

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: April 13, 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
- Agenda packet review

Spoke to, attended and/or met with:

- Rotary meeting
- City Attorney and outside counsel regarding Mintos
- General discussion meeting with Mayor
- Crime view meeting
- CANDO2 meeting
- Met FDOT representative Anna Taylor, escorted by Jim Cameron Daytona Chamber and senior staff. Discussed transportation priorities.

Community Development

Planning

- The Planning Board reviewed the following applications at their meeting on April 12, 2018:
 - Starbucks at the Granada Plaza.
 - Temporary Signage Land Development Code amendments.
 - Docks within Volusia County Land Development Code amendment.
 - Floodplain Management and Protection Regulations Land Development Code amendments.
- Staff has received a variance application at 664 John Anderson Drive seeking a building height of 35' for the staircase tower, requiring a 5' variance to the maximum building height of 30' for the staircase tower portion of the new single family house. This application is scheduled for the May 2, 2018 Board of Adjustment and Appeals meeting.

Building Inspections, Permitting & Licensing

- 11 new business tax receipts issued
- 416 inspections performed within the City (44 by private provider)
- 119 permits issued within the City, with a valuation of \$2,380,448

Development Services

- The Zaxby's project at 1287 West Granada Boulevard has been issued building and site permits and had a pre-construction meeting today with the Site Plan Review Committee. The site at 1287 West Granada Boulevard (Zaxby's) is zoned B-8 (Commercial) and the project has been planned since 2014. The project was designed jointly with the Vystar project at 1301 West Granada Boulevard and the two sites have a shared driveway connecting to West Granada Boulevard and a shared lift station for sewer. The Zaxby's project proposes to construct a 3,847 square foot building (90 seats) and associated site improvements. **There is one historic tree on site, a 54" oak tree, which shall be saved as part of the site development. No historic trees are**

proposed for removal for this project. The project also has four specimen trees (over 12” in caliper) that shall also be saved. The site construction should commence in the next week.

- The Site Plan Review Committee (SPRC) has received an application for a Planned Residential Development amendment for the Marshside development located at the intersection of Airport Road and North Tymber Creek Road. The application seeks to allow 144 single-family lots on 84.14 acres on lots that are primarily 70 feet in lot width. The project is under SPRC review and shall require a neighborhood meeting.
- Representatives from the Pineland subdivision have submitted the Preliminary Plat for phases 2-5. The subdivision construction plans have previously been approved by the SPRC. Subdivision representatives have indicated a desire to begin subdivision improvements in the summer.

Project	% Complete
589 South Yonge Street	60%
783 North U.S. Highway 1	35%
Antares of Ormond Beach	0%
Edgewell site work	90%
For Our Parents ALF	30%
Granada Pointe	15%
Hamlin	70%
Launch FCU	85%
Lot 2, Airport Business Park	15%
Ormond Beach Medical Office Building	70%
Pet Street Veterinary Care center	55%
Prince of Peace, Like New addition	0%
Prince of Peace, office addition	0%
Security First	15%
Thomas & Betts parking improvements (phase 1)	45%
YMCA Dog Park	35%
YMCA Parking Expansion	20%
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 construction of storm water retention areas, installation of utilities, and building foundation is underway.

- FDOT has provided their comments on the Security First Managers traffic study. Staff met with representatives of Tomoka Holdings and Security First Managers to discuss appropriate responses to FDOT's US1 traffic mitigation measures.
- Staff met this week to discuss the schedules and inspections for the installation of off-site utility work along Broadway Ave. The payment reimbursement agreement is scheduled for approval at the April 17 City Commission meeting.
- Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
- 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 17.
- 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.
 - Staff met with the Main Street Economic Restructuring Committee to review various projects and programs.
 - Staff presented the latest economic development happening to the Bear Creek Homeowners Association.
- Prospective Business Attraction/Retention/Expansion
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.

Airport Operation and Development

- The next meeting of the Aviation Advisory Board will be on Monday, April 16 at 7:00 p.m. in the Training Room at City Hall.
- Staff worked with Hoyle, Tanner and Associates to prepare and submit the 2nd quarter progress report for the Runway 8/26 Rehabilitation design project.
- Staff conducted an RFQ pre-proposal meeting for RFQ 2018-23 on April 11. This RFQ is for design engineering services for the projects to extend Runway 8 and Taxiway Alpha. Proposals in response to this RFQ are due on April 25.
- Staff met with representatives of Gale Associates, Inc. to discuss airport planning, design and construction projects that may be needed to address the recommendations in the recently completed Wildlife Hazard Assessment report. The FAA completed their review of the report on March 29, 2018 and has recommended that the City develop a Wildlife Hazard Management Plan to reduce the potential for hazardous interactions between aircraft and local wildlife.
- Staff has completed work with the Air Traffic Manager to schedule and coordinate familiarization and orientation training at the air traffic control tower for the Ormond Beach Fire Department. The training will be afforded to all shifts of the fire department and will occur on April 13, 20, and 27.

