

June 16, 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

- Completed budget-preparation meetings with finance director and department heads.
- Participated in a multidepartment hurricane-preparedness tabletop exercise.

City Clerk

- New records clerk Auriela Nuxoll is onboard.
- Updated iCompass with new Safety, Traffic and Parking Committee page; added members and templates; sent appointment letters; and scheduled first meeting for July 5 at 6 pm.

City Engineer

- Completed FY 2023-24 update of 10-year capital planning for Public Utilities and Public Works.
- Conducted kickoff meeting with the lifeguard station building expansion project team

Cultural Arts and Recreation

- Arts, Recreation and Culture Committee grant applications are being solicited.

Finance

- Welcomed Constance Morris to her position as cashier on June 12.
- FY 2021-22 audit report was presented to the City Commission and submitted to all required agencies.

Human Resources

- Finance director position recruitment under way.
- Finalized details of department head leadership training.

Information Technology

- Public utilities supervisory control and data acquisition system testing phase.
- Police Department server file storage upgrade.

- Implemented ShareFile Work-flow recreation permit integration.

Planning/Community Development/Building

- Hosting public input meetings at 2 p.m. and 6 p.m. June 24 for the comprehensive plan and land development regulations updates.
- Certificate of occupancies issued for 1845 Mayport Road and 660 Mayport/25 W. Sixth St.
- Coordinating a training seminar for enforcement officers and building inspectors for sea turtle lighting.

Police

- Hosted career day for students at Russell Park with 10 career presenters and more than 100 children in attendance.
- Completed installation of electrical service at the department's storage building.

Public Utilities

- Water treatment plant #1 electricians are installing chemical feed pumps for a new chlorine delivery system.
- Filled the distribution supervisor position.

Public Works

- Restriped the Tide Views Preserve parking lot.
- Dutton Island culvert sleeve is being installed in preparation for the concrete pour.