

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: July 14, 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:

- General discussion meetings with Utilities Manager, City Attorney, HR Director, Economic Development Director
- Prep work for July 25 City Commissioner Operating Budget Workshop

Spoke to, attended and/or met with:

- Ribbon cutting at Ghyabi and Associates
- Rotary meeting
- Sign code meeting with Legal Department staff
- Police Department Crime View meeting
- Budget Advisory Board meeting
- Quarterly meeting with senior staff, Brown and Brown representatives, and Florida Health Care and Blue Cross/Blue Shield representatives, ongoing healthcare.
- Budget review meeting with Mayor
- FDOT Bike Trail Meeting
- Jonathon Root regarding city technology
- Ormond Beach to Go! scheduled for 7/14 at The Casements just prior to the Summer Sounds concert (rain date 7/21).

Community Development

Planning

- Wal-Mart Stores East, LP, proposes to construct an additional 5,002 sq. ft. to the existing building located at 1521 W. Granda Boulevard, Ormond Beach, FL 32174 to add a liquor box. The neighborhood meeting will be held on **Thursday, August 3, 2017 at 6:00 p.m.** at the Hampton Inn located at 155 Interchange Blvd, Ormond Beach, FL 32174. The meeting space is located on the first floor and the hotel has surface parking. The project team members will be there to explain the project and answer any questions attendees may have.
- The Planning Board will consider the following two items at its regularly scheduled meeting this month:
 - A rezoning of 600 West Granada Boulevard (Granada Pointe) to a Planned Business Development to permit a commercial development that includes a convenience store, grocery store, a drive-thru restaurant, and retail space.
 - A Comprehensive Plan Text Amendment to increase the Floor Area Ratio for General Commercial from .70 to 2.0 for the purpose of permitting redevelopment in the downtown CRA consistent with the Downtown Plan.

Building Inspections, Permitting & Licensing

- 2 new business tax receipts issued
- 349 inspections (73 by Private Provider)
- 68 permits valued at \$830,951.00

Development Services

- SPRC held a pre-construction meeting for 2450 Ocean Shore Boulevard and met with representatives for 240 Williamson Boulevard (proposed credit union); and 455 Sterthaus Drive (assisted living facility).
- Projects receiving Building Permits and percent completed are provided below.

Project	% Complete	Comments
146 North Orchard Street	95%	CO contingent upon site completion (landscaping)
783 North US 1	30%	
Antares of Ormond Beach	0%	Building Permit issued on March 21, 2017
McDonald's, 1530 North US 1	98%	Construction completed. Waiting on As-builds.
McDonald's, 105 Interchange Boulevard	98%	Construction completed. Waiting on As-builds.
Pet Street Vet, 240 South Nova Road	5%	
Realty Pros	82%	
Specialty Surgery Center	60%	
Valiant Diners, Phase 2	5%	
Huntington Villas, Phase 1B	50%	
Ormond Renaissance Condo	65%	
Plantation Oaks Phase 1 Utilities	15%	

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff met with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The company has decided to construct a fourth story to the original concept plan, which enlarges the building by an additional approximate 33,000 square feet. The additional office floor will be part of phase 2 of the development project and will require additional traffic analysis and permitting upon occupancy. Staff conducts weekly meeting to discuss site planning, architectural design plans, and utility extension planning. SFM's objective is to begin construction in the fall of 2017.
 - The City Commission has approved the first reading of the Ordinance for the first amendment to Ormond Crossings Development Agreement to modify the timing for the installation of a signal at Broadway Avenue and Hull Road. The second reading will be at the July 25 City Commission meeting.
- Airport Business Park
 - Staff is working with SKYO and the Florida Department of Economic Opportunity in monitoring of the 2016 job creation data and the facilitation with Career Source for training grants.
 - Staff met with representatives of the Maxton Group, located along Sunshine Blvd., to approve a new loading dock project.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff is working with the economic development service providers on renewal of their service contracts for Fiscal 2018. The Chamber of Commerce is planning to update the joint City/Chamber Doing Business in Ormond Beach in 2017-2018.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff met with Edgewell representatives to discuss their continued capital investment and infrastructure upgrades to improve the US 1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US 1 and Hull Road.
 - Staff met with a potential restaurant representative who visited several available sites in the City. The company continues to review the alternative sites in Ormond Beach.

Airport Operation and Development

- A quarterly meeting of the Aviation Advisory Board was conducted on July 10th. The meeting included a presentation by executives from NexTower, the developer that has proposed to erect a wireless communications tower at the airport. In response to member and audience comments presented at the meeting, NexTower will review the location initially selected for the proposed tower. It is anticipated that NexTower will brief the board on this review at their next meeting, which is scheduled for October 9th.
- The FAA has requested additional review of certain portions of the draft environmental assessment (EA) for the Runway 8/26 Rehabilitation and Extension Project. The draft EA will be published following completion of the review. The public comment period for the EA will be open for 30 days from the date of publication.
- The FAA completed work to pressure clean and repaint the VORTAC facility this week. The VORTAC is a navigational aid for pilots consisting of a co-located VHF omnidirectional range (VOR) beacon and a tactical air navigation system (TACAN) beacon. Cleaning and repainting the VORTAC is the final stage of the FAA's complete rehabilitation of this facility.
- Staff has begun work on a project to design, fabricate, and install directional signage at the airport, similar to that which is at the Airport Business Park and the Sports Complex.
- Gate 13 remains out of service due to lightning damage. Staff has requested a quote from the City's gate maintenance vendor to both repair the gate and protect it from similar damage in the future.
- Staff is in receipt of the mid-year report from the ongoing Airport Wildlife Hazard Assessment project.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - FEMA reimbursement preparations are in progress.
 - Phase 2 of the Tyler Munis Enterprise Resource Planning system consisting of Payroll/HR is underway.
- Completed Projects - Weekly
 - Processed 100 Journal Entry Batches.
 - Approved 22 Purchase Requisitions totaling \$85,345.93.
 - Issued 12 Purchase Orders totaling \$67,597.91.
 - Prepared 160 Accounts Payable checks totaling \$267,888.91 and 40 Accounts Payable EFT payments totaling \$391,578.45.
 - Issued 1,251 past due notices on utility accounts.
 - Auto-called 88 utility customers regarding receipt of a past due notice.
 - Processed 337 payments through Interactive Voice Response System totaling \$35,454.60.

