

City of Ormond Beach Memorandum

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: January 20, 2017

This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

City Manager

Reviewed and prepared with staff as follows:

- Staff meeting
- General discussion meetings with Police Chief, Planning Director, Fire Chief, Finance Director, IT Manager, and City Attorney
- Seaplane base proposal discussion with senior staff
- Ormond Crossings meeting with senior staff

Spoke to, attended and/or met with:

- Agenda review meetings with Commissioners Boehm and Selby
- Shade Meeting and City Commission meeting
- PACE meeting
- Arbor Day tree planting event at Nova Community Center
- Phone discussion with Tyler Lares on government career/internships
- Chamber of Commerce Annual Banquet

Community Development

Planning

- Ormond Crossings: The Planning Director attended a joint meeting of Economic Development, Utilities, Engineering and City Administration regarding Ormond Crossings.
- Planning Board: The Planning Board conducted public hearings on a land use change and zoning change for property located at 1268 West Granada. This property was recently annexed into the city for a future second phase of the Shoppes @ Ormond Beach.
- Brownfield Program: CARDNO, the City's Environmental Consultant will be conducting a Phase 1 Environmental Assessment along with a Geophysical Investigation for property located at 1535 N. US1. The Department is in receipt of the Site Access Agreement. The ground penetrating radar team has been dispatched to conduct a GPR survey of the property this week. The costs of the Phase 1 and the geophysical investigation are considered eligible costs under the EPA Brownfield Grant Program and the services provided will be at no cost to the current owner or purchaser.

Building Inspections, Permitting & Licensing

- 475 inspections performed (160 by Private Provider)
- 130 permits issued with a valuation of \$2,851,391.00
- 7 new Business Tax Receipts were issued for this reporting period.

Development Services

- The SPRC met with representatives for Bear Creek regarding the bridge renovation and alternative access. Issues: applicant wants signal at US1 & Hull Road.
- Approved projects under construction with percentage completed are as follows:

Project	% Complete
146 North Orchard Street	95%
783 North US 1	10%
McDonald's at 1520 N US Highway 1	85%
McDonald's at 105 Interchange Blvd	85%
McNamara warehouse	10%
Realty Pros	25%
Riverbend Church Expansion	35%
S.R. Perrott Office addition	98%
Chelsea Place, Phase 3	95%
Ormond Renaissance Condo	15%

Economic Development/Airport

Ormond Crossings

- Staff is working with the OCLS, LLC to evaluate options for extension of utilities to Tract 18, which is within Phase A Plat, to accommodate a potential development project. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is processing SKYO Industries Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is processing SR Perrott's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is processing Padwell Holding's Property Tax Reimbursement application as part of their Growth Assistance Agreement with the City.
- Staff is working with a potential new business to purchase the vacant 6 Aviator Way property.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff is working with Volusia County on a Qualified Target Industry application for a potential development project in the City.
- Staff is working with economic development practitioners from cities in Volusia County to plan for the Florida Redevelopment Association annual meeting being held on October 16 in Daytona Beach.

Prospective Business Attraction/Retention/Expansion

- Staff continues to work with representatives of an existing Ormond Beach business that is seeking to construct a larger facility. The company has outgrown their current space and needs to build a new structure to accommodate growth.

Airport Operation and Development

- Work on the construction phase of the Taxiway Golf project is complete. The need for additional minor adjustments to some of the new Precision Approach Path Indicator (PAPI) lights has been identified, and those adjustments are scheduled to take place early next week. The new PAPIs are designed to be visible from a wider point of view than the old PAPIs, which will require minor obstacle mitigation to maintain line of sight for pilots on final approach to land. Staff is working with the contractor to perform this mitigation.

- Wind speed and direction reporting from the Automated Weather Observing System (AWOS) adjacent to Taxiway Bravo remains unavailable due to component failure. Staff anticipates that the AWOS will be repaired and returned to service within the month.
- Work authorizations for the Wildlife Hazard Assessment project and the Obstruction Mitigation Environmental Assessment project have been approved.
- Airport staff worked with the City's Engineering and Planning Departments to examine conceptual plans for potential development of one or more available lots in the southeast quadrant of the airport.
- NexTower continues to work with staff to prepare a zoning application for the proposed wireless communications tower at the airport. NexTower has been invoiced by the City for site plan review and special exception procedures.
- Staff has been advised by the Federal Aviation Administration (FAA) that the cab window shades in the air traffic control tower have exceeded their life expectancy and are in need of replacement. Staff has advised the FAA that the airport will include a project to replace the shades in a future airport CIP planning cycle, and will also include the project as a discussion item in the annual project planning meeting with the FAA and the Florida Department of Transportation (FDOT).
- Staff has been advised by the FAA that a project to repaint the FAA's VORTAC (VHF omnidirectional range beacon and tactical air navigation system) facility at the airport will likely be accomplished during the current calendar year. The paint for this project has already been acquired by the FAA as part of their recently completed rehabilitation of the facility.
- Senior Members and Cadets from the Ormond Beach Composite Squadron were provided with a special, guided tour of the American Aero Museum at the New Smyrna Beach Airport last weekend.

Finance/Budget/Utility Billing Services

- On-going Projects
 - Annual audit is currently in process
- Completed Projects - Weekly
 - Processed 38 Journal Entry Batches (1436-1549).
 - Approved 24 Purchase Requisitions totaling \$235,902.21.
 - Issued 13 Purchase Orders totaling \$168,510.66.
 - Processed 3638 cash receipts totaling \$466,639.08.
 - Prepared 132 Accounts Payable checks totaling \$122,343.44 and 42 Accounts Payable EFT payments totaling \$143,085.00.
 - Prepared 13 Payroll checks totaling \$14,785.26 and 339 Direct Deposits totaling \$435,673.34.
 - Transferred IRS 941 payment of \$167,368.00.
 - Processed and issued 6,102 utility bills with billed consumption of water of 27,774K.
 - Processed 1,282 utility bill payments through ACH totaling \$92,349.22.
 - Issued 530 past due notices on utility accounts.
 - Auto-called 82 utility customers regarding receipt of a past due notice.