Finance/Budget/Utility Billing Services/Grants/PIO

Finance

- On-going Projects
 - The City continues to work with FEMA to achieve obligation on three (3) additional project work sheets for hurricane Matthew. To-date the City has received \$5.8 million dollars for hurricane Matthew reimbursement.
 - FEMA assessment, project planning and project worksheet development for Hurricane Irma continue.

- Preparations for Phase 3, Utility Billing are underway.
- Training for ESS is on-going. Payroll trained a group at the Police Department and further training sessions has been scheduled.

- Completed Projects - Weekly
 - Processed 253 Journal Entry Batches.
 - Approved 37 Purchase Requisitions totaling \$937,312.45.
 - Issued 27 Purchase Orders totaling \$109,860.24.
 - Prepared 164 Accounts Payable checks totaling \$384,747.83 and 41 Accounts Payable EFT payments totaling \$300,212.52.
 - Prepared 351 Direct Deposits totaling \$472,150.41.
 - Transferred IRS 941 payment of \$155,122.97.
 - Issued 606 past due notices on utility accounts.
 - Auto-called 119 utility customers regarding receipt of a past due notice.
 - Processed 515 payments through Interactive Voice Response System totaling \$48,882.07.
 - Grant money fiscal year-to-date total received, \$6,330,170.73 dollars.

Grants/PIO

- Public Information
 - Earth Day Picnic on the Plaza (4/19)
 - Art in the Park (May 5 & 6)
 - Casements Closures (April 11 and April 18)

- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - Completed weekly events calendar ad for Ormond Observer.
 - Attended Weekly Staff Meeting.
 - Attended Communications Planning Staff Meeting.
 - Attended NIAB meeting to finalize CDBG funding recommendations to the City Commission.
 - Attended CDBG Disaster Recovery grant meeting relative to Hurricane Matthew and Hermine.

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

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 4
 - Hazardous: 1
 - EMS: 88
 - Motor Vehicle Accidents: 5
 - Public Assists: 55
 - TOTAL CALLS: 155

- Aid provided to other agencies: 18 Calls – Daytona Beach (7), Volusia County (11)
- Total staff hours provided to other agencies: 8
- # of overlapping calls: 57
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 67
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 90

- Training Hours
 - NFPA 1001: Firefighting 21
 - NFPA 1021: Officer 3
 - NFPA 1500: Safety/Equipment 6
 - EMT/Paramedic 18
 - TOTAL TRAINING HOURS: 48
- Station Activities
 - Updated 10 pre-fire plans
 - Conducted 3 fire inspections
- Significant Incidents
 - 4/7/18, 2:52 PM: W. Granada Blvd./Shadow Crossings Blvd. – Brush Fire – Responded to a brush fire at entrance to Hunter's Ridge subdivision – crews extinguished a 25' x 25' fire in woods on north side of SR40 – cleared scene at 3:37 PM.

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.
 - Firefighter/EMT (Fire) open 3-27-18 until 4-14-18. Advertised on City web site, governmentjobs.com, internally, and nationaltestingnetwork.com.
 - 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)
 - Fire Chief (Fire)
 - Interviews Scheduled
 - Economic Development Director
 - Chief Treatment Plant Operator (Water Production/Public Works)
 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Senior Planner (Planning)
 - Mechanic III (Fleet/Public Works)
 - Seasonal Part Time Maintenance Worker II (Andy Romano Beachfront Park/Leisure Services)
 - Separations
 - Evidence/Crime Scene Custodian (Police)
 - Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - Munis Employee Self Services (ESS) time being introduced to various departments
 - A Nationwide representative will be here to meet with employees 5-3-18
 - Blood Drive at City Hall 5-14-18
 - Risk Management Projects
 - Mayor's Health and Fitness Challenge activities
 - American Cancer Society/Relay For Life team and leadership meetings
 - Prepare subrogation for property damage

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: 23
 - Completed: 66
 - In progress: 41
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 87,941
 - Inbound E-Mails Blocked: 65,054
 - Delivered Inbound E-Mails: 22,887
 - Quarantined Messages: 175
 - Percentage Good Email: 26%
 - Virus E-Mails Blocked: 5
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 4
 - Changes: 47
 - Corrections: 1
 - Map/Information Requests: 33
 - Information Requests from External Organizations: 3
 - CIP Related Projects (pavement management, project tracking map): 2
 - Reclaim Connections Located this week: 76: Total in system = 1,572
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
 - Notable Events:

Leisure Services

Administration

- Supervisory staff meeting
- Public Works meeting
- City Manager's meeting
- Assistant City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- Budget Preparation
- Leisure Services Advisory Board Meeting
- Meeting with Engineering regarding Gymnastics Center

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.
- Joan Tague hosted a Spring Bird Walk on Wednesday from 8 am to 10 am. Participants began in the EDC parking lot and walked along G.F. Althouse Trail.
- The Community Gardens Board met in the EDC classroom on Wednesday from 3 pm to 4:30 pm.
- EDC volunteers met in the EDC classroom on Thursday from 4 pm to 5:30 pm.
- South Peninsula Garden Club met in the EDC classroom on Friday from 10 am to 12 pm.
- EDC Coordinator met with Florida Master Naturalist & Nearby Nature Eco-Tour facilitator Jeannie Asby on Friday at 2:30 pm.

Athletics

- The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm.
- Lady Renegades continued practices this week Tuesday and Thursday at the Sports Complex on the Softball Quad.
- SHS Softball and Baseball continued practices/games this week Monday and Wednesday at 3:30 pm on the Wendelstedt Baseball Fields and Softball Quads 1 and 2. Softball had games Monday and Thursday nights at 6 pm and Baseball played games Wednesday and Friday night at 4 pm and 7 pm.
- OBYBSA/OBGS Recreational Baseball/Softball are playing games/practicing this week at Nova Fields and also at the Sports Complex Softball Quad and T-Ball Fields.
- OBSC Soccer Program practiced this week at the Sports Complex on Soccer Fields 1-6 and 9-10 Monday-Friday.
- City Volleyball Program was back for Week 6 this week at Nova Gym Monday and Thursday nights at 6.
- CCA Softball hosted games this week Tuesday and Friday at 4 pm on Quad 2.
- SHS Flag Football had home games this week on Tuesday at 5 pm and 6 pm on Championship Field 7 at the Sports Complex.
- CCA Soccer games this week on Monday at 4 pm on Soccer Field 8 and 10 at the Sports Complex.
- Halifax Academy hosted a baseball game on Thursday at 4 pm at the Sports Complex on the Kiwanis Field.
- Staff prepared for T-Ball games as well as OBSC Soccer games on Saturday morning at the Sports Complex.
- Staff prepared for the Women's Tackle Football League who will be playing on Championship Field 7 at the Sports Complex on Saturday evening beginning at 6 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/Nova Fields

- Blow out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Continued edging infields (18) weekly at Sports Complex/Nova Fields
- Painted 18 soccer fields and added corner flags to each for weekend games
- Painted six soccer fields at SONC for YMCA Program
- Painted flag football field on Championship Field 7 for SHS games
- Painted football field on Championship Field 7 for women's tackle football
- Marked and painted 18 fields for weekly games
- Dragged Osceola and South Ormond fields
- Filled holes on west side of fence at Championship Field 7
- Added crimson stone to washed out areas on Wendelstedt warning tracks

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 Monday through Wednesday and Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center is preparing to host the following events:
 - Caribbean American Students Association, Friday, 7 am to 10 pm and Saturday, 7 am to 10 am.

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11 pm daily
- Fitness room
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- YMCA soccer practices Monday/Tuesday/Friday
- OBYBSA baseball Wednesday/Thursday
- Pavilion rental Saturday

Community Events

- Weekly administrative tasks, office work, and activities
- Attended Senior Games meeting
- Planning of 2018 events through July:
 - Art in the Park, May 5 and 6
 - Memorial Day Remembrance Service, May 28
 - Reel in the Fun Fishing Tournament, June 16
 - Independence Day Celebration, July 4
 - Summer Sounds Concert Series, July 13, 20 & 27

Gymnastics

- Registration is open for April session
- April session in progress
- Team girls practicing for State competition this weekend at Ocean Center

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 Action classes continued at various times throughout the week.
- Spring Volleyball continued Monday and Thursday.
- Challenger Baseball continued on Tuesday.
- Lunch Bunch Club continued on Wednesday.