Grants/PIO

- Public Information

- Press Releases
 - Ormond Beach 2 Go! (July 14 at The Casements)
 - Plant ID Hike (July 22)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed ad for Ormond Beach 2 Go! event.
 - Completed Neighborhood Improvement Advisory Board packet for July 20 meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 9
 - Hazardous: 5
 - EMS: 87
 - Motor Vehicle Accidents: 8
 - Public Assists: 54
 - TOTAL CALLS: 165
- Aid provided to other agencies: 12 Calls – Daytona Beach (7), Volusia County (5)
- Total staff hours provided to other agencies: 11
- # of overlapping calls: 41
- # of personnel sent with EVAC to assist with patient care during hospital transport: 4
- Total EMS patients treated: 69
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 93
- Training Hours
 - NFPA 1001: Firefighting 10
 - NFPA 1002: Driver 5
 - NFPA 1021: Officer 12
 - NFPA 1500: Safety/Equipment 11
 - NFPA 1620: Preplanning 8
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 52
- Station Activities
 - Updated 17 pre-fire plans
 - Provided quarterly CPR and AED training class to Ormond Beach residents

Human Resources

- Staffing Update
 - Requisitions
 - Firefighter/EMT (Fire)
 - Maintenance Worker III (Streets/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Part Time Center Leader (Environmental Discovery Center/Leisure Services)
- Approved/Active Recruitment

- Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
- Maintenance Worker II (Water Distribution) open 7-6-17 until 7-21-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Community Events Technician (Leisure Services) re-advertised 6-6-17 until 7-21-17. Advertised on City web site, governmentjobs.com, and internally.
- Part Time Recreation Leader (Gymnastics/Leisure Services) re-advertised 6-9-17 until 7-21-17. Advertised on City web site, governmentjobs.com, and internally.

- Applications Under Review
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Maintenance Worker II (Stormwater Drainage Maintenance/Public Works)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)

- Interviews Scheduled
 - Police Officer (Police)
 - Firefighter/EMT (Fire)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)

- Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Public Works Director (Public Works)
 - Maintenance Worker II (Wastewater Collection Reuse/Public Works)

- Separations
 - Assistant City Manager/Public Works Director
 - Neighborhood Improvement Officer
 - Part Time Center Leader (Environmental Discovery Center/Leisure Services)

- Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - An ICMA representative will be here to meet with employees July 14
 - A Sam's Club representative will be here to meet with employees July 24
 - A blood drive will be held at City Hall on August 14

- Risk Management Projects
 - Leadership wrap-up and planning meeting
 - Work on property damage subrogation claims

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2
 - Human Resources / Payroll. Forms Documentation review.
 - Tyler Content Management (TCM) document management and imaging systems. Kick Forms Documentation review.
 - Police Department – Network files server replacement and reorganization of storage hierarchy. Preparing for move to new file server.
 - IT Strategic Plan – Document review.

- Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None

- Work Orders

- New: 16
- Completed: 48
- In progress: 40

- Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,658
 - Inbound E-Mails Blocked: 22,561
 - Delivered Inbound E-Mails: 15,097
 - Quarantined Messages: 149
 - Percentage Good Email: 40.1%
 - Virus E-Mails Blocked: 6

- Notable Events: Setup and participated in Ormond Beach 2 Go at the Casements.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 2
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 6
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,314
 - Meters GPS Located this week: 0: Total in system = 23,459; 22,716 potable, 732 Irrigation, 11 Effluent
 - Notable Events: Updated Hydrant Flow in GIS theme

Leisure Services

Administration

- Supervisory Staff Meeting
- Public Works Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits
- Leisure Services Advisory Board Meeting
- West Ormond Draft Feasibility Study Meeting

Contract Manager – Grounds and Athletic Maintenance

- Operations meeting with Grounds Maintenance account manager
- Operations meeting with Athletic Maintenance account manager
- Public Works meeting
- 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

Environmental Discovery Center

- Social media updates
- City website updates
- Community Garden updates
- Summer camp surveys
- Assisted Summer Camp with fishing trip
- Scheduled Volunteers for weekend hours

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at 1 pm at the Sports Complex.
- Lady Renegades are holding practices for their three teams on Tuesday and Thursday nights at 6 pm at the Sports Complex on the Softball Quads.
- The City's Power Hitting Clinic was held Monday through Thursday from 9 am to noon at the Sports Complex.