Grants/PIO

- Public Information
 - Press Releases
 - REEL in the FUN (Feb. 18, Central Park, Fleming Avenue)
 - Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended weekly staff meeting.
 - Completed weekly events calendar ad for Ormond Observer.
 - Met with Police staff on COPS grant reporting.
 - Met with Engineering staff on CDBG projects.

- Liaison to the NIAB meeting.
- Attended annual FAPIO Symposium at Fire Rescue East.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

Weekly Statistics

- Fires: 1
- Fire Alarms: 11
- Hazardous: 3
- EMS: 93
- Motor Vehicle Accidents: 4
- Public Assists: 53
- TOTAL CALLS: 165
- Aid provided to other agencies: 8 Calls: Daytona Beach (3), Volusia County (5)
- Total staff hours provided to other agencies: 6
- # of overlapping calls: 43
- # of personnel sent with EVAC to assist with patient care during hospital transport: 1
- Total EMS patients treated: 81
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 413

Training Hours

- NFPA 1001: Firefighting 13
- NFPA 1002: Driver 3
- NFPA 1021: Officer 7
- NFPA 1410: Hose Drill 66
- NFPA 1500: Safety/Equipment 26
- NFPA 1620: Preplanning 8
- EMT/Paramedic 11
- TOTAL TRAINING HOURS: 134

Station Activities

- Updated 9 pre-fire plans
- Conducted 4 fire inspections
- Instructed the quarterly CPR and AED course to 15 Ormond Beach residents

Significant Incidents

- 1/13/17, 2:33 PM: 1362 N. US-1 – Structure Fire – Upon arrival found smoke showing from a single story commercial multi-unit complex – fire was quickly extinguished and contained to unit of origin – heavy smoke and water damage to entire interior of unit and contents – fire under investigation by State Fire Marshall.

Human Resources

Staffing Update

Approved/Active Recruitment

- Police Officer (Police) open 10-5-15 until filled. Advertised on City web site, governmentjobs.com, National Testing Network, and internally.
- Police Records Clerk (Police) open 12-28-16 through 1-27-17. Advertised on City web site, governmentjobs.com, and internally.
- Building Inspector (Planning) re-advertised 1-5-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.

- Neighborhood Improvement Officer (Police) re-advertised 1-27-17 through 2-10-17. Advertised on City web site, governmentjobs.com, and internally.
- Landscape Architect (Engineering) re-advertised 12-12-16 through 1-27-17 on City web site, governmentjobs.com, and internally.
- Office Manager (Leisure Services) open 1-4-17 through 1-20-17. Advertised on City web site, governmentjobs.com, and internally.

Applications Under Review

- Police Captain (Police)
- Firefighter/EMT (Fire)
- Maintenance Worker II (Water Distribution/Public Works)
- Maintenance Worker II (Wastewater Collection Reuse Distribution/Public Works)
- Part Time Community Events Technician (Leisure Services)

Interviews Scheduled

- Treatment Plant Operator C, B, or A (Wastewater/Public Works)
- Part Time Box Office Attendant (Leisure Services)

Background/Reference Checks/Job Offers

- Police Officer (Police)
- Part Time Evidence/Crime Scene Custodian (Police)
- Maintenance Worker II (Streets/Public Works)
- Part Time Center Leader (Environmental Discovery Center/Leisure Services)

Separations

- Firefighter (Fire)
- Police Officer (Police)

Employee Events

- Our ICMA representative will be here to meet with employees on 1-26-17
- Blood Drive at City Hall 2-6-17

Risk Management Projects

- Mayor's Health and Fitness Challenge Planning

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Finance/Community Development – CRM system replacement – IT and Finance staff working on System Administration setup including Dashboard, User, Workflow, and Role configurations.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Meeting held with IT staff and PD administration to kick the project off.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline) - None
 - Windows Servers: - None.
 - Networking System: - None.
 - Work Orders: - 14 New work - 70 completed - 30 in progress
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails 35,306 Inbound E-Mails Blocked 17,157
 - Delivered Inbound E-Mails 18,149 Quarantined Messages 2,465

- Percentage Good Email 51.4% Virus E-Mails Blocked 0
- Notable Events:
 - None.
- Geographical Information Systems (GIS)
 - Addressing Additions: 9 Changes: 3 Corrections: 0
 - Map/Information Requests: 3
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,180
 - Meters GPS Located this week: 0: Total in system = 23,263; 22,560 potable, 692 Irrigation, 11 Effluent
 - Notable Events this week: Updated Hydrant Flow in GIS theme

Leisure Services

Administration

- MLK Prayer Breakfast
- Public Works Meeting
- City Manager's Meeting
- Meeting with Asst. City Manager
- Janitorial Services Meeting
- City Commission meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- One-on-One Meetings
- VCRDA Meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- Stump Site Visit with contractor
- Site inspections of Grounds Maintenance service areas
- Site inspections of Athletic Maintenance service areas
- Site visits with account managers
- Conduct over-site of enhancement, trimming, install and application projects
- Follow-up to concerns, issues and questions within scope of work
- Weekly administrative assignments and activities