The Casements

- Guild tours were given on the hour Monday, Tuesday, Thursday and Friday with the first tour at 10:00 am and the last tour at 3:00 pm. Tours were given on Saturday at 9:30 am and 10:30 am.
- Seaside Herb Faire was held at Bailey Riverbridge on Saturday from 9:00 am-2:00 pm.
- Ormond Beach Art Guild is holding their Spring Show in The Casements Gallery this month.
- The Casements Guild Executive Board Meeting took place on Monday from 9:30 am-10:00 am.
- The Casements Guild Administrative Board Meeting took place on Monday from 10:00 am-noon.
- Casements Guild Crafters were at the Casements on Monday from 12:30 pm-3:30 pm.
- The Casements building was closed due to Firefighters Promotional Testing which took place on Wednesday from 7:00 am-4:00 pm.
- Docent training took place on Thursday from 10:00 am-11:00 am.
- Swing into Spring Concert Series began on Thursday with Musician Frankie who performed from 7:00 pm-8:30 pm.
- Set up for Jewish Heritage Festival took place on Thursday and Friday
- This week staff started preparing for Guild Appreciation Luncheon, Enviro Camp and Earth Day
- Pilates took place on Monday, Wednesday, and Friday from 8:30am-9:30am.
- Yoga took place on Tuesday and Thursday from 10:00 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Fortunato Park: Replaced trash can
- Environmental Discovery Center: Installed sign post and parking lot bollard
- Huguenot Park: Installed engraved park bench slats
- Ormond Memorial Gardens: Repaired plant box
- Community Garden I & II: Repaired wooden guardrail

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 second floor ladies room toilet at City Hall
- Removed the damaged DOT pole on Nova Road
- Repaired #8 restroom light at Andy Romano Beachfront Park
- Repaired copier plug in Legal Department
- Repaired the men's outside toilet at Nova
- Unclogged men's toilet at Fortunato Park
- Cleaned condensate line at Andy Romano Beachfront Park
- Built shelves for storage shed at the EDC
- Repaired fieldhouse door and shed door at Sports Complex

Police Department

Administrative Services

- Staff hosted a Donut Dash Meeting
- Staff met with management from Giant Recreation World
- Staff attended the Weekly Staff Meeting
- Staff hosted an Awards Committee Meeting

- Staff attended the Law Enforcement Graduation at Daytona State College
- Staff attended the Keiser College Advisory Board Meeting
- Staff attended the Crime View Meeting

Community Outreach

- Five members of the YDC met on Monday last week and reviewed songs for the annual lip sync contest to be held during the summer State of Florida Association of Police Athletic Leagues Youth Director conference. The next YDC service project is the 2018 OBPAL Donut Dash
- Twenty-one students participated in the Tutors R Us (TRU) program last week. The program is offered on Monday –Thursday from 3:00 – 6:00 pm in partnership with the South Ormond Neighborhood Center. The winter/wpring program concludes this week. The fall Tutors R Us will begin in September 2018.
- The R.E.A.D., Reading, Exploration, Adventure and Discovery program for 2nd, 3rd, 4th, and 5th grades continues at Ormond Beach Elementary School. Twenty-eight youths are participating in the program. Students began writing their short stories last week.
- Corporal Dovine was the guest reader for the April Reading with a Cop program offered in partnership with the Ormond Beach Library. Eight children and adults enjoyed talking about how we can help protect our environment and the role of police officers in the community.
- Twenty-seven members of the OBPAL basketball program participated in practice last week. Nine members of the 4th grade team participated in the Invitational E1T1 (Each1Teach1) Tournament in Tavares, FL April 6 – 8, 2018.
- 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. On-line registration for the Ormond Beach Police Athletic League Donut Dash 5K is available www.racesmith.com/races/OrmondBeachPALDonutDash5K.html. For sponsorship opportunities please call 386 676-3505.

Community Services & Animal Control

- Animal Calls responded to: 52
- Animal Reports: 5
- Trap Neuter Release: 2
- Animal Bites: 1

Criminal Investigations

- Cases Assigned: 21
- Cases Cleared by Arrest/Complaint Affidavit: 6
- Cases Exceptionally Cleared: 3
- Inactive: 9
- Fraud: 6
- Burglary Business: 0
- Burglary Residential: 2
- Larceny Car break: 3
- Grand Theft: 4
- Recovered Missing Persons: 0
- Robbery: 0
- Death Undetermined: 2
- Police Information: 1

Records

- Walk - Ins / Window: 70
- Phone Calls: 80
- Arrest / NTA'S: 21
- Citations Issued:
- Citations Entered: 95
- Reports Generated: 106
- Reports Entered: 70

