

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: March 9, 2018

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 various members of senior staff
- Field Day with concrete crew

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington, Commissioner Boehm and Commissioner Littleton.
- City Commission meeting
- City Commission Financial Trends workshop
- Eggs & Issues meeting
- Conference call with City Attorney's office and Volusia County Property Appraiser regarding property tax questions
- Senior staff and consultants regarding transportation
- Quarterly meeting with HR staff, benefits consultant and FHCP representatives
- Groundbreaking ceremony Security First in Ormond Crossings
- Tiger Bay Board meeting

Community Development

Planning

- The Board of Adjustment of Appeals met and approved variances at 241 South Halifax Drive (new garage addition with a 2nd floor deck), 427 North Beach Street (proposed single-family house), and 94 North Beach Street (demolish one-story detached garage and re-construct a one story garage with living area on the second story).
- The Planning Board reviewed a Special Exception at 160 Business Center Drive and conducted a discussion item on where pharmacies are allowed within the City.
- Planning staff are conducting interviews for the site engineering inspector position and are seeking to select a candidate next week.

Building Inspections, Permitting & Licensing

- 8 new business tax receipts issued.
- 362 inspections performed in the City (56 by private provider).
- 135 permits issued within the City, with a valuation of \$24,527,474.

Development Services

- The project at 142 East Granada Boulevard that proposes the demolition of two buildings (9,613 square feet and 9,200 square feet) and construction of five-story mixed use building with ground floor retail of 5,924 square feet and 22 residential units is under the second site plan review.
- SPRC staff met the engineer and property owner representative for the Starbucks site plan (demolition of existing 7,850+ square foot building that is part of the Granada Plaza and

construction of new Starbucks of 2,500 square feet with a drive-thru) and project will resubmit to the SPRC and is tentatively scheduled for the April Planning Board meeting.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	25%
For Our Parents ALF	20%
Granada Oaks	95%
Granada Pointe	10%
Hull's Seafood expansion	70%
Launch FCU	50%
Lot 2, Airport Business Park	0%
Ormond Beach Medical Office Building	60%
Pet Street Veterinary Care center	50%
Thomas & Betts parking improvements (phase 1)	40%
Security First	10%
YMCA Dog Park	25%
YMCA Parking Expansion	15%
Zaxby's	0%
Plantation Oaks, utility connection	85%
Cypress Trails subdivision	5%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Staff meets weekly with the consultants representing Security First Managers office project planned for Tract 18 in the Ormond Crossings Commerce Park. The site plan was approved by the SPRC and land clearing and storm water retention areas are underway.
 - FDOT has provided their comments on the Security First Managers traffic study. Staff is working to make appropriate responses to FDOT's US1 traffic mitigation measures. Staff met with Security First team to prepare agreements for the process to construct the extension of utilities that will serve the project. The Agreement will be submitted to the Commission in March or April.
 - Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
 - A groundbreaking at the Security First Manager site at Ormond Crossings was a great success and now the building construction will begin.

- Airport Business Park
 - Staff has prepared a new Growth Assistance Program application for Concentrated Aloe as the company was delayed in the construction of their manufacturing plant on Lot 2 in the Business Park and has requested staff to process its formerly approved Property Tax Reimbursement application. The GAP Agreement is scheduled for review by the Commission in April 17 meeting.
 - Staff is preparing a revision to the Prime Global Group, Inc. GAP that will be presented to the Commission on April 3.
 - Staff prepared 2 applications to the Florida Department of Economic Opportunity's Florida Job Growth Grant Fund. One is for the construction of Business Park Way, which will connect the northerly section of the Airport Business Park to Pineland Trail. This grant application also covers construction cost for proposed roadways within the Southwest Quad at the Airport. A second grant application was prepared for the water and sewer line extensions for the north US1 area of the City, which will benefit Ormond Crossings and other development projects in the US1 corridor. The State has announced funding of several projects and the Ormond Beach projects were not in this year's funding. Staff will work with our legislative lobbyist for next year's budget cycle.
- Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County
 - Staff is working with the Ormond Beach Chamber on a number of economic development initiatives including revision to the "Doing Business in Ormond Beach" resource guide.
- Prospective Business Attraction/Retention/Expansion
 - Flapjack Johnny's Restaurant is opening this week after months of renovating the former Greg's Restaurant on North US 1. This is family owned business with locations in Port Orange and other locations in central Florida.
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- Staff met with representatives of Hoyle, Tanner and Associates, Inc. (HTA) to review the 30% design plans for the Runway 8/26 Rehabilitation Project, and to conduct a site visit to the runway and the airport's electrical vault. HTA indicated that the 60% design plans will be available for review within the next two weeks.
- Staff participated in a teleconference with a representative from RDM International, Inc. (RDM) concerning the State of Florida's Pavement Classification Number (PCN) report for the airport. The State's consultant for this project, CDM Smith Inc., retained RDM to perform the PCN evaluation at the Ormond Beach airport. Staff reviewed the initial draft report with the City's airport consultants and provided commentary to RDM, comparing the results of their study to those from the geotechnical studies performed as part of the design phase of the Runway 8/26 Rehabilitation Project.
- Staff responded to a survey request from the FDOT Aviation and Spaceports Office (ASO). The ASO is seeking to gather and update information unique to Florida airports in order to provide a better understanding of how Florida airports utilize various studies and reports prepared by the ASO, and a better understanding of what future study efforts FDOT should consider. This information will be used to support the Florida Aviation System Plan (FASP) and the Florida Aviation Database.
- Staff is in receipt of the executed contracts to perform the construction phase of the comprehensive Obstruction Mitigation Project at the airport. Staff will schedule a pre-construction meeting within the next two weeks to prepare for commencement of this project.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City has been obligated by FEMA for four (4) of the City project worksheets, due to City is \$6.1 million. The state has obligated the City for two (2) project worksheets totaling \$5.8 million. Project assessment and reimbursement submission will continue.
 - FEMA assessment and project planning for Hurricane Irma is in progress.
 - Preparations for Phase 3, Utility Billing are underway.