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 cleanup of Limitless Playground by the softball Quad
- Cleaned all sports parks daily of debris/trash from the events during the week
- Prepped fields at Softball Quad for LR practices
- Dragged infields/sprayed weeds/weed whacked at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Painted/prepped Soccer 2 and 9 for 6-a-side soccer games on Monday night at 5pm
- Added clay and rebuilt bullpen mounds at Wendelstedt Fields
- Laid out carpet on CF7 to mark sprinkler heads on carpet to cutout and allow sprinklers to pop up if carpet is out for football games
- Continued to paint soccer corners so they are visible for fall field setup
- Moved bleachers from racquetball courts to Skateboard Park
- Repainted soccer parking lot
- Cleaned mold off of goal posts

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 5:00 pm
- Lewis Party rental was held on Saturday from 5:00 pm to 11:00 pm
- King Jesus Ministries was held on Sunday from 9:00 am to 1:00 pm
- King Jesus Ministries was held on Monday from 6:30 pm to 9:00 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
 - Monday through Friday: CMT Musical Theatre Summer Camp was held.

South Ormond Neighborhood Center

- Splash pad open through November 31
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Summer camp Monday-Friday
- Volusia County Summer Food Program Monday-Friday
- Basketball practice Tuesday/Thursday
- Pavilion rental Sunday

Community Events

- Weekly administrative tasks, office work, meetings and activities
- Assisting Senior Games tasks
- Planning and assistance with 2017 events through August
 - Summer Sounds Concert Series – July 14, 21 & 28
 - National Night Out – August 1

Gymnastics

- July session in progress
- Registration is open for July session
- Planning summer Open Gym and clinics
- Trial classes are being offered to attract potential students
- Hosted Open Gym 7/11, and 7/13

Nova Community Center and Special Populations

- FitGyms personal training sessions and tennis lessons at various times throughout the week.
- Pickleball continues their schedule of Monday, Tuesday and Saturday from 10:00 am-12:30 pm.
- Adult Jazzercise classes were held throughout the week.
- Open Play will be offered at various times.
- Camp T-Rec continues the 2nd session with 21 campers registered.
- Summer basketball league continues with their All-Star games, 10 teams will play each other throughout the summer.
- The County Summer Food Program continues, free lunches are offered to children under 18 years old.
- Summer Coed Volleyball League on Tuesday and Thursday from 6:15 pm-8:00 pm.

The Casements

- Art Explosion Summer Camp continued this week in The Casements with 12 students attending.
- Memorial Service held at Ames Park on Monday with 30 guests.
- Lohman's Healing Workshop was held on Wednesday with 15 in attendance.
- The fifth week of Enviro Camp, "History's Mysteries," was held at the EDC. Camp was full with 16 campers.
- The Casements Guild Crafters met on Monday from 12:30 a.m. to 3:30 p.m. in Room 203 with approximately 6 members present.
- Pilates Classes met Monday, Wednesday and Friday at The Casements.
- Zumba class met on Thursday at Bailey Riverbridge.
- DOT Public Meeting was held in the Gallery Thursday evening.
- Yoga Class met on Tuesday at The Casements.
- The first Summer Sounds Concert was held on Friday in Rockefeller Gardens. Approximately 150 guests were expected.
- Our new "self-guided" audio tour continues to be working well for our visitors. They enjoy touring the home at their own pace; however, some will return for a docent guided tour to hear more personal notes on the home and Mr. Rockefeller.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Nova Skate Park – install straps on pads
- Sanchez Park – Install new dog bag holder
- Rockefeller Gardens – repair bricks on edge of sidewalk
- EDC – Install post and sign for bat box
- Fortunato Park – Remount soap dispenser in men's room
- Birthplace of Speed Park – Car accident damaged plants, police report filed

Building Maintenance

- Weekly preventative maintenance of City owned vehicles.
- Weekly lighting inspection of Airfield Runways, Taxiways and Signage
- Weekly inspection of D.O.T. & facility lighting @ various City locations
- Continuing quarterly PM on 188 AC systems city wide
- Continued the task of refurbishing snowflakes.
- Met various contractors for upcoming jobs
- Repaired the summer house door locks at Ames

- Repaired the water cooler at Gymnastics
- Replaced the kitchen sink faucet at the Art Museum
- Repaired the 2nd floor ladies room toilet at City Hall
- Checked the water heater at SONC
- Replaced the doorbell at Fire Station 94
- Repaired the broken light pole lens at Cassen Park
- Repaired the sally port gun locker locks at the PD
- Repaired the toilet at Nova Gym
- Replaced men's room toilet diaphragm at the PD
- Replaced men's room toilet auto fill at Cassen Park
- Replaced toilet handle outside woman's room at Ames
- Met contractors for concrete wall repair at the Airport
- Checked the water wheel and tarpon at Rockefeller gardens
- Repaired women's bathroom flooding the atrium at City Hall
- Moved the barges off the river and back to PW
- Removed the sponsor boards City Hall and The Casements
- Repaired clogged toilet outside bathrooms at Ames
- Installed new door window at WWTP
- Unclogged men's room toilet at the PAC
- Repaired the gazebo railing at The Casements
- Replaced damaged concrete slats for the maintenance shed at Andy Romano
- Unclogged field 7 women's room at Airport Sports Complex
- Cleared weeds from electric pole at Cassen Park
- Weekly maintenance of fountains at PAC, Bailey's, Arroyo, Riviera, Hospital Park, Fortunato, and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting.
- Staff participated in a team building exercise.
- Staff attended the 100 year anniversary celebration with the Flagler County Sheriff's Office.
- Staff attended De-escalation training hosted at the Police Department.
- Staff attended Hobble Instructor training held at the Police Department.
- Staff attended Overdose Death Protocol training at the V.C.S.O. Training Center.