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday, & Friday at the Sports Complex. Play is at 1pm daily.
- SHS Boys Soccer Team continued practicing this week (W & F) at the Soccer Fields, 6pm. Girls are on the road this week for their District Games. Boys Districts start next week.
- OBSC continued practicing for some upcoming tournaments on Soccer Field #8.
- Wendelstedt Umpire School continued this week, M – Sat., with ending date February 4th.
- Lady Renegades held their "Spring Training" on Saturday at the Sports Complex, Softball Quads, 10am.
- Golden Spikes 11's held their Spring tryouts on Saturday morning at 10am on Nova Field #1.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond

- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned Skateboard Park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Daily clean-up of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased & cleaned equipment
- Continued dragging infields
- Painted Soccer grass parking lot
- Painted Soccer Field #7 for SHS practices
- Prepped fields at Softball Quad for LR practices
- Prepped Wendelstedt Fields for Umpire School Monday through Saturday
- Dragged infields at Osceola Elementary & South Ormond
- Sprayed weeds at Osceola Fields
- Smoothed out Wendelstedt parking lot & clay area
- Finished spreading crimson stone at Nova Fields #3 & #4

Senior Center

- Granada Squares Dance was held on Tuesday from 6:30pm to 9:00pm
- King Jesus Ministries was held on Friday from 6:30pm to 9:00pm
- Tomoka Duplicate Bridge was held on Saturday from 11:00am to 5:00pm
- King Jesus Ministries was held on Monday from 7pm to 9pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - CMT held regular classes Tuesday through Friday.
 - Follies held regular classes Tuesday through Thursday.

South Ormond Neighborhood Center

- Splash Pad closed through Dec 1 until March 15
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Youth basketball Wednesday/Friday
- MLK

Community Events

- Weekly administrative tasks, office work, and activities
- Attended weekly one on one meeting and staff meeting
- Continue training and orientation of new Community Events Leader
- Assisted with City Commission workshop dinner
- Attended presentation of 2016 HOHO Parade Awards, City Commission meeting, Tuesday, January 17th
- Attending Memorial Day Service committee meeting
- Set up, work, break down, Arbor Day Tree Planting, Friday, January 20th
- Preliminary planning of 2017 events in the months of January through May
 - Community Garden Ribbon Cutting, Saturday, February 4th
 - Reel in the Fun, February 18th
 - Art in the Park, May 6th & 7th
 - Memorial Day Remembrance Service, May 29th
- Clean up and organizing of all equipment and supplies from December holiday events, ongoing

Gymnastics

- Classes are going well and growing
- January session in progress
- Trial classes are being offered to attract potential students
- Working with area high schools to attract potential students
- Open Gym, Friday, January 20th 6-8pm

Nova Community Center and Special Populations

- FitGyms conducted their personal training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise continue to meet at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued with various classes that are offered throughout the week.
- Youth Basketball League continued their games this week Tuesday through Thursday. The season will continue until end of February.
- The Cat Fancier's Cat Show took place on Saturday and Sunday from 9am – 5pm.
- Challenger ABC of Indoor Sports started on Tuesday.

The Casements

- A party was held inside The Casements and on the North Lawn Saturday from 8 am to midnight.
- Youths from the ECHO Rangers Program toured The Casements Saturday morning from 11:00 a.m. to noon. They took a guided tour, completed an activity, and received a stamp in their ECHO Rangers book for visiting the historic site.
- Guild tours were given on the hour Tuesday through Friday from 10:00 a.m. and to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- Pilates classes met Tuesday through Friday at The Casements.
- Yoga class met on Tuesday morning at The Casements.
- A Memorial Day Remembrance board meeting was held on Wednesday morning from 11:00 a.m. to 1:00 p.m. in the Preservation Room.
- Lohman's Healing Path Workshop met in room 205 on Wednesday afternoon from 2:00 p.m. to 4:30 p.m.
- Zumba class met on Thursday at The Casements.
- My Big Fat Greek Cooking Class was held in The Casements' kitchen on Thursday from 4:00 p.m. to 7:30 p.m.
- A local Boy Scout Troop held an Arrow Light Ceremony in The Casements' atrium on Thursday night from 5:30 p.m. to 8:00 p.m.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted reservations at pavilions
- Community Garden at Central Park I, built and installed ADA plots. Drilled holes in boxes for water lines.
- Central Park I, cleaned up storm branches behind pavilion
- Melrose Park, cleaned up debris and wood from docks that have floated into the park, cleaned graffiti off bench and storm drain wall

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations

- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Various city facilities, checked thermostat/heating concerns
- Repair two lights (4 lamps) C.I.D., SGT Office
- Met roofing contractor for awning and down spout repair at SONC
- Met welder for dugout bench repair at Airport Sports
- Repaired #3 toilet at Andy Romano Park
- Repaired locked thermostat on a/c @ ARBFP
- Took down the City Hall plaza Christmas tree and put in storage.
- Escorted fire sprinkler technician throughout police station
- Repaired hand rail on the catwalk at WWTP
- Installed a new exhaust fan at Football restroom Airport Sports
- Repaired two fixtures in the ladies room at Airport Sports
- Escorted contractor for Fire Sprinkler repair at the PD
- Repaired toilets, fixed floor drain, replace ceiling tiles, add new misters, caulk floor tiles and clean hallway wall for MLK at SONC
- Called contractor pressure washing at Osceola Elementary
- Repaired light sensor in #6 restroom at Andy Romano

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Chief Godfrey attended the FPCA Mid-Winter Conference in Orlando.
- Staff participated in the Ormond Beach Elementary Shifters Bicycle Ride.
- Staff participated in the Crime Stoppers 5k Fun Run.
- Staff attended the Martin Luther King breakfast at the South Ormond Neighborhood Center.
- Captain Rosenthal is attending the fourth of five sessions of the Southern Police Institute Command Officers Development Course.
- Meet with IT staff regarding computer access rights.
- Attended User Group Meeting with the County.

