

**City of Ormond Beach
Memorandum**

To: Honorable Mayor and City Commissioners
From: Joyce Shanahan, City Manager
Subject: Weekly Report
Date: May 4, 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

Spoke to, attended and/or met with:

- Individual agenda review meetings with Mayor Partington and City Commissioners
- Elected Officials Roundtable Meeting
- Reviewed Economic Development Director candidates with HR Director, Ormond MainStreet Executive Director and Ormond Chamber President
- City Commission meeting
- DARE graduation Tomoka Elementary
- Prepared for and participated as a panel member on FCCMA webinar entitled “So You Want to be a Manager?”
- Police Department annual awards ceremony

Community Development

Planning

- Planning staff attended the neighborhood meeting for the Fountain Square development. The project proposes to demolish the existing 19,400 square foot building and re-construct a 5-story mixed use building with ground floor retail (5,924 SF) and 22 residential units. The uses are a permitted use in the B-4 (Central Business) zoning district and consistent with the Downtown master plan. The Ormond beach Land Development Code requires neighborhood meetings where a commercial use abuts a residential use (in this case multi-family) even if the use is a permitted use. Neighborhood meetings are coordinated and run by the applicant. At the Fountain Square neighborhood meeting, staff determined that the presentation and materials available at the meeting were insufficient and required another neighborhood meeting. The additional meeting would provide attendees the opportunity to review the proposed site plans and review the Downtown Master Plan update of 2007.
- The City’s Board of Adjustment and Appeals met on May 2, 2018, and denied a variance request to allow a staircase tower in the center of a single-family home under construction to be at a height of 35’, a variance of 5’ for the staircase tower only. The Board determined that the application did not meet the variance criteria. There were no speakers for or against the variance applications.
- The City’s May Monthly Development Report has been issued and is available on the City’s website at <https://www.ormondbeach.org/247/Development-Projects>.
- The City’s Planning Board agenda has been published and contains the following items: (1) Special Exception for a restaurant type C at the proposed Shoppes on Granada, Phase 2. The proposed restaurant is PDQ – People Dedicated to Quality. (2) Preliminary Plats for phases 2-5 of the Pineland subdivision. The Preliminary Plat is a technical review to ensure that the plat (subdivision of land) is consistent with the approved Planned Residential Development. (3)

Discussion item on the documents related to the conversion of septic systems to sewer systems in the City's utility service area. The City's Planning Board agenda is available at the City's website at: <https://www.ormondbeach.org/224/Planning-Board>.

Building Inspections, Permitting & Licensing

- 5 new business tax receipts issued.
- 425 inspections performed within the City (21 by a private provider)
- 124 permits issued within the City, with a valuation of \$940,924.

Development Services

- The Walmart expansion to allow a 5,000 square foot liquor store at 1521 West Granada Boulevard has submitted building plans to start construction. The building permit value is \$500,000.
- The Prince of Peace has started construction on the office building expansion at the church at 600 South Nova Road and the expansion of the Like New Shop at 1225 Hand Avenue.
- The Site Plan Review Committee met with the owner of Fletcher's Irish Pub at 393 West Granada Boulevard who is seeking to convert 5 parking spaces to outdoor seating. Members of the SPRC outlined the process and the submittal process.
- Hull's Seafood has submitted for payment of their approved Building Improvement Grant and disbursement process is underway.

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	20%
Hamlin	70%
Launch FCU	85%
Lot 2, Airport Business Park	20%
Ormond Beach Medical Office Building	80%
Pet Street Veterinary Care center	60%
Prince of Peace, Like New addition	2%
Prince of Peace, office addition	0%
Security First	20%
Thomas & Betts parking improvements (phase 1)	45%
YMCA Dog Park	60%
YMCA Parking Expansion	60%
Zaxby's	0%

Plantation Oaks, utility connection	85%
Cypress Trails subdivision	10%

Economic Development/Airport

Economic Development

- Ormond Crossings
 - Installation of off-site utility work along Broadway Ave. continues. The payment reimbursement agreement was approved at the April 17 City Commission meeting.
 - Staff met with officials from the DeLand office of FDOT to review the Security First Managers transportation mitigation permit. Following a lengthy discussion, FDOT will process the applicant's initial submission which includes the installation of a traffic light at the intersection of Broadway Avenue and US1.
 - Staff is working with the County and adjacent property owners to fund a traffic signal at Broadway Ave. and US1.
- Airport Business Park
 - Concentrated Aloe is continuing with the constructing their 40,000sf manufacturing plant on Lot 2.
 - Prime Global Group, Inc. is in the process of completing their plans for a 20,000 sf expansion of their manufacturing plant in the Business Park.
- 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
 - Staff continues the ongoing outreach to Ormond Beach businesses to assist with expansion opportunities.
 - Staff is working an incentive package for a tenant (code name Project Simba) at 101 East Granada Blvd. The Growth Assistance Program application will be processed upon receipt by the Economic Development Department. An agenda item will be prepared for a Commission meeting once the economic analysis is completed and an incentive agreement is completed.