Community Outreach

- One Youth Directors Council member was nominated for the Youth Conference Committee and left on July 11th for the conference.
- Twenty-eight children and family members attended the opening reception of the PAL art exhibition Friday evening from 6:30 – 8:30 p.m. The exhibition runs through the end of July.
- Thirty individuals (children and guardians) attended "Monday Mornings with a Cop." Sergeant Willis read the story entitled "The Lorax."

Community Services & Animal Control

- Animal Calls responded to: 47
- Animal Reports: 6
- Animals to Humane Society: 12
- Trap Neuter and Release: 2
- Kittens Fostered: 3

Criminal Investigations

- Cases Assigned: 32
- Cases Cleared by Arrest/Complaint Affidavit: 3
- Cases Exceptionally Cleared: 26
- Inactive: 30
- Fraud: 3

- Burglary Residential: 2
- Burglary Business: 1
- Grand Theft: 5
- Auto Theft: 2
- Death Undetermined: 2
- Missing Person: 1
- Suspicious Incident: 1
- Robbery: 1
- Police Information: 2
- Vandalism: 1

Records

- Walk - Ins / Window 83
- Phone Calls 86
- Arrest / NTA'S 18
- Citations Issued 87
- Citations Entered 146
- Reports Generated 168
- Reports Entered 140
- Mail / Faxes / Request 30

Patrol

- Total Calls: 1249
- Total Traffic Stops: 135

Operations

Crime Opportunity Report Forms: 95

- 07/05/17
 - Carbreak, 504 Sandy Oaks Boulevard. Vehicle doors unlocked, sunglasses and change taken.
 - Driving Under the Influence Arrest, 400 Block South Nova Road. Officers responded to a single vehicle crash where the driver was attempting to drive away. He was detained transported to the police department for processing.
 - Driving Under the Influence Arrest, Ocean Shore Boulevard and Standish Drive. Driver was contacted after crashing his motorcycle in two different areas. Subject was detained and admitted to the hospital for his injuries.
 - Narcotics Arrest, 95 Plaza Grande Avenue. Subject was contacted and found to have an open warrant. He was also in possession of narcotics and had to be taken to the hospital after stating he had ingested them.
 - Stolen Tag, 671 Wellington Station Boulevard #19. Tag taken from a vehicle.
 - Carbreak, 519 Sandy Oaks Boulevard. Black case was stolen.
 - Carbreak, 464 Hammock Lane. Unlocked vehicle entered and GPS was taken.
- 07/06/17
 - Theft, 170 North Old Kings Road #128 (Avante Assisted Living Facility). A resident reported that some of his clothes are missing.
 - Theft, 621 South Atlantic Avenue #415 (Casa Del Mar Beach Resort). The victim reported that they suspect housekeeping of stealing clothing and a checkbook.
 - Theft, 145 North Yonge Street (Dollar General). The victim left their phone in the break room and it was taken.
 - Battery Domestic Violence Arrest, 113 Arlington Way. Subject battered her brother and was transported to Halifax Hospital.
 - Grand Theft, 23 Aaron Circle. Victim reported 3 laptops and 1 tablet stolen from his residence by a known suspect.
 - Battery Arrest, 150 Tomoka Avenue #C. Subject contacted and arrested after battering an acquaintance.

- 07/07/17
 - Carbreak, 337 Parque Drive. The lock was cut on an enclosed trailer and an air compressor and three nail guns were taken.
 - Carbreak, 1 Parkview Lane. Unlocked vehicle entered overnight, a portable jumper box and prescription medications were taken.
 - Theft, 1478 West Granada Boulevard (Publix). Green & black Huffy mountain bicycle was stolen from in front of the store.
 - Traffic Arrest, 400 block South Atlantic Avenue. Traffic stop was initiated where the driver was found to have a suspended license.
 - Loitering and Prowling Arrest, 77 South Ridgewood Avenue. Subject was contacted in reference to a burglary in progress call. He was found to have been loitering on the property and to be in possession of narcotics.
 - Narcotics Arrest, North Nova Road/Main Trail. Traffic stop conducted where a passenger threw something out of a back window. Narcotics and paraphernalia were recovered.
- 07/08/17
 - Warrant Arrest, 595 Collins Street. Contact was made with a subject at this address in reference to an open Felony Volusia County Warrant.
 - Burglary Residence, 285 Washington Place. Juveniles were found to have burglarized and vandalized the home.
 - Carbreak, 170 Williamson Boulevard (Sleep Inn). Entry was made into the vehicle by breaking the back window. Clothing, sunglasses and Fossil wristwatch were taken.
 - Burglary Business, 200 Live Oak Avenue. The screened in porch area was entered and the sliding glass door was smashed.
 - Burglary, 167 North Ridgewood Avenue. Victim stated that an ex-boyfriend came over and took her cell phone.
 - Battery Arrest, 5 Windsail Circle. Subject was arrested for battery to another.
 - Strong Armed Robbery, 1298 West Granada Boulevard (AT&T.) Three males entered the store, one attempted to distract the clerk while another grabbed an armful of boxed phones. The clerk fought back and a box was thrown at the clerk and the third suspect grabbed a phone from the display.
 - Grand Theft, 5 Windsail Circle. Victim suspects a known party of taking a 60" LG flat screen television.
- 07/09/17
 - Traffic Arrest, 155 South Nova Road. Subject was observed driving in a reckless manner.
 - Traffic Arrest, West Granada Boulevard/North Nova Road. Subject was stopped for a traffic violation and found to have never have had a driver's license.
 - Battery Domestic Violence Arrest, 243 John Anderson Drive. Male detained after battering another.
- 07/10/17
 - Stolen Vehicle and two Carbreaks, 718 Knollview Boulevard. Unlocked vehicles entered where spare keys to one of the vehicles were obtained.
 - Carbreak, 908 Woodmere Circle. Vehicle entered, nothing taken.
 - Burglary Residence, Two Carbreaks, 292 South Beach Street. Enclosed backyard entered to gain access to two vehicles, a weapon was stolen.
 - Carbreak, 110 Northbrook Lane. Unlocked vehicle, glasses and change taken.
 - Stolen Tag, 91 North Arbor Drive, Tag taken from a vehicle overnight.
 - Warrant Arrest, North Interstate 95/North United States Highway One. Subject unsuccessfully fled from officers attempting to contact him in reference to multiple warrants.
 - Grand Theft, 223 Arlington Way #B. Subject reported his Samsung Galaxy S6 cell phone stolen from the residence.
 - Prowler Arrest, 96 Neptune Avenue. Officers responded to the area of Neptune Drive in reference to multiple reports of juvenile males banging on residence doors and yelling. Contact was made with a subject who was detained for loitering and prowling.
- 07/11/17
 - Carbreak, 218 Riverbluff Drive (Tomoka Oaks). Unlocked vehicle entered overnight, \$5.00 taken. No suspects. Paper items collected for processing.

