

April 28, 2023

MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: Joe Gerrity, City Manager
and Kevin Hogencamp, Deputy City Manager

SUBJECT: Weekly Highlights

Here are highlights of City of Atlantic Beach activities and initiatives of significance. Please let us know if you have any questions. These highlights are posted at www.coab.us/citymanager.

City Manager's Office

- Exploring alliances with a child-service organization to support Cultural arts and Recreation Department out-of-school programming.
- Assigned disposal of surplus vehicles to the Public Works Department.

City Clerk

- Received 13 applications for the Safety, Traffic and Parking Committee through April 27.
- Processed and published draft agenda packet for the May 8 City Commission meeting.

Cultural Arts and Recreation

- Events
 - o WellFest – Johansen Park, Saturday, May 6
- Sports
 - o Flag Football – Donner Park, Saturdays April 15-May 20
 - o Senior Citizens
 - Four programs/37 total participants
 - o Activities
 - Four programs/28 total participants
 - o Community Centers
 - After-school programming
 - Jordan vs Baker after-school kickball game – 3:30 p.m. April 28

Engineer

- Attended City of Jacksonville resiliency planning workshop to advise on critical infrastructure protection. The end result of the effort will be a resiliency action policy for COJ that will be incorporated in to all relevant city departments.
- Coordinated development of a hazard-mitigation grant contract with the Florida Department of Emergency Management for the design of the Cutlass Drive box culvert expansion.

Finance

- Facilitated demonstration of potential enterprise resource planning software system BS&A with positive feedback.
- Readvertising for accountant position; advertising the utility billing specialist position.

Human Resources

- Succession planning within the department.

Information Technology

- Troubleshooting City Commission Chamber audio.
- Planning migration of on-premise email and Microsoft Office licenses to the cloud.
- SCADA System Security, VPN and firewall firmware reviews/upgrades.

Planning/Community Development/Building

- Bull family land dedication on Earth Day.
- Environmental Stewardship Committee hosted an environmental education program at the Sunday farmers market at Russell Park.
- Received preliminary pricing for Main Street complete streets improvements.
- Preparing greenway mural project request-for-proposals.

Police

- Officers attended semiannual firearms training at JSO range.
- Firearms instructor attended three-day state certification update training.
- Planning and scheduling for extra staffing during Memorial Day Weekend.
- Hosted tour for 70 second-graders from Atlantic Beach Elementary School.

Public Utilities

- Replaced leaking hydrant on Renault Drive.
- 2022 Water Quality Report approved by Florida Department of Environmental Protection; submitted to utility billing company to include in upcoming billing.

Public Works

- Made two pipe repairs that was causing dips in the road on Nautical/Seaspray and 16th/Ocean.
- Painted new parking lines and no-parking stencils at 10th Street.
- Preparing Aquatic Dog Park for new sod.
- Working on concept plans and pricing for prospective Donner pickleball enhancements.