- Completed Projects - Weekly
 - Processed 20 Journal Entry Batches.
 - Approved 20 Purchase Requisitions totaling \$1,476,366.12.
 - Issued 13 Purchase Orders totaling \$63,193.90.
 - Prepared 131 Accounts Payable checks totaling \$274,524.02 and 25 Accounts Payable EFT payments totaling \$87,861.76.
 - Issued 547 past due notices on utility accounts.
 - Auto-called 112 utility customers regarding receipt of a past due notice.
 - Processed 615 payments through Interactive Voice Response System totaling \$60,871.20.
 - Grant money fiscal year-to-date total received, \$508,879.00 dollars.

Grants/PIO

- Public Information
 - Ormond Beach Follies Presents "Bars, Booze and Babes" (March 23, 24 & 25)
 - Access to the Beach from Andy Romano Beachfront Park Reopens (March 7)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed Employee Newsletter for March 2018.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended mandatory customer service training.
 - Attended weekly staff meeting.
 - Attended City Commission Financial Trends workshop.

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

Fire Department

- Weekly Statistics
 - Fires: 5
 - Fire Alarms: 5
 - Hazardous: 1
 - EMS: 110
 - Motor Vehicle Accidents: 10
 - Public Assists: 45
 - TOTAL CALLS: 176

- Aid provided to other agencies: 16 Calls - Daytona Beach (6), Volusia County (10)
- Total staff hours provided to other agencies: 16
- # of overlapping calls: 58
- # of personnel sent with EVAC to assist with patient care during hospital transport: 2
- Total EMS patients treated: 92

- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 309
- Training Hours
 - NFPA 1001: Firefighting 5
 - NFPA 1021: Officer 6
 - NFPA 1500: Safety/Equipment 6
 - EMT/Paramedic 25
 - TOTAL TRAINING HOURS: 42
- Station Activities
 - Updated 6 pre-fire plans
 - Conducted 6 fire inspections
- Significant Incidents
 - 3/3/18, 9:44 PM: 615 S. Ridgewood Ave. – Structure Fire – Responded to a single story residential home with heavy fire coming from attached garage – fire contained to garage with limited extension into living area – significant smoke damage to remainder of home – single occupant was able to evacuate before fire units arrived.
 - 3/5/18, 3:15 PM: 210 Benjamin Dr. – Structure Fire – Upon arrival found heavy white smoke coming from back yard – fire located in storage shed and extinguished with 1,000 gallons of water.
 - 3/5/18, 3:43 PM: W. Granada Blvd./Shadow Crossings Blvd. – Motor Vehicle Accident – Responded to a single vehicle rollover – found vehicle upright in ditch with major damage – three passengers extricated – Air One and EVAC transported trauma alert patients – a firefighter paramedic assisted EVAC during transport.

Human Resources

- Staffing Update
 - Approved/Active Recruitment
 - Police Officer (Police) open 6-8-17 until filled. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Fire Chief (Fire) open 2-13-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, Florida League of Cities, Florida Fire Chiefs Association, IAFF, and internally.
 - Part Time Events Leader (Events/Leisure Services) open 3-7-18 until 3-30-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services) open 2-8-18 until 2-23-18. Advertised on City web site, governmentjobs.com, and internally.
 - Summer Camp Counselors (Leisure Services) open 3-1-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Applications Under Review
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)
 - Economic Development Director
 - Interviews Scheduled
 - Engineering Inspector (Planning)
 - Senior Planner (Planning)
 - Tradesworker (Building Maintenance/Leisure Services)
 - Chief Treatment Plant Operator (Water Production/Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Administrative Assistant (Neighborhood Improvement/Police)

- Maintenance Worker II (Streets/Public Works)
- Water Distribution Operator 3, 2, 1, or Trainee (Water Distribution/Public Works)
- Employee Events
 - Skin cancer screenings for HSA contributions runs through 12-31-18
 - Make-up day for Personal Health Assessments for HSA contributions on 3-21-18
 - Lunch and Learn Wellness Workshops for HSA contributions run throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
- Risk Management Projects
 - Mayor's Health and Fitness Challenge activities
 - American Cancer Society/Relay For Life campaign
 - Attend Chamber's Leadership planning meetings
 - Work on Subrogation files

Information Technology (IT)