- Carbreak, 105 North Andrews Drive (Tomoka Oaks). Unlocked vehicle entered overnight. Nothing taken. No evidence or suspects.
- Baker Act/Barricaded Subject, 483 Lakebridge Drive. Officers responded to this location in reference to a disturbance in which an intoxicated male, was “walking around with a club in his hand and making gestures to hit someone and rambling incoherently.” The reportee was the elderly mother of the subject. The mother and her boyfriend had locked themselves in an upstairs bedroom. Several officers arrived on scene and were able to place a ladder at the rear second story window to have both subjects exit the residence safely. Officers then were able to locate the subject in the residence and secure him without further incident.
- Driving While License Suspended/Canceled/Revoked Arrest, 559 South Center Street. The suspect was contacted and found to have a suspended license.
- Stolen Vehicle, 344 Andalusia Avenue #2. A 6’x12’ open lawn trailer that was chain locked to a tree in front of the business was stolen.
- Narcotics Arrest, 12 Parkview Lane. Officers responded to a report of a disturbance in the driveway of the residence. Upon arrival officers contacted three subjects in a rental car in the driveway. During the on scene investigation K-9 arrived on scene and walked around the rental vehicle and alerted to the presence of narcotics. Narcotics were located inside the vehicle.
- Agency Assist/Fleeing Vehicle, John Anderson Drive and East Granada Boulevard. A suspect fled from VCSO Deputies in Ormond by the Sea and continued to flee several times from deputies. Officer was stationary at Fortunato Park as the fleeing motorcycle passed him going south. The suspect laid the motorcycle down and slid across the intersection. Officers conducted a felony stop and the subject complied with verbal commands and was taken into custody.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 40
 - Number of Uniform Traffic Citations Issued: 47
 - Number of Written Warnings Issued: 10
 - Number of Parking Tickets Issued: 12
- Traffic Crash Reports
 - Number of Crashes without Injuries: 15
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 0 Cases initiated
- Zone 4: 3 Cases initiated
- 14 signs have either been removed or sign cases created.
- 6 tree removal permit requests.
- Administrative staff assisted with three (3) walk-ins and fifty-six (56) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port – The Contractor completed installing the new door unit and has only minor punch-list items to complete.
 - Police Department Fence – The Contractor completed installing the fence panels and gates. Two combination locks and panels have been ordered and will be installed once they are delivered to the site.

- 2017 Storm Drain Pipe Lining – The Contractor is on-site installing the liners on Tomoka Avenue and Ormond Parkway.
- Seawall Repair at Ames and Riviera Parks – Contractor is scheduled to be on-site the week of July 17.
- Sanitary Sewer Inspection – A progress meeting was held June 29th. The project is approximately 75% complete.
- 2017 Roadway Resurfacing – The Contractor will pave Lakebridge Dr., Bosarvey Drive and rebuild Amsden Road next week.
- South Peninsula Reclaimed Expansion – The Contractor continues installation of pipe along South Halifax Drive; work has commenced on Riverside Drive with pipe installation occurring from Casements Drive south. A separate crew continues the installation of check valves on water services throughout the project area.
- CDBG 2017 Trail & Sidewalk – Pre-construction meeting was held on June 21st. Awaiting final approval and Notice to Proceed from Volusia County to begin construction.
- Ph III 2-Inch Water Main Replacement – Peninsula – Signed contracts are expected from the Contractor this week.
- Ph III 2-Inch Water Main Replacement – Mainland – A pre-construction meeting has been scheduled for July 24.
- CDBG - Huguenot Park – Pre-construction meeting was held on June 21st. Awaiting final approval and Notice to Proceed from Volusia County to begin construction.
- Design Projects:
 - Ormond Crossings Utility Extensions – CC approved a request for a Work Authorization for design services associated with extending utilities to serve the first development project of Ormond Crossings. A design kick-off meeting was held.
 - West Ormond Community Center – The last day for citizens to answer the on-line questionnaire was Friday, May 19th. Consultant has submitted a draft report that staff is reviewing and once a final draft is completed this will be presented to the City Commission at an upcoming workshop.
 - Ormond Sports Complex Field 9/10 Lighting – Staff is finalizing the LED lighting designs of soccer fields 4-6 (Hurricane Matthew damage – insurance and FEMA funded) and multi-use fields 9 & 10. In an attempt to have the fields ready for the fall season staff has requested a turn-key installation proposal from one of our construction management firms under continuing contract. However, the design for the replacement lighting will not be complete until the end of the month so final costs from the construction manager will not be received until later next month. As such the lights will not be in place for fall soccer season and the Leisure Services Director is looking into temporary lighting for several of the fields.
 - WTP Sludge Residuals Facility Improvements – Met with Consultant to kick-off the design phase of the project. Design is underway. 60% plan submittal was received and is being reviewed. Staff has asked the engineer to look into the screw press design technology for sludge dewatering. Screw presses could save the City up to \$60,000 per year in operating costs in comparison with the continued use of centrifuges. Andritz has arrived on site to perform a pilot test of their screw pump to confirm its ability to dewater the lime sludge. Once the results are in staff can decide if this technology is preferred over the centrifuge technology.
 - Cassen Park Public Dock – Staff has received the FDEP permit and the ACOE permit. Staff submitted grant applications to FIND and FFWC for grant funding for construction costs. Presentations to FIND occurred on June 16th. The FIND Commissioners expressed their support for the project and staff is hopeful that construction funding will be made available. Staff should know sometime in September if grant funding will be provided.
 - WWTP Sludge Dewatering Improvements – Design kick-off meeting was held. Consultant is proceeding with design.
 - Effluent Outfall Replacement – The project goes to the CC for approval to bid on July 25th.