Airport Operation and Development

- Staff conducted a pre-bid meeting for BID 2018-28 on April 30 for the construction phase of the Runway 8/26 Rehabilitation Project and the Heliport Improvements Project.
- The Airport Obstruction Mitigation project commenced this week, focusing on the runway approach surfaces for Runway 8 and Runway 35.
- The Review Committee for RFQ 2018-23 met on May 3 to rank and score responses to this RFQ, which is for design engineering services for the projects to extend Runway 8 and Taxiway Alpha.
- Staff received the final report on the airport that has been prepared for the FDOT Aviation and Spaceports Office Statewide Pavement Classification Number Development Program. RDM International, Inc. conducted pavement tests of the airport's runways to produce the report on behalf of FDOT, which is required for all airports with projects funded through the FAA's Airport Improvement Program.

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 ongoing. Payroll has completed training at the Police Department and training sessions for Leisure Services has been scheduled.
- Completed Projects - Weekly
 - Processed 52 Journal Entry Batches.
 - Approved 14 Purchase Requisitions totaling \$114,553.49.
 - Issued 13 Purchase Orders totaling \$216,865.16.
 - Prepared 151 Accounts Payable checks totaling \$1,259,960.46 and 42 Accounts Payable EFT payments totaling \$332,300.87.
 - Issued 417 past due notices on utility accounts.
 - Auto-called 148 utility customers regarding receipt of a past due notice.
 - Processed 498 payments through Interactive Voice Response System totaling \$53,448.47.
 - Grant money fiscal year-to-date total received, \$6,360,380.12 dollars.

Public Information/Grants

- Public Information
 - Hurricane Season 2018 (predictions and family plan preparations)
 - Walking with the Manager (May 11, Public Works Director guest)
- Other
 - Citizen Contacts
 - Media Contacts
 - Added to and updated items in News & Announcements and other pages on the City's website.
 - CodeRED notifications and website postings for Fire Hydrant flow testing locations for the week of May 7-11.
 - Completed weekly events calendar ad for Ormond Observer.
 - Completed Employee Newsletter for May 2018.
 - Attended OpenGov meeting.
 - Attended the Annual Mandatory Volusia Multi-Jurisdictional Program for Public Information (PPI) at the Volusia County EOC.
 - Attended weekly staff meeting.
 - Attended communications planning meeting.
- Grants
 - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
 - Completed and returned ECHO grant approval package for the Sports Complex Field Lighting project. Waiting for final County signatures before proceeding.

Fire Department

- Weekly Statistics
 - Fires: 2
 - Fire Alarms: 2
 - Hazardous: 1
 - EMS: 81
 - Motor Vehicle Accidents: 6
 - Public Assists: 44
 - TOTAL CALLS: 136
- Aid provided to other agencies: 12 Calls – Daytona (4), Flagler County (1), Volusia County (7)
- Total staff hours provided to other agencies: 26
- # of overlapping calls: 34
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3

- Total EMS patients treated: 63
- Keetch-Byram Drought Index (KBDI) East Coast Volusia: 151

- Training Hours
 - NFPA 1001: Firefighting 19
 - NFPA 1002: Driver 4
 - NFPA 1500: Safety/Equipment 10
 - NFPA 1620: Preplanning 3
 - EMT/Paramedic 6
 - TOTAL TRAINING HOURS: 42

- Station Activities
 - Provided a tour of Station 91 to Girl Scouts Troop 1187
 - Met with Girl Scout Troop 1126 to answer EMS related questions
 - Provided a Kids Station at the American Cancer Association Relay for Life

- Significant Incidents
 - 5/1/18 – 3:45 PM: 1701 N. US-1 – Brush Fire – Provided aid to Volusia County – assisted with controlling a two acre fire – crews cleared scene at 5:55 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.
 - City Clerk (Support Services) open 4-17-18 until 5-18-18. Advertised on City web site, governmentjobs.com, FL League of Cities, FL Association of City Clerks, FL City and County Management Association, Indeed, and internally.
 - Part Time Recreation Leader (Gymnastics/Leisure Services) open 4-25-18 until 5-18-18. Advertised on City web site, governmentjobs.com, Indeed, and internally.
 - Seasonal Part Time Maintenance Worker II (Parks/Leisure Services) re-advertised 4-23-18 until 5-4-18. Advertised on City web site, governmentjobs.com, Indeed, 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
 - Maintenance Worker II (Streets/Public Works)
 - Maintenance Worker II (Wastewater Collection/Reuse Distribution/Public Works)
 - Part Time Utility Mapping/Locate Technician (Water Distribution/Public Works)

 - Interviews Scheduled
 - Economic Development Director
 - Fire Chief (Fire)
 - Summer Camp Counselors (Leisure Services)

 - Background/Reference Checks/Job Offers
 - Police Officer (Police)
 - Mechanic III (Fleet/Public Works)
 - Firefighter/EMT (Fire)
 - Summer Camp Counselors (Leisure Services)

 - Separations
 - Police Corporal (Police)
 - Part Time Recreation Leader (Gymnastics/Leisure Services)

