

May 26, 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

- Developing City of AB welcome packet for new utility customers and the community at large.

City Clerk

- Obtained quotes for budget preparations.
- Notified all STOP Committee applicants about proposed changes to its membership and appointment process and the cancellation of BMRC meeting.
- Hired new records clerk to start on June 12, 2023.

Cultural Arts and Recreation

- Compiling Grant Recipients Final / Progress Reports for the upcoming Grant Cycle

Engineer

- Participated in NEFRC Resilient First Coast steering committee for discussion of first steps toward development of a Regional Resiliency Action Plan
- Completed bid package for Mayport Road Water Main Extension – This project will result in improved pressure and flow in parts of our potable water distribution system north of Dutton Island Road and west of Mayport Road.

Finance

- Interviewed six cashier candidates, selected two to move forward.
- Had final transition meeting from FEMA to the State for Hurricane Ian.
- Met with vendor for Wednesday's software demonstration.
- Received \$64K for Hurricane Ian debris removal.

Human Resources

- Working with two department heads on restructuring of departments.
- Set up Department Head leadership training.
- Working on finalization of 10-year appraisal of all City buildings and contents.

- Held first collective bargaining meeting the LIUNA “Blue Collar” union.

Information Technology

- Printer security updates
- Text Message archive review
- License management software Update
- BD credit card machine compliance review

Police

- Two PD IMT members in ICS Class for Facilities Management.
- PD processing applicants
- Sgt. Moore is attending the FDLE three-week First Line Supervisor Academy in Ocala, FL.

Public Utilities

- Hosted pre-conference meeting for WTP #2 Ground Storage Tank Painting
- Contractor began work on Old Sherry Drive Water Main Extension Project

Public Works

- Installed six new Memorial Bricks on the Veterans Park sidewalk. Preparing the park for Memorial Day ceremony.
- Installed two new Memorial Street Signs at 2nd and East Coast Drive and Ahern and Beach Ave.
- Repaired the timer box and control switch for the lights at the Pickle ball courts.