- Forest Hills Connector Trail – FDOT has accepted the 90% plans, finishing touches are being made to the 100% plans.
- CDBG (canoe kayak launches) – Staff is soliciting written installation proposals to complete the installation of both stored launches. The FDEP permit has been received and construction can occur.
- Downtown Stormwater Phase 2 – Zev Cohen and Associates have provided 60% plans for City review; City staff met with Mainstreet to discuss plans and schedule. The plans will be presented to the Mainstreet Design Committee the week of August 14, for review and input.
- Fleming Ave Stormdrain Improvements – Consultant has completed the preliminary engineering and cost estimate. Staff is proposing to apply for HMGP funding for this project available through Hurricane Matthew. The project estimated cost is \$650,000 and if an HMGP grant is approved it would fund 75% of the project's cost.
- Wilmette Avenue Pumping – Staff has submitted a FEMA HMGP grant 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 has included this project on their priority list for FEMA funding.
- Laurel Creek Stream Gauges – Staff 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.
- Cassen Park Restroom Replacement – Conceptual design was submitted and is under review.
- Rockefeller Gardens Shade Screen – Conceptual design was submitted and is under review.
- Hurricane Matthew Damage Repairs at the WTP and WWTP – Roof repairs at the Water and Wastewater plants are nearly complete.
- OBSC Improvements – Field 3 Lighting – Staff is working with the Consultant on final plans for bidding, grant submission and FAA review of pole height and location.
- OBSC Improvements – Championship Field 7 – Staff is working with the Consultant on final plans for bidding and grant submission.
- North US1 Landscaping Ph II – 2nd round of design plans were submitted to FDOT for review and permit.
- Sandpiper Lane Drainage Improvements – Bids were opened July 11 and are being reviewed.
- Water Plant Upgrades – The consultants are preparing 30% plans for review.
- Secondary Raw Water Main – The survey for the proposed raw water main route is underway.
- Wastewater Plant Influent Pump Station – Consultants collected electrical information in the field and are analyzing the data.
- Departmental Activities
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Lincoln Avenue/North Beach Street facilities transfer, per AT&T request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for Fleming Avenue wood pole replacement, per FPL request.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permit for West Tower Circle directional bore, per FPL request.
 - On-site meeting at 332 North Ridgewood Avenue to check on Grade-and-Fill permit progress with homeowner.
 - Met with Neighborhood Improvement Division to discuss grade-and-fill violation at 664 & 670 John Anderson Drive.
 - Completed groundwater sampling and prepared landfill groundwater contour maps of the Nova Landfill.
 - Performed FDEP required bi-annual landfill gas monitoring at the Nova Landfill.
 - Took measurements of a drainage structure (curb Inlet) at 9 Fernery Trail, per homeowner complaint.

- Completed Tree-in-the-Right-of-Way locate at 58 North St. Andrews, per Streets Division request.
- Researched and provided utility as-builts for the North US1 area, near Destination Daytona, per Utilities Division request.
- Researched and provided Riverside Drive Right-of-Way pdf maps to surveyor for the upcoming reclaimed water project.
- Researched and provided force main utility as-builts along Broadway Avenue, per consultant request.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Concrete patch in roadway Quail Run – Village
- Pulled forms, cleaned job on Ocean Shore Blvd
- Sidewalk repair DOT on N Ocean Shore Blvd at Ellicot
- 5'x10' asphalt repair on Loyola at Peninsula
- Filled pot holes on Pineland Trl

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. 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
- Removed hanging limb on Nova Rd, N/O Division Ave
- Trimming in Ormond Lakes; 500 block of S Center St
- Removed damaged Oak tree on 100 block of Colina Pl; hollow Oak on Main Trl & Soco Trl

Maintenance

- 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 roads, at Orchard and Wilmette and on the Tomoka River Bridge
- Weed control on streetscape and FDOT areas
- Cleaned benches citywide
- Trimming Northbrook, Sanchez, various areas citywide, Tomoka Ave around elementary school, DOT SR40

