

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners

From: Joyce Shanahan, City Manager

Subject: Weekly Report

Date: July 21, 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, Economic Development Director and Fire Chief

Spoke to, attended and/or met with:

- Individual budget review meetings with the commission
- Beachside Redevelopment Committee meeting
- As requested, general discussion meeting with Councilmember Post
- Senior staff and consultant meeting regarding water services for Ormond Crossings
- Chuck Hoppe and Kevin Kenish, Noresco, regarding water meters services and sustainability
- NIAB meeting
- PACE board orientation meeting for new members

Community Development

Planning

- The Planning Director attended the Beach Redevelopment Committee meeting held in Daytona Beach. Representatives from Ormond Beach, Daytona Shores, and Daytona Beach gave brief presentations about their respective planning efforts on A1A. Interestingly, beach access is not a topic that the Board has been empowered to address although the beach is the main driver for what occurs along A1A.
- The amendments to Chapter 8.1 Telecommunications as a result of the 2017 Advanced Wireless Deployment Act has been prepared and distributed to Engineering and Legal for review and comment.
- The Planning Director has been invited to participate and speak at the annual Florida APA Conference to be held in Daytona Beach at the Hilton from September 5-8, 2017.
- CARDNO, our environmental consultant for brownfields, is scheduled to perform the last groundwater sampling on 1535 US 1 North. This site is undergoing a Due Diligence period and the prospective purchaser needs assurance that the property can be granted a conditional Site Rehabilitation Completion Order (SRCO). Due Diligence period ends July 25 so all samples will be analyzed by Pace Laboratories on an expedited time frame. The proposed use would be a Dunkin Donuts business.

Building Inspections, Permitting & Licensing

- 6 new business tax receipts issued
- 435 inspections (40 by Private Provider)
- 103 permits valued at \$1,991,391.00

Development Services

- SPRC held no meetings with outside applicants this reporting period.
- 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 November 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 an Edgewell representative to discuss their continued capital investment and infrastructure upgrades to improve the US1 manufacturing plant including fire pump system, storage tanks, underground drains, and roadway egress points on US1 and Hull Road.
- Staff met with the owner of Blue Coast Bakers manufacturing company to discuss the future expansion plans.

Airport Operation and Development

- Staff continues to work on a project to design, fabricate, and install directional signage at the airport, similar to that which is currently in use at the Airport Business Park and the Sports Complex. Staff has completed a set of preliminary designs which will be used to request quotes for construction and installation of the signs.
- Gate 13 remains out of service due to lighting damage. Staff has received a quote from the City's gate maintenance vendor. Parts have been ordered and the gate is expected to be back in service shortly.
- Work crews successfully removed a small group of trees in the northwest quadrant of the airport that were blocking the view of Runway 8 from the air traffic control tower.
- Staff is working with the City's vendor to investigate and correct a probable power supply issue with the security surveillance cameras at the airport.
- Staff has begun work on a request for bids to rehabilitate the parking lot at the air traffic control tower.
- Staff is working with the City's vendor to effect repairs to the wind speed sensor at the air traffic control tower.
- Staff is in receipt of the completed environmental assessment for the runway obstruction mitigation project, and has begun work on a request for bids to perform the mitigation work based upon the recommendations in the assessment report.
- The U.S. House Appropriations Committee has approved the DOT/FAA appropriations bill for FY 2018 that includes \$162 million in statutory language for the FAA contract tower program. This amount is \$3 million more than the final FY 2017 mandatory spending for the program.

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 57 Journal Entry Batches.
 - Approved 59 Purchase Requisitions totaling \$2,083,063.75.
 - Issued 30 Purchase Orders totaling \$225,149.33.
 - Prepared 254 Accounts Payable checks totaling \$261,933.61 and 30 Accounts Payable EFT payments totaling \$294,761.08.
 - Prepared 17 Payroll checks totaling \$13,801.81 and 359 Direct Deposits totaling \$439,924.74.
 - Transferred IRS 941 payment of \$163,934.60.
 - Issued 1,251 past due notices on utility accounts.
 - Auto-called 114 utility customers regarding receipt of a past due notice.
 - Processed 390 payments through Interactive Voice Response System totaling \$38,114.40.

Grants/PIO

- Public Information
 - Press Releases
 - Florida Licensing on Wheels (August 22)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Attended Ormond Beach 2 Go! at The Casements
 - Attended weekly staff meeting.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended NIAB regular meeting.

- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 9
 - Hazardous: 3
 - EMS: 102
 - Motor Vehicle Accidents: 9
 - Public Assists: 62
 - TOTAL CALLS: 190

 - Aid provided to other agencies: 18 Calls – Daytona Beach (6), Volusia County (12)
 - Total staff hours provided to other agencies: 31
 - # of overlapping calls: 55
 - # of personnel sent with EVAC to assist with patient care during hospital transport: 4
 - Total EMS patients treated: 81
 - Keetch-Byram Drought Index (KBDI) East Coast Volusia: 117
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- Training Hours
 - NFPA 1001: Firefighting 5
 - NFPA 1002: Driver 3
 - NFPA 1500: Safety/Equipment 10
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 3
 - TOTAL TRAINING HOURS: 24
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- Station Activities
 - Updated 14 pre-fire plans
 - Participated in Ormond Beach To-Go at The Casements
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- Significant Incidents
 - 7-12-17, 2:22 PM: 600 Holly Hill St. – Vehicle Fire – Assisted Volusia County – upon arrival found a large forklift and passenger vehicle fully involved – a 500 gallon diesel tank located near burning vehicles – crews sprayed diesel tank to keep cool while extinguishing vehicles with 1,000 gallons of water.
 - 7-14-17, 12:46 PM: The Beach / South of Harvard Beach Approach – Medical – Responded to drowning - a firefighter paramedic assisted EVAC during transport.
 - 7-16-17, 1:58 AM: I-95, Mile Marker 272 – Motor Vehicle Accident – Responded to a vehicle rollover and fire – found one pick-up truck on its roof fully involved and two vehicles with damage – one fatality on-scene and one patient transported.
 - 7-16-17, 3:00 PM: The Beach / South of Harvard Beach Approach – Motor Vehicle Accident – Child run over by pick-up truck – a firefighter paramedic assisted EVAC during transport.

- 7-17-17, 1:30 PM: Boles Dr. and Avenue K – Brush Fire – Assisted Volusia County – Fire located in heavy fuel moving northwest – Department of Forestry cut lines around fire with two tractors – Engine 93 and Brush Attack 92 put water on fire – crews cleared scene at 5:03 PM – approximately 10 acres burned.

Human Resources

- Staffing Update
 - Requisitions
 - Maintenance Worker III (Streets/Public Works)
 - 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.
 - Maintenance Worker II (Streets) re-advertised 7-14-17 until 7-21-17. Advertised on City web site, governmentjobs.com, and internally.
 - Maintenance Worker II (Stormwater/Public Works) re-advertised 7-14-17 until 7-21-17. Advertised on City web site, governmentjobs.com, and internally.
 - Part Time Center Leader (Environmental Discovery Center/Leisure Services) open 7-14-17 until 7-28-17. 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.
 - Applications Under Review
 - Part Time Recreation Leader (Nova/Leisure Services)
 - Part Time Maintenance Worker II (Athletic Fields/Leisure Services)
 - Interviews Scheduled
 - Part Time Center Leader (Environmental Discovery Center/Leisure Services)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Firefighter/EMT(Fire)
 - Public Works Director (Public Works)
 - Maintenance Worker II (Streets/Public Works)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)
 - Separations
 - Assistant City Manager/Public Works Director
 - Neighborhood Improvement Officer (Police)
 - Police Officer (Police)
 - System Maintenance Supervisor (Stormwater/Public Works)
 - Maintenance Foreman (Water Distribution/Public Works)
 - Part Time Center Leader (Environmental Discovery Center/Leisure Services)
 - Employee Events
 - Skin cancer screening for HSA contributions continues until December 31
 - A Sam's Club representative will be here to meet with employees July 24
 - A representative from Nationwide will be here to meet with employees August 3
 - A blood drive will be held at City Hall on August 14
 - Risk Management Projects
 - Worked on property damage subrogation claims
 - Attended liability claim depositions

- Began insurance program review with CAO.