Community Outreach

- The annual Blanket and Coat Drive began.
- Members of the Youth Director Council and the OBPAL Basketball team participated with the Pledge of Allegiance at the Martin Luther King breakfast at the South Ormond Neighborhood Center.
- Registrations for the "Tutors R Us" program have been released.
- Registration for the 3rd, 4th and 5th grade Reading, Exploration, Adventure and Discovery program will begin next week.
- Scrimmage games and informal practice for the Ormond Beach Police Athletic League basketball program are being held as space is available at the South Ormond Neighborhood Center.

Community Services & Animal Control

- Animal Calls responded to: 41
- Animal Reports: 5
- Trap Neuter Release: 1
- Helmet Fittings: 5 Shifters Bike Club
- Animal Bites: 2

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 10
- Inactive: 8

- Fraud: 4
- Burglary Business: 3
- Burglary Residential: 6
- Larceny Car break: 6
- Grand Theft: 10
- Recovered Missing Persons: 1
- Robbery: 1
- Assaults: 1
- Police Information: 2

Records

- Walk - Ins / Window 76
- Phone Calls 82
- Arrest / NTA'S 23
- Citations Issued 78
- Citations Entered 90
- Reports Generated 146
- Reports Entered 120
- Mail / Faxes / Request 32

Patrol

- Total Calls: 1,369
- Total Traffic Stops: 187

Operations

Crime Opportunity Report Forms: 195

- 11/11/17
 - Grand Theft, 1521 West Granada Boulevard (Walmart). Purse taken from shopping cart, one item was recovered, credit cards used at multiple businesses.
 - Grand Theft, 1190 North United States Highway One (Edgewell). Currency was stolen from an unsecured file cabinet drawer.
 - Battery Domestic Violence Arrest, 1614 North United States Highway One (Econo Lodge). Two subjects involved in an argument where one pushed the other. One subject was arrested after he was located.
 - Fraud, 1545 North United States Highway One (Dollar General). Suspect attempted to make a purchase with an obviously fraudulent \$20 bill. Clerk refused to accept the bill and kept it to turn over to police.
 - Burglary Business, 327 Parque Drive #7 (Ormond Tree Company.) Front door to the business was pried open, numerous saws and climbing equipment taken.
- 01/12/17
 - Warrant Arrest, 6 Bear Tooth Path. Subject contacted at the location and arrested.
 - Narcotics Arrest, 601 Division Avenue. Subject contacted and issued a Notice to Appear for possession of narcotics.
 - Driving Under the Influence Arrest, United States Highway One at West Street. Driver contacted after reports of her driving southbound in the northbound lanes and nearly striking another vehicle. She was found to be intoxicated and arrested.
- 01/13/17
 - Trespassing Arrests, 331 Lincoln Avenue. Two transients were arrested for trespassing on posted property, one also arrested for an open warrant.
 - Carbreak, 265 Rosewood Avenue. Units responded to this address in reference to a burglary in progress. Upon approaching the motorhome, units discovered a broken glass window with a make shift ladder leading up to it. K-9 checked the motorhome along with other vehicles/vessels on the property but the suspect was not located.

- Grand Theft, 1628 West Granada Boulevard (Dunkin Donuts). Franchise owner suspects an employee of stealing \$357.50 from the cash deposit.
- Burglary Residence, 465 Bryant Street. While investigating a separate/unrelated disturbance at this location, the victim reported an unknown suspect entered the home while it was occupied and took \$1,100 in tools.
- Carbreak, 620 South Atlantic Avenue. (Family Dollar) Victim advised that someone smashed out her vehicle's window and stole her purse out of the car.
- Provide False Identification Arrest, 218 East Granada Boulevard. (Granada Plaza) Officers responded to the plaza in reference to a report of possible solicitors. Contact was made with someone who provided officers with a false date of birth.
- Battery Domestic Violence Arrest, 3 Eagle Drive. (Tomoka Oaks) A subject battered his aunt by grabbing her by the arm and shoving her during an argument over property in the home.
- Driving Under Influence Arrest, Rio Pinar Drive and South Saint Andrews Drive. (Tomoka Oaks) Subject crashed into a parked car at the above location and was found to be intoxicated.
- Driving Under the Influence – Hit and Run Arrest, 120 Williamson Boulevard. (Steak N' Shake) The victim of a hit and run crash called in to report that a vehicle had crashed into his rear bumper and left the scene. The victim was able to get the suspect's tag number. Contact was made with the driver at their residence who was found to be intoxicated and was arrested.
- 01/14/17
 - Warrant Arrest, 201 Main Trail (Trails Clubhouse). Subject was contacted by officers and found to have an open/active Volusia County warrant for failure to appear in reference to a trespassing charge.
 - Violation of Injunction Arrest, 84 Saint Anne Circle. Victim called to advise that the subject who she has an injunction against was on the property. That subject was contacted and arrested.
 - Burglary and Carbreak, 165 North Yonge Street. An unknown suspect made entry into a fenced compound and entered a vessel being stowed within the fenced area. The suspect also attempted to pry open a window of a truck as well as a door to the structure on the property. Entry was not made to the truck or structure and nothing appears to be missing.
 - Shoplifting Arrests, 1458 West Granada Boulevard (Bealls). Subjects were observed concealing \$282.57 worth of items in the store. When confronted by loss prevention, both subjects fled in a vehicle that was stopped by officers. Subjects were identified and arrested.
 - Battery Domestic Violence Arrest, 170 Williamson Boulevard #116 (Sleep Inn) Subject strangled his girlfriend to the point she could not breathe after an argument. The subject fled the scene prior to officer's arrival but was later contacted and arrested.
 - Narcotics Arrest, 600 South Nova Road. Officers conducted a traffic stop and could smell burnt cannabis omitting from the vehicle. A search of the vehicle revealed a pipe with burnt cannabis residue. Subject was arrested and released with a Notice to Appear.
 - Grand Theft, 132 Highland Avenue. Roommates allowed an acquaintance to stay at the residence. Both parties noticed items missing from the residence to include miscellaneous electronic devices and clothing.
 - Narcotics Arrest, 139 South Ridgewood Avenue. Officers made a traffic stop and upon making contact with the driver, a small amount of cannabis was in plain view inside the vehicle. A search of the vehicle revealed over 20 grams of cannabis, multiple plastic baggies, scales and \$1,292.00 in cash.
 - Armed Robbery, 1567 North United States Highway One. (Econo Inn) Victim stopping for a room reported that a vehicle pulled up next to him and engaged in conversation. He then stated that the occupant got out of the car, implied a weapon and snatched the victim's wallet and car keys.

