

August 4, 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

- Preparing for Aug. 7 City Commission budget workshop.
- Working on matters related to the City's programming partnership with the Boys and Girls Club, including facilities improvements and future Cultural Arts and Recreation staffing.

City Clerk

- Reviewed 15 applications and scheduled interviews with two records clerk candidates.
- Along with our procurement manager, continued collaborating with representatives regarding contracts for upcoming system upgrades to both JustFOIA and iCompass.

City Engineer

- Attended Florida Rural Water Association annual conference. Topics of note discussed that affect COAB Public Utilities include FDEP's collection system rule, EPA's lead service line identification and elimination requirements and updates on Senate Bill 64 requiring removal of our treated effluent from the St. Johns River.
- Met with Cityworks to discuss their asset management software for water, sewer and stormwater. The City currently does not have a robust asset management program and due to changing regulations will need to implement one. Cityworks has a widely used asset management solution that will integrate with our enterprise resource management system.

Cultural Arts and Recreation

- 19 Grants Submitted
- Summer Camp ended

Finance

- Budget preparation

Human Resources

- Coordinating with Mayor and City Attorney on City Manager employment negotiations and agreement in advance of the Aug. 7 City Commission meeting.
- Renewal meeting with our insurance broker for 2024 employee benefits. Developed a renewal plan.
- Resolved a risk management issue regarding a vehicle crash involving a police unit.

Information Technology

- FDLE CJIS technical Audit preparation

Planning/Community Development/Building

- Issued demo permit for chronic code enforcement house/blighted structure at 981 Sailfish Drive.

Police

- Hosted National Night Out event on Aug 1; more than 100 attendees.
- Annual crossing guard re-certification training – both crossing guards, both animal control officers, and a few volunteers attended and passed the four- hour re-certification course conducted at the PD.
- Attended the first planning meeting downtown for the Air, Sea and Sky show.

Public Utilities

- Crewmembers have been collecting Bac-T samples from the well on Donner Road (#2 well for Water Plant #1) for clearance to put back in service.
- Old Sherry Drive water main was put into service on Aug 2.
- Painting has begun on the Ground Storage Tank at Water Plant #2.
- The temporary cell tower at Water Plant #1 has been removed.

Public Works

- Dutton Island culvert project is completed.
- Received final cost from the contractor for the Public Works building. Will be presented to the Commission on Aug. 14.
- Crews have been very busy cleaning catch basins and surrounding areas preparing for the afternoon storms.