- Information Systems (IS)
 - Work Plan Projects
 - Tyler Munis Phase 2 - Human Resources / Payroll. System went live 1/8/2018. Continuing to work with system and learn more about its use and features.
 - Tyler Munis Phase 2 – Tyler Content Management (TCM) document management and imaging systems. Forms Documentation review.
 - IT Strategic Plan – Draft documentation review.
 - Enterprise Infrastructure
 - iSeries system (HTE Sungard Naviline): None
 - Windows Servers: None
 - Networking System: None
 - Work Orders
 - New: 15
 - Completed: 45
 - In progress: 47
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 32,510
 - Inbound E-Mails Blocked: 10,044
 - Delivered Inbound E-Mails: 22,466
 - Quarantined Messages: 204
 - Percentage Good Email: 69%
 - Virus E-Mails Blocked: 4
 - Notable Events:
 - VCSO DataLink - Implemented cutover to new data circuit to Volusia County Sherriff's Office (VCSO). This datalink provides both the Police and Fire Departments with connectivity for Dispatch, Records, and FireHouse data systems. The datalink is provided by VCSO and is utilizing AT&T fiber connectivity. The new datalink is about 25 times faster than the previous link. This was a major networking change that also resulted in the connection being moved from the Data Center to the PD building. Overall, the cutover has gone well.
 - PD MDT Advanced Authentication - Reconfiguring all PD Mobile Data Terminals (MDT's) to implement Advanced Authentication (AA) as required by FDLE CJIS security requirements. This AA solution provided by VCSO is the GridCard or Bingo card system which requires the user to answer row/column combinations from a pre-printed card in

addition to their normal User ID/Password. We are about halfway through the implementation phase.

- Email System upgrade – the upgrade to the new Exchange server is going well, approximately 75% of the mailboxes have been upgraded with minimal impact to the users. The internet remote access Outlook Web Access (OWA) component upgrade has required a change in the format used to enter the User ID, requiring the user to put “ormondbeach\” in front of their User ID. Additional instructions have been emailed to all users.

- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 1
 - Corrections: 1
 - Map/Information Requests: 14
 - Information requests from external organizations: 1
 - CIP related projects (pavement management, project tracking map): 0
 - Reclaim connections located this week: 0: Total in system = 1,495
 - Meters GPS located this week: 0: Total in system = 23,677; 22,891 potable, 775 irrigation, 11 effluent
 - Notable Events: None

Leisure Services

Administration

- Supervisory staff meeting
- City Manager’s meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Riverside church site visit
- City Commission workshop
- City Commission meeting
- Tradesworker position interviews

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

- Tours were given as needed on Saturday and Tuesday through Friday.
- FWC presented a Florida Black Bear Program on Saturday from 10 am to 11 am.
- The Community Garden Board met at the EDC on Wednesday at 3 pm.
- The EDC Volunteers held their monthly meeting on Thursday at 4 pm. The first Spring Social followed at 5 pm. The social included refreshments and a guest speaker who discussed plants.
- South Peninsula Garden Club met in the EDC classroom on Friday from 10 am to noon.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1 pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball & Baseball continued practices this week at 3:30 pm, Monday through Friday, at the Kiwanis Baseball Field and Softball Quad 2. Baseball had games on the road, while Softball had their only game on Thursday at 6 pm.
- OBYBSA/OBGS Recreational Baseball/Softball started games this week at Nova fields and also at the Sports Complex on the softball quad and T-ball fields.
- OBSC Soccer Program continued practices at the Sports Complex on Soccer Fields 1-6 as well as 9-10 nightly Monday through Friday.
- City Volleyball program had week two of their spring season on Monday and Thursday nights from 6 pm–7:45 pm. Currently, 60 participants are signed up.
- CCA Softball hosted games again this week at Quad 4 on Tuesday and Friday at 4 pm at the Sports Complex.
- SHS Flag Football opened their game season with action on Tuesday and Thursday nights at the Sports Complex on Multi-Purpose Field 11 at 4 pm and 5 pm.

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
- Cleaned all sports parks daily of debris/trash from the events during the week
- Greased and cleaned equipment
- Continued dragging infields (18) daily at Sports Complex and Nova fields
- Continued edging infields (18) weekly at Sports Complex and Nova fields
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Marked fields for games for SHS Softball/Baseball, CCA Softball, OBYBSA Baseball, T-ball and Lady Renegades tournament
- Painted 18 soccer fields and added goals, tofers, sand bags, corner flags and benches to each.
- Added clay to infield at South Ormond
- Painted Flag Football field on Multipurpose Field 11 for SHS games

Senior Center

- Tomoka Duplicate Bridge was held on Saturday from 11:00 am to 4:00 pm
- Granada Squares 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:
 - CMT held regular classes Tuesday through Friday.
 - Follies held on stage rehearsal Monday through Friday.
 - Kopy Kats held regular classes on Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts will host the following event:
 - Shining STARS Pageant and Talent Show, Saturday, March 10, 1:30 pm to 3:30 pm.

South Ormond Neighborhood Center

- Splash pad closed through March 14
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise on Monday

- PAL basketball practice Monday and Wednesday
- PAL tutoring Monday-Thursday
- YMCA soccer practices Monday/Tuesday/Thursday/Friday
- Sports Club youth basketball practice Saturday

Community Events

- Weekly administrative tasks, office work, and activities
- Assisted with City Commission Workshop meal
- Planning of 2018 events through May:
 - Art in the Park, May 5 and 6, including application tracking and input, sponsorship tracking, mailing food vendor applications and entertainment contracts
 - Memorial Day Remembrance Service, May 28

Gymnastics

- Registration is open for March session
- March session in progress
- Team girls continue preparing for state competition on March 10 & 11 in Orange City.