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. Onsite training for Finance, HR, and IT.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Kick off meetings with the Clerk's office and IT.
 - Police Department – Network fileserver replacement and reorganization of storage hierarchy. Ongoing discussions.
 - IT Strategic Plan – Document review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 9
 - Completed: 44
 - In progress: 40
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 37,169
 - Inbound E-Mails Blocked: 17,301
 - Delivered Inbound E-Mails: 19,868
 - Quarantined Messages: 410
 - Percentage Good Email: 53.5%
 - Virus E-Mails Blocked: 1
 - Notable Events: IT Manager attended the Florida Local Government Information Systems Association (FLGISA) annual conference last week.
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 2
 - Corrections: 0
 - Map/Information Requests: 9
 - Information Requests from External Organizations: 2
 - 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 Parcel Layer

Leisure Services

Administration

- Public Works Meeting
- City Manager's Meeting
- Assistant City Manager's Meeting
- Janitorial Services Meeting
- Met with Landscape Contractor for Weekly Updates
- Park Visits

- Summer Camp Visits
- 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
- Plant ID Hike Program preparation and sign-ups

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 Basketball Clinic was held Monday through Thursday from 9 am to noon at the Nova Community Center Gym.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- 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
- Greased and cleaned equipment
- Prepped fields at Softball Quad for practices
- Dragged infields/sprayed weeds/weed wacked at Osceola Elementary and South Ormond
- Blew out batting cages and dugouts at Wendelstedt, Kiwanis, and Softball Quad Fields
- Painted/prepped soccer fields 2 and 9 for 6-a-side soccer games
- Added clay and rebuilt bullpen mounds at Wendelstedt Fields
- Continued to paint soccer corners so they are visible for fall field setup
- Repainted soccer parking lot

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Gillis 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
- Granada Square Dance was held on Tuesday 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 11 pm 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

- Hosted 1st Summer Sounds Concert on Friday.
- Weekly administrative tasks, office work, meetings and activities
- 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 still open for July session
- Trial classes are being offered to attract new students
- Hosted Open Gym 7/18 and 7/20

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 from 9:00-10:00am Monday through Friday in the gym and 5:45 pm-6:45 pm Monday, Wednesday and Thursday in Activity Room.
- Open Play will be offered at various times.
- Camp T-Rec continues the second 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 18 years of age and younger.
- 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.
- A memorial service was 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 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 last 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
- Osceola School: cleaned area, removed trash
- Joyce Ebbets Pier: replaced 3 spindles and top board railing
- Rockefeller Gardens – repaired bricks on edge of sidewalk
- EDC – assisted with aquaponics upgrade
- Central Park Phase III – replaced 20 missing pickets on bridge
- Central Park Boardwalk – trimmed limbs and bushes

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
- Continuing the labor-intensive task of refurbishing snowflakes.
- 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 various jobs
- Repaired women’s bathroom flooding the atrium at City Hall
- Removed the sponsor boards City Hall and 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
- Inspection of the water wheel and sump pumps at The Casements
- Weekly maintenance of fountains at PAC, Bailey’s, Arroyo, Riviera, Hospital Park, Fortunato, Bailey’s and City Hall

Police Department

Administrative Services

- Hosted Weekly Staff Meeting
- Chief Godfrey attended several meetings with Human Resources.
- Staff conducted interviews for police candidates.
- Staff attended the Crime View meeting held at the Police Department.
- Staff held a meeting regarding the ride-a-long program.
- Staff hosted a meeting to discuss “National Night Out.”
- Staff attended an annual training symposium for Criminal Justice Information Services.

- Staff attended de-escalation training at the Police Department.
- Staff participated in the “Cops and Joggers” event held at Andy Romano Park.

Community Outreach

- 22 children and parents attended “Monday Morning with a Cop,” Sergeant Willis shared *Anansi and the Moss Covered Rock* with the group.
- 13 youths attended the Youth Directors Conference at Coronado Springs Resort in Walt Disney World. One youth attended as a member of the Youth Directors Conference Committee.
- “Ormond 2 Go” was held at The Casements last Friday.
- Coffee with a Cop was held at Peach Valley Café.

Community Services & Animal Control

- Animal Calls responded to: 61
- Animal Reports: 2
- Animals to Human Society: 12
- Trap Neuter Release: 5

Criminal Investigations

- Cases Assigned: 25
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 17
- Fraud: 4
- Burglary Residential: 1
- Burglary Business: 1
- Larceny Carbreak: 5
- Grand Theft: 4
- Auto Theft: 1
- Death Undetermined: 1
- Missing Persons: 1
- Recovered Missing Persons: 1
- Suspicious Incident: 2
- Police Information: 2
- Civil Complaint: 1

Records

- Walk - Ins / Window: 92
- Phone Calls: 86
- Arrest / NTA'S: 20
- Citations Issued: 37
- Citations Entered: 85
- Reports Generated: 132
- Reports Entered: 100
- Mail / Faxes / Request: 32

Patrol

- Total Calls: 1,322
- Total Traffic Stops: 125

Operations

Crime Opportunity Report Forms: 85

- 07/12/17
 - Carbreak, 264 South Atlantic Avenue (Florida Hospital Oceanside). Window was smashed; purse was taken off of the seat.