- Employee Events
 - Skin cancer screenings for HSA contributions continue through 12-31-18
 - Lunch and Learn Wellness Workshops for HSA contributions continue throughout 2018
 - A Nationwide representative will be here to meet with employees 5-3-18
 - An ICMA representative will be here to meet with employees 5-24-18
 - Blood Drive at City Hall 5-14-18
- Risk Management Projects
 - Mayor's Health and Fitness Challenge wrap-up
 - Attended worker's compensation mediation
 - Managed property damage subrogation files
 - Updated property schedule

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: 16
 - Completed: 40
 - In progress: 44
 - Barracuda Email Security cloud service statistics
 - Total Inbound E-Mails: 46,067
 - Inbound E-Mails Blocked: 33,070
 - Delivered Inbound E-Mails: 12,997
 - Quarantined Messages: 123
 - Percentage Good Email: 28.2%
 - Virus E-Mails Blocked: 0
 - Notable Events: None
- Geographical Information Systems (GIS)
 - Addressing
 - Additions: 6
 - Changes: 10
 - Corrections: 2
 - Map/Information Requests: 22
 - Information Requests from External Organizations: 0
 - CIP Related Projects (pavement management, project tracking map): 0
 - Reclaim Connections Located this week: 0: Total in system = 1,625
 - Meters GPS Located this week: 0: Total in system = 23,677; 22,891 potable, 775 Irrigation, 11 Effluent
 - Notable Events: none

Leisure Services

Administration

- Public Works meeting
- City Manager's meeting
- Supervisory staff meeting
- Assistant City Manager's meeting
- Janitorial services meeting
- Met with landscape contractor for weekly updates
- Park visits
- City Commission meeting
- Budget preparation
- ProjectDox training

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.
- Master Beekeeper Jack Dunlop held a Honey Bee program on Saturday from 10 am to 11:30 am.
- EDC Volunteers trained two new volunteers on Saturday from 10 am to 1 pm.
- EDC Coordinator and Community Gardens volunteers prepared throughout the week for the Community Gardens Open House on Saturday, May 12.

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.
- 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 finished up the spring session this week on Monday night at the Nova Gym. T-shirts and awards were distributed.
- SHS Flag Football hosted a regional game on Thursday night at 6 pm at the Sports Complex on Championship Field 7.
- Staff prepared for T-Ball games as well at OBSC Soccer games on Saturday morning at the Sports Complex.
- Staff prepared for Women's Tackle Football home game on Saturday evening at 6 pm on Championship Field 7 at the Sports Complex.

Athletic Field Maintenance

- Cleaned park, tennis and basketball courts at South Ormond
- Tended to the infields, tennis and handball courts at Osceola Elementary School
- Cleaned skateboard park, handball, tennis, and basketball courts at Nova
- Cleaned Magic Forest and the common area of Nova Park
- Cleaned all sports parks daily of debris/trash from the events during the week

- Continued dragging 18 infields daily at Sports Complex/Nova fields
- Blew out all dugouts, hitting mats, batting cages, sidewalks, etc.
- Continued edging 18 infields weekly at Sports Complex/Nova fields
- Soccer fields added corner flags to each for weekend games
- Marked and painted fields for weekly games
- Painted soccer parking lot
- 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
- Chelsea Place HOA meeting was held on Wednesday from 7 pm to 8:30 pm

Performing Arts Center

- The Performing Arts Center hosted the following classes/rentals throughout the week as part of its regular operations:
 - CMT held regular classes Monday through Friday.
 - Kopy Kats held regular classes on Monday and Thursday.
 - Ormond Church held services Sunday.
- The Performing Arts Center hosted the following events:
 - Ormond Beach Police Awards Ceremony, Thursday, 6 pm to 9 pm
- The Performing Arts Center is preparing to host the following events:
 - Warner Christian Academy Band Concert, Friday, 7 pm to 9:30 pm
 - NGA Gator Classic Bodybuilding Competition, Saturday, 10 am to 6 pm
 - European School of Ballet presents, "Sound of Music", Sunday, 3 pm to 5 pm

South Ormond Neighborhood Center

- Splash pad open March 15-November 30
- Open park and playground sunrise to 11pm daily
- Fitness room
- Open gym
- Jazzercise on Monday
- PAL basketball practice Monday/Wednesday
- YMCA soccer practices Monday/Tuesday/Friday
- Sports Club basketball Tuesday/Thursday
- Planning for summer camp

Community Events

- Weekly administrative tasks, office work, and activities
- Preparing/setting up for Art in the Park this weekend, Saturday and Sunday
- Assisting with Senior Games tasks
- Planning of 2018 events through July:
 - 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 May session
- May session in progress
- Open Gym Friday, May 4, 6-8pm

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 ended its spring session on Monday with awards and t-shirts.
- Challenger Baseball ended its spring session on Tuesday.
- Lunch Bunch Club continued on Wednesday.
- Explore the Arts ended its spring session on Wednesday afternoon.