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
- Straighten signs citywide
- Picked up/took down 4th of July signs & barricades
- Fixed damaged sign on Ormond Parkway
- Checked various PD crash reports about signs

Stormwater Maintenance

- Pond maintenance on Timberlake Ln, Airport
- Pipe inspection on Dormont Dr and John Anderson Dr
- Carp gate/pump stations inspected
- Locates citywide
- Basins inspected/cleaned citywide
- Storm drain inspection on SR40

Vactor

- Peninsula & Loyola

Mowing

- Slope mowing DOT ponds
- Bush hog SR40
- Reachout on SR40

Street Sweeping/Streetsweeper

- 102 miles of road cleaned
- 16 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 22,964
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 0
 - Non-Emergency Vehicles and Equipment: 46
- Road Calls for the week: 2
- Quick Fleet Facts:
 - Fuel on hand: 10,331 gallons unleaded, 6,323 gallons diesel
 - Fuel used in one week: 2,143 gallons of unleaded and 656 gallons of diesel.
 - Fleet completed 76 work orders this week.

Utilities

- Projects Summary
 - Breakaway Utilities Yard Electrical & Pump Upgrades – Received the FPL invoice information and easement request for the 480 volt line and transformer. Sent additional specifications to the mechanical engineer. Received bid plans and specifications for final review.
 - Water & Wastewater Chemical Purchases – Bids received on July 12, 2017.
 - Fire Hydrant Replacement Program – Submitted FDOT permit application and sent notification letters to utilities in the right-of-way.
 - Lift Station 8M1 – Legal Department is preparing a City Commission memo for vacating the existing easement and providing a replacement easement for the Lift Station 8M1 site. Copies of final as-built plans were requested.
 - Lift Station 10M & 12M Rehabilitation: Received a proposal for construction administration services from the consultant for review.
 - Phase III 2-inch Water Main Replacement – Mainland – A preconstruction meeting is scheduled on July 24, 2017.
 - Sanitary Sewer Piping Video Investigation & Engineering Report Project – Work is proceeding in the 4M sanitary sewer system. Most of the remaining work is in the 6M system. A meeting was held to review videos and discuss prioritization of repairs.
 - Secondary Raw Water Main – Survey is being performed.
 - Shadow Crossings Force Main Improvements – As-built drawings were reviewed and comments sent to the contractor.
 - Sodium Bisulfite Tank Replacement – Bid disposition is being scheduled on the July 25, 2017 City Commission memo.
 - Elevated Storage Tank Repairs & Maintenance – staff evaluating project alternatives - bids received exceeded project budget. The consultant was asked to prepare a letter pertaining to the bid status.
 - South Peninsula Reclaimed Expansion – Reclaimed water main is being installed along South Halifax and Riverside Drive. Dual check valves are being installed on water services.
 - Water Plant Aerator Housing Rehabilitation (CIP) – A construction progress meeting was held to discuss scheduling of outstanding items. Meeting minutes were distributed.

- Water & Wastewater Plant Sludge Dewatering Improvements – The Andritz screw press pilot study was performed last week at the WWTP and is scheduled for lime sludge evaluation at the WTP this week.
- Water Plant Upgrades (Lime Slaker & Chlorine Generator) – Thirty percent plans are being prepared for review.
- WWTP Influent Pump Station VFD Replacement – Electrical system information is being evaluated and monitored to determine influent pump station power conditions.
- WWTP Outfall Pipe Replacement – Revised plans and specifications submitted for review.
- Utilities SCADA Upgrades – The radio survey report was delivered this week.
- Utility Engineer attended FDOT Annual Utility Liaison Conference.
- Prepared Volusia County Use Permit Application to replace a water service line at 132 Beau Rivage Drive.
- SPRC Projects (Utilities Review)
 - Bear Creek Bridge – Provided comments for an air release valve assembly vault.
 - Celedine – Water flow model results and assumptions were received for review along with revised plans for subdivision. Revised plans for the subdivision were reviewed and comments provided to the design engineer.
 - Cypress Trails PRD, Preliminary Plat – The utilities are provided by the City of Daytona Beach, no utilities review is required.
 - Huntington Villas, Phase 1B – Final inspection needs to be performed on the utilities and a clearance form received. Record drawings were requested.
 - Kingston Shores – Provided information for meter vault assemblies to design engineer.
 - Launch Federal Credit Union 240 South Williamson – Meeting is scheduled to discuss the concept plan.
 - Ormond Gateway PBD – 1670 N US 1 – Concept Plans were reviewed and comments were provided.
 - Plantation Oaks – FDEP Application for Water Main Clearance was executed and returned to the engineer for processing.
 - Thomas & Betts 105 Southland Road – Plans were reviewed and comments provided to the design engineer.
 - Security First – Information concerning the minimum sized area required for a pump station was requested.
 - Spinnaker Condo – Reviewed revised plans. Utility Division comments were addressed.
 - 87 Tomoka Ridge Way – Reviewed revised plans. Utility Division comments were addressed.