- Child Abuse Arrest, 47 Sycamore Circle. Subject was arrested after throwing a 3' trampoline in the direction of his child.
- Narcotics Arrest, Williamson Boulevard & Hand Avenue. Subject was a passenger in a vehicle stopped for an equipment violation. A vehicle search resulted in the recovery of a small amount of marijuana.
- 07/13/17
 - Carbreak, 170 Williamson Boulevard (Sleep Inn). Tool box pried open, several tools missing.
 - Warrant Arrest, 867 North Halifax Drive. Subject was found at this location hiding in a closet.
 - Burglary Residential, 199 Dix Avenue. A ladies bicycle was taken from the inside of an open garage.
 - Dealing in Stolen Property/Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject stole a humidifier from the store and then attempted to return the item.
 - Stolen Vehicle, 496 South Yonge Street (Daytona Cycle and ATV). The victim stated he dropped his motorcycle off for service about a year ago and the company is no longer in business. The vehicle was not returned to the owner.
 - Battery Domestic Violence Arrest, 490 South Ridgewood Avenue. Subject slapped and poked his ex-wife in the forehead during an argument.
 - Narcotics Arrest, 700 Block West Granada Boulevard. Subject was stopped for a traffic violation where narcotics were located.
- 07/14/17
 - Stolen Vehicle, 280 Destination Daytona Lane (Giant Recreation World). White motorhome was rented and not returned.
 - Battery Domestic Violence Arrest, Cypress Circle #B. Subject was arrested after he allegedly smacked the victim's phone out of her hand and pushed her against a wall.
 - Carbreak, 52 Pleasant Drive. Subject reported that two weed eaters and an edger were taken from a trailer.
 - Child Abuse Arrest, New Britain Avenue. Subject was involved in a physical confrontation with her 13 year old son, she punched him in the face, threw him down and was hitting him.
 - Alcohol Violation Arrest, 1478 West Granada Boulevard. (Publix.) Local transient was found consuming alcohol in front of the above location.
 - Narcotics Arrest, 800 Block South Nova Road. Subject was stopped for a traffic violation where narcotics were located.
 - Battery Domestic Violence Arrest, Emerald Oaks Lane. (Ormond Lakes.) Subject was arrested after grabbing her husband during an argument.
- 07/15/17
 - Narcotics Arrest, 200 Block East Granada Boulevard. Subject was stopped for an equipment violation where narcotics were located.
 - Carbreak, 640 North Nova Road (Tomoka Oakwood North Condo). Forced entry through broken glass window, miscellaneous tools taken.
 - Narcotics Arrest, South Capri Drive and South Capri Circle. Contact was made with a subject in reference to a complaint of soliciting. Narcotics and paraphernalia were located during a search.
- 07/16/17
 - Theft, 1410 Hand Avenue (Golden Choice Assisted Living Facility). Management at this location suspects an employee of stealing prescription narcotics last night during her shift.
 - Warrant Arrest, 298 Greenwood Avenue. A Parole and Probation Officer requested assistance at this address to take a subject into custody. The subject fled but was later located and paraphernalia was located on him.
 - Trespassing Arrest, 205 East Granada Boulevard. Subject was issued a trespass warning for this location and returned later on the same day.
 - Aggravated Battery Arrest, 200 Block of Division Avenue. Two transients got into an argument where one produced a small pocket knife and cut the other's index finger.
 - Carbreak Arrest, 264 South Atlantic Avenue. (Florida Hospital Oceanside) Hospital security chased a subject that was witnessed inside the vehicle belonging to a nurse. Subject was later located and taken into custody.

