports for multiple HMGP grants
- Completed quarterly reports for Aquatic Gardens state appropriations
- Completed monthly reports for both active CDBG grants
- Reviewed and commented on final plans & specifications for the combined beaches outfall repair project

Finance

- Director took 40 hours of personal leave.

Human Resources

- Scheduled, posted notice and conducted another LIUNA negotiation meeting to discuss wages and possible impasse bargaining.
- Check annual evaluations, reach out to Department heads for those missing employees.
- Continue to work with two Departments on position changes, including addition of responsibilities and possible reclassification.
- Worked on Mutual Aid Agreement with Chief and City Attorney.
- Several telephone calls regarding our Wellness Program and incentive money.
- COVID work group call.
- Opened 2 new job vacancies.
- Closed 3 job vacancies.
- Worked with the insurance company to get certificates for the Recreation Department events.
- Entered pay raises for employees in the payroll system.
- Processed regular payroll.
- In-processed a new employee.
- Worked with CareSpot for 2 new applicants for pre-employment medical testing.

Planning/Community Development

- ESC agenda review
- Help interview for deputy city clerk
- Plastic ord.
- Video for heritage tree
- LEED for Cities certification
- Plan Review
- Reviewed tree and building permits
- Completed tree and building permit inspections
- Answered zoning questions
- Completed documents for public hearings
- Reviewed LEED documents

- Investigated new code enforcement complaints
- Followed up on open code enforcement action

Police

- Chief and C4 attended FL Attorney Generals Back the Blue Award ceremony for K9's for Warriors
- PD Planning Trunk or Treat event with City hall participation
- PD renewing two Mutual Aid agreements that have expired or that need amendments
- PD working to implement Crime Mapping program for public use

Public Utilities

- Changing out meters and curb stops from service orders; repaired water breaks at 11th St, Seminole Road; isolated valves for upcoming valve installation; completed laying sod on Seminole Road; repaired wash down stand pipe at Public Works; met with asphalt contractor on scheduling upcoming asphalt repairs; set meters in Haywood Estates; repaired leaking meters on Inland Way, Laughing Gull and Seminole; completed water break at 2700 Block Mayport Rd; performed emergency shut off in the 1500 block Linkside Dr;; located sewer lateral for new home being built on East Coast; performed 51 utility locates for Sunshine 811 Call Before You Dig; 6 CO inspections and 4 Cross Connection Inspections, 2 Backflow inspections; attended 1 contractor meeting; 18 site visits; reviewed and processed 8 permits; 5 after hours emergency calls; entered locate tickets for hydrant repairs at police station; investigated pressure issue 300 Block of 8th and 1900 Block Mipaula.
- Performed required system testing and maintenance on water treatment facilities; exercised generators; performed monthly sampling & sent results to DEP; responded to water quality complaint on Cabo Blanco; repaired bathroom at WTP #1.
- Performed required maintenance, landscaping and repairs on system lift stations and surrounding areas; performed generator checks and services as needed; installed new submersible pump at West End Lift Station; met with contractors at Fiddler's Reef Apartment Complex regarding private Lift Station.
- Performed required system testing and maintenance on wastewater treatment facilities; reuse system running at an average of 0.335 MGD.

Public Works

- Cleaned the pipes and catch basins on Violet Street with the Vac-Con truck.
- Pipes and basin cleaned at Stanley and Jackson Road.
- A new pressure valve was installed in the headwall at Gladiola and W. Plaza.
- Graded the roads out on Dutton Island.
- Fixed the men's restroom toilet at City Hall.
- The new Landscaper (Brightview) started this week. We are working out a few kinks.
- The decking for the 20th Street Beach walk-over has been ordered. Construction to start in late November.

- The Sylvan Street Turf-Block parking pads have been awarded to the contractor. The turf block pavers have been ordered.
- The 2021 Milling and paving has been approved by the Commission. We will be setting up a pre-construction meeting soon.
- Beach cleaning contract bids are in, taking to commission on Oct. 11.
- Public Works has a Structural Engineer doing an evaluation on the PW Building.
- 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. The Contractor is working on ordering supplies now.

Recreation

- Took 27 reservations for Beach wheelchairs, Beach fires, Flag Football, Campout registration, Park & Beach rentals and campers at Dutton Island.
- Virtual Songwriters is scheduled for October 10 at Adele Grage.
- Working on Fall Festival and Campout.
- Fall Festival is scheduled for October 9 at Donner Park.
- Campout is scheduled for October 16 at Russell Park.
- Campout and Flag Football registration is open.
- Arts in the Park is scheduled for November 6.
- Jazz Festival is scheduled for November 20.