The Casements

- Guild tours were given on the hour Monday through Friday from 10:00 am to 3:00 pm Saturday tours took place at 9:30 am and 10:30 am.
- The Mayor's Fitness Challenge Award Ceremony took place on Saturday in Rockefeller Gardens from 8:30 am-10 am.
- A 50th anniversary party took place at Bailey Riverbridge on Saturday from 5 pm-9 pm.
- Art in the Garden took place at Ormond Memorial Gardens on Saturday and Sunday.
- Paddles & Pups fundraiser was held at Fortunato Park on Sunday from 10 am-2 pm.
- National Poetry Month was held in The Casements Gallery on Sunday from 1 pm-4:30 pm.
- The Art Guild exhibit strike took place on Monday from 9 am-12 pm.
- The Enviro Camp window display at the Ormond Beach Library was taken down on Monday
- Ormond Beach Garden Club held a meeting in The Casement's gallery on Wednesday from 9 am-12 pm.
- Marian Tomblin provided a walking tour to 100 students from Osceola Elementary School at The Casements on Wednesday at 10 am.
- Set up for the Girl Scouts art gallery display took place on Thursday and Friday.
- A wedding ceremony was held on Friday from 2:30 pm-3:30 pm at Ames Park.
- Pilates took place on Monday, Wednesday, and Friday from 8:30 am-9:30 am.
- Yoga took place on Tuesday and Thursday from 10 am-11:30 am.

Parks Maintenance

- Citywide inspection of parks
- Inspected and posted for reservations at pavilions
- Birthplace of Speed Park: Fixed retaining wall piece at bench area
- Sanchez Park: Cleared dock entries
- Central Park II: Repaired deteriorating wood on dock; trimmed back bushes at bench
- Cassen Park: Replaced broken parking curb
- Boardwalk Trail: Trimmed bush limbs

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
- Installed hand sanitizers at SONC
- Replaced misters and batteries at Cassen, Sanchez and Riverbend Park
- Repaired mag locks at Osceola Elementary and Cassen Park
- Repaired outside men's room mag lock at Nova
- Repaired urinal at Sanchez Park
- Replaced the toilet auto fill at Osceola Elementary
- Repair clogged toilet at Central Park I
- Repaired the NID security gate at the Police Department

- Repaired the lights in the activity and exercise rooms at Nova
- Repaired the light in the decant room at WWTP
- Repaired the electric to the irrigation pump at the PAC
- Repaired two decorative lights on Granada
- Added additional electric outlet for treadmill at Nova
- Repaired clogged toilet at east side at SONC

Police Department

Administrative Services

- Staff hosted a Tactical Team Physical Assessment
- Staff attended Crime View meeting
- Staff attended a Power DMS Training
- Staff attended the Police Academy Graduation for Saint John's Academy
- Staff hosted the Weekly Staff Meeting
- Staff hosted the Annual Awards Ceremony
- Staff attended the City Manager Staff Meeting

Community Outreach

- 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 in grades 3rd, 4th and 5th grades began writing their short stories last week. The R.E.A.D. exhibition is May 22 at Ormond Beach Elementary from 3:30 pm – 5:30 pm in the library. The second grade component concludes this week with a cupcake party to celebrate a great 8 weeks of afterschool learning.
- Four members of the YDC met 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 on May 5, 2018.
- The last Reading with a Cop for the school year was on Wednesday, May 2 at the Ormond Beach Library. Captain Roos talked about summer safety and shared a book related to summer biking with children and families. Community Service Officers joined and hosted a helmet fitting for youths in need of a helmet.
- Twenty-eight members of the OBPAL basketball program participated in practice last week.
- 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: 54
- Animal Reports: 8
- Trap Neuter Release: 4
- Animal Bites: 2

Criminal Investigations

- Cases Assigned: 31
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 7
- Inactive: 8
- Fraud: 2
- Burglary Business: 4
- Burglary Residential: 4
- Larceny Car break: 8
- Grand Theft: 7
- Auto Theft: 3

- Police Information: 3

Records

- Walk - Ins / Window: 92
- Phone Calls: 99
- Arrest / NTA'S: 10
- Citations Issued: 84
- Citations Entered: 56
- Reports Generated: 149
- Reports Entered: 25
- Mail/Faxes/Requests: 30