- 07/17/17
 - Burglary Business, 3 Aviator Way (Prime Global Group). The locks were cut on two storage units and welding and plasma machines were taken.
 - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was arrested for taking \$28.94 worth of unpaid merchandise.
 - Theft, 476 Hammock Lane. The victim said that her brother has taken several tools and other property from her ex-husband's business.
 - Narcotics Arrest, 2 Silver Lake Way. Subject was detained after pointing a handgun at another subject. He was also in possession of narcotics.
 - Battery Domestic Violence Arrest, Butternut Circle. Subject was arrested for battery on a person 65 years of age or older after she grabbed her mom by the face and slapped her.
 - Warrant Arrest, South Yonge Street and Hand Avenue. Subject was contacted as a passenger in a vehicle during a traffic stop and found to have an open warrant.
- 07/18/17
 - Theft, 9 Aaron Circle. Subject placed a device on the water meter to obtain water from the city after it was shut off for non-payment.
 - Theft, 104 Cypress Grove Lane. Victim reported items missing from the residence after they had someone help them move.
 - False Identification Arrest, 1521 West Granada Boulevard (Wal-Mart). Subject was intoxicated in public and was in possession of an alcoholic beverage. Subject gave false information.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 27
 - Number of Uniform Traffic Citations Issued: 25
 - Number of Written Warnings Issued: 1
 - Number of Parking Tickets Issued: 0
- Traffic Crash Reports
 - Number of Crashes without Injuries: 8
 - Number of Crashes with Injuries: 2
 - Number of Fatal Crashes: 0

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 3 Cases initiated
- Zone 2: 9 Cases initiated
- Zone 3: 1 Case initiated
- Zone 4: 4 Cases initiated
- 27 signs have either been removed or sign cases created.
- 10 tree removal permit requests.
- Administrative staff assisted with five (5) walk-ins and one hundred two (102) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - Police Department Sally Port –The Contractor installed additional spray foam insulation around the AC and has minor punch-list items to complete.
 - Police Department Fence – Two combination lock boxes are scheduled to be installed this week. The perforated 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, Colonial Circle, Sanchez and Ormond Parkway.

- Seawall Repair at Ames and Riviera Parks – Contractor commenced work at Riviera Park.
- Sanitary Sewer Inspection –The Contractor is working in the Clyde Morris and SR40 area as well as the Lindenwood Circle area. The project is approximately 80% complete.
- 2017 Roadway Resurfacing – The Contractor has begun calling in locates and is preparing for the reconstruction of Amsden Road.
- South Peninsula Reclaimed Expansion – The Contractor has installed the service line on South Halifax Drive to Arlington Way; work continues on Riverside Drive with reclaimed water main installation complete from Casements Drive to Willis Drive. Reuse Main has also been installed on Casements Drive and Willis Drive. The Contractor is preparing to pressure test this loop to allow for service to the properties in the block. A second crew continues to install check valves on water services in advance of reclaimed water installation. A quarterly progress report has been submitted to SJRWMD for the quarter ending June 30.
- CDBG 2017 Trail & Sidewalk – The Contractor is working in Central Park grading, forming and pouring the concrete trail.
- Ph III 2-Inch Water Main Replacement – Peninsula – Contract execution is in process. A pre-construction meeting is being scheduled.
- 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 – 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, and therefore, the lights will not be in place for fall soccer season. 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 has received the ACOE permit. Staff submitted grant application 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 – The City has submitted an invoice to FDOT for in-house design work completed to date, which will comprise the City's match of the Federal funds for completion of the project.
- 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 – Consultant has 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 – Received an RFI from FEMA and staff's consultant is preparing a response.
- 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. The 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 – The FDOT approved the plans and bid documents are currently being prepared.
- Sandpiper Lane Drainage Improvements – Bid award to JD Weber Construction is on the agenda for the August 15 City Commission meeting.
- 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
 - Staff attended FDOT Title VI/ADA workshop to meet LAP Funding requirements.
 - Reviewed plans and created several approved Work-in-the-Right-of-Way permits for Hand Avenue splice box locations and directional bores, Lorillard/South Beach Street directional bores, and Riverside Drive and Flamingo Avenue new pole replacement, all FPL requests.
 - Researched subdivision plans and provided lot grading options for Indian Springs to Consultant.
 - On-site meeting with homeowner at 505 Cherrywood to determine Grade-and-Fill violation options, per Neighborhood Improvement Division request.
 - Prepared County use permit for 3 Seafarers Drive water service, per Utilities Division request.
 - Completed Tree-in-the-Right-of-Way locate at 301 Oak Drive, per Neighborhood Improvement Division request
 - Began researching The Trails subdivision historical files to determine maintenance responsibilities throughout the subdivision.