- 01/15/17
 - Carbreak, 14 Fisherman's Circle #4. (Fisherman's Landing Apartments) Vehicle was ransacked and a wallet containing debit cards was taken. There was no forced entry.
 - Burglary Business, 38 South Halifax Drive. (Saint James Episcopal Church) Purse stolen from closed, but not locked, office in the church. Credit cards were used directly after at locations within the city.
 - Grand Theft, 440 North Nova Road. (Rainbow Park) Victim reported that she allowed her juvenile son to have possession of her cell phone while he was at the park. The phone was taken from a park bench while he was there.
 - Warrant Arrest, 672 Wellington Station Boulevard #68. (Wellington Station Apartments) Subject was contacted at his residence in regards to a teletype check revealing that he had an open warrant out of Volusia County.
- 01/16/17
 - Shoplifting, 1521 West Granada Boulevard (Walmart). Loss Prevention Officer was advised by an employee that they observed a subject leave the store with 27 items totaling \$1,998.54. Video evidence submitted, appears to be same subject from an earlier shoplifting case.
 - Carbreak, 33 Sandcastle Drive. Unlocked vehicle was entered overnight, 75 Seroquel pills were found to be missing.
 - Aggravated Assault with Firearm, 236 South Ridgewood Avenue. Ongoing dispute between two people. Victim advised that a subject came to the location, cut the power harness cable to a motorcycle and then threatened him by brandishing a firearm.
 - Burglary Residential, 1215 Parkside Drive. Door leading from her garage into the home found standing open. Electronics, jewelry and two handguns were taken.
 - Narcotics Arrest, Andy Romano Park. A suspicious vehicle was located in the park with two males inside. One subject fled from officers, dropping narcotics and paraphernalia. He was apprehended and arrested; both subjects were trespassed from the park.
- 01/17/17
 - Shoplifting Arrests, 1521 West Granada Boulevard (Walmart). Two subjects were arrested for leaving the store without paying for clothing.
 - Carbreak, 610 South Yonge Street (Simply Self Storage). Vehicle entered through a vent hatch and ransacked.
 - Theft, 20 Lorillard Place. A Huffy beach cruiser bicycle was left out on the driveway and was taken by an unknown suspect.
 - Narcotics Arrest, 79 Shadow Creek Way. Officers responded to assist Ormond Beach Fire Department personnel with a drug overdose. Narcotics were located and the subject was arrested after being released from the hospital.
 - Narcotics Arrest, 530 South Atlantic Avenue. During a traffic stop, the odor of burnt cannabis was detected and a subject was arrested for being in possession of a small amount of marijuana.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 51
 - Number of Uniform Traffic Citations Issued: 48
 - Number of Written Warnings Issued: 8
 - Number of parking tickets issued: 1
- Traffic Crash Reports
 - Number of Crashes without Injuries: 10
 - Number of Crashes with Injuries: 3

Neighborhood Improvement

- Weekly inspection statistics by Commissioner Zones
- Zone 1: 7 Cases initiated
 - Zone 2: 2 Cases initiated

- Zone 3: 0 Cases initiated
- Zone 4: 0 Cases initiated
- 3 signs have either been removed or sign cases created.
- 7 tree removal permit requests.
- Administrative staff assisted with eight (8) walk-ins and eighty (80) telephonic inquiries.

Public Works

- **Engineering**

- **Project Summary**

- **Construction Projects:**

- 2-Inch Watermain Replacement Phase 2 – Mainland – Final project close out began this week.
- 2016 Roadway Resurfacing & Ormond Beach Sports Complex Speed Tables – Fernway Drive curb replacement is complete. Milling and paving on Fernway and Biltmore began this week.
- Water Treatment Plant Lime Silo Dust Arrestor – The dust arrestor has been shipped. The Contractor is mobilized to begin construction January 23.
- Water Treatment Plant Controls and Pump Upgrade – Construction has commenced - high speed pumps #4 & #6 have been removed, and demolition has begun to allow for reconstruction of the pump bases.
- Laurel Creek Stormwater Pump Station Improvements – The contractor is constructing the generator pad and installing the electrical conduits.
- SONC Surveillance and Lighting – Staff is processing Purchase Orders for the purchase and installation of materials.
- CDBG – Hospital Garden Landscaping – Contractor will begin demolition and tree removal work.