Patrol

- Total Calls: 1,261
- Total Traffic Stops: 193

Operations

Crime Opportunity Report Forms : 39

- 04/25/2018
 - Burglary Residence, 850 Arroyo Parkway. Homeowner reported that an unknown suspect entered his home through an unlocked door and stole a television set.
 - Battery-Domestic Violence Arrest, 38 Falls Way Drive (The Falls subdivision). The suspect battered his wife by pushing her head against a wall in their home.
 - Larceny Carbreak, 440 North Nova Road (Nova Recreational Facility.) Vehicle window was smashed and a purse was taken.
- 04/26/2018
 - Burglary- Residence, 360 North Ridgewood Avenue. Homeowner witnessed an unknown party jump the fence and enter the back porch of his residence. Homeowner responded to the fire station close to his home to report the incident.
 - Warrant Arrest, East Granada Boulevard/John Anderson Drive. Units contacted a known subject at the base of the bridge after getting information that he had an open warrant.
- 04/27/2018
 - Burglary-Business, 321 Hand Avenue #5038 (All Aboard Storage). Report generated by CID. Cases linked to multiple prior burglaries already reported.
 - Grand Theft, 170 North Old Kings Road #126B (Avante). Victim is a resident at the facility. Victim reported multiple items of expensive clothing missing from the facility.
 - Battery -Domestic Violence Arrest, 900 Brookside Drive. The suspect was arrested for battery to her boyfriend's mother.
 - Narcotics Arrest, 200 block West Granada Boulevard. An officer stopped a vehicle for a traffic violation. K9 Kane was deployed and indicated on the vehicle and a small amount of marijuana was located.
 - Narcotics Arrest, 200 block South Yonge Street. Officer stopped a vehicle as part of the detail which led to the discovery of narcotics.
 - Battery-Domestic Violence Arrest, 52 Sandcastle Drive. Subject was arrested for battering the victim.
- 04/28/2018
 - Burglary- Residence/Stolen Vehicle, 846 West Lindenwood Circle. Home was entered overnight while it was occupied. The contents of a purse were emptied inside the home, keys and vehicle missing.
 - Battery, 60 Williamson Boulevard. A call was received from Florida Memorial Hospital staff that there was a patient in the emergency room who advised she was beat up somewhere in Ormond Beach. Officers made contact with the victim. The victim advised that the suspect was another transient.

- Driving Under the Influence Arrest, South Yonge Street/Division Avenue. An officer conducted a traffic stop. Contact was made with the driver who appeared to be under the influence.
- Burglary-Residence, 230 Kenilworth Avenue. Reporting person is watching the resident of 230 Kenilworth's home while the resident is on vacation. The screen window for the bathroom was removed to gain access. TV's were taken from guest bedroom and family room.
- 04/29/2018
 - Stolen Vehicle, 59 Cardinal Drive #B. A vehicle was stolen while parked in front of residence. Vehicle is rental and was unlocked with keys inside of it.
 - Carbreak, 557 Sandy Oaks Boulevard. Vehicle doors unlocked. Nothing known to be taken at this time.
 - Carbreak, 542 Sandy Oaks Boulevard. Vehicle doors unlocked. Nothing known to be taken at this time.
 - Carbreak, 2 King Edward Drive. Vehicle doors unlocked. Cell phone charger and change taken.
 - Carbreak, 5 Byron Ellinor Drive #C. Vehicle doors unlocked.
 - Carbreak, 14 Queen Anne Court. Vehicle doors unlocked.
 - Driving Under the Influence Arrest, East Granada Boulevard & Riverside Drive. An officer stopped a vehicle with a suspected drunk driver.
 - Driving Under the Influence Arrest/Hit & Run Arrest, 100 block of Ocean Shore Boulevard. Officers responded to a crash in which a telephone pole was sheared off and the power to the area, including the traffic lights at A1A and SR40 were knocked out. The suspect fled from the initial traffic crash but was found running away from the crash at A1A and SR 40.
- 04/30/2018
 - Warrant Arrest, 31 Wild Cat Lane. A subject was contacted and found to have an open warrant.
 - Auto Theft, 1287 North United States Highway 1. Daytona Beach Police Department units requested an attempt to contact at 215 Rosewood Avenue after they had a Jeep Grand Cherokee flee from units. Contact was made with the owner of the jeep who advised that it was stolen from his place of business. The vehicle was recovered in Daytona Beach.
 - Carbreak, 241 South Halifax Drive, The victim came to the lobby and reported that her vehicle was broken into the night prior. Victim reported that her wallet was missing from the vehicle.
 - Driving Under the Influence Arrest, 1546 West Granada Boulevard. A subject was contacted for driving recklessly. It was determined that the subject was under the influence.
- 05/01/2018
 - Grand Theft, 243 Ashford Court, The victim paid a tree service \$300 to complete tree work. The tree service never completed the work, but cashed the victim's check.
 - Driving Under the Influence Arrest/Hit & Run, Wilmette Avenue/North United States Highway 1. An officer was traveling east on Wilmette Avenue and observed a male running from a crashed pickup truck at the intersection. The male was contacted behind Southern Comfort and secured.

Traffic Unit

- Traffic Enforcement Stats:
 - Number of Traffic Stops: 42
 - Number of Uniform Traffic Citations Issued: 34
 - Number of Written Warnings Issued: 32
- Traffic Crash Reports
 - Number of Crashes without Injuries: 12
 - Number of Crashes with Injuries: 6

Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 11 Cases initiated
- Zone 2: 3 Cases initiated
- Zone 3: 3 Cases initiated
- Zone 4: 3 Cases initiated
- 41 signs have either been removed or sign cases created.
- 12 tree removal permit requests.
- Administrative staff assisted with 4 walk-ins and 82 telephonic inquiries.