- Mail/Faxes/Requests: 16

Patrol

- Total Calls: 1,360
- Total Traffic Stops: 226

Operations

Crime Opportunity Report Forms 36

- 04/04/2018
 - Stolen Vehicle, 110 Shady Branch Trail (Trails). A 2017 Chrysler Pacifica was stolen from the garage. Owner suspects the daughter of taking the vehicle.
Stolen Vehicle-Recovered, 5 Fisherman's Circle #7. (Fisherman's Landing Apartments)
Victim reported that his adult son took his 2015 Chevy Silverado pickup truck without his permission.
- 04/05/2018
 - Carbreak, 440 North Nova Road (Nova Community Center). Unknown subject smashed out the passenger side window of victim's vehicle. Purse, wallet and \$240 taken.
 - Carbreak, 440 North Nova Road (Nova Community). Unknown suspect entered victim's vehicle and removed a black case containing a 9mm pistol. Victim does not know what type of make or model, only that it was a 9mm. The window was pushed down for entry.
 - Battery Domestic Violence Arrest, 1513 San Marco Drive #104. Officers responded in reference to a disturbance. Investigation revealed that the suspect had made verbal threats to his girlfriend that caused her to fear for her safety.
 - Narcotics Arrest, South Nova Road/Fleming Avenue. Officer Hyatt observed a vehicle operating without headlights that was known to frequent houses with narcotics activity. A traffic stop on the vehicle was conducted and a K9 sniff resulted in an alert. A search of the vehicle resulted in the recovery of over 5 grams of methamphetamines, heroin, schedule IV narcotics, and hashish.
 - Narcotics Arrest, 110 Williamson Boulevard. Officer stopped a vehicle for a traffic violation. Subsequent investigation revealed the driver was in possession of cocaine, hashish and marijuana.
 - Grand Theft, 42 Division Avenue. Victim hired a father and son team to do some work around the residence starting back in July 2017. Both subjects moved into the residence for a place to stay in January of 2018 until end of March 2018. The victim was using the garage to store personal items. The victim received a call that the subjects were seen removing items from the residence. Several firearms were discovered missing as well as other property.
- 04/06/2018
 - Sex Offense, 759 South Atlantic Avenue (Georgian Inn Beach Club). A large white male, approximately 50 years old was observed exposing himself in front of guests.
 - Stolen Vehicle, Fleming Avenue/Andalusia Avenue. Female being given a ride convinced driver to let her drive as they were "lost." When driver exited the vehicle, the female jumped into the driver's seat and fled in the vehicle. The victim originally walked to Family Dollar in Holly Hill to file report. Vehicle was later located by VCSO.
 - Narcotics Arrest, 800 Block South Nova Road. Driver was arrested for narcotics possession and DWLS.
- 04/07/2018
 - Battery - Domestic Violence Arrest, 102 North Capri Drive, A 911 call was received and a male and female could be heard in a disturbance. Contact was made with the victim in front of the above address. She advised that the suspect pushed her to the ground and started to choke her to the point she could not breathe.
 - Narcotics/Loitering and Prowling Arrest, 110 South Nova Road. While conducting a Directed Patrol, Officer observed two males pull behind the closed plaza and travel at a slow pace behind the closed businesses. A traffic stop was conducted on the vehicle. Several narcotic items were located as well as a back pack containing headband mounted lights, pliers, knife, and portable walkie-talkie style radio.

- 04/08/2018
 - Aggravated Battery, North Nova Road at Wilmette Avenue. The victim was walking on the sidewalk on Wilmette Avenue when a black Ford F-150 pulled up next to him. The passenger in the truck shot the victim multiple times with a paintball gun. The truck then fled northbound on North Nova Road. Over the last twenty-four hours, there have been multiple reports of the same truck shooting people with a paintball gun in Daytona Beach and Holly Hill.
 - Residential Burglary, 1502 Poplar Drive. A neighbor contacted the homeowner and advised her that they have seen subjects entering her vacant residence. Officers responded and found the front door deadbolt had been punched out and the lights on inside of the residence. The neighbor advised that two previous tenants have been observed near the property recently.
 - Carbreak, 684 Hand Avenue, The victim reported that she parked her vehicle in the public parking area of 684 Hand Avenue around 1800 hours. When she returned around 1830 hours, she found the front passenger side window smashed out and her purse stolen.
- 04/09/2018
 - Driving Under the Influence Arrest, Neptune Avenue/Halifax Drive. A traffic stop was conducted on a subject who was found to be under the influence.
 - Trespassing Arrest 1521 North United States Highway One (Racetrac Gas Station). Officers responded in reference to a party who had been issued a trespass warning earlier in the day and had returned to the property.
- 04/10/2018
 - Driving Under the Influence Arrest, North Ridgewood Avenue/New Britain Avenue. Officers stopped a vehicle for a traffic violation and detected the odor of consumed alcohol.
 - Grand Theft, 945 Lynn Circle. Victim discovered his Glock-26 9mm handgun missing from a hidden location in an entertainment unit in the living room. Victim possibly suspects furniture movers who were in the residence during the past month.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 42
 - Number of Uniform Traffic Citations Issued: 49
 - Number of Written Warnings Issued: 73
 - Number of parking tickets issued:
- Traffic Crash Reports
 - Number of Crashes without Injuries: 9
 - Number of Crashes with Injuries: 5

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 9 Cases initiated
- Zone 2: 7 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 2 Cases initiated
- 66 signs have either been removed or sign cases created.
- 15 tree removal permit requests.
- Administrative staff assisted with (4) walk-ins and eighty-nine 89 telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – The contractor is completing restoration including pavement repair. A final inspection is being scheduled with the City, contractor, and engineer.
 - Ph III 2-Inch Water Main Replacement – Peninsula – Final restoration activities are being completed, the contractor has requested a final inspection with the City and engineer.