- **Design Projects:**

- South Peninsula Reclaimed Expansion – The project is to be advertised to bid on January 22, 2017; a community meeting for this project is scheduled for February 1 at The Casements.
- West Ormond Community Center – A kick-off meeting was held with the Consultant. The consultant is coordinating with the School staff regarding getting school board approval for the project and use of school property.
- A1A Landscaping (Granada to Harvard) – Staff is working to address FDOT review comments.
- Ormond Sports Complex Field 9/10 Lighting – Staff is looking to coordinate this project with other lighting work that is now required due to Hurricane Matthew. Staff spoke with a lighting supplier to discuss current LED lighting options.
- WTP Sludge Residuals Facility Improvements – Held a design review meeting and discussed consideration of modifying the second floor to accommodate the installation of Filter screw presses in lieu of centrifuges as there is a cost savings of \$60,000 per year for annual operating costs.
- Cassen Park Public Dock – Staff was notified by FIND that the City has made the cut for award of the Grant for the Phase 1 funding. The grant amount approved was for \$53,299. The Army Corps of Engineers has issued the public notice for the permit and all comments should have been received. An email was sent to FDEP to request their assistance in the permit review process that appears to have become placed on hold while FDEP staff deals with Hurricane Matthew issues.
- Sanitary Sewer Inflow/Infiltration – Bid award is scheduled for the February 7 City Commission meeting.
- WWTP Sludge Dewatering Improvements – Design kick-off meeting is being scheduled.
- Effluent Outfall Replacement – The project has been advertised for bids. A pre-bid meeting was held this week. The state submerged lands lease was received and the project is set for disposition to advertise for bids at the January 3rd CC meeting.
- Forest Hills Connector Trail – City staff is finalizing work on plans for review by FDOT, geotechnical reports were received January 17 allowing for completion of design.
- CDBG (canoe kayak launches) – Staff is addressing FDEP comments in advance of their issuing a permit for the Kayak Launch that will be located at Cassen Park.

- Ph III 2-Inch Water Main Replacement – Mainland – Staff received and is reviewing 90% plans. Tentatively scheduled for disposition to advertise for bids at the February 7 Commission meeting.
- Ph III 2-Inch Water Main Replacement – Peninsula – Design Consultant has submitted final plans and is finalizing permit applications for submittal to the Volusia County Public Health Unit. Staff is finalizing plan review and placing documents on the agenda for the February 7 City Commission meeting.
- Downtown Stormwater Phase 2 – Staff met with New Britain Avenue property owners to discuss right-of-way issues and project schedule.
- Fleming Ave Stormdrain Improvements – Staff is meeting with the Consultant next week to review computer modeling results.
- Wilmette Avenue Pumping – Staff is investigating FEMA HMGP grant options for this project as Tier 1 funding is expected to be made available following the disaster declaration for Hurricane Matthew. A Volusia County Local Mitigation Strategy Initiative Proposal Form (LMS) has been submitted for inclusion on their priority list for FEMA funding. Final modifications are being made to project plans and specifications.
- Coquina Court Drainage – Consultant has prepared a nodal diagram and will run the model to see what improvements should be made.
- Laurel Creek Stream Gauges – The City is working with a stream gauge supplier to prepare a scope of needs and proposal to monitor Laurel Creek and the Central Park Lakes at five locations.
- 2017 Roadway Resurfacing – Bid award scheduled for February 21 Commission meeting.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen - Design is in process.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Staff is coordinating with continuing services contractors to repair the damage following City purchasing policy for insurance reimbursement.

Department Activities

Administration/Meetings/Customer Service/Other:

- Staff met with residents to discuss modifications to the landscape island at Lake Bridge Drive; the island's current conditions will be surveyed for final design.
 - Staff met with Ormond Lakes HOA Lakes Committee, discussed lake outfall conditions.
 - Continued working toward 60% completion on the proposed Forest Hills Connector Sidewalk construction plans, adding cross-sections, and plan and profile sheets.
 - Researched old documents and drawing files for information regarding the location of the sanitary easement and piping at 127 Riverside Drive, per the Surveyor's request.
 - Met with homeowner at 1888 John Anderson Drive, to provide information for dock removal and reconstruction.
 - Modified Shadow Crossings Force Main as-built drawings, per Utilities Division request.
 - Began creating Commercial Sampling Manhole standard detail.
 - Located and provided as-built PDF drawings of the water main on Parque Avenue to Utilities Division, per request.
 - Completed Tree-in-the-Right-of-Way locate at 14 Woodmere Court, per Neighborhood Improvement Division request.
 - Completed on-site visits to 84 Ponce De Leon Drive and 588 John Anderson Drive to verify provided SWMP information.
 - Created Center Street Right-of-Way maps.
 - Researched the location of reuse main valves for reuse main in center medians of South US1, per Utilities Division request.
- Environment Management
 - Street Maintenance
 - Asphalt / Concrete
 - Removed asphalt aprons, prepped for asphalt on 400 block Riverside Dr

- Repaired driveway and sidewalk on 400 block Riverside Dr
- Removed damaged sections of sidewalk on Fernery Trl
- Mixed and poured sections of sidewalk (for Water Distribution section) at River Vale Ln
- Poured section of border sidewalk damaged by tree on Fiesta Dr at Cuadro Pl
- Patched hole around sewer cover A1A at Neptune Ave
- Paved utility cut on S Washington St at Fairview Ave
- Asphalted PAC parking lot entrance
- Added asphalt to storm spillway on Hernandez Ave at N Beach St

Forestry Crew

- Trimmed and cleaned up at City yards and City Hall (including Corbin Ave - parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Ground stumps citywide
- Remove downed limb at Waste Water Plant
- Pick up root balls on 500 block Andrews St, N St Andrews Dr and on Brookside Cir
- Cut and removed tree and root ball on Ormond Lakes Blvd

Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT (Department of Transportation) roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all state roads
- Trimming in various areas citywide
- Installed bridge signs on Granada Bridge
- Debris pick up citywide
- Removed benches on Thompson Creek Rd
- Graded road at Sanchez Park
- Trimming at Thompson Creek Rd

Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Checked for stop bar and crosswalk installation at Southern Pines
- Ordered materials for sign shop
- Refabricating various signs and street names in shop
- Installed 2 new HIP stop signs on Washington St

