

Interim Executive Director Report

July 8, 2016

Tim Johnson, new Executive Director starting date August 1, 2016.

Orientation Plan prepared. Annual Cycle of Work Schedule Developed.  
Ethics Training date to be set for new Trustees and Executive Director in September.

Summary Plan is complete. City printing copies next week. Plan to be published on website.

Baldwin Bill-now in the hands of Mike Weinstein.

Budget delivered to City Council Secretary. Copies sent to all Council members and City Auditor.

Approved changes in Investment Policy Allocation delivered to Finance Committee on June 16<sup>th</sup> as required under Pension Reform 304E.

Skylight installation complete.

Working with HR to reevaluate Debbie Manning's position.

Part time Records Management position posted on City website, Florida Coastal School of Law and FSCJ.

Coordinating with the City to sell the vehicle we own.

Electronic Records Management System in Pilot stage.