

September 15, 2023

## MEMORANDUM

TO: Mayor and Members of the City Commission

FROM: 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](http://www.coab.us/citymanager).

### **City Manager's Office**

- Budget process wrapping up with Sept. 25 City Commission presentation, vote

### **City Clerk**

- Attended JustFOIA Pro and Document Management Training in connection with the implementation project.
- Budget, millage public hearing notices published in *The Beaches Leader* on Sept. 14 for the Sept. 25 Commission meeting.

### **Cultural Arts and Recreation**

- Events
  - o Fall Family Paint Night at Adele Grage on Friday, September 15<sup>th</sup> - 6:00 p.m. – 7:00 p.m. (Brush Up! Canvas Painting)
  - o Fall Festival at Donner Park on Saturday, September 30<sup>th</sup> from 10:00 a.m. – 1:00 p.m.
  - o Flagler's Railway Tracks to a Community Event at Adele Grage October 7<sup>th</sup> from 2:00 p.m. – 5:00 p.m.

### **Engineer**

- Began preparation of an FDEP Coastal Construction Control Line permit application for the proposed lifeguard station expansion.
- Conducted project progress meeting for both the Water Treatment Plant No. 2 modernization project design and the design of improvements to eliminate gas chlorination at WTP No. 2 and the wastewater treatment facility.

### **Finance**

- First hearing of the City's tentative budget held Sept. 13.

### **Human Resources**

- Ensuring that all of our fiscal year-end due dates are met, including comp time payout with the new police roll-over provision, raises, leave cash-in.
- Held LIUNA “Blue Collar” union negotiation meeting, where the union declared an impasse. Drafted a summary of the impasse process through PERC, as outlined in Florida Statute. The parties have agreed to conduct an informal process directly with the Commission. Drafted a memo to Interim City Manager regarding status of the negotiations and agreed-upon impasse procedure.

### **Information Technology**

- Public Works AS400 Services & Phone System update

### **Planning/Community Development/Building**

- Attended ESC meeting
- On site meeting regarding sight line issues at 42 East Coast Drive

### **Police**

- Completing 2023 personnel evaluations

### **Public Utilities**

- Bid opening for the wastewater treatment plant Headworks Hydraulic/Piping Improvements.
- Hosted a pre-construction meeting to discuss utility requirements for the future Towne Place Suites at 2580 Mayport Road.

### **Public Works**

- Completed move into temporary offices on Mayport Road; contractors have begun construction.
- City milling and paving project in final days.
- Carpet installed in the Adele Grage Cultural Center theatre.