Environmental Management

Street Maintenance - Asphalt/Concrete

- Poured sections of concrete sidewalk on N Ocean Shore Blvd
- Removed and repaired broken section of sidewalk in Riviera Park
- Pulled forms and cleaned job at Ocean Shore & Ellicott
- Mixed and poured driveway section on West St.
- DOT sidewalk repairs on 800 block of N Ocean Shore Blvd

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 large oak and cleaned up tree on Choctaw Trl
- Trimming in Ormond Lakes subdivision, over road on 100 block of Bonita Pl, over driveway on Grey Dapple Way

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 and edging N/Halifax by Dianne Ave, Rockefeller by A1A

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
- Ordered Sign Shop materials
- Straighten signs citywide
- Printing decals for different departments
- Installed (4) new HIP Stop signs on Grove St
- Replaced 4 Stop signs with HIP Stop 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
- Pond maintenance on Mainsail, ABC pond
- Ditch maintenance on Hand Ave

Mowing

- Bush hog Airport ponds, SR40
- Reachout on SR40

Street Sweeping/Streetsweeper

- 146 miles of road cleaned
- 24 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 27,197
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 8
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 10,331 gallons unleaded, 6,323 gallons diesel
 - Fuel used in one week: 2,573 gallons of unleaded and 958 gallons of diesel.
 - Fleet completed 40 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 were received and are being evaluated. Bid tabulation was received.
 - 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. Final as-built plans were received.
 - Lift Station 10M & 12M Rehabilitation: Received a proposal for construction administration services from the consultant for review. FDEP construction permit was issued.
 - 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 for the July 25th City Commission meeting.
 - Elevated Storage Tank Repairs & Maintenance – Bids received exceeded project budget. The consultant prepared a letter pertaining to the bid status. A disposition item to reject the bids was submitted for the July 25th City Commission meeting.
 - 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. Flottweg representatives visited sites and provided staff and design engineer with a presentation regarding their dewatering centrifuge equipment.
 - 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.
- 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.
 - Granada Pointe – Reviewed resubmitted drawings. Utility Division had no additional comments.
 - 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.
 - Nova Road Mausoleum – Reviewed plans, utilities were not affected.
 - Ormond Gateway PBD – 1670 N US 1 – Concept Plans were reviewed and comments were provided.
 - Plantation Oaks – FDEP Application for Water Main Clearance was issued.
 - Security First – Received preliminary site plans. Received water distribution system calculations for review. Information concerning the service area for proposed public pump station was received and comments provided.
 - Thomas & Betts 105 Southland Road – Plans were reviewed and comments provided to the design engineer.
 - Spinnaker Condo Force Main Connection – Reviewed revised plans. Utility Division comments were addressed.
 - Walmart Liquor Box – Reviewed plans and provided comments.
 - 40 Bella Vita Way, The Gardens at Addison Oaks – Reviewed proposed plat and provided comments.
 - 87 Tomoka Ridge Way – Reviewed revised plans. Utility Division comments were addressed.
- Water Treatment
 - Delivered 39.17 million gallons for the week ending July 14, 2017 (5.60 MGD).
 - Backwashed 12 filters for a total of 597,000 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 67.5 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 28.81 Million Gallons.
 - Influent flows average for week @ 4.12 MGD, plant designed for 8 MGD.
 - Produced 23.20 Million Gallons of Reuse.
 - Produced 5.61 Million Gallons of Surface Water Discharge.
 - Annual Average (July 01, 2016 – June 30, 2017) for Surface Water Discharge 0.886 MGD.
 - Hauled 87.27 tons of dewatered residual solids (14%-18% Solids).
- Water Distribution
 - Responded to and/or repaired 15 water leaks.
 - Performed accuracy testing of a 2" meter per Finance Department request.
 - Installed 1 new residential water meters.
 - Replaced or repaired 36 water meter boxes.