- Ph III 2-Inch Water Main Replacement – Mainland – The mains on Fir Street, Pine Street, and Arrowhead Circle have been pressure tested. Water main clearances have been received for East River Oak Drive and Woodbourne Lane. Final tie-in and restoration on East River Oak Drive and Woodbourne Lane should begin in the next few weeks.
- CDBG (canoe kayak launches) – Central Park is 85% complete.
- Memorial Gardens Parking Lot Improvements – The work is 80% complete.
- North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 30% complete.
- 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 beginning of May.
- Storm and Sewer Lining – Contractor to submit schedule and shop drawings this week.
- Deer Creek Reclaimed Water – Contracts were received back from the contractor. The contractor will start work after school is over to minimize conflicts with students along Airport Road.
- Ormond Crossings Utility Extensions – The City Commission approved the Utility Extension Fee Reimbursement Agreement with Security First. The contractor is preparing to start work.
- Downtown Light Replacement – Staff is working with the contractor to direct purchase materials in order to save sales tax and reduce the contract price.
- CDBG – Cassen Park Fire Hydrant – Staff is finalizing the purchase order and a preconstruction meeting is being scheduled.
- Bidding:
 - CDBG – Streetlight Replacement – Bid award scheduled for May 1 City Commission meeting.
 - City Hall/SONC HVAC Repairs – Bids were received on February 21 and are under review.
 - 2018 Road Rehabilitation-Resurfacing – This project is out for bid, the bid opening is scheduled for May 8.
 - 2018 Road Rehabilitation – Microsurfacing – The Contract is on the April 17 City Commission meeting agenda for review and approval.
 - Forest Hills Connector Trail – Project was advertised March 18; a pre-bid meeting was held on April 4, with bid opening on April 19.
 - Water Plant Upgrades – Staff has received and is reviewing the 90% plans and specifications, and a meeting with the Consultant was held on Friday April 13.
 - WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
 - Tomoka Elementary Connector Sidewalk – The project was advertised for bidding on April 8.
 - Williamson Blvd Pedestrian Improvements - The project was advertised for bidding on April 8.
- 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).

- 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 and received a permit exemption from FDEP for the fishing pier repairs. It is anticipated that FEMA will reimburse the City for 90% of the repair costs to the fishing pier.
- WWTP Sludge Dewatering Improvements – Consultant is preparing final plans.
- 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 – The Consultant is re-routing the proposed main due to negative feedback from residents on providing an easement to the City along Old Tomoka Road.
- 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 – Work authorizations have been issued to two consultants for survey and design services.
- Coquina Court Drainage – The consultant has received the work authorization and has begun design.
- Main Trail Bridge Repair – Staff is working with construction manager on a GMP to contract for the repair of deficiencies identified in the bridge.
- Departmental Activities
 - Reviewed daily SWMP, fence, and engineering permits through the ProjectDOX system.
 - Reviewed plans for wetland protection permit for 29 Terry Circle dock construction.
 - Reviewed plans and created approved Work-in-the-Right-of-Way permits for Coolidge Avenue, directional bores, per Brighthouse request

- Reviewed plans and created approved Work-in-the-Right-of-Way permits for Peninsula Drive, Harvard Avenue, Kent Drive, Jamestown Drive, Ivanhoe Drive, Stanford Drove, and Palmetto Drive wood pole replacements, per FPL request.
- Completed topographic survey of the air traffic control tower vicinity for proposed parking lot construction, and modified the project drawings based on the collected field data.
- Per Neighborhood Improvement Division request, researched old files to determine if, at some point in time, a City park was located at the northeast corner of West Granada Blvd. and Nova Road - there was not.
- Completed Tree-in-the-Right-of-Way locates at Ormond Lakes Blvd. and Emerald Lakes subdivision entrance, per Neighborhood Improvement Division request.
- Modified the air traffic control tower parking drawings based on the collected field data.
- Researched drawing files to locate survey of existing Casements fence for proposed replacement project.