Public Works

Engineering

- Projects Summaries
 - Construction Projects:
 - South Peninsula Reclaimed Expansion – Final restoration activities are being completed, a final inspection with the City and engineer will occur on submittal of as-built surveys. Resident notices regarding the City's incentive program to encourage reuse connection are being prepared for mailing.
 - Ph III 2-Inch Water Main Replacement – Peninsula – A final inspection was held and the contractor is completing punch-list items and finishing as-built drawings.
 - Ph III 2-Inch Water Main Replacement – Mainland – Final tie-ins and restoration on East River Oak Drive and Woodbourne Lane are underway.
 - CDBG (canoe kayak launches) – Central Park is 90% complete.
 - North US1 Landscaping Ph II – Contractor is installing irrigation mainline and conduit between median openings. The work is 40% 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 middle of May.
 - Storm and Sewer Lining – The Notice to Proceed was issued for May 1. Field work is expected to begin in June.
 - Deer Creek Reclaimed Water – Contracts were received back from the contractor. The contractor will start work after school is over in June 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 – Materials have been ordered and shop drawings are being prepared for review and approval.
 - CDBG – Cassen Park Fire Hydrant – Staff is finalizing the purchase order and a pre-construction meeting is being scheduled.
 - 2018 Road Rehabilitation – Microsurfacing – The contract was approved at the April 17 City Commission meeting. Staff is working on getting the required insurance and bonding as well as scheduling a pre-construction meeting.
 - Bidding
 - CDBG – Streetlight Replacement – Bid award scheduled at the May 1 City Commission meeting.
 - City Hall/SONC HVAC Repairs – Bids were received on February 21 and due to an error in the bid of the apparent low bidder, the City was contacted and informed that they are unable to perform the work for the bid price submitted. The City's Legal Department is involved in resolving the issue with the surety for the contractor. Staff intends to reject the bids and plans to rebid the project next fiscal year. As the pre-design cost estimates were low staff will increase the funding in next year's budget.
 - 2018 Road Rehabilitation-Resurfacing – Bid opening is scheduled for May 8.

- Forest Hills Connector Trail – The bid opening was extended to May 8 to allow responses based upon respondent questions.
- Water Plant Upgrades – Staff has received the revised proposal and will be preparing an agenda item for Commission approval.
- WTP Sludge Residuals Facility Improvements – Staff received final plans and is ready to bid this project once financing has secured the necessary bond funding.
- Rockefeller Gardens Stage Shade Cover – Agenda item scheduled for GMP award to Hall Construction at the May 15 City Commission meeting.

- 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 applied to the State for an economic development grant that did not receive funding for this cycle, therefore the application is now in for the next year funding cycle, if approved, the grant 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 between FEMA and City insurance the City will be reimbursed for approximately 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) – The consultant is nearing 60% design drawings for staff review and comment.
 - OBSC Improvements – Baseball Field 3 & Soccer Fields 1, 2, 3 Lighting – The County approved the ECHO grant 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 GPM 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 – This project is on hold until construction funds become available next fiscal year.
- A1A Force Main Repair – Work authorizations have been issued to two consultants for survey and design services.
- Coquina Court Drainage – The surveyor for the project is on-site this week, design is expected to proceed quickly beginning in the next few weeks.
- Main Trail Bridge Repair – Staff is working with a new construction management firm to perform the required repairs.
- Tomoka Elementary Connector Sidewalk and Williamson Blvd Pedestrian Improvements – An RFQ for design services was advertised on April 8, a pre-bid meeting was held April 18. Bid opening is scheduled for May 10.
- Departmental Activities
 - Staff met with FDOT to discuss improvements at the intersection of Broadway Avenue at US1.
 - Continuing to locate, scan, examine, archive, and prepare for storage non-digitized plans.
 - Reviewed daily engineering permit applications through the ProjectDOX system.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for Pine Cone Trail, Windsor Drive, River Bluff Drive, Rio Pinar Drive, Oakmont Drive, Baywood Drive, Wilmette Avenue directional bores, and Sterthaus Drive wood pole additions, per FPL request.
 - Reviewed plans and created multiple approved Work-in-the-Right-of-Way permits for 75 North Halifax Drive, Flamingo Drive, the entire Woodlands subdivision directional bores, and 829 Flamingo Drive fiber cabinet construction, per AT&T request.
 - Sent US1 as-builts to contractor per request.
 - Modified airport buffer exhibit drawing.
 - Modified drawing for Ames Park parking improvements, per project manager's request.
 - Created permit drawing sets for 1289 John Anderson Drive and 15 Sunset Blvd. water service replacements, per Utilities Division request.
 - Prepared notices for mailing to approximately 1,000 residents in the south peninsula reclaimed water expansion project area.
 - Researched old files and provided PDF copies of Wellington Station retention pond, per Planning Department request.
 - Provided PDF scan set of the Security First site plan, per Utilities Division request.
 - Researched old files and provided PDF copy of old dock survey for 776 John Anderson Drive, per consultant request.