Nova Community Center and Special Populations

- FitGyms conducted their person training and tennis lessons.
- Open play took place various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
- Adult Jazzercise met at various times throughout the week.
- Ms. Debby's Dance and Acting classes continued at various times throughout the week.
- The City's Youth Spring Volleyball continues on Monday and Thursday.
- Challenger Volleyball ended on Tuesday.
- Adult Volleyball began on Tuesday.
- Explore the Arts ended on Wednesday.
- Lunch Bunch Club continues on Wednesday.
- Shining STARS Pageant will take place on Saturday at the PAC.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
- A wedding was held at Ormond Memorial Gardens from 1:30 pm-2:30 pm.
- A wedding was held at Bailey Riverbridge from 3:00 pm-5:00 pm.
- A wedding was held at Ormond Memorial Gardens from 4:30 pm-5:30 pm.
- Ormond Mainstreet Taste of Ormond event was held on Sunday from 4:00 pm-7:00 pm.
- The Casements Camera Club is holding their 25th Annual Ebony & Ivory Show throughout the month of March in The Casements Gallery.
- An iPad class was held on Monday 9:30 am-12:30 pm.
- A Social Media class was held on Monday from 1:30 pm-4:30 pm.
- An Excel for Small Business class was held on Tuesday from 9:30 am-4:30 pm.
- The Casements Camera Club Workshop was held at Bailey Riverbridge on Tuesday from 10:00 am-12:00 pm.
- Art Class was held on Tuesday from 4:00 pm-8:00 pm.
- Ormond Beach Garden Club's Flower Show and Tea was held on Wednesday from 12:00 pm-3:00 pm.
- Lohman's Healing Workshop was held on Wednesday from 3:00 pm-5:00 pm.
- Pilates classes were held Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga was held on Tuesday and Thursday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions

- Bailey Riverbridge: Set new engraved park bench on pier
- Central Park I: Replace two damaged playground borders; checked bridge for nails that were sticking up and repaired as needed
- Limitless Playground: Replaced four worn play items with new ones
- Nova Gym: Moved old items to Fleet
- South Ormond Neighborhood Center: Replaced damaged parking curbs

Building Maintenance

- Preventative maintenance of City vehicles and equipment as necessary
- Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
- Weekly inspection of the water wheel and sump pumps at The Casements
- Tri-weekly inspection of DOT and facility lighting at various City locations
- Tri-weekly lighting inspection of airfield runways, taxiways and signage
- Repaired the men's toilet at Nova
- Repaired the women's restroom door lock at Central Park I
- Repaired the women's toilet at Wendelstedt
- Ordered runway lights control boards for the Airport
- Rebuilt the pond pump at Ames
- Repaired the bay door at Fire Station 93
- Repaired the stair light at City Hall
- Replaced toilet seats at Andy Romano
- Brought 20 recycle bins to Ames House

Police Department

Administrative Services

- Hosted the weekly staff meeting.
- Staff attended the bi-weekly Crime View Meeting
- Staff attended customer service training
- Staff hosted meetings with unit supervisors
- Staff attended the Financial Trends Workshop
- Staff attended the City Commission Meeting

Community Outreach

- Five (5) members of the YDC met to review upcoming community service projects. The next community project that YDC will work with is Unity in the Community on March 17, at the South Ormond Neighborhood Center.
- Twenty (20) students registered for the Tutors R Us (TRU) program last week. The program will be closed for VCS spring break March 9 – 16, 2018.
- The R.E.A.D, Reading, Exploration, Adventure and Discovery program at Ormond Beach Elementary School continues. Last week, students worked on parts of speech through adjective charades. The program will be closed for VCS spring break March 9 – 16, 2018.
- Informal practice for the OBPAL Basketball season has begun. Last week, twenty-seven (27) youths participated in the practices. Currently, two (2) teams are registered for the State of Florida Association of Police Athletic League's Annual Basketball tournament. The tournament is scheduled to take place in Jacksonville, Florida March 23-25. Practice and scrimmage games will be held at the South Ormond Neighborhood Center on March 17 during the Unity in the Community Event.
- The Second Annual OBPAL Donut Dash 5K will take place in The Trails community on Saturday, May 5, 2018. Registration will begin at 7:15 am with a race start at 8:00 am. Online registration for the Ormond Beach Police Athletic League Donut Dash 5K is available at <http://www.racesmith.com/events.html>.
- Reading with a Cop was held on Wednesday, March 7 at the Ormond Beach Library.

Community Services & Animal Control

- Animal Calls responded to: 43
- Animal Reports: 5
- Trap Neuter Release: 3
- Animal Bites: 0

Criminal Investigations

- Cases Assigned:19
- Cases Cleared by Arrest/Complaint Affidavit: 5
- Cases Exceptionally Cleared: 10
- Inactive: 6
- Fraud: 3
- Burglary Residential: 1
- Grand Theft: 5
- Sex Offense: 1
- Police Information: 6

Records

- Walk - Ins / Window:100
- Phone Calls: 92
- Arrest / NTA'S: 14
- Citations Issued:66
- Citations Entered: 0
- Reports Generated:135
- Reports Entered: 121
- Mail/Faxes/Requests: 32