Stormwater Maintenance

Maintenance Crew

- Ditch Maintenance – citywide; Division & Hand; Arroyo Parkway
- Basins inspected & cleaned citywide
- Pump and gates inspected citywide
- Working call-in complaints citywide
- Locates citywide
- Filled in depression in yard on Ormond Green Blvd

- Removed stumps on Andrews St
- Carp gates & pump stations citywide
- Depression at 600 block John Anderson Dr
- Removed concrete building on Melrose Ave & N US 1
- Removed tree at Ormond Lakes

Vactor

- Cleaned open throat basins on Old Kings Rd & Airport Rd

Street Sweeping/Streetsweeper (4-day work week)

- 86 miles of road cleaned
- 30 cubic yards of debris removed

- Fleet

Mileage Traveled by all City Departments for the week

16,612

PM Services completed for the week:

Emergency—Vehicles and Equipment

2

Non-Emergency Vehicles and Equipment

7

Road Calls for the week:

1

Quick Fleet Facts:

- Fleet has 12,861 gallons of unleaded and 10,999 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,855 gallons of unleaded and 708 gallons of diesel.
- Fleet completed 29 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical & Pump Upgrades – A meeting with FPL and the consultant was held on 1/18/17. Plans were reviewed and several options were discussed with FPL concerning wiring and transformer installation and costs. Fleet Division is ordering the transfer switch and generator and plans to install these two items.
- Fire Hydrant Replacement Program – A list of hydrant priorities to be replaced in the final year of the contract was prepared.
- Lift Station 8M1 – Contractor proposes to start construction 1/23/17. An on-site pre-construction site meeting is scheduled on 1/20/17.
- Lift Station 10M & 12M Rehabilitation – A meeting with the consultant to review the 90% plans and specifications is scheduled 1/20/17. A work authorization for survey and additional design services was submitted for approval.
- Rima Wells Auxiliary Power Generator – A deductive change order was prepared to reconcile project closeout.
- Sanitary Sewer Piping Video Investigation & Engineering Report Project – Bid award is scheduled for the 2/7/17 City Commission meeting.
- Shadow Crossings Force Main Improvements – Directional drilling is complete. A wastewater clearance form and as-built drawings were submitted to FDEP and clearance was received.
- Sodium Bisulfite Tank Replacement – Preliminary design plans are being reviewed.
- South Peninsula Reclaimed Expansion – Final plans and specifications were approved for bidding at the 1/17/17 City Commission meeting.
- EST Tank Repairs & Maintenance – Project number, bid date and time was added to the specification manual and sent to the consultant.

- Water Plant Aerator Housing Rehabilitation (CIP) – Aerator No. 2 is being rehabilitated by the vendor.
- Water Plant Lime Silo Dust Arrestor Project – Dust arrestor is shipped. Work is scheduled to begin next week.
- Water Plant Pump & Control Upgrades – Pump 4 and Pump 6 were removed and pads are being reworked. Additional valve replacement work is being performed by staff in conjunction with project.
- Water Plant Lime Sludge Dewatering Improvements – A meeting to review the 60% design plans was held. Increasing the building size to accommodate screw pumps will be investigated as a possible alternative.
- WWTP Outfall Pipe Replacement – Project is advertised for bids. The bid date is 2/8/17.
- Utilities SCADA Upgrades – A progress meeting is scheduled for 1/19/17.
- 2016 2-inch Water Main Replacement Phase 3 Mainland – Comments on the 60% plans were addressed by the consultant A bid deposition is scheduled at the February 7th City Commission meeting.
- 2016 2-inch Water Main Replacement Phase 3 Peninsula – Final plans were received and permit applications are being prepared for Volusia County Health Department. A bid deposition is scheduled at the February 7th City Commission meeting.
- SPRC Projects: Chelsea Place Phase III – Final plat was approved under Ordinance 2017-01. Huntington Villas – Precast manhole shop drawings were reviewed. Ormond Central – Reviewed revised plans. All utility items are addressed. Ormond Renaissance – Partial clearance from FDEP for a portion of the sanitary sewer line is being requested. Plantation Oaks – Revised pump station calculations were received for review. 25 Neptune Park Drive – Located the existing water main and sent information to the design engineer and GIS for inclusion on the Vantage maps. 680-686 John Anderson Dr. Lot Split – Contractor is preparing a response to the comments. 1368 N Ocean Shore Blvd – Clearance form is being processed by FDEP.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
 - Delivered 38.36 million gallons for the week ending January 13, 2016 (5.48 MGD).
 - Backwashed 12 filters for a total of 550,000 gallons backwash water.
 - Annual average day demand raw water withdrawals from wells through December 2016 @ 6.031 MGD, SJRWMD 2016 allocation @ 7.244 MGD.
 - Produced and hauled 54 wet tons of dewatered sludge (65 - 70% solids).
 - Operated north & south plant generators for routine PM.
- Waste Water Treatment
 - Domestic and Industrial Wastewater flow was 29.09 Million Gallons.
 - Produced 21.08 Million Gallons of Reuse.
 - Produced 8.01 Million Gallons of Surface Water Discharge.
 - Influent flows average for week @ 4.16 MGD, plant designed for 8 MGD.
 - Hauled 68.37 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 14 water leaks.
 - Installed 5 new residential water meters.
 - Replaced 3 malfunctioning residential water meters.
 - Replaced or repaired 3 water meter boxes.
 - Replaced 4 water services due to low flow or leaks
 - Located, excavated and set new valve boxes over the 4 isolation valves on the 16" potable and 24" raw water mains at SR40 and I-95, southbound on ramp due to FDOT road widening project.
 - Performed pressure testing of 4 and performed repairs on 1 City owned backflow preventers.
 - Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.

