

August 18, 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

- Collaborated with Mayor, Human Resources Director and City Attorney on finalizing City Manager employment agreement.
- Meeting with Information Technology and Finance directors to coordinate procurement of an enterprise resource planning software solution to management day-to-day business activities including accounting, procurement, project management, human resources, and permitting.

City Clerk

- Contract for iCompass' Board Manager module has been executed; attended training webinar and began set up for tracking positions, members and terms.

City Engineer

- Old Sherry Drive Water Main Project Phase II - We were not successful obtaining a Defense Community Infrastructure Program (DCIP) grant this year for the project. We met with NS Mayport personnel to discuss the project and agreed that we should continue pursuing other grant opportunities and reapply for DCIP funding next year. We did complete a FEMA Building Resistant Infrastructure and Communities (BRIC) notice of intent for funding of this project and submitted it for review.
- Worked with the NEFRC Regional Resiliency Infrastructure Subcommittee to continue developing best practices for infrastructure resiliency that can be applied in COAB and North Florida in general.

Cultural Arts and Recreation

- Events
 - o Movie in the Park at Johansen Park Sept. 18 - 8 pm (Guardians of the Galaxy)
 - o Back to School Family Craft Night at Adele Grage - 6:30 p.m. (Bruch Up! Canvas Painting)
- ARCC
 - o Grant Presentations on Aug. 22 in the Commission Chamber from 9 am – 5 pm
- Community Centers
 - o Last day for part-time staff Aug. 18
 - o Boys and Girls Club Programs begin on Aug. 21

Human Resources

- NIMS training prerequisites coordination for department heads to take the 300 in-person class.
- Established two dates for Mission Square representative to talk with employees about financial wellness.

Information Technology

- Security badge system completed for Baker and Jordan centers
- FDLE CJIS technical audit

Planning/Community Development/Building

- Completed tree survey for the Dora Drive property.
- Participated in the Mayors' Monarch Pledge network-wide meeting.

Police

- In-house tactical emergency casualty care training given to sworn officers
- First day of school – went smoothly, provided additional traffic control for the first week
- Gave a presentation on bicycle safety and e-bike laws to all students at ABE.
- Internal employee of the quarter recognition ceremony – recognized Officer Mims and Officer Moreta for their proactive approach and positive attitudes on midnight shift. They made the most DUI arrests as well as issued numerous traffic citations during the click it or ticket campaigns. We also recognized ACO Skarbek for voluntarily taking on additional responsibilities while the other ACO was out on extended family medical leave – as well as for locating a felony suspect that patrol was looking for and keeping eyes on him until patrol could arrive to contact and arrest him.

Public Utilities

- The high-speed service pumps for WTP #1 were delivered.
- Elevated tank repairs are near completion at WTP #2

Public Works

- Public Works building renovation has been approved by the Commission. PW staff has to be moved out of the building by Sept. 11 so the contractor can begin the renovations.
- Planted new annual flowers on the Atlantic Boulevard median endcaps.
- Donner Road is nearing completion. The asphalt is scheduled for Aug. 24 and 25; the striping is scheduled for Sept. 1