Water Treatment

- Delivered 40.08 million gallons for the week ending July 7, 2017 (5.73 MGD).
- Backwashed 14 filters for a total of 679,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through June 30, 2017 @ 6.441 MGD, SJRWMD 2017 allocation @ 7.321 MGD.
- Produced & hauled 13.5 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 30.37 Million Gallons.
- Influent flows average for week @ 4.34 MGD, plant designed for 8 MGD.
- Produced 25.51 Million Gallons of Reuse.
- Produced 4.86 Million Gallons of Surface Water Discharge.
- Annual Average (Jun 01, 2016 – May 31, 2017) for Surface Water Discharge 0.868 MGD.
- Hauled 129.48 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to and/or repaired 11 water leaks.
- Performed accuracy testing of a 2" per Finance Department request. Repaired a 3" commercial water meter that had stopped due to use.

- Installed 10 new residential water meters.
- Replaced or repaired 5 water meter boxes.
- Replaced 5 water services due to low flow or leaks. 2 each 2" casings were installed for water service replacement under roads.
- Performed pressure testing of 6 City owned backflow preventers.
- Repaired a broken 8" water main on Raymonde Cir.
- Responded to 5 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Performed repairs on 6 fire hydrants on Tymber Creek Rd.
- Locate & exercised 15 valves.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 99 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 25 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 6 in the conventional system service area. Responded to 3 reuse trouble calls.
- Responded to 9 Request for Utility Verifications for residential and commercial properties.
- Locating sanitary services on Halifax/Riverside in conjunction with S. Peninsula Reuse Expansion project.
- Replaced 3 broken back lids on PEP tanks.
- Repaired broken 2" force main at 16 Foxhunter Flat
- Replaced 3 reuse services on Amsden in preparation for road rehab.
- Reviewed sanitary sewer video generated by contractor.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 22/21 psi, Ocean Mist Hotel @ 22/21 psi, Ormond Mall @ 0/0 psi.
- Low pressure sewer gauge readings: AM/PM Foxhunters Flat (4 inch) 20/21 psi, Westland Run 20/20 psi & Shadow Crossing Blvd. (4 inch) 8/0 psi.

Wastewater Plant – Lift Stations

- 4P, complete electrical wiring of replacement pump, ok.
- Il Villagio, not reporting in SCADA, added RTU back into network, ok.
- 13M repaired damaged antenna cable, RTU not responding in SCADA, communication card not functioning, replacement is requisitioned.
- Peristaltic Pump #1, replace Roto Tube, ok.
- Centrifuge Conveyer Belt, worn roller, replace with repaired inventory, ok.
- Sludge Feed Pump #1, not pumping properly, monitoring for repair/adjustment needs.
- Walmart, met VacCon crew to clean wet well of debris, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- SCADA monitor/response: San Marco, no starts #1, pull both pumps to deragg impellers, ok; Ormond Mall, no starts #2, reset motor starter, ok; Arroyo Parkway, no starts #2, reset motor starter, ok; 6P, high starts, clean probe, 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: Grit Snail, Swing Zone Blowers, #1, #2; Influent Odor Control
- Annual Plant PM's: Fermentation Submersible Mixer #10.
- Lift Station PM's: 15 monthly performed.
- 55 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossing, increased on-site monitoring and manual control while high service pump is awaiting repair components, replaced failed pump VFD, corrected deficient wiring in control panel and enhance VFD control strategy, reset pumping equipment controls, created equipment O & M, housekeeping and exterior grounds clean-up.

- Orchard St. high service pump building, pressure sensor feed pipe ruptured, line repaired and returned to service.
- Well 23H, not restarting, found faulty time delay relay, replaced w/shelf stock, ok.
- High Service pump #7 faulted, found faulty relay, replaced with shop stock, ok.
- Clear well 1&2, assisted Rocha controls with warranty work, pumps not rotating, Rocha working to resolve. Clear well #2 pump VFD tripped after generator load test, reset, ok.
- Airport Road booster station not responding in SCADA, RTU power failure, replaced fuses, ok.
- Clari-Cone 2, sample line blocked, cleared line and return to service.
- PM's: Standish Booster Station

Wastewater Collection/ Treatment/ Disposal Regulatory Activities

- Groundwater Monitoring Report – Staff is preparing the quarterly GWM for the FDEP required to monitor any impact the City's reuse water is having on the local groundwater system.
- Monitoring Sewer Collection System – Staff is monitoring select locations throughout the collection system to ensure the industrial facilities are in compliance with Local Limits for the contaminants in the Sewer Use Ordinance. The limits help protect the WWTF and assist in the compliance of the effluent discharge from the WWTF to the Halifax.
- Special Disposal Application – Staff applied and received approval for special disposal of waste from the WWTF from the Volusia County Solid Waste. The waste is related to the carousel cleaning project. The waste was delivered to the Tomoka Landfill.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Consumer Confidence Report (CCR) – Staff received approval of the final version of the CCR from the Volusia County Health Department. The 2016 report is posted on the City's website at www.ormondbeach.org/ccr. A note will be contained on customer utility bills during June through August referencing the web address for accessing the report. Printed copies are also available upon request or at the Finance Dept. Additionally, printed copies were delivered to the City's bulk water customers such as apartment complexes and nursing homes. The CCR provides the City's annual water quality sampling and testing results for the potable water system for all customers.
- Wetlands Monitoring Report – Staff is finalizing the wetlands monitoring report for the submission to the SJRWMD. The report is required by the Consumptive Use Permit (CUP) issued by the District. The report summarizes the health of the wetlands adjacent to the City's potable water production wells in the Rima Ridge Wellfield.

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, phone requests/repairs, and research projects; the following activities are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- Staff attended and provided support for Budget Advisory Board Meeting
- Agenda packet preparation and creation for July 20, 2017, Neighborhood Improvement Advisory Board Meeting
- Agenda packet preparation for July 25, 2017, City Commission Meeting