Environment Management

Street Maintenance - Asphalt/Concrete

- Pulled forms & cleaned up on Harvard Dr
- Asphalt on Luna Dr
- Pavers cut out on Old Kings Rd
- 2x2 asphalt on Memorial Cir; 2x3 on Oak Ave
- Filled pot holes on Aragon St, Harvard/Riverside Dr, Pineland Trl

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Picked up palm in Ormond Shores Pk
- Trimmed back bushes from lift station on Fern Meadow Ln; over R/W at Brookwood & Mayfield Cir; Pinehurst Cir
- Removed palm at FS #93; dead tree on Choctaw Trl; leaning tree and other falling trees at CPI west side of park
- Lightning loader training

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
- Cut & pick up Brazilian peppers at Hand Ave park
- Repaired easement on 800 block of John Anderson Dr

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
- Cassen Park – installing a kayak and no swimming sign by the new dock

Stormwater Maintenance

- FDOT mowing on SR40
- Basin repair on Wild Olive/Riverside
- Locates, gates & pumps citywide
- Pick up Reachout for Fleet
- Worked at Fleet
- Basins inspected & cleaned citywide

Vactor

- Basin cleaning Citywide

Street Sweeping/Streetsweeper (4 days)

- 139 miles of road cleaned
- 42 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 29,538
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 24
- Road Calls for the week: 1
- Quick Fleet Facts:
 - Fuel on hand: 4,920 gallons unleaded, 2,102 gallons diesel
 - Fuel used in one week: 7,142 gallons of unleaded and 653 gallons of diesel.
 - Fleet completed 63 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – Received draft bid plans for review.
 - Ground Storage Water Tank Repairs – Repair activities completed – processing final invoice.
 - Leeway Tank – Received final version of consultant proposal for review and preparation of work authorization.
 - Lift Station Improvements 2018 – Consultant work authorization for engineering design services was sent to engineer. Survey for lift stations 3M and TM sites is completed.
 - Lift Station 8M1 – Received easement and easement vacation documents for review.
 - Lift Station 10M & 12M Improvements – Construction progress ongoing.
 - WTP Lime Slakers Replacement – Received plans and specifications for review. Review meeting scheduled for Friday 4/13.
 - Pretreatment Effluent Pump (PEP) Purchase – A purchase order issued - completed.
 - Security First Off-Site Water Main Improvements – Reviewed 60% plans and provided comments.
 - WTP Sodium Hypochlorite Generators Replacement – Received plans and specifications for review. Review meeting scheduled for Friday 4/13.
 - WWTP Sodium Bisulfite Tank Replacement – Construction on-site to begin this month.
 - US1 Force Main Modeling – Forwarded force main pressure logs and lift station run time information for assisting model calibration for existing conditions.
 - Utility Location Services – The bid 2018-26 documents were re-advertised for bids on April 1. An addendum published on April 6.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Design proposals were evaluated from various design consultants for elevated tank rehabilitation activities. A city commission memo will be prepared to award design services to Mead and Hunt for Leeway EST. Requested budget quotes for Leeway and Water Plant tanks from Pittsburg Paints.

- Utilities SCADA Upgrades (Software Purchase RFP) – Award recommendation is further rescheduled to the April 17 City Commission meeting. Awaiting additional proposal information from vendor for venue considerations.
- SPRC Projects (Utilities Review)
 - Marshside Subdivision PRD Amendment – Received plans for review.
 - Pineland: Received preliminary as-built plans for review.
 - Reviewed lot splits for properties on S. Ridgewood and Highland Avenue.

Water Treatment

- Delivered 39.20 million gallons for the week ending April 6, 2018 (5.60 MGD).
- Backwashed 10 filters for a total of 531,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through February 28, 2017 @ 5.916 MGD, SJRWMD 2018 allocation @ 7.477 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 30.16 Million Gallons.
- Influent flows average for week @ 4.31 MGD, plant designed for 8 MGD.
- Produced 27.93 Million Gallons of Reuse.
- Produced 2.23 Million Gallons of Surface Water Discharge.
- Annual Average (March 1, 2017 – Feb 28, 2018) for Surface Water Discharge 1.87 MGD.
- Hauled 137.13 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 14 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Replaced 5 malfunctioning residential water meters
- Installed 2 residential and 2 commercial water services for new construction.
- Responded to and/or repaired 14 water service leaks.
- Performed valve maintenance on 10 valves during scheduled outages, water main leaks and scheduled maintenance.
- Performed pressure testing on 10 city owned backflow preventers. One (1) needed to be repaired. Instrument Specialties performed yearly calibration and repaired any deficiencies with the backflow testing device.
- Replaced 6 broken meter boxes.
- Performed large meter testing on 2 each - 3" commercial water meters. Both tested accurate. Scheduled 4 commercial facilities for meter testing.
- Located two (2) residential water services for Finance Dept.
- Replaced 6 water services due to low volume concerns.
- Perform scheduled maintenance on 8 fire hydrants located in BAT subdivision.
- Assisted utility location technician with large volume of locate requests.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 216 regular and 1 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 6 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 5 in the conventional system service area. Responded to 3 reuse trouble calls.
- Televised 325 Riverside Dr. as a trouble call follow-up. Discovered 3" brass cap in line.
- Installed new PEP system at 107 Tomoka Ridge Way.
- Replaced lid and adjusted pump and floats at 171 Deep Woods Way.
- Replaced red light on alarm box as a follow up at 72 Foxcroft Run.
- Cleaned 75' of 4" lateral on Crooked Bridge Way. Heavy grease in line and tank.
- Dressed up PEP tank area at 35 Deep Woods Way.
- Relocated and remarked PEP systems at 82 & 86 Tomoka Ridge Way. Someone removed flagging tape and drove over tanks for pool install at 82 Tomoka Ridge Way.