Patrol

- Total Calls: 1,343
- Total Traffic Stops: 194

Operations

Crime Opportunity Report Forms 59

- 02/28/2018
 - Burglary, 321 Hand Avenue #4076 (All Aboard Storage). Forced entry to a storage unit. A Samsung 44" television was taken.
 - Battery Domestic Violence Arrest, 50 Mayfield Circle. Juvenile refused to go to school and caused a disturbance that resulted in juvenile battering two adult male relatives.
- 03/01/2018
 - Resisting Without Violence and Loitering and Prowling Arrest, 155 East Granada Boulevard. Two subjects stole a bicycle off of the front porch. Both subjects were located and resisted law enforcement officers commands. The victim of the burglary refused to press charges once the bicycle was returned.
 - Grand Theft, 1521 West Granada Boulevard (Walmart), \$360 cash stolen out of a backpack.
 - Aggravated Battery Arrest, 440 North Nova Road (Rainbow Park). A 911 call was received about several kids in a physical fight near the Rainbow Park. The caller advised one male struck another male in the head with a metal pipe. Officers located all involved juveniles on scene. One juvenile admitted to the assault.
 - Narcotics Arrest, 600 Block South Atlantic Avenue. Officer Moody conducted a traffic stop for a tag light violation. An officer deployed his K9 partner on the vehicle in which the K9 alerted to the scent of narcotics. A probable cause search was conducted and three grams of cannabis was located between the driver's seat and center console.

- 03/02/2018
 - Narcotics Arrest, 55 East Granada Boulevard. An officer stopped a vehicle for a traffic violation. A K9 sniff of the vehicle led to a search of the vehicle and recovery of a small amount of controlled substance.
 - DUI Arrest, 361 West Granada Boulevard (Taco Bell). Taco Bell employees called about a belligerent customer in the drive thru. Contact was made with a subject who was found to be intoxicated.
 - Grand Theft, 1280 North United States Highway One (SR Perrott). Gold necklace with gold and diamond pendant was packaged to be shipped off for repair and left on the receptionist desk. Unknown what occurred to the package and necklace is unaccounted for.
- 03/03/2018
 - Stalking, 938 Northbrook Drive. Teenage victim is being stalked and harassed by a known teenage acquaintance.
- 03/04/2018
 - Carbreak, 683 Hand Avenue. Unknown suspects broke the front passenger window to gain entry.
 - Carbreak, 195 South Beach Street (Ames Park). Unknown suspects entered vehicle by breaking the window. Purse and contents taken.
 - Carbreak, 195 South Beach Street (Ames Park). Entry made by breaking a window. Several items were taken.
- 03/05/2018
 - No incidents to report
- 03/06/2018
 - Aggravated Assault with a Deadly Weapon, 1524 Poplar Drive. The resident at this location got into a verbal altercation with pool contractors on a neighbor's property over damaged sprinklers. The subject then went inside his residence and holstered a firearm on his hip, displaying it in such a way that it was visible. He then went back outside with the firearm still visible on his hip and threatened to shoot the contractors. The victims declined to pursue charges.
 - Stolen vehicle, 19 Orchard Lane, Black 2005 BMW X-5, 4-door. The vehicle was stolen overnight.
 - Carbreak, 19 Volunteer Lane, Unknown person entered unlocked vehicle.
 - Battery Domestic Violence Arrest, 1608 North United States Highway One Room 234. A call was received from person in the listed room that the suspect and victim where in a physical altercation and someone was bleeding. All of the parties involved had been drinking.
 - Burglary Residence, 500 Shadow Lakes Boulevard Unit 10, The victim reported that someone made forced entry into his apartment and stole his Play Station 4 system with a game and controller. The victim's apartment is on the second floor and the screen of the enclosed porch was cut allowing the suspect to enter the porch area.
 - Narcotics Arrest, 124 Life Boulevard. The suspect from a prior theft case was observed pulling into the mobile home park and a traffic stop was completed. The front seat passenger exited the vehicle and ran towards the door of the mobile home. The officer ordered him to stop and witnessed him reach into his pockets and throw some items under a parked van. The items were discovered to be five baggies of cannabis. The suspect confessed to throwing the baggies and advised there was cannabis in them.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 62
 - Number of Uniform Traffic Citations Issued: 36
 - Number of Written Warnings Issued: 40
 - Number of parking tickets issued:
- Traffic Crash Reports
 - Number of Crashes without Injuries: 7
 - Number of Crashes with Injuries: 4

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 6 Cases initiated
- Zone 3: 6 Cases initiated
- Zone 4: 3 Cases initiated
- 63 signs have either been removed or sign cases created.
- 16 tree removal permit requests.
- Administrative staff assisted with six (6) walk-ins and eighty six (86) telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The Contractor is working on installation of the final segment of reclaimed water main on Bosarvey Drive, and connection of mains is occurring as mains successfully pass pressure testing. The majority of service laterals have been installed.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Sundance Trail, Hollywood Drive, and River Beach Drive have been cleared by the Volusia County Public Health Unit. The Contractor is continuing the switch over of services on streets that have been cleared.
 - Ph III 2-Inch Water Main Replacement – Mainland – The Contractor continues installing pipe on Fir Street. Restoration for completed areas of work to begin in the next 1-2 weeks.
 - Ormond Sports Complex Field 4-10 Lighting – The Contractor is working to complete the installation on field 7. The lighting is complete and operational on fields 4, 5, 8, 9 & 10.
 - CDBG (canoe kayak launches) – Cassen Park installation has begun and Central Park is scheduled to begin next week.
 - Ormond Elementary Parking Lot Lighting Upgrade – The LED lighting will be installed during the school's Spring Break as to not interrupt school operations.
 - Memorial Gardens Parking Lot Improvements – Contractor began work this week.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings.
 - Effluent Outfall Replacement – The contractor has ordered materials which are expected to be delivered in April and has thus requested the start of construction be set for mid-April.
 - Storm and Sewer Lining – A preconstruction meeting is scheduled for Monday March 19.
 - Deer Creek Reclaimed Water – Contracts were received back from the contractor. A pre-construction meeting will be scheduled.
 - Bidding
 - Downtown Light Replacement – The bid award was approved at the March 6 City Commission meeting.
 - CDBG – Streetlight Replacement – The project was advertised on February 11, a pre-bid meeting was held on February 28, with bid opening on March 15.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the quote package to solicit written proposals.
 - A1A Manhole Repair – Bids came in significantly higher than expected, these bids will be rejected and a modified project scope will be included with the 2018 Road Rehabilitation – Resurfacing project.
 - City Hall/SONC HVAC Repairs – City Commission approved the project for bidding at the January 16 CC meeting and the project was advertised. A pre-bid meeting was held on February 1; bids were received on February 21 and are under review.