- Replaced 3 water services due to low flow or leaks. Straightened valves on new water services turned sideways due to plumbing installation.
- Performed pressure testing of 9 City owned backflow preventers.
- Responded to 18 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Assist WW Collections with the installation of a 2" blow off on a reuse main.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 151 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 7 trouble calls in the Breakaway/Hunters Ridge PEP system service area and 4 in the conventional system service area.
- Responded to 9 Request for Utility Verifications for residential and commercial properties.
- Crews responded to a trouble call / back up @ 520 West St. found the cleanout to be broken, called in emergency locates and made the needed repairs.
- Checked all known trouble spots. All good @ current time.
- Crews cleaned 800' of 8" sanitary main line in the 6M system.
- Crews pumped out the valve vault box on Spanish Waters.
- Locates were called in for needed repairs @ 354 Fir St. and 505 S. Ridgewood Ave.
- Adjusted the reuse main @ 200 Neptune Ave. and @ 40 S. St Andrews to flow approximately 500 GPM into both OCC. and TOCC.
- Crews set well points for a pep tank replacement @ 14 Crescent Lake Way.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters @ 23/23psi, Ocean Mist Hotel @ 23/23psi, Ormond Mall @ 0/0psi. Continued flushing of air release's in an effort to lower the force main pressures.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 15/8psi. Foxhunters Flat (2 inch) 15/3psi & Shadow Crossing Blvd. (4 inch) 0/0psi.
- Televised 11 laterals from our PM list, found 8 that needed to be cleaned, 3 were clean and clear, and 3 need to be repaired. These locations will be put on a 6 month follow up.
- Daily locating of sewer services on the beach side for the reuse contractor installing a new phase of reuse mains and service's.
- Crews responded to and repaired a broken blow off site, on the N. US# 1 sanitary force main.

Wastewater Plant – Lift Stations

- Sludge Mixer/Aerator 1, tripping main breaker, took electrical readings to assist warranty contractor with diagnosis, repairs being scheduled under warranty.
- Towne Square, Walmart, received VAC truck assistance from Collections to clean excessive debris from wet well, ok.
- Fermentation mixer #2, motor tripping at starter, winding megger reading shows faulted windings, replaced with shop stock.
- Centrifuge 1, feed pump not pumping, clog in feed line, removed clog and returned to service, ok.
- Surface water sampler not operating as intended, corrected deficient wiring and replaced non-operational component with shelf stock, ok.
- Reuse water sampler not operating as intended, corrected deficient wiring and ordered a replacement signal splitter, will complete when parts are received.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: LO, phase failure, no power at station, located burnt fuse at disconnect, replaced, ok;
- SCADA monitor/response: 8M2, 8M3, high run times, deragged check valves, ok; CP, no starts, found downed FPL service cable, called FPL, cable repaired, returned station to service.
- SCADA technician activities: Continued interaction with SCADA project engineers; created software support account with Emerson.

- 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: Screw 2 &3; Carrousel surface aerator 1N, 1S, 2N, 2S;
- Annual Plant PM's: Fermentation Submersible Mixer #12.
- Lift Station PM's: 17 monthly performed and 2 annual.
- 55 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Shadow Crossings, completed repairs of high service pump, adjusted pump VFD for reliable control, replaced pressure transducer piping with PVC, station back to full service.
- Hypochlorite generator, assisted with cylinder change.
- Lime dewatering, assisted vendor with setup and temporary power for screw press pilot study.
- North sludge pit repaired broken 2" water line, ok.
- Aerator 1 tightened drive belts on blower, ok.
- Aerator 2 replaced worn motor jack plate with shelf stock, ok.
- PM's: Standish booster station; Division wells 4, 5, 6, 7, 8, 9, 10, 11, 15

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 River.
- Quarterly FDEP Consent Order Report – Staff is preparing the quarterly report for the consent order due to the effluent exceedances of copper from the WWTF. The WWTF has maintained compliance not only with the consent order limit but also the more stringent WWTF permit limit for 9 consecutive months. The Utility will request to close out the consent order as all of the guidelines have been met.

Water Supply/ Treatment and Distribution System Regulatory Activities

- Ormond Beach to Go – Staff attended the Ormond Beach 2 Go at The Casements to present information to water customers on their water quality and conservation materials.
- 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.
- Cross Connection Control Compliance – Staff continues to field questions daily from customers or backflow device testers regarding the compliance of their backflow devices. The City continues to improve compliance rate with this program.

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
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk and Assistant City Clerk attended Tyler (Enterprise Resource System) training
- Staff attended and provided support for July 20, 2017, Neighborhood Improvement Advisory Board
- Agenda packet preparation, creation, and distribution for July 25, 2017, City Commission workshop (Operating Budget) and City Commission meeting
- Agenda packet preparation for August 2, 2017, City Commission meeting