Environment Management

Street Maintenance - Asphalt/Concrete

- Concrete work at S. Ormond Neighborhood Center; pulled cones & forms
- Asphalt citywide – Britain & US1; Ormond Lakes & King Phillips; The Casements
- Prep work for 20x16 concrete pad at transfer station

Forestry

- Trimmed and cleaned up at City yards and City Hall (incl. Corbin Ave parking lot at school)
- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/transfer station
- Ground stumps citywide
- Removed dead pine tree on New Britain Ave; damaged oak by sidewalk in Ames Park; damaged oak on Ormond Green; dead limb on Wildcat Ln; rotten limb over ROW on Wildcat

- Picked up tree trunk on Ormond Green
- Trimming ROW & streetlights on Spring Meadows Dr

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
- Filled in sand at Fortunato Park
- Flagging in Ames Park
- Cleaned litter from US1 & Wilmette

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
- Straightened and replaced signs citywide

Stormwater Maintenance

- Cleaned outfall on Oak Forest
- Locates citywide
- Gates & pumps citywide
- Pump Station maintenance on Bennett Ln, Main Sail
- Basin repair on Cottonwood Flat
- Pond mowing at the airport

Vactor

- Fortunato Park & boat launch for parks

Street Sweeping/Streetsweeper (3 days)

- 107 miles of road cleaned
- 22 cubic yards of debris removed

Fleet

- Mileage traveled by all departments for the week: 24,340
- PM Services completed for the week
 - Emergency Vehicles and Equipment: 1
 - Non-Emergency Vehicles and Equipment: 28
- Road Calls for the week: 4
- Quick Fleet Facts:
 - Fuel on hand: 1,450 gallons unleaded, 3,978 gallons diesel
 - Fuel used in one week: 902 gallons of unleaded and 650 gallons of diesel.
 - Fleet completed 23 work orders this week.

Utilities

- Projects Summary
 - Breakaway Trails Yard Electrical and Pump Upgrades – The 90% plans and specifications are being revised by the design engineer to incorporate comments.
 - Leeway Tank – City Commission request scheduled for May 15 meeting for execution of work authorization for design services to Mead & Hunt.
 - Lift Station Improvements 2018 – Plans are 35% complete.
 - Lift Station 8M1 – Easement and easement vacation documents are under review.
 - Lift Station 10M & 12M Improvements – The preliminary start-up was performed on Lift Station 10M. Electrical improvements are installed at LS 12M. The inspection was performed and FPL is scheduled to connect the 12M lift station meter 5/8/18.
 - Security First Off-Site Water Main Improvements – Design review comments are being addressed by the engineer.
 - WWTP Sodium Bisulfite Tank Replacement – Existing sodium bisulfite stored product is being used prior to starting the tank replacement.
 - Utility Location Services – Addendum 2 was issued to extend the bid date to May 15. Specifications are being changed to bid per locate instead of per ticket.
 - Water Plant, Leeway and Breakaway Trails Elevated Storage Tank (EST) activities – Breakaway Trails Tank needs some repairs. Two quotes were received. A proposal for lead testing of the paint is being prepared.
 - Utilities SCADA Upgrades (Software Purchase RFP) – Selection and award recommendation to City Commission meeting pending. Awaiting additional agreement modifications from vendor for venue considerations.
 - 15 Sunset Drive – Plans are prepared for a Volusia County Use Permit Application. A Permit application was prepared for signature.
 - 1289 John Anderson - Plans are prepared for a Volusia County Use Permit Application. A permit application was prepared for signature.
 - SPRC Projects (Utilities Review)
 - 85 South Tymber Creek Road – Oasis Church: Discussed requirements to install the proposed water service line in a sleeve.
 - Fletcher's Irish Pub – Met to discuss requirements to add outdoor seating. An irrigation service line may need to be installed.
 - Pineland Subdivision – Received Preliminary Plat Phases 2 to 5 for review.
 - YMCA Parking Lot Expansion – Field checked as-built drawings and provided comments.

Water Treatment

- Delivered 38.80 million gallons for the week ending April 27, 2018 (5.54 MGD).
- Backwashed 9 filters for a total of 494,000 gallons backwash water.
- Raw water average daily withdrawal rate from all wells through March 31, 2018 @ 6.162 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 29.79 million gallons.
- Influent flow rate Average Daily Flow (ADF) for weekly period @ 4.26 MGD.
- Produced 24.51 Million Gallons of Reuse.
- Produced 5.28 Million Gallons of Surface Water Discharge.
- Most recent annual period ADF Rates (April 1, 2017 – March 31, 2018): Influent 4.68 MGD (Permit 8 MGD); Surface Water Discharge 1.91 MGD (Permit 6 MGD); Reuse 3.22 MGD (Permit 10 MGD)
- Hauled 112.32 tons of dewatered residual solids (14%-18% Solids).

Water Distribution

- Responded to 9 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
- Installed 5 residential water services for new residential construction.
- Replaced 4 broken water meters per Finance Department request.
- Responded to and/or repaired 10 water service leaks.
- Performed 2 scheduled water main shut downs in Woodmere subdivision for the water main connections as part of the 2" water main replacement project.
- Performed pressure testing on 7 city owned backflow preventers.
- Replaced 6 broken meter boxes.
- Performed large meter testing on a 4" commercial water meter.
- Disconnected water service for 332 John Anderson Dr. as request for the Building Div. due to demolition.
- Replaced 6 water services due to low volume concerns. One casing was installed for a water service replacement under a road.
- Continued annual Volusia County fire hydrant maintenance program, 24 FH's completed this week.
- Repaired and placed back in service the flushing device located on Ridge Ave. Flushing times were set appropriately to avoid flooding concerns in the area.
- Performed flushing for Plantation Oaks 16" water main to assure proper CL2 residual. A permanent flushing device will be installed in the next week.
- Assisted Weber Construction with a private fire hydrant replacement at 333 W. Granada Blvd. (Winn Dixie)
- Relocated water service at 753 Santa Fe Dr. per Finance Department work order.
- Completed initial inspection of Plantation Oaks subdivision, section 2A.
- Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 159 regular and 4 emergency utility locates for the previous week.