- 2018 Road Rehabilitation-Resurfacing – This project will be presented to the City Commission concurrently with the below Microsurfacing project for approval to advertise for bids.
- 2018 Road Rehabilitation – Microsurfacing – Staff is working with Purchasing to utilize a competitively bid contract from Largo for this work.
- Forest Hills Connector Trail – FDOT has completed their review of plans and specifications, approved plans are currently with LAP construction as the project prepares for bidding. Plans and specifications were approved for bidding at the March 6 Commission meeting. Project is scheduled to be advertised March 18.
- Water Plant Upgrades – Staff anticipates receiving the 90% bid documents soon.
- WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
- Design Projects:
 - North US1 Water Main Improvements – Staff has completed modeling for improvements to improve reliability to the single water main that extends along north US1 to the City Limits. Staff has identified a two phase approach. Phase 1 will be to loop the main that feeds Security First in Ormond Crossings which will provide a redundant loop for US1 along the length, and will also bolster water pressures needed for the fire flow demand to the proposed four story Security First building. The design engineer for the water extension to Security First will add the additional work to their contract to allow the loop to be installed in time to meet building schedule needs of Security First. Phase 2 will extend a new 12-inch water main from Airport Road South along US1 to “Double Barrel” the existing single 12-inch Water Main. Staff is applying to the State for an Economic Development Grant that, if approved, will pay for the construction cost for the water main improvements (\$2.05 million).
 - Ormond Crossings Utility Extensions – Final design has been completed and staff is working on the agreement for construction reimbursement. Security First, in order to get the water to the site, has offered to up-front the construction cost for the utility extensions to the site on the condition that the City agrees to reimburse them for the cost. Staff is coordinating the necessary agreement to allow this to happen.
 - West Ormond Community Center – At the Strategic Issues Workshop, the CC stated that the cost for the West Ormond CC was too expensive at this time and instead directed the City Manager to pursue a feasibility study for construction of an EOC somewhere to be determined within the City. Staff will include this study in the upcoming CIP.
 - Cassen Park Public Dock-Fishing Pier Repair and Breakwater Extension –The FIND Agreement was approved at the January 2 CC meeting along with the Work Authorization for the design for the fishing pier repairs along the south side of the bridge and expanding the breakwater proposed with the public dock project. The Consultant has submitted a request for a permit exemption from FDEP for the fishing pier repairs. If that is approved they will then submit to FIND for an emergency disaster repair grant for 50% of the cost of the repair of the fishing pier.
 - WWTP Sludge Dewatering Improvements – Staff has received 60% plans and has scheduled a review meeting with the consultant on March 8.
 - Downtown Stormwater Phase 2 – Consultant has revised landscape and hardscape plans, per review by City staff and Ormond Mainstreet.
 - Fleming Ave Stormdrain Improvements – A FEMA HMGP Phase I design/engineering grant is fully executed. The Consultant is preparing a scope of work for the final design. This project was identified for design in FY 2018-19 in the 5 year CIP
 - Wilmette Avenue Pumping – A FEMA HMGP Phase I engineering/design grant has been approved for this project and is under review by Staff.
 - Laurel Creek Stream Gauges – OptiRTC has provided a proposal to the City for additional stream level monitoring. Staff is reviewing this proposal that would allow the OPTI desktop to monitor these additional level gauges alongside the level at the Bennett Lane pump station.

- Cassen Park Improvements (Paving and Restroom Replacement) – Staff has looked to apply for an HMGP grant which would pay 75% of the project total construction cost. However, after talking with Florida DEM, park projects do not meet HMGP benefit cost requirements and thus this is not an applicable project for the HMGP program. As such, staff is proceeding with the design of the approved CIP projects that include construction of a new bathroom and paving improvements to the parking.
- Rockefeller Gardens Stage Shade Cover - Structural engineering is in process to determine installation costs.
- OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – Staff received a high ranking of 93.6 from ECHO which qualifies this project for funding.
- OBSC Improvements – Championship Field 7 – The City did not receive funding from the Daytona Beach Racing and Recreational Facilities Authority for the project.
- Secondary Raw Water Main – Staff will be sending out letters to residents along Old Tomoka Road where easements are needed to determine if they will be amenable to providing them. If not, staff will pursue an alternate route for the raw water main along SR40.
- Wastewater Plant Influent Pump Station – The Consultant is preparing a scope of work for the VFD implementation phase of this project.
- Tomoka Elementary Connector Sidewalk – Staff is finalizing the RFQ for design services through FDOT.
- Williamson Blvd Pedestrian Improvements - Staff is finalizing the RFQ for design services through FDOT.
- Police Department Roof – Working with Construction Manager to determine the final scope for proposals.
- MacDonald House – Working with Construction Manager to solicit proposals to complete Phase I repairs of the report.
- Granada Median Landscape Improvements (Orchard Street to I-95) – Base map has been prepared and staff is finalizing conceptual planting plan for design Consultant.
- Nova Community Park Tennis Court Lighting – Staff will submit a FRDAP grant application to help offset the cost to construct the project.
- Police Department Access Control – The Consultant has resubmitted design drawings and contract documents for review by staff.
- A1A Force Main Repair – Staff is working with the consultant to revise the design proposal.
- WTP Aerator Electric Upgrades – Staff met the Consultant on-site to discuss project and generate a design scope of work.
- Departmental Activities
 - Several staff members attended customer service training.
 - Reviewed daily SWMP, Fence, and Engineering permits through the ProjectDOX system.
 - Researched old files related to Bramblewood Lane maintenance responsibilities, per Neighborhood Improvement Division request.
 - Continued work on drawing for Bramblewood Lane & Hummingbird Lane drainage improvements.
 - Created Permit Set for 141 Sunrise Cove irrigation service installation.
 - Created right-of-way drawing for Ames Park.
 - Began research for 3638 and Ocean Sunrise sketch and legal descriptions, per Planning Division request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete pour on Buena Vista Ave
- 2x2 asphalt patch on 800 block of Peninsula Dr; Pine Lake Cir; Northbrook Dr
- Concrete on 100 block of Arlington Way for Water Div

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
- Cut & hauled away tree at Airport Sports Complex
- Customer service training
- Saw maintenance & training
- Removed tree for training at Airport Sports Complex; Oak tree on Gray Dapple Way; Cherry tree on Pine Cone Trl
- Fixed ruts in park at Airport Sports Complex

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
- DOT weed control on all state roads
- Trimming in various areas citywide
- Blew off leaves in parking lot at City Hall
- Filled radius with shell at Melrose Ave & US1
- Picked up debris on Pineland Trl; plywood at Tymber Creek & SR40
- Checked benches citywide

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
- Customer service training

Stormwater Maintenance

- Basin repair on 800 block of Peninsula
- Delivered sand bags to The Casements
- Ditch maintenance at the ballfields/Pineland Trl
- Pond maintenance at ABC pond
- Locates citywide
- Gates & pumps citywide
- Loader training at dumpsite
- Basin cleaning & inspection in Zone 3
- Basin repair on Wild Olive; PW yard

Vactor

- The Casements
- Maintenance at PW yard/Fleet

Street Sweeping/Streetsweeper

- 219 miles of road cleaned
- 68 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 23,679
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 2
 - Non-Emergency Vehicles and Equipment: 7
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 15,335 gallons unleaded, 10,734 gallons diesel
 - Fuel used in one week: 2,305 gallons of unleaded and 790 gallons of diesel.
 - Fleet completed 37 work orders this week.

Utilities

- Projects Summary
 - Ground Storage Tank Repairs – A preconstruction meeting was held 3/2/18. Work is scheduled to start 3/12/18.
 - Leeway Tank – A field trip is scheduled on 3/7/18 to review pump and piping requirements to make sure they are defined in the Mead & Hunt proposal.
 - Lift Station Improvements 2018 – Submitted a City Commission Memo for design services award at the March 20 Commission meeting.
 - Lift Station 10M & 12M Improvements – A preconstruction meeting is scheduled 3/9/18.
 - Pretreatment Effluent Pump (PEP) Purchase – An award memo is proceeding through the review process for presentation at the March 20, 2018 City Commission meeting.
 - WWTP Sodium Bisulfite Tank Replacement – Construction will start when tanks arrive on site in early April.
 - Utility Location Services – Addendum 1 was issued to answer questions received at the pre-bid meeting.
 - Water Plant, Leeway and Breakaway Trails Elevated Tank activities – A meeting to discuss the FAA Hazard Determination was held. Material was given to Engineering Division to prepare a submittal to FAA for the tower height. Design proposals are being evaluated for WTP and Leeway elevated tanks along with proposal for SCADA/IT communications antenna needs to determine budgetary implications.
 - WTP Lime Sludge Dewatering Improvements – A meeting is scheduled 3/8/18 to review the 100% plans.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the March 20 City Commission meeting due to continued contractual concerns related to software license purchase.
 - 36 Capistrano Drive – Use Permit Application was received from Volusia County.
 - 141 Sunrise Cove Circle – Preparing plans for a Volusia County Use Permit. Submitted Permit Application form to engineering for processing.
 - SPRC Projects (Utilities Review)
 - Fountain Square – 142 E Granada Blvd. - Reviewed revised plans.
 - Kingston Shores – Awaiting response from the design engineer to amend permit provision for Ormond Beach reference to private fire hydrant and fire flow requirements.
 - Pineland – A meeting was held with the developer and engineer to discuss reuse availability to the subdivision. Reuse was determined to be available. The projected demand was less than the 100,000 gallons per day threshold for permitting.
 - YMCA Dog Park – Met with contractor to discuss the water main conflict resolutions, sampling and notification requirements for the proposed work to be performed 3/11/18. An engineering inspector is assigned to the project.

Water Treatment

- Delivered 39.37 million gallons for the week ending March 2, 2018 (5.62 MGD).