- Disconnected a 2" GSP water main on S. Washington St. and Fairview Ave.
- Assisted a plumber at 110 E. Granada Blvd with a water main shut down due to a leak and disconnection of potable water cross connections.
- Performed maintenance on 8 fire hydrants.
- Exercised 10 valves for scheduled maintenance.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 162 regular and 6 emergency utility locates for the previous week.

- Wastewater Collection – Reuse
 - Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 9 in the conventional system service area.
 - Responded to 3 Request for Utility Verifications for residential and commercial properties.
 - Exercising forcemain valves in Phase [1] of Hunters Ridge to reduce the main line pressure.
 - Checked all known trouble spots. All good @ current time.
 - Repaired broken lateral at 585 N Halifax Dr.
 - Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 32/30 psi, Ocean Mist Hotel @ 25/25 psi, Ormond Mall @ 10/10 psi.
 - Low pressure sewer gauge readings: AM/PM Foxhunters Flat (2 inch) 22/12psi, Westland Run (2 inch) 22/14 psi & Shadow Crossing Blvd. (4 inch) 12/4psi.
 - Televised 7 laterals from our PM list, all were clean and clear, and none needed repair.

- Utilities Equipment Maintenance
Wastewater Plant – Lift Stations
 - Micro-C, sump pump inoperable, replaced with inventory pump, ok.
 - Monthly Generator Load Test, SCADA not communicating with Influent pumps 1&3 after generator load test, ANYBUS X-Gateway communicator between PLC and VFD failed, replacement units ordered - expected arrival 1/20, will update when installed.
 - Influent Pump #2, replace failed 125hp motor with shop stock, receiving quotes for repair of failed unit.
 - 4M, met Fleet to load test generator, generator failed and is off line, set up temporary generator on site during interim, vendor made repairs and returned unit to service, ok.
 - Centrifuge #1, disassembled bowl and scroll unit for internal inspection, debris found and cleared, scheduling start-up test run.
 - Post Anoxic Submersible Mixer #2-2, tripping at MCC, non-operational motor, replaced with temporary mixer, contacted vendor to expedite repairs, possible warranty coverage.
 - Saddlers Run, concern of odor issue, nothing detected onsite by staff, performed wet well cleaning and sprayed chemical treatment, ok.
 - McDonalds, weekly odor control and wet well cleaning, installed new probe squeegee and relocated probe, ok.
 - Influent Room, oversaw transfer of pump positioning status, ok.
 - Lift Station SCADA, ordered new SMS Cell Modem for Win911 texting service, to replace failed unit.
 - WIN911 monitor/response: Halifax Medical Center, phase loss, found power restored upon arrival, heavy thunderstorms, no further follow up needed, ok; Harley Davidson, phase loss, FPL power normal, found loose phase monitor fuse block contacts loose, tighten, control panel operational, station pump down & cycle ok;
 - SCADA monitor/response: C P Foods, not alternating properly, found non-operational time delay relay, replaced with inventory, ok; McDonalds, switch pump controls to test excessive run hours theory, pulled pump #2 and replaced with new inventory, ok; San Marco, uneven starts, high starts, pulled both pumps, deragged as needed, replaced impeller #1; 12M, #1 stuck on, reset motor starter, amp draw nominal, ok.
 - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.

- Monthly Plant PM's: Swing Zone Blowers, #1, #2.
- Quarterly Plant PM's: Grit Snail.
- Lift Station PM's: 11 monthly and 1 annual performed.
- 53 Work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shop, bench test software in salvaged VFD's, will load test at later date to determine functionality.
 - Plant, performed morning visual inspection all areas
 - Well 39R, replaced flow meter with standardized digital unit, replaced non-functional UPS, ok.
 - Clari-Cones #1 & #2 removed worn valve shaft couplers, fabricated replacement couplers and installed, ok.
 - Orchard Reuse, pump #1 faulty air release valve noted, rebuilt unit and returned to service, ok.
 - Scrubbers #1 thru #4, cleaned spray nozzles, #2 pump running dry, made temporary repair to level sensor, schedule for further repair.
 - Paste Lime Slaker #1, (C/O) removed clogged spray nozzles and acid cleaned, installed and adjusted, return to service, ok.
 - Lime Slurry pumps #1 & #2, replaced worn feed tubes, ok.
 - High Service pump #8, replaced leaking ½" valve at pump, ok.
 - High Service pump building, began preparatory work for pumps #4 & #6 valve replacement.
 - Monthly PM's: all LPRO trains to include pumps 1 thru 4; Degasifier #1, #2; Scrubbers #1 thru #4.
- Wastewater Collection/ Treatment/ Disposal Regulatory Activities
 - Industrial Pretreatment Program – Staff is investigating the cause and source of sporadic elevated levels of copper being received by the City's Waste Water Treatment Facility. IPP staff once again set up the compositors to monitor the copper levels from specific sewer segments. Staff met with and delivered warning letter to two industries that have exceeded the City's local limit standard for copper. The warning letters ask for immediate process changes to reduce the copper discharge to the City's sewer collection system. Staff submitted the quarterly report required by the FDEP consent order concerning the copper discharge from the WWTF.
 - Annual Reuse Report – Staff is compiling data for the report to be submitted to the FDEP. The report summarizes the quantity of reuse being utilized by unique users, i.e. golf courses, residential, and commercial.

Support Services/City Clerk

In addition to routine departmental activities such as public records requests, updating insurance information for City contracts, maintaining the City website, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, providing research projects for citizens and staff; the following projects are underway or have been completed:

- City Clerk attended weekly City Manager Staff Meeting
- Staff attended and provided support for January 17, 2017, City Commission Meeting
- Staff attended and provided support for January 19, 2017, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation and creation for January 25, 2017, Budget Advisory Board Meeting
- Agenda packet preparation for February 7, 2017, City Commission Meeting