- Cleaned 237' of 6" gravity main at 521 S. Yonge St. - heavy grease noted.
- Cleaned 457' of 8" gravity main in LS 4M.
- Cleaned 3269' of gravity main in LS 1M.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 16/15 psi, Ocean Mist Hotel 15/15 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 18 psi, Westland Run 24 psi & Shadow Crossing Blvd. (4 inch) 12 psi.

Wastewater Plant – Lift Stations

- Shop-fill all diesel fuel containers from usage at Thompson Pump during weekend hours.
- McDonalds new fence, installed "No Dumping" and "No Parking" signage, weekly odor control and wet well cleaning.
- Hudson Well Field, assisted with crane truck to remove unused electrical equipment, ok.
- Peristaltic Pump #1, replaced back pressure valve, ok.
- Airport Industrial Park, grounds keeping, trimmed trees, cleared brush from fence line, ok.
- Ashton Look, local hour meter readings, Pump #1 = 271.77/ Pump #2 = 92.10 hours.
- SCADA – tested WIN911 communications at known station, ok.
- Influent Room, oversee transfer of pump positioning status, ok.
- WIN911 monitor/response: Shadow Crossings, phase loss, repaired wiring, found weak connection at phase monitor fuse block, made temporary repair, will follow up with replacement parts, ok at this time; 2M, high level, operating correctly, power flicker, ok.
- SCADA monitor/response: 5M, no starts #1, reset starter, intermittent transducer problems noted, replaced, ok; Shadow Crossings, high starts both pumps, cleaned probe, ok; 12M, #1 stuck on, cleaned and adjusted floats as needed, ok; 4M, no starts #3, reboot VFD, ok.
- Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
- Monthly Plant PM's: Grit Snail; Effluent Transfer Pumps, #1, #2, #3; Influent Odor Control; Carrousel Surface Aerators, #1N, #1S, #2N, #2S; Swing Zone Blowers, #1, #2; Screw Pumps, #1, #2, #3.
- Quarterly Plant PM's: Decant Pump; Reaeration Blowers, #1, #2, Screw Pump, #3.
- Semiannual Plant PM's: Centrifuge #1.
- Lift Station PM's: 23 monthly performed and 0 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Wells 28H, 27H- removed 480/240 transformer, rewired as needed for 480 volt pumping, ok.
- Well 27H, replaced battery in flow meter, removed old electrical transformer from well site.
- Well 24H, installed new air circulation fan and test run generator, ok.
- Well 26H, 31H, replaced flow meter batteries.
- Clear Well pump #3, trouble shoot and repaired motor feed wiring.
- Clear Well pump #4, 5, 6, replaced worn pump packing, cleaned and painted pump.
- Scrubber Blower #2 replaced worn drive belts.
- Scrubber Blower #1, drive belt slipping, corrected, ok.
- Hypochlorite storage tank blower #2, replaced drive belts and filters, ok.
- Hypochlorite pump #1, replaced pump tube, repaired leaks at gearbox and valve.
- Hypochlorite generator room, replaced air filters, ok.
- Operational Checks: Riverview, Standish Booster stations; Division wells. Breakaway Trails Reuse; Shadow Crossing Reuse.

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

- Volusia County Health Department – VCHD performed most of the City's Sanitary Survey at the WTP. The survey included inspection of the raw water wells, the water treatment plant and the water distribution system. The Department has scheduled the final portions of the inspection for the week of April 16.
- 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.
- Annual Water Quality Report – Staff is compiling the information necessary to complete the entire report. The report will be made available to the City's potable water customers through the City's website. Also, a hard copy is made available upon request. 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.
 - DMR-QA 38 – The annual quality assurance program required by the EPA has been received by City staff. The program examines the quality of the data being produced by the City's WWTF laboratory and the City's contracted certified laboratory.
 - Pretreatment Annual Report Response – Staff submitted the additional information requested by the FDEP to complete the annual report evaluation. The report highlights the City's Pretreatment program and accomplishments for the 2017 calendar 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 April 11, 2018, Neighborhood Improvement Advisory Board Meeting
- Agenda pack preparation and creation, and distribution for April 17, 2018, City Commission Meeting