- Backwashed 7 filters for a total of 330,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through January 31, 2017 @ 5.713 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 29.39 Million Gallons.
- Influent flows average for week @ 4.20 MGD, plant designed for 8 MGD.
- Produced 25.51 Million Gallons of Reuse.
- Produced 3.88 Million Gallons of Surface Water Discharge.
- Annual Average (Feb 01, 2017 – Jan 31, 2018) for Surface Water Discharge 1.77 MGD.
- Hauled 177.60 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Replaced or repaired 3 residential water services.
- Installed 4 new water services serving residential customers.
- Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Responded to and/or repaired 11 water service leaks.
- Performed valve maintenance on 25 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 6 City owned backflow preventers.
- Replaced 5 broken residential water meters.
- Replaced 11 broken meter boxes.
- Performed an accuracy test on a 3" commercial water meter at 591 S. Atlantic Ave due to high flow side not registering flow. This meter was tested at all flows at 100% accuracy.
- Performed maintenance on 6 fire hydrants in the Breakaway Trails subdivision.
- Repaired a 2" water service leak at 150 Business Center Dr.
- Performed water main shutdowns to remove abandoned water main taps for Bayberry Ct., Arlington Way, Sundance Trail. And Sunny Beach Dr.
- Rescinded all outstanding boil water notices.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 158 regular and 3 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 3 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 2 in the conventional system service area. Responded to 2 reuse trouble calls.
- Repaired broken low pressure force main at 33 Laurel Ridge Break.
- Rewired PEP system j-box at 16 Westland Run.
- Employees attended customer service training.
- Located sewer lateral at 209 Royal Dunes Blvd.
- Located and shut off reuse service at 8 Lost Springs Way.
- Prepping 57 Carriage Creek for PEP tank replacement.
- Cleaned 1,475 ft. of gravity mains on Riverside Dr. - boring contractor impacts.
- Checked force main pressure on Ocean Shore Blvd. AM/PM Spanish Waters 8/10 psi, Ocean Mist Hotel 11/10 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 21 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 10 psi.

Wastewater Plant – Lift Stations

- Poly Blend #1, noisy operation noted, determined to be motor coupler, ordered new insert, will install upon arrival, ok at this time.
- RAS/WAS, continued installing electrical conduit/wire for reaeration mixer, PLC cooling fan not operational, replaced with new fan, ok.

- Centrifuge #1, emergency stop relay failed, will not allow reset, moved wiring to spare relay, returned unit to operation, replacement relay on order.
- Ormond Mall LS, pump #2 overloads tripped, problem at wiring splice, corrected, ok.
- Post anoxic mixers, continuing to troubleshoot wiring problem for north mixer.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: Cypress Place, high level, dirty probe, cleaned, watched station pump down and cycle through, ok; Camelot, high level, found wiring problem at control cabinet, repaired wiring as needed, ok.
- SCADA monitor/response: 1P, high starts, clean probe, ok; Shadow Crossings, no starts #1, reset motor starter, switched circuits for testing of pump and motor starter; HOMAC, no starts #2, found pump seized, replaced pump with repaired inventory, 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.
- Annual Plant PM's: Clarifier #3.
- Lift Station PM's: 30 monthly performed and 3 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Melrose Reuse, replaced sump pump outlet in flow meter vault, repaired wiring at flow meter and returned meter to operational service, repaired pressure sensor, ok.
- Ammonia feed lines; underground lines leaking, ran temporary line on surface, and procured material for line replacement.
- Lime Slurry Tanks, assisted Operations with tank rotation.
- Westfalia centrifuge, torque repairs pending.
- Aerator scrubber pump #3, installed replacement pump, continued rebuild of non-operational unit in shop, replace worn calibration tube, ok.
- Operational Checks: Rima Wells, Shadow Crossing & Riverview & Standish Booster Station - OK; Well SR 19, vault full of water - pumped out; Hudson well 24, test run generator.
- Monthly PM's: Breakaway Trails wells 2, 3, 4.

Water & Wastewater Treatment/ Supply/ Distribution/ Collection Systems Regulatory Activities

- Annual Cross Connection Control (CCC) Report – Staff is working with the City's CCC data management contractor to receive assistance in preparing the annual CCC report for submittal to the FDEP. The report highlights the compliance rate of the City's backflow prevention devices on commercial potable water customers. Additionally, staff met with the City's data management contractor to discuss the current contract and future needs.
- Volusia County Health Department – Staff is preparing for the semi-annual Sanitary Survey performed by the Health Department. The survey including inspection of the raw water wells, the water treatment plant and the water distribution system. The Department is sending two representatives for the inspection which will take place over several days.
- Industrial Pretreatment Program – Staff received an application for renewal of a permitted industry's IPP permit. The permit expires September 30, 2018. Staff is beginning the permitting process and will insert the new local limits into the permit before renewal, pending their full implementation.
- Earth Day Event – Staff is developing a schedule of activities for 150 elementary school children to attend the City's annual Earth Day event. The event normally consists of three educational programs to engage the students.
- Annual Water Quality Report – Staff has begun reviewing and compiling the data for the City's Annual Water Quality Report (Consumer Confidence Report) as required by the FDEP and EPA. The report highlights the laboratory data from potable water samples collected throughout the 2017 calendar year. The report also recognizes the compliance rate of the utility during the year.

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 City Manager Staff Meeting
- City Clerk attended meeting with Acting Assistant City Manager
- Staff attended and provided support for March 6, 2018, City Commission Workshop (Financial Trends) and City Commission Meeting