Wastewater Collection – Reuse

- Crews responded to 9 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 3 in the conventional system service area. There were no reuse trouble calls.
- Finished restoration at 4 Tomoka View Dr.
- Replaced broken cleanout at 244 Washington St.
- Investigated rattling manhole cover at Santa Fe Ave. & Calle Grande St.
- Located PEP tank at 14 Tomoka Ridge Way for pool install.
- Follow up TV of lateral at 52 Mayfield Ter. Line is clear.
- Repaired lateral and installed new clean out at 1513 Oak Forest Dr.
- Rehabbed and rewired PEP system at 50 Westland Run.
- Removed root and raised cleanout at 823 Lucerne Cir., follow up to customer side stoppage.
- Removed roots and replaced pump at 125 Cedar Creek Way.
- Replaced PEP tank at 3 Tropic Lake.
- Checked force main pressure on Ocean Shore Blvd. AM Spanish Waters 26/29 psi, Ocean Mist Hotel 25/28 psi, Ormond Mall 0/0 psi.
- Low pressure sewer gauge readings: AM Foxhunters Flat (4 inch) 22 psi, Westland Run 23 psi & Shadow Crossing Blvd. (4 inch) 14 psi.

Wastewater Plant – Lift Stations

- Centrifuge Conveyor Area, assisted Operations with housekeeping and cleanup of truck loading area, ok.
- Recycle Room, test run pipe drain assembly and provided support for contractor repair of plug valve. Contacted valve distributor for repair/replacement of valve, will update when more information is received.
- Aberdeen 3, 4, high run hours at local time clocks, deragged both check valves, ok.
- C.C.C. Tanks, assisted Operations with set up of diesel pump to begin draining of tank for piping modifications.

- Scum Well #1, removed unused devices and wiring from motor control panel, ok.
- Influent VFD #3, trouble shooting system for ongoing faults, unit is out of service.
- Chlorine Pump #2, wired and programmed pump, returned to service.
- 13M, RTU not functioning, reported hardware fault, replaced and reprogrammed RTU, ok.
- 8M3, RTU not functioning, blown fuse and batteries, replaced batteries and fuse, ok.
- Lift station Server, cleared 518 outstanding messages on radio, and restarted NetView, ok.
- Influent Room, oversaw transfer of pump positioning status, ok.
- McDonalds, weekly odor control and wet well cleaning.
- WIN911 monitor/response: 4P, phase loss, power restored upon arrival, ok.
- SCADA monitor/response: 3M, #2 stuck on, clean and adjust probe, ok; Arroyo Parkway, 1P, high starts, clean probe; 3M, no starts #2, reset motor starter, 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.
- Semiannual Plant PM's: Carrousel Blower #1.
- Lift Station PM's: 12 monthly performed and 5 annual.

Water Plant – Well Fields – Booster Stations – Reuse System

- Bennet Lane Storm Water, pumps not turning on when Opti system calls, spoke with Opti rep, modified dead band, tested, ok.
- High Service Pump 3, serviced drain lines, ok.
- Well 28H, replaced non-operational pump and motor, ok.
- Well 24H, RTU check, replaced batteries and blown analog surge protector, ok.
- Well 37R, replaced air release valve, ok.
- Breakaway Trails Reuse, elevated tank pressure shows 10psi higher in SCADA than actual, cleaned pressure sensor connections, changed span in RTU, ok.
- Hypochlorite Pump 4, replaced gearbox, motor and feed tube, ok.
- PM's: High Service pumps 1 through 8; Hudson Wells 22, 23, 24, 27, 29, 30, 31, 32, 33, 34; All Rima Wells.

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

- Reuse Groundwater Monitoring Report – Staff is reviewing the GMW monitoring data for completeness and compliance. The analytical report is from the 5 groundwater wells located on the Oceanside Country Club property. The data is required by the FDEP to ensure the reuse water is not negatively affecting the groundwater.
- Industrial Pretreatment Program – Staff is sampling various sites in the City's sewer collection system to monitor for pollutants of concern and the potential customer contributing above the City's limits. The samples will be analyzed by the City's contract certified laboratory. Staff is also performing maintenance on the samplers.
- 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.
- Cross Connection Control Program – Volusia County Health Department is reviewing the City's Annual Cross Connection Control Report submittal. The Department has asked for additional information concerning the report. The report highlights the Utility's backflow device testing compliance rate. The current compliance rate of backflow devices which have been tested is 84%. The City continues to work to improve the compliance rate.

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

Honorable Mayor and City Commissioners

May 4, 2018

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- City Clerk attended meeting with Acting Assistant City Manager
- Staff attended and provided support for May 1, 2018, City Commission meeting
- City Clerk and Assistant City Clerk met with potential candidate and provided election notebook
- Agenda pack preparation, creation, and distribution for May 11, 